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**Health and Safety Policy**

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**Health & Safety Policy Statement**

F&P Plumbing will strive to ensure that its business shall be run in a manner that will secure compliance with the Health and Safety at Work Act 1974 and all current associated legislation.

The Company's obligation to providing a safe place of work for its employees is facilitated by:

* The provision of adequate financial, human and other resources as identified to ensure the effective implementation of the policy.
* The provision of a safe working environment, safe systems of work, safe plant and equipment and the maintenance of such plant and equipment.
* The provision of adequate information, instruction, training and supervision as may be required.
* Ensuring fire prevention and control measures are in place.
* The provision of an effective means of communication and consultation.

We willwork closely with our clients and customers to ensure the required standards of safety are met when undertaking work on their premises. The Company meets its requirement to appoint a *Competent Person* who will provide advice on safety matters and general health and safety assistance by the engagement of external competency.

The Company actively encourages participation in matters relating to health and safety. This includes ensuring an appropriate means for the reporting of safety and welfare issues by staff and suitable arrangements for joint consultation.

In addition to periodic reviews, the policy and its arrangements will be subject to regular assessment, and will be amended should legislation, significant changes to working practices or new hazards necessitate this.

Managing Director:

………………………………………………………………………………

Date: ……………………………………………………………………………

**Health and Safety Organisation and Arrangements**

|  |  |  |
| --- | --- | --- |
| **General Policy** | 1. Purpose
 | 5 |
|  | 2. The Legal Position | 5 |
|  | 3. Policy | 5 |
|  | 4. Aim | 5 |
|  |  |  |
| **Organisation** | 5. Safety Management System | 6 |
|  | 6. Roles and Responsibilities  | 7 |
|  | 6.1 Manging Director | 7 |
|  | 6.2 Employees | 8 |
|  | 7. Training  | 9 |
|  | 8. Consultation with Employees | 9 |
|  | 9. Dissemination and Implementation | 9 |
|  | 9.1 Dissemination  | 9 |
|  | 9.2 Implementation of Procedural Documents | 9 |
|  |  |  |
| **Arrangements**  | Detailed contents index of arrangements | 10 |
|  |  |  |
| **Monitoring and Measuring** | 34 |
| **Review of Policy** |  | 34 |
|  |  |  |
|  |  |  |
|  |  |  |

**General Policy**

**1.     Purpose**

This section of F&P Plumbing`s Health and Safety Management System is intended to provide guidance to all employees on how the organisation organises the responsibilities for managing health and safety and how it consults employees on health and safety matters.

**2.     The Legal Position**

F&P Plumbing has a duty under Section 2 and 3 of the Health and Safety at Work etc. Act 1974 to ensure, so far as is reasonably practicable, the health and safety at work of all employees.

The Management of Health and Safety at Work Regulations 1999 requires F&P Plumbing to record its arrangements for managing health and safety and identify those responsible for health and safety and their respective responsibilities.

Where there is no Union representation, the Health and Safety (Consultation with Employees) Regulations 1996 apply. These regulations require F&P Plumbing to consult employees on matters that affect their health and safety where the Safety Representatives and Safety Committees Regulations do not apply. Also, employee non-union representatives may be appointed by their colleagues.

**3.     Policy**

It is the policy of the F&P Plumbing to ensure that members of the F&P Plumbing Management team understand their responsibilities and provide sufficient resources to implement effective health and safety arrangements.

F&P Plumbing will ensure regular consultation on health and safety matters between Directors and employees. Effective lines of communication are needed to enable health and safety information to be passed to employees.

**4.     Aim**

F&P Plumbing expects to comply with all legal requirements of the Health and Safety at Work etc. Act 1974, including any Crown Notices served upon it by the Health and Safety Executive and all other relevant statutory provisions and regulations.

F&P Plumbing accepts that as an employer it has a duty to ensure, so far as reasonably practicable, the health, safety and welfare at work of all employees; and to conduct its undertaking in such a way that the general public, visitors and contractors are not exposed to risks to their health and safety.

F&P Plumbing is committed to providing:

* a safe working environment for all employees; visitors and others working in our buildings;
* work equipment, systems and working practices that are safe and without risk to health;
* adequate welfare and first aid facilities; and
* sufficient information, instruction, training, and supervision to ensure employees and others in our buildings work in a safe manner.

F&P Plumbing seeks the support of all employees in achieving these aims.

**Organisation**

**5.     Safety Management System**

F&P Plumbing Safety Management System will follow the HSE’s HSG65 model of Plan, Do, Check, Act, of which a brief description is outlined below.

Consideration should be given to this process in all planning stages and development of F&P Plumbing strategies.

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| **Plan, Do, Check, Act** |  |
| **Plan** | Determining the Policy and Planning for implementation |
| **Do** | Risk Profiling, Organising for health and safety and Implementing the plan |
| **Check** | Measuring performance, Investigating accidents and incidents (monitor before events and investigate after) |
| **Act** | Reviewing performance and acting on lessons learned |

**F&P Plumbing Organisational Structure**

General Directors

 Contract’s co-ordinator

Engineers

MJ Health & Safety Services Advice and Support

Director

Company Secretary

Visitors. Customers., Members of the Public

**Roles and Responsibilities**

**6.     Responsibilities**

**6.1 Responsibilities of the Managing Director**

The Director Responsible for Health & Safety has overall responsibility for the Company’s activities and practical responsibility for the health and safety management.

The Director has the overall responsibility for ensuring that the Health and Safety Policy is effectively implemented and that proper resources are made available in order to achieve this.

He will plan ahead as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.

He provides the final authority on matters concerning health and safety at work.

The Director has specific responsibility for co-ordinating the management of health and safety and will ensure that the Health and Safety Policy is reviewed annually and, if necessary, revised.

The Director will make decisions on health and safety issues based on a proper assessment of any risks to health and safety and will ensure the control of those risks in an appropriate manner.

The Director also have the responsibility for further day to day health and safety matters which they may delegate.

These include:

* The arrangements for emergencies, including the fire precautions and emergency evacuation plans.
* The ongoing maintenance and testing and associated records for the building services and equipment, e.g., heating, electricity, gas, fire equipment and the specific work based equipment.
* Liaison with contractors to ensure health and safety in respect of their activities on site.
* Risk assessment or working with external health and safety consultants to achieve risk assessment, and maintaining the records of assessment.
* Ensuring that adequate numbers of employees are First Aid trained at all times.
* The co-operation of first aid arrangements and accident recording and reporting, including compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
* Inspect Drivers licenses on an annual basis to ensure that those required to drive for work are legally able to drive.
* Ensuring that suitable numbers of employees are Fire Warden trained and that a suitable evacuation procedure and plan are in place.
* Ensuring that all employees complete a suitable induction including awareness of any particular hazards that may effect their safe working i.e. fire evacuation procedures.
* Ensure that procedures for monitoring and consultation of health and safety issues are in place and completed.
* Ensure that effective consultation is maintained with employees under his supervision.
* To bring to the attention of the Directors any health and safety issues that need board level agreement before they can be addressed.
* Ensuring that there is a comprehensive First Aid procedure in place and that an employee is responsible for refilling the First Aid supplies
* Carrying out and recording the weekly test of the fire alarm call points.
* Carrying out checks of the fire access routes, fire doors, extinguishers in place and checking for fire hazards.
* Ensuring that the emergency lights are suitably tested and checked in line with regulations.
* Ensuring that all fire related tests and inspections are suitably recorded in the company Fire Log.
* Acting as a Fire Warden.
* Carrying out and recording monthly ladder safety inspections.
* Ensuring that all employees have completed display screen assessments and that such assessments are repeated when necessary.

**6.2 Responsibilities of all employees**

The law makes it the duty of everyone at work to take reasonable care for their own health and safety and that of others and employees’ duties include:

* Co-operation with management to ensure that safe and healthy working s and workplace are maintained.
* Reporting promptly to the Business Manager or Directors any hazardous situation or defect.
* Making full and proper use of any safety equipment and keeping such equipment in a clean condition and in good order.
* Following any instructions and training given in respect of any activity involving risk to health and safety.
* Acting responsibly and refraining from reckless behaviour at work.
* Co-operating with the company in the implementation and observation of all statutory requirements placed upon the Company.
* Observing the duty not to misuse or interfere with anything provided in the interests of health and safety.

**7.   Training**

All employees who have health and safety responsibilities will receive training or instruction to support them in such roles.

It is the responsibility of the director to identify the employee’s safety training and development requirements and ensure that those needs are fulfilled.

**8. Consultation with Employees**

F&P Plumbing is required by law to consult its employees on matters that affect their health and safety. To enable health and safety information to be passed to employees and employees to raise any health and safety issues, the company will use group meetings/departmental briefings, individual consultation, workforce memorandums and notice boards.

**9. Dissemination and Implementation**

9.1 Dissemination

This Policy will be distributed to all Directors and brought to the attention of all employees of F&P Plumbing via team meetings and printed material.

9.2 **Implementation of Procedural Documents**

F&P Plumbing arrangements for delivering the objectives and requirements of health and safety policies and procedures are detailed in the Organisational Arrangements.

**HEALTH AND SAFETY ARRANGEMENTS**

|  |  |  |
| --- | --- | --- |
|  |  | Page |
| 1 | Training  | 12 |
| 2 | Communication | 12 |
| 3 | Management of Contractors | 13 |
| 4 | Accident reporting and investigation | 13 |
| 5 | Risk assessments and written systems of work | 15 |
| 6 | First aid provision | 16 |
| 7 | Fire precautions  | 17 |
| 8 | Electrical safety | 18 |
| 9 | Work equipment | 19 |
| 10 | Personal Protective Equipment | 21 |
| 11 | Manual handling operations | 22 |
| 12 | Work at height | 22 |
| 13 | Hazardous substances | 23 |
| 14 | Asbestos | 24 |
| 15 | Confined spaces | 26 |
| 16 | Welfare arrangements | 28 |
| 17 | Alcohol and drugs | 28 |
| 18 | Lone working | 29 |
| 19 | Management of road risk | 30 |
| 20 | Office Working (computers & workstations) | 31 |
| 21 | Health surveillance | 33 |
| 22 | Stress | 33 |
| 23 | Construction Design & Management | 34 |

**1: Training**

Primary Legislation:

Health & Safety at Work Act 1974

F&P Plumbing views training as an essential element of employee development and a primary means of ensuring staff are provided with effective instruction and information for carrying out their duties safely.

Staff/workers are given training appropriate for the work they are engaged to carry out.

If it is a requirement of a particular task that refresher training is needed, it will be provided as necessary before any established expiry date.

Should it be identified that specific activities require more detailed skills then specialised training will be provided. Where necessary the Company will engage the services of an external competency or person to provide the training.

Any reasonable request/instruction to participate in specific training by others, e.g. Clients or Principal Contractors, relating to work within their areas of control will be agreed to as this is recognised by F&P Plumbing as being a valuable aid to contributing to a safer working environment for all.

Contractor competencies: It is a requirement of the selection process to provide services on behalf of F&P Plumbing that company(s) or individuals have received training appropriate to the work to be undertaken and where applicable have obtained qualifications to underpin that knowledge.

**2: Communication and consultation**

Primary Legislation:

Health and Safety (Consultation with Employees) Regulations 1996

Due to the size of the Company and the nature of employer/employee relationship, the consultation process is generally informal and communication of health and safety matters is generally provided for by a combination of:-

* Group meetings/departmental briefings
* Individual consultation.
* Workforce memorandums
* Notice boards

When communicating with workers, allowance may have to be made for those persons who have reading and writing problems and for those who cannot understand or have limited understanding of the English language.

In such situations written instruction should be supported by images and symbols.

Where necessary, the use of a translator may be considered to ensure that non-English-speaking workers are provided with adequate instruction relating to safe working and that the information is understood.

**3: Management of Contractors/Sub-Contractors**

Primary Legislation:

The Management of Health and Safety at Work Regulations 1999

Construction (Design & Management) Regulations 2015

The Company engages the services of contractors/sub-contractors whose trade skills are appropriate to the work we undertake.

When sub-contract labour is used we will ensure that controls include:

* Establishing the competency of companies/individuals to carry out work correctly and safely.
* The required level of competency shall be determined by the Managing Director prior to their engagement and shall be supported by appropriate documentation/certification.
* Providing contractors with work instructions and information.
* Providing risk assessments and method statements
* Where necessary, providing directly employed supervision, i.e. based on the complexity or higher level of risk that may be associated with contracts

**Contractor duties**:

Whilst in most circumstances contractors will work in accordance with the risk assessments and method statements prepared by F&P Plumbing, this does not negate the requirement for Contractors from having adequate procedures of their own in place for carrying out risk assessments and producing method statements/safe systems of work.

Contractors will be expected to co-operate and co-ordinate their work with others who may be working on contracts.

When working under own supervision/management contractors shall ensure that accidents are reported to the 'Responsible Person' on the premises/site where the work is being carried out undertaken, and that F&P Plumbing are informed in a timely manner.

**4: Accident Reporting and Investigation**

Primary Legislation:

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Accidents/incidents

While the prevention of accidents or cases of ill health is a primary objective of the health and safety policy, it is however recognised that such occurrences can happen. In the event of an accident/incident or instance ill health arising from a work related activity occurring, the following will apply:

All accidents and significant incidents will be recorded by means of:

* The Company/premises accident book …… or
* Site working or travelling to and from sites - Telephoning the details into the works office immediately if the accident/incident is of a serious nature or at the first opportunity if less serious. The report will then be recorded.

On site accidents – working under the control of others

All accidents/incidents shall be reported to the 'Responsible Person' (premises controller), e.g., client or Principal contractor in accordance with whatever procedure is prescribed by them.

As the person in control of *that* premises the Client or Principal Contractor will ensure that accidents or dangerous occurrence covered by RIDDOR are reported or notified in the prescribed manner.

Note: This arrangement does not remove the requirement to ensure that the Company office is informed of accidents/incidents in a timely manner to ensure that its internal reporting procedure is followed for recording and/or reporting purposes.

* The Contract coordinator /nominated person in their absence must be notified as soon as possible of accidents/incidents - no later than within 24 hours of the occurrence.
* Accidents resulting in any significant harm or damage will be reported to the Managing Director immediately.
* After the Managing Director has been made fully aware of the circumstances the Contract coordinator (or other nominated person) will be responsible for ensuring that the accident/incident or disease reportable or notifiable under the Reporting of Incidents, Dangerous Occurrences and Diseases Regulations is duly reported –
* Reporting requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013:
* Accidents resulting in a person being off work for more than 7 days shall be reported by means of an on-line report (<http://www.hse.gov.uk/riddor/>)
* The responsible person must the accident in an approved manner as soon as practicable and in any event within 15 days of the accident
* A telephone service remains for reporting fatal and major injuries **only** - Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm) ........Should the severity of an accident or incident require immediate ‘out of hours’ reporting then telephone0151 922 9235.

The main alterations to RIDDOR made by the October 2013 changes are:

* A simplified and shortened list of specified reportable injuries ("major injuries") to workers sustained as a result of a work-related accident.
* A clarified and shortened list of reportable dangerous occurrences (near-miss events).
* A simplified and significantly shortened list of reportable ill-health conditions in workers (replacing 47 specified ill-health conditions with 8 categories of work related diseases).

No changes have been made to:

* Recording requirements;
* Reports of fatal accidents;
* Reports of accidents involving non-workers including members of the public;
* Reports of accidents which incapacitate workers for more than seven days;
* Requirements to preserve certain incident sites at mines, quarries and offshore workplaces pending investigation and subject to overriding safety needs.

 Investigation

All accidents or incidents resulting in injury or damage, or having the potential to cause harm, disease or damage will be investigated by the Company. The investigation and subsequent findings will be appropriate to the scale and significance of the incident.

Where a serious incident occurs, the Company will liaise with its Insurers if required and carry out an investigation of any accident, near miss or dangerous occurrence as judged necessary to:

* Make safe any equipment or substances involved
* Prevent any recurrence
* Obtain full details of the circumstances of the incident to enable a report to be compiled, or to assist the investigating Inspector, or provide information for insurance purposes.

**5: Risk assessments** and written systems of work

Primary Legislation:

Management of Health and Safety at WorkRegulations 1999

It is the policy of F&P Plumbing to be able to demonstrate that all risks arising from our work are progressively assessed and, as far as reasonably practicable, sufficiently controlled.

The responsibility for ensuring that risk assessments are carried out is incumbent upon the senior management of the Company who will ensure that appropriate competence is available to assist the Company to meet this requirement. Competence may be provided by the engagement of external assistance.

The findings of risk assessments are communicated to employees.

Risk assessments are used for the development of method statements.

Copies of risk assessments are retained and filed in a formalised, accessible manner.

Risk assessments will be reviewed at a frequency determined by the level of residual risk associated with specific assessments or upon the introduction of new hazards, new working practices or changes to existing working practices.

Method statements & Safe Systems of Work are developed to provide planned, safe methods of working based on the findings of risk assessments in which control measures and the correct use of them are documented in formalised manner.

Any deviation from method statements will only be allowed after an appropriate level of assessment as to the safety implications of any such change, and authorisation by the senior person on a contract with an appropriate level of competency, or authorisation by the Managing Director.

**6: First Aid Provision**

Primary Legislation:

Health and Safety (First Aid) Regulations 1981

Company arrangements for first aid provision will be based on an assessment of first-aid needs appropriate to the circumstances of specific contracts.

Current first aid arrangements:

* First aid kits/boxes being carried on Company vehicles
* Whilst first aid kits for use in the ‘field’ are provided for the Company personnel, details of first aid arrangements client/customer sites/premises will also be established with the client, agent, principal contractor etc. prior to commencement of work.
* First aid boxes/kits are monitored and replenished when required by a nominated person.

First aid training is planned for the Company to have all employees trained to *Emergency First Aid at Work* (EFAW)**➀** status, based on current numbers of directly employed persons.

This provision will be supported by an *Appointed Person***➁** within the Company office.

Any need for additional training, will be assessed in accordance with changing work requirements, and may include training to full *First Aid at Work* (FAW)**➂**  level.

**➀** **EFAW** training enables a first-aider to give emergency first aid to someone who is injured or becomes ill while at work.

**➁** The **Appointed Person** role is generally restricted to looking after first-aid equipment (e.g. monitoring and replenishing) and facilities and calling the emergency services when required. The AP may also provide emergency cover, within their role and competence, where a first-aider is absent due to unforeseen circumstances only. Appointed persons are not first-aiders and should not attempt to give first aid for which they have not been trained.

**➂ FAW** training includes EFAW and also equips the first-aider to apply first aid to a range of specific injuries and illness.

**7: Fire safety**

Primary Legislation:

Regulatory Reform (Fire Safety) Order 2005

The F&P Plumbing office is basic in design and compact in size. Accordingly, an assessment of fire risk has been carried out by the Company as tenants of the office.

The assessment will be reviewed periodically or upon significant changes within the premises.

When working on the premises of others fire safety precautions will include:

* Workers familiarising themselves with the fire arrangements within client/ customer premises.
* Complying with client/customer instructions and information relating to the aforementioned arrangements.

Where there are no arrangements in place, e.g., new builds, non-occupied premises, then the following precautions will need to be instituted:

* Identify fire hazards – Recognising where the elements of the fire triangle are present: ***Fuel*** (e.g., combustible materials), ***Ignition*** sources (e.g., hot working, dangerous or overloaded electrical equipment or systems) ***Oxygen*** (e.g., natural sources or industrial gases).
* Establish a means of raising the alarm, e.g., manual fire bell or verbally.
* Identifying escape routes and exits.
* Provide signage: way-finding and general instruction.
* Ensuring effective segregation, e.g., flammable liquids and/or combustible materials not stored close to sources of ignition or oxidising substances.
* Determine numbers and type of fire extinguishers or other means of fighting fire that may be required.

Guidance on types of extinguisher: -

* Water extinguishers – Class A fires (solids) - e.g., wood, paper, textiles,
* Foam extinguishers can be used where both class A & B fire risks (solids and liquids) exist ……… Aqueous Film Forming Foam (AFFF) is particularly suited to fight liquid spill fires such as petrol, oil, fats, paints etc.
* Dry powder extinguishers which work by smothering and cooling and are used for running fuel fires, gas fires and electrical fires ……… or
* CO2 extinguishers for flammable liquids and especially for electrical hazards

Hot work: Should hot working be a requirement of work, then a fire extinguisher of a media appropriate to any (possible) fire will be provided and positioned in the working area.

Hot working permits will be used where assessment of a specific task identifies a degree of risk that necessitates the use thereof, or where there is a specific Client instruction for use.

**8: Electrical Safety**

Primary Legislation:

Electricity at Work Regulations 1989

The Electricity at Work Regulations require certain precautions to be taken against the risk of death or personal injury from electricity (in any work activity). The regulations also place duties on employers, employees and self-employed persons to comply with such requirements as are within their control. Persons holding such responsibilities are the ‘Duty Holders’. Employees, workers have an additional duty to co-operate with the employer.

All contract work of an electrical nature will be strictly carried out in accordance with the requirements of the Electricity at Work Regulations and other relevant and current regulations.

When electrical working is required as part of a contract, F&P Plumbing only use trained and competent persons who are authorised to work on electrical equipment and distribution systems, i.e., as duty holders they will have sufficient knowledge of the Electricity At Work Regulations and other relevant and current regulations, e.g. *18th Edition IEE Wiring Regulations* in order that they can properly discharge their responsibilities.

Live working will not be carried out unless absolutely unavoidable, will be carried out under ‘live working’ permit conditions and will not be carried out in lone working situations without the Company’s knowledge, sufficient and appropriate planning and adequate safety precautions as identified by a task specific assessment.

All necessary precautions will be taken relating to the conditions being worked in, with particular care taken in damp or potentially explosive atmospheres - additional control measures will be employed where necessary in such circumstances.

Electrical hand tools or other electrical equipment will be used at the lowest voltage practicable, with a preferred safe option of being battery powered/cordless.

Portable equipment for use on site and appliances within the offices/premises is integrity tested (PAT) as required by external competency, at least annually or as otherwise scheduled by assessment.

The fixed electrical installation within the Company office is inspected at 5 yearly intervals in accordance with the recommended periodicity as contained in BS 7671: 2008.

**9: Work Equipment** (and associated hazards)

Primary Legislation:

Provision and Use of Work Equipment Regulations 1998

Noise at Work Regulations 2005

Control of Vibration at Work Regulations 2005

Definition: Work equipment is generally *any equipment used by a person at work*, i.e. any machinery, appliance, apparatus, tool or installation for use at work .... The definition is equally applicable to site working, e.g., using powered equipment or non-powered hand tools, or in an office environment using office equipment, e.g. photocopiers, computers, printers etc.

Work equipment is purchased by the Company based on its suitability to carry out work safely and effectively, not on a cost only basis.

All tools/equipment shall be inspected regularly during contracts to determine their continuing fitness for use. Any item found to be faulty must not be used until repaired by a competent person or replaced.

Additionally, powered work equipment shall be maintained, formally inspected and tested against a schedule determined by the type of equipment, the environments used in and the frequency of use.

Power tools will, wherever practical, be cable free/battery powered or 110 volts only. If power tools have to be used that operate at a higher voltage, then they shall be fed via armoured cable and the supply protected by a 30mA circuit protection device.

Due to the skills base of F&P Plumbing workers it would not be expected that specific instructions for the safe use of general, basic work equipment are necessary. However, should such instruction be deemed necessary, workers will be advised of the instruction and information for the correct/safe use of equipment that is provided by manufacturers or suppliers, i.e. equipment/machine manuals, warning labels, training manuals and instruction sheets, which the Company will ensure are obtained and readily available.

Where specialised equipment must be used, only people who have received appropriate training to gain the required competency shall operate such equipment.

The senior person on contracts will determine as necessary whether equipment is suitable for the work and the working environment in a particular location e.g. they will consider environmental risks, such as wet or flammable atmospheres and confined spaces

Any hire equipment used for projects will only be used if current and appropriate documentation relating to testing/maintenance is supplied by the hire company. Instructions for safe use of the item(s) appropriate to the complexity of the equipment and/or associated risk must also be supplied.

Note: It is a requirement of contractors engaged by F&P Plumbing that their equipment must meet the standards as outlined above.

**Associated hazards**

Noise & Vibration

Although items of work equipment that can expose a person to noise and vibration *are* used on projects, i.e. power tools such as 'hammer' drills, angle grinders and saws, the frequency and duration of tasks would not be expected to expose workers to harmful or significant levels of noise or vibration (hand/arm).

Where the work involving the use of equipment that may produce excessive levels of noise or vibration is prolonged or frequent, suitable hearing protection➀ shall be worn (by any persons exposed) to reduce exposure to uncomfortable levels of noise🟏, and for vibration➁, worker rotation or taking frequent breaks should be used as a simple control measure to reduce exposure.

🟏Rule of thumb guidance: If you have to shout at a distance of two metres between yourself and another person to be heard, it can be presumed that the level of noise in the area is excessive.

➀Typical examples of types of hearing protection are:

* Earmuffs, which completely cover the ear.
* Earplugs, which are inserted in the ear canal.
* Semi-inserts (also called 'canal caps'), which cover the entrance to the ear canal.

➁Hand/arm vibration (HAV) is caused by vibration transmitted into the hands and arms through the palms and fingers. Some of the symptoms and signs of *Hand- Arm Vibration Syndrome* may include:

* Tingling and/or numbness in the finger(s)
* Fingers (either whole or part) turning white when exposed to either cold or vibration.
* The fingers may turn a bright red colour before returning to normal colour.
* Pain in the hands
* A loss of strength in the hand, or difficulty manipulating small objects.

Any person who notices any of the above symptoms should report the situation as quickly as possible to a senior person in the Company.

Note: Wearing gloves will protect against cuts and help to keep hands warm, thereby aiding circulation, but for most for most powered hand tools, any reduction in frequency-weighted vibration magnitude provided by ‘anti anti-vibration’ gloves will be negligible.

**10: Personal Protective Equipment**

Primary Legislation:

Personal Protective Equipment at Work Regulations 1992

The Company provides personal protective equipment, including respiratory protection, that is appropriate to the of work to be carried out.

Under certain circumstances contractors/sub-contract workers may be expected to provide standard items of personal protective equipment in line with specific requirements as identified by the Company.

 Where a requirement for additional task specific PPE is identified by F&P Plumbing, the Company will provide this equipment if the contract workers are not already in possession of such equipment as a condition of contractual conditions/arrangements.

* In all circumstances the following conditions will apply: -
* Personal Protective Equipment will be appropriate for the risks involved and suitable for the conditions where exposure to risk may occur. The criteria for equipment will take account of ergonomic requirements, the state of health of the wearer and the size and comfort factors involved.
* The issue/wearing of any protective equipment will be determined on its ability to control the risk and will conform to approved standards carrying a certificate or mark of conformity.
* All personnel protective equipment must be maintained in working order and in good repair.
* Any issue of personal protective equipment by the Company will be organised so that dates of issue are recorded, a system of maintenance is provided, and equipment that no longer provides reliable protection is withdrawn from service.
* Workers who are provided with personal protective equipment will be informed of its proper use and limitations. Workers will also be instructed to report loss, damage or any defect in the equipment provided.

**11: Manual Handling Operations**

Primary Legislation:

Manual Handling Operations Regulations 1992

Manual handling risks may be present in all types of working environments. Accordingly, the policy of F&P Plumbing is to avoid wherever possible the need for manual handling that exposes a worker to a risk of injury. To this end, the Company will:

Monitor its activities to assess if there are any risks to the health and safety of workers who are involved in manual handling operations.

Look to the avoidance/minimisation of manual handling operations as far as is reasonably practicable, if they are shown to be hazardous.

The Companywill take all steps necessary to ensure that workers are trained, instructed and informed in order they can make full and proper use of any equipment provided to reduce or eliminate handling operations.

Workers involved in any manual handling operations will make proper and full use of any personal protective equipment issued to them whilst conducting these tasks.

Any other such steps that are necessary to ensure compliance with the Manual Handling Operations Regulations will be taken by the Company.

**12: Work at Height**

Primary Legislation:

Work at Height Regulations 2005

Work at height is deemed to be any work related activity carried out at any height above the level of ground being. *A place is ‘at height’ if a person could be injured falling from it, even if it is at or below ground level.*

F&P Plumbing work activities involving work at height are generally restricted to the use of ladders, step ladders or podium steps.

Should other forms of access to height equipment or elevated work platforms be introduced to work activities, then appropriate equipment specific training and instruction will be provided before use.

The Company will endeavour to plan all work in such a manner that eliminates or minimises the need for work at height.

Where this aim cannot be achieved the Company will do all that is reasonably practicable to prevent a person falling from height by ensuring the work is adequately assessed before commencing to determine any associated risk and identify required control measures/precautions and that the work is properly planned and organised.

Ladders - Each task should be individually assessed to ensure that the limitations of working from a ladder are clearly identified and any use confined to short duration (‘30 minutes and move), low risk, light work with the ‘3 point contact’ method of use applied at all times – i.e., three parts of the body should be in contact with the ladder at all times. Ladders must be secured and stabilised to prevent movement.

Stepladders - Each task should be individually assessed to ensure that the limitations of working from a stepladder are clearly identified, and a policy of two clear steps above the foot position applied, strictly no working off the top step without handrail protection, any overreaching is avoided, and the ground that all four feet of the steps are positioned on is clean, dry flat/level and stable. Stepladders should not be used as a means of access to another level due to a lack of sideways stability.

Podium steps – although used as a ‘safe’ alternative to step ladders and accordingly limited to lower-level working, they are in many respects similar to mobile access towers with regards to safety measures. Podium steps will not be used unless:

* All gates and guardrails in place
* Castors/wheels are locked.
* No more than one person is on the working platform.

**13: Hazardous Substances**

Primary Legislation:

Control of Substances Hazardous to Health Regulations2002 (as amended)

The normal activities of F&P Plumbing may on occasions expose workers to substances containing or producing hazardous properties.

Hazardous substances that may be encountered would typically include, dusts from air conditioning plant filter units, industrial gases either associated with refrigeration/air conditioning plant or from occasional use of oxy/acetylene equipment, soldering fumes, paints and thinners, various levels of airborne dusts containing silica that may arise from activities such as masonry or plasterboard drilling.

Material Safety Data Sheets are obtained for substances used by the Company for the producing of COSHH assessments🟏 and are used to provide workers who may be exposed to substances that may be hazardous to health during their work, with information about the hazard(s) and instructions relating to the control measures/precautions to be employed when handling or using such substances.

🟏 Where deemed necessary, external competency would be used for assessments

The appropriate safety data sheets will also be used for reference purposes and to provide critical information in the event of a person requiring medical attention due to exposure to the effects of a hazardous substance.

Workers will be instructed that good standards of personal hygiene are essential in protecting against the exposure of substances and will be instructed as to the importance of washing before eating, drinking or smoking, and the removal of soiled/contaminated clothing at the earliest opportunity.

Any worker who becomes unwell and suspects that the cause is related to any substance used must report this immediately, to a senior person in the Company.

**14: Asbestos**

Primary Legislation:

 Control of Asbestos Regulations 2012

Due to the nature of F&P Plumbing work and the age and nature of certain buildings where work may be carried out, there is a possibility of asbestos being encountered by workers.

Current business activities do not require additional actions in accordance with Regulation 3(2) of the Control of Asbestos Regulations, relating to health records and medical surveillance.

The primary health hazards associated with exposure to asbestos are:

* *Asbestosis or fibrosis* – scarring of the lung, where tissue becomes less elastic, making breathing progressively more difficult and painful. Symptoms include shortness of breath, coughing, wheezing, tiredness and clubbing of the fingers and toes. Strain on the heart can lead to heart failure.
* *Lung cancer* – caused by inhalation of asbestos fibre and most commonly occurs in the tubes passing from the windpipe towards the roots of the lungs.
* *Mesothelioma* – Cancer of the lining of the chest or of the abdominal wall. Generally attributable to occupational exposure, but there are well documented cases of people living in the same house as people who worked with asbestos being affected.

If no information is provided by the client or other ‘duty holder’🞿 as to the presence of asbestos, or not, in work areas, F&P Plumbing will request such information, before commencing work, should there be concerns that work may disturb asbestos/asbestos containing materials. Such information would be found in asbestos survey reports and asbestos registers.

🞿 The ‘DutyHolder ‘under the Control of Asbestos Regulations may be the - Client/Property/premises owner; Managing agent, Building/Facilities Management; Leaseholder/Tenant or shared duty.

On site’ working - General instruction & guidance.

There are three main types of asbestos that may be encountered by employees during any construction and refurbishment work:

* *Crocidolite* (Blue asbestos)
* *Amosite*e (Brown asbestos)
* *Chrysolite* (White asbestos)

All asbestos is dangerous but Blue and Brown are known to be more hazardous than White.

Asbestos or asbestos containing materials (ACM) are most likely to be encountered when working with/in conditions such as:

* Buildings built or re-furbished before 1985, particularly if it also has a steel framework and/or has boilers, pipe-work or ducting with thermal/fire insulation.
* Sprayed lagging on pipes and boilers.
* Insulating boards used for fire protection.
* Thermal insulation - wall partitions and ducts.
* Roof and wall cladding – asbestos cement products.
* Some reinforced plastics, mastics and sealants.
* Millboard, paper and paper products – fireproof facing on wood fibreboard
* Certain texture coatings, decorative plasters and paints.
* Asbestos ropes and cloth – used in jointing and packing materials, gaskets, electrical insulation and older fuse boxes and electrical cabinets, caulking for brickwork.
* Bitumen felts and coated materials - some roofing felts, flashing tapes, damp proof courses that may contain asbestos fibre.
* Flooring materials - asbestos may have been added to the mix of certain PVC and thermoplastic floor tiles and sheet materials.
* Reinforced plastics - asbestos reinforced PVC containing Chrysolite used to make cladding panels.

Emergency response

Should it be believed that asbestos has been discovered or in the event of accidental release of asbestos fibres, the following actions shall be complied with:

* Stop work immediately.
* Report the situation to the Client or senior person representing them.
* Prevent any person from entering the area.
* If safe to do, so switch off and isolate any equipment such as ventilation systems that may further disturb and spread asbestos fibres or dust.
* If safe to do so, close all doors and windows.
* Evacuate the area.

Asbestos training

Asbestos awareness training shall be provided to ensure workers know how to avoid risks and how to protect themselves.

Asbestos awareness training should include the following topics:

* The properties of asbestos and its effects on health, including the increased risk of developing lung cancer for asbestos workers who smoke.
* The types uses and likely occurrence of asbestos and asbestos materials in buildings and plant.
* The general procedures to deal with an emergency, e.g., an uncontrolled release of asbestos dust into the workplace.
* How to avoid the risk of exposure to asbestos.

The Company provides an asbestos information pack for workers

**15: Confined spaces**

Primary Legislation:

Confined Spaces Regulations 1997

Definition of a confined space: While a closed tank with restricted access may be the obvious example of a 'confined space', it also includes enclosed rooms such as basements, pits, open manholes, trenches, pipes, flues, ducts, ceiling voids, and other places where there is inadequate natural ventilation.

Dangers can arise in confined spaces because of:

 Lack of oxygen

* Poisonous gas, fume or vapour
* Liquids and solids suddenly filling the confined space, or releasing gases into it when disturbed.
* Fire and Explosion
* Residues left behind which can give off gas, fume or vapour.
* Dust
* Hot working conditions

Work should only be carried out in a confined space if it is absolutely necessary, i.e. cannot be undertaken from outside the chamber, vessel etc. e.g. by planning the task adequately and where practicable using tools or equipment that eliminates the need for confined space working.

Should work in a confined space proved to be necessary then it shall only be undertaken after a risk assessment has been undertaken and a safe system of work put in place. Dependent on the level of risk associated with the task, a permit to work and permit to enter system may be required. Any assessment should include consideration of:

* The task
* The working environment
* Cleaning and purging processes
* Working materials and tools
* The suitability of those carrying out the task
* Arrangements for emergency rescue

**The Company strictly prohibits lone working in confined spaces.**

Oxygen deficient atmospheres:

No-one may enter or remain in a confined space in which the atmosphere is liable to be deficient in oxygen unless either he is wearing approved breathing apparatus, or the space has been and remains adequately ventilated and a responsible person has tested and certified it as safe for entry without breathing apparatus.

Fire and explosion

Precautions to be taken to prevent harm from a fire or explosion shall include:

* Pre-work isolation of services and equipment in or running across the work area where practicable.
* Accumulations of dust being removed by vacuum with only the hose and attachment offered to the area.
* Any sources of additional oxygen being identified and prevented from entering the area, e.g., isolation or re-routing.
* Only intrinsically safe tools and other equipment, e.g., lighting being used with preference being given where practical to the use of non-powered tools.
* A suitably competent person being in attendance at a proximity that will not entail entry into the enclosed space but will allow for full audible contact and where practicable full visual contact. Should either of these conditions not be achievable then a ‘rope and tug’ means of communication will be implemented.
* The opening for access and egress being of sufficient width and height to facilitate a rapid unrestricted withdrawal of the person in the enclosed space in an emergency.
* Persons who are named as part of an emergency plan being clearly instructed that *dry powder* extinguishers (due to choking and visibility issues) and *carbon dioxide* extinguishers (due to the gas quickly replacing oxygen and becoming an asphyxiant) shall not be used in any attempt to extinguish a fire with a person still in a confined or enclosed space.

**16: Welfare arrangements**

Primary Legislation:

 Workplace (Health, safety & Welfare) Regulations 1992

 Construction (Design & Management) Regulations 2015

For site working, prior agreement and arrangements will be obtained as to whether client welfare arrangements can be used.

For short-term projects and/or dependent on-site circumstances an adequate means of welfare may mean the use of facilities in the neighbouring locality, i.e. shops, cafes, public toilets.

When working under the control of a Principal Contractor it would be expected for them to have made the necessary arrangements as required by the CDM 2015 Regulations.

**17: Alcohol and drugs:**

Primary Legislation:

 Health & Safety at Work Act 1974

Whilst alcohol and drugs are an area for development within the framework of the Company*’s* personnel management system – i.e. terms and conditions of employment, work standards etc. there is an obvious connection to health, safety and welfare of employees and others who may be affected by their actions.

Under health and safety legislation employers have a duty of care to protect staff. Equally important is the need for employees to *take reasonable care for the health and safety of themselves and other persons*. This duty is applicable to a requirement to turn up to work in a fit state. Staff are a risk to themselves and others if over the legal alcohol limit or due to being impaired through drug use (for recreational or therapeutic reasons) while at work.

Due to the obvious and well documented risks associated with working under the influence of alcohol or drugs F&P Plumbing applies a zero tolerance policy towards a person attending work whilst their capability to work safely is potentially still impaired by the effects drink or drugs.

Note: alcohol can impair a person’s ability to work safely even when under the legal limit (for driving). Drinks and drugs can remain in the blood stream for a considerable amount of time after the initial consumption/taking and therefore retains an ability to adversely impact on a person’s ability to work safely – this would include the *‘morning after effect’.*

The Company’s zero tolerance policy strictly prohibits staff from drinking, buying, selling or even being in possession of alcohol while at work.

In addition to illegal drugs, certain prescription drugs and over-the-counter medicines (e.g. some hay fever medication) can affect a person’s ability to work safely. Therefore, it is vital that the Company is informed immediately of a person has been prescribed medicines or is using medicines purchased over the counter so that any possible risks arising from use can be identified e.g. may cause drowsiness.

Should any person feel that they have a mental or physical problem relating to alcohol or drugs then they should request a confidential meeting with the Managing Director or General Manager in the first instance, as it is the policy of the Company to *provide help wherever possible.*

**18: Lone working**

Primary Legislation:

Management of Health and Safety at Work Regulations 1999

It is the policy of the Company to avoid lone working situations where practicable.

However, it is recognised that lone working conditions can occur and as such the Company's procedure for lone working is to be formalised.

The use of mobile phones will be an integral element in the lone working procedure as a means of the lone worker making contact with or being contacted by the Company at an established frequency

Should a contract necessitate lone working by F&P Plumbing employees or contract labour then it will be a requirement for a risk assessment to be carried out prior to commencement of work. The findings of the assessment will determine the appropriate control measures that need to be put in place.

Factors to be considered in assessing lone working situations will include:

* The work to be undertaken – i.e. is electrical work required, and more importantly is there an absolute need for live work?
* Who would be contacted in an emergency situation and how?
* Provision in the event of an accident or illness – Note: is the person medically fit and suitable for carrying out the work?
* Actions in the event of fire
* Workplace conditions – e.g. access and egress excesses of temperature
* Manual handling
* Hazardous substances
* Is there a risk of violence?

**19: Management of Road Risk**

Primary Legislation:

Health and Safety at Work Act 1974

The Management of Health and Safety at Work Regulations 1999

Road Transport (Working Time) Regulations 2005

A significant element of F&P Plumbing business activity involves driving, i.e. travel to and from sites. Accordingly the Company will strive to prevent road related incidents by the following:

* Whilst driving on Company business, drivers are expected at all times to be aware of their actions with regards to the safety of themselves and other road users, and pedestrians, and to comply with road transport legislation and other relevant safety legislation.
* Compliance with all established and laid down motorway driving rules and procedures.
* Ensuring all vehicles are properly maintained.
* Ensuring drivers report faults immediately.
* Providing for drivers to be able to readily contact the company at all times.
* Informing employees of the potentially hazardous effects of driving in extreme weather conditions and what precautions to take.
* Informing drivers of the dangers of driving under the influence of alcohol or drugs.
* Emphasising the importance of taking rest periods as prescribed when undertaking long journeys.
* Informing drivers of the importance of not driving when tired physically and mentally and informing employees of the difference between *feeling ‘OK’* to drive and being properly refreshed through sleep.
* The avoidance of unnecessary road journeys.
* The planning and organisation of road journeys in terms of the length of the journey, the route taken and the time of the day etc.
* Strictly prohibiting the use of hand held telephones or other means of mobile communication requiring hand contact at any time whilst in charge of a moving vehicle or a stationery vehicle with the engine running.
* Prohibiting smoking in any Company vehicle: In addition to being an action that is contrary to legislative and Company requirements, smoking can lead to drowsiness when driving due to carbon dioxide displacing the oxygen in the vehicle and increasing carbon monoxide in the blood.
* Ensuring drivers attend any training that may be made available and driver assessments as required.
* Investigating road related accidents and recording in line with existing accident procedures. An employee who has been involved in an accident will be interviewed to establish the details and to identify what lessons can be learned. Interviews will be carried out in a manner that is positive and helpful, rather than punitive initially. However, disciplinary action may be instituted in cases of repeat offending, or where gross negligence is proved.
* Continuous monitoring to ensure that any work related road offences and/or penalty points incurred by drivers between annual licence checks are reported to the Company.

**20: Office working**

Primary Legislation:

Management of Health and Safety at Work Regulations 1999

Health and Safety (Display Screen Equipment) Regulations 1992

General office safety

Whilst generally deemed to be a low risk environment, staff must undertake duties with an awareness of the hazards present in an office. Although not exhaustive, this would include –

* Working with computer/display screen equipment which can lead to health problems from one or a combination of the following conditions:
	+ Bad posture
	+ Poor workstation layout
	+ Poor job design
	+ Stress

Working with electrical equipment e.g. photocopiers, printers which have the potential to electrocute if faulty or create trip hazards if leads and cables are incorrectly positioned.

Hazardous substances which could cause skin or respiratory problems.

Manual handling – potential for strains and musculoskeletal injuries.

Document shredders which have drawing in and entanglement hazards.

Filing cabinets that are of a type that allows more than one drawer to be opened at a time.

Display Screen Equipment (computer workstations)

The DSE Regulations apply to desk top *and* lap top computers and the ergonomic factors relevant to associated workstations/working areas.

Display screen equipment (DSE) is not a health risk in itself, but problems can arise in the way that it is used.

Any risks to health or safety associated with display screen work and workstations will be assessed.

Workstation assessments may be carried out by the external health and safety support or by DSE users themselves using a self-assessment questionnaire.

Self-assessments will be reviewed by the users themselves. If deemed necessary by a particular assessment response(s) the services of external health and safety support and/or an occupational specialist may be engaged.

Having determined the level of risk to the 'users', all practicable steps will then be taken to eliminate or reduce these risks within a reasonable time.

The assessment will be reviewed should there be any changes in the user’s environment, increases in work levels or significant changes in the worker’s environment or equipment.

DSE users will receive basic health and safety training/instruction to enable them to plan their work and adjust their workstation to minimise any risk to health or safety.

DSE work will be planned by the Company, and user, to enable them to have adequate flexibility and mobility and include regular, short breaks away from the workstation both to minimise the risk of fatigue and as a means of exercise.

DSE users are entitled to have their eyesight tested at no cost to them. If they are found to require sight correction for DSE work then the basic cost of that correction (only) will be provided for.

The Company will provide appropriate and suitable equipment and furniture, e.g. adjustable chairs and properly designed desks to ensure that workstations are ergonomically compatible with the needs of staff.

**21: Health surveillance**

Primary Legislation:

 Health & Safety at Work Act 1974

 Management of Health and Safety at Work Regulations 1999

Health surveillance or medical screening of employees would be considered should the Company identify a need, either through management monitoring of working practices and processes, or where identified in risk assessments.

The Company may begin the health surveillance process by the use of ‘paper screening’ whereby self-completion health questionnaires are completed by people who may be at risk of work related health problems arising from the task(s) they are carrying out.

Whilst it is recognised that such surveillance does not constitutean alternative to the proper control of exposure, it is still an effective tool in identifying issues relating to the health of employees

Should a response identify a possible health concern, then the Company will advise/request the person to contact their own GP for a professional opinion in the first instance

Medical screening surveillance may also be used should a person be required to take on specific safety critical work, to determine their suitability to do so.

**22: Stress**

Primary Legislation:

Management of Health and Safety at Work Regulations 1999

Definition of Stress:The Health and Safety Executive define stress as “*the adverse reaction people have to excessive pressure or other types of demand placed on them*”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

F&P Plumbing is committed to protecting the health, safety and welfare of employees and recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors.

The Company will:-

* Monitor workloads to ensure that people are not overloaded.
* Monitor working hours and overtime to ensure that staff are not overworking.
* Monitor holidays to ensure that staff are taking their full entitlement.
* Ensure that bullying and harassment is not tolerated within the workplace
* Monitor workplace conditions and working practices to identify and assess any workplace stressors
* Be vigilant and offer confidential counselling and/or additional support to a member of staff who is experiencing stress arising from external factors, beyond the workplace such as bereavement or domestic problems

**23: Construction, Design and Management (CDM)**

Primary Legislation:

Construction, Design and Management Regulations 2015

Based on guidance as provided to support the above regulations which defines construction work as ‘*the installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure’,* then certain activities carried out by the Company will fall within the requirements of CDM 2015

Whilst in most cases currently customers/clients are requiring risk assessments and method statements be produced as the main form of safety documentation for contract working, the Company is aware that as contractors the duty under CDM 15 is to:

* Plan, manage and monitor work under their control so that it is carried out without risks to health and safety.
* For projects involving more than one contractor, co-ordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor.
* For single contractor projects, prepare a construction phase plan.

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**MONITORING & MEASURING**

**Monitoring:**

The content of the Policy and its effectiveness in terms of health and safety performance is the subject of periodic review by the Managing Director and external H&S advice and support.

Senior management shall regularly monitor and record whether the Company commitment to health and safety is being met. Items to be monitored would include:-

* Health, safety and welfare responsibilities at senior levels within the Company are being properly identified and discharged correctly with any failings addressed accordingly.
* Staff are aware of, and comply with, health and safety rules, and execute their duties with health and safety as a primary objective.
* Staff are receiving appropriate health and safety training.
* Statutory requirements are being met.

**Measuring:**

Provision will be made for periodic inspections of workplace activities as a means of measuring the success, or otherwise, of policy objectives and the commitment to continual improvement, thereby identifying any requirement for corrective actions at source, or further opportunities for improvement.

Independent auditing may also be used.

Accident/incident data will also be used as a reactive means of measuring safety performance.

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**Review of the Policy**

The effectiveness of the Health and Safety Policy will be subject to a management review by the Managing Director and external H&S advice and support.

This policy, supporting documentation and guidance will be reviewed at regular intervals, which will be no greater than two years, and will be revised as necessary to ensure the health, safety and welfare of F&P Plumbing employees and visitors.