

HEALTH & SAFETY POLICY

This notice is issued pursuant to the Health & Safety at Work Act 1974 which requires employers to bring to their employees attention a written statement of their policy regarding safety at work and the organisation and arrangements for the time being in force carrying it out.

We will:

- assess and manage the risks to the health and safety of our people and others that may be affected by our assets and work activities.
- implement and maintain management systems to ensure effective planning, organisation, control, monitoring and review of health and safety measures.
- promote working practices and standards of behaviour, which minimise the risk of injury and occupational ill health.
- comply with statutory requirements relating to health and safety.

We will do this by:

- maintaining safe and healthy assets and places of work.
- ensuring that work sites and assets are managed so that risk to others is minimised.
- providing information, instruction, training, and supervision to enable people to work safely and without risk to health.
- ensuring that safe methods of work are established by identifying hazards and assessing risks.
- utilising equipment that can be operated and maintained safely.
- establishing safe methods of work whenever new activities, equipment or processes are introduced.
- co-operating and provide health and safety information to others including visitors and other contractors on a shared work-site.
- being prepared for emergencies.
- establishing systems for monitoring competence and compliance with our standards.
- encouraging the participation of all employees and ensure that all individuals are aware of their responsibilities.
- monitoring health and safety policy objectives and standards through performance measurement and audit processes.
- undertaking a periodic review of health & safety policy and management systems.

CC Communications Ltd will do everything that is reasonable and practicable for all employees to conform to this policy.

RE: COSHH

No materials or substances that we use for our installation work present any health hazards.

Company Health & Safety directions:

TIDINESS: Your workplace must be kept tidy at all times. When working, materials tools and finished products must be kept away from passage ways or cordoned off. The work area must be regularly swept cleaned and cleared of any tripping hazards. Waste bins provided must be used for litter. When working on site it is important to be aware of and considerate of others.

FIRST AID: It is the responsibility of the nominated installation team member to ensure that the first aid box is well stocked in accordance with the requirements for the number of people on site. All accidents must be reported to the site manager and entered into an accident report book.

FIRE PREVENTION: Make sure you understand the fire regulations and instructions. Understand the color coding of fire extinguishers as shown on the charts displayed around the workplace to ensure that the correct type of fire extinguisher is used for the refill type of like. Take note of Fire Exits and Assembly Points.

LIFTING & CARRYING LOADS: Make sure that the load to be lifted is not too heavy or awkwardly shaped for one person to lift. Take the necessary precautions.

LADDERS: Satisfy yourself that the ladder to be used is stable for the job. Place the ladder at the correct angle and make secure. Take care to prevent people or vehicles knocking against the ladder.

PROTECTIVE EQUIPMENT: Always wear protective garments and equipment relevant to the installation work. Protective clothing, boots, respirators, gloves, goggles and ear muffs must be used in the appropriate situation(s).

STACKING MATERIAL: Take care when stacking boxes, tools or installation equipment. Watch out for materials carelessly stacked by others.

DEFECTIVE TOOLS: Do not use any defective tools; these may cause injury, particularly to the hands and eyes.

ELECTRICAL EQUIPMENT: Never interfere with electrical apparatus or with the safety fixtures on electrical equipment. All equipment must be checked before and after use.

EXAMPLE METHOD STATEMENT:

Scope of work:

Whiteboard and ceiling projector installation with AV faceplate.

Description of work:

Wall-mount of interactive whiteboard using wall-strip provided with the whiteboard.

Ceiling-mount installation of projectors using projector bracketry.

The installation of an AV faceplate with appropriate cabling.

Method and sequence of work:

- The interactive whiteboard will be wall-mounted using a wall-strip and screws provided with the board (if appropriate for the wall-type). The surveyed wall must safely be able to take the weight of the whiteboard.
- A projector ceiling plate will be secured to the ceiling using appropriate bolts/fixings often provided with the projector bracketry kit.
- A projector pole will be fitted and secured within the ceiling plate.
- Projector bracketry will be fitted to the base of the pole.
- If required, a projector fixing plate will be fitted to the provided projector and attached to the bracketry.
- The projector power lead will be connected to the projector and plugged into a local ceiling mounted power socket.
- A VGA cable (and any other appropriate cables) will be ceiling installed. These cables will enter the rear of the projector and will be fastened within the pole, along the ceiling (within white PVC trunking) and down the wall to terminate within the wall-mounted faceplate.
- The faceplate will be securely fixed to the wall next to the interactive whiteboard, within close proximity of an existing power socket.

Key Risks and Control Measures:

Tidiness: The workplace will be kept tidy at all times. When working, materials tools and finished products will be kept away from passage ways or cordoned off. The work area will be regularly swept cleaned and cleared of any tripping hazards. Waste bins will be used for litter. When working on-site, the installation team will be aware of and considerate of others.

Protective Equipment: The installation team will wear protective garments and equipment relevant to the installation work. Protective clothing, boots, respirators, gloves, goggles and ear muffs will be used in the appropriate situation(s).

Ladder safety: A standard set of ladders will be used. The ladders to be used will be inspected and in good working condition before work arriving on-site. The ladders will be held steady by the 2nd installer when in use. Ladders will be placed at the correct angle and made secure. Care will be taken to prevent people knocking against the ladder.

Lifting of equipment: Operatives will carry and lift loads safely.

Other control measures:

- All operatives are fully trained and competent in undertaking the installation work.
- No jewellery will be worn.
- Operatives will refrain from smoking on site.
- Appropriate clothing will be worn for the tasks entailed in the installation work.

COMPANY HEALTH & SAFETY POLICY OF INTENT

To assist in meeting legal requirements and general duties as outlined in the Health & Safety General Policy. A health & Safety Statement of Intent has been prepared as outlined below which identifies an effective and efficient approach to Health & Safety on our behalf.

It is our firm intention to enforce appropriate measures to control and monitor Health & Safety procedures as a vital part of running 1st Choice Property Services Ltd as an efficient and successful operation.

We hereby ensure that the policy is monitored within the workplace.

Signature:



Ian Crowther.....

Position: Director

Date: 24/06/2009.....

STATEMENT OF INTENT:

It is the policy of CC Communications Ltd to provide and maintain safe and healthy working conditions for all employees, other contractors and visitors. We also accept our responsibilities for the environment and health and safety of all persons who may be affected by our activities.

The company undertakes as far as is reasonably practicable to provide and maintain safe and healthy working and welfare conditions for all its employees. It will provide equipment, safe systems of work, information, training and supervision as may be needed to create a safe & healthy work environment.

Employees have a statutory requirement under the Health and Safety At Work Act 1974 to fulfill their responsibilities with regard to Health and Safety matters. Co-operation at all levels is considered to be an essential part of the Health and Safety Policy. Anyone disregarding safety precautions, or functioning in a careless, unsafe manner will represent an accident hazard and such behaviour will be considered grounds for disciplinary action.

Signatory confirmation:

Signature:



Ian Crowther.....
Position: Director

Date: 24/06/2009.....

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