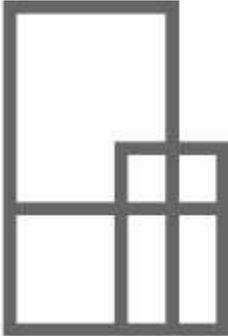


# Walker Profiles

The logo for Walker Profiles consists of a stylized grid of three vertical columns and two horizontal rows. The top row is a single continuous line. The bottom row is also a single continuous line. The middle row is split into two segments by a vertical line, with the left segment being shorter than the right segment. This creates a grid-like structure that is partially open at the top and bottom.

## Health & Safety Policy

March 2011

**Index**

- 1. Statement of Health and Safety Policy**
- 2. Company Description**
- 3. Organisation**
- 4. Organisation Chart**
- 5. Scope of Health and Safety System**
- 6. Legislation**

**Documents Apart**

- 1. Risk Assessments**
- 2. Method Statements**
- 3. COSHH Data Sheets**

## **Statement of Health and Safety Policy**

### **Walker Profiles Ltd**

The health, safety and welfare of employees is of prime importance to the Company.

The responsibilities for safety at work rests upon all sectors of management, and the Company will ensure that this policy is pursued throughout the organisation. The Company will take all reasonably practicable precautions to ensure the health, safety and welfare at work of its employees and will seek to ensure that companies with whom we contract or sub-contract adopt a similar approach to health and safety.

In particular, we undertake to do the following:

- To consult, on health and safety matters, with our employees and others who we may control to ensure this policy and arrangements for health and safety are kept up to date.
- To fully and effectively control the health and safety risks arising from our work activities in co-operation with clients, other contractors, designers and where necessary the planning supervisor. This shall apply equally to visitors to the company's premises and the general public.
- To provide and ensure that all plant and equipment owned, used or hired by the company is safe to use and properly maintained.
- To ensure that all equipment, materials and substances used by the company are used, handled and stored safely.
- To ensure that all employees are provided with adequate supervisory training, information and instructions to competently carry out their work activities.
- To ensure that accident and ill health prevention is provided the highest priority possible, commensurate with business objectives, throughout all company operations.
- To ensure that all working places are maintained in a safe and healthy condition.
- To provide adequate resources, including sufficient finance, and access to competent health and safety advice, to achieve the aims of this policy.
- To review and revise this policy statement at regular intervals and also where necessary due to changes in the company activities.

Signed:



Designation: General Manager

Date: 1<sup>st</sup> April 2011

Review Date: 31<sup>st</sup> March 2012

### **Company Description**

Walker Profiles Ltd has been trading since June 2000. It's trading address is 35A Range Road, Motherwell, ML1 2HR. It is a subsidiary company of James Walker (Leith) Ltd, whose registered office is Carriden Sawmills, Bo'ness, West Lothian, EH51 9SQ.

The Company operates out of leasehold premises at Motherwell which incorporates office accommodation, factory, stores and yard. The principal activities of the company are the fabrication and installation of pvc-u windows and doors for local authorities, major contractors, housing associations, house-builders and private clients.

The Company employs approximately 80 people including staff, fabricators and installers. Windows and doors are designed using the latest window design software and all windows and doors are fabricated using modern machining centres, welders and corner cleaners. Deliveries are made by a fleet of vans and heavy goods vehicles.

## **Organisation**

The overall responsibility for ensuring that the health and safety policy is properly implemented and that the health and safety standards are achieved is that of Mr John Campbell, Managing Director

Day to day responsibility for ensuring health and safety throughout the company and that our performance is monitored or audited is delegated to Mr Jim Gibson, General Manager. He in turn delegates specific responsibilities to the Operations Manager, Mr Andrew Irvine.

However **all employees** have individual responsibilities:

- To co-operate with supervisors and managers on all matters of health, safety and welfare
- Not to damage or interfere with anything provided to safeguard the health and safety of themselves or any other person, or welfare facility.
- To understand and follow the company health and safety policy
- To take proper care of their own health and safety at all times and not to put the health and safety of others at risk by their acts or omissions.
- To report all accidents and other health and safety concerns to a manager or supervisor.

It shall be a disciplinary offence if any employee is deemed to be found in breach of any of the provisions of the Company's Health and Safety Policy.

## **Scope of Health & Safety System**

### **Description of System**

This policy represents the core document around which Walker Profiles' Health & Safety System is based. The System is fully documented in accordance with the Health & Safety System Document Index. All documentation within the system is individually referenced and controlled by the Operations Manager. The following paragraphs summarise the Company's approach to Health & Safety matters throughout the organisation.

### **Risk Assessments and Method Statements**

The control of the risks associated with the work done by the company, either within its premises or on site can only be achieved by the proper use of risk assessments. Risk assessments will be carried out for all work done by the company. They will be reviewed at regular intervals.

Risk Assessments and Method Statements for all factory, stores and yard related activities shall be carried out and written up by Mr Andrew Irvine, Operations Manager.

Risk Assessments and Method Statements for all activities carried out by the company's operatives out with the company premises shall be carried out and written up in consultation with the Installation Supervisors.

The findings of all risk assessments will be reported to Mr Jim Gibson, General Manager.

Risk assessments will be reviewed every 12 months or when the work activity changes, a new activity introduced or a new piece of equipment used, whether hired or purchased.

Any actions required to remove or control health and safety risks will be taken by each of these individuals within their areas of responsibilities.

### **Plant & Equipment**

All plant and equipment needs for the factory, stores and yard needs will be identified by Mr Andrew Irvine, Operations Manager. All plant and equipment needs for the installation, maintenance and plastering employees will be identified by Mr Alastair Rodger and Mr Stuart Armstrong, Installations Supervisors.

The effective maintenance of plant & equipment procedures will be actioned by each of these managers for their own areas of responsibility.

All identified maintenance will be implemented by the Company's Maintenance Contractors and monitored by the Operations Manager. Adequate Plant & Equipment Registers and maintenance records shall be kept.

These managers and supervisors shall be responsible for ensuring that all new plant or equipment used or hired by the company meets the required health and safety standards.

All employees are responsible for reporting problems with any plant or equipment immediately to their supervisor or manager. No equipment should be used if there is any doubt about its safe use. Only trained and competent persons should use any piece of plant or equipment.

### **Safe Handling And Use of Substances (COSHH)**

All substances which need a COSHH assessment will be identified by the Operations Manager, Factory and Installation Supervisors within their areas of responsibility. Each of them shall undertake these COSHH assessments, seeking information and advice from suppliers where necessary.

The implementation and monitoring of all actions identified by COSHH assessments will be checked by these managers and supervisors.

They shall also ensure that all relevant employees are provided with appropriate information from the COSHH assessment.

They shall ensure that any new substances can be used safely prior to purchase.

COSHH assessments will be reviewed every 12 months or whenever a new substance is introduced into the work activities.

### **Asbestos**

Where any operative encounters any asbestos material or believes or has cause to suspect that asbestos may be present in the building in which he is working he should report it immediately to his supervising charge-hand or Product Design & Estimating Manager. Under no circumstances should the material be disturbed either by sawing, drilling or otherwise breaking the material. The Installations Supervisor shall advise the Client of the presence of the asbestos material and either secure the services of an approved contractor for the removal of the material or request that the Client does so.

### **Information, Instruction, Training and Supervision**

The Health and Safety Law Poster will be clearly displayed on the factory notice boards.

Induction training for new employees shall be carried out by the Operations Manager. This shall cover a general explanation of the Company's organisation structure, activities and goals and health and safety policy. It shall also include training in the specific tasks for which the individual has been employed, with reference to Method Statements, Risk Assessments, COSHH Assessments and any other relevant information. A record of this training shall be kept in the employees' personnel file.

This training shall include the following:

- The need to use only the correct tools and equipment for the job.
- The need to keep tools in good condition.
- The procedure for reporting Accidents and how, where and by whom minor injuries should be treated. All serious injuries including eye injuries shall be treated at the nearest hospital.
- Instruction not to use plant or equipment unless the employee has been trained and is competent in its use.
- The need to report all defects in plant, equipment and machinery to a supervisor or manager.
- The wearing of all personal protective equipment such as eye protection, ear protection, safety shoes, hard hats etc relevant to their particular work activity.

It shall be a disciplinary offence if any employee is deemed to be found in breach of any of the provisions of the Company's Health and Safety Policy.

### **Health and Safety Advice**

The Company accepts that there will be occasions where expert health and safety advice is needed for dealing with matters outside the company's normal scope of work. On such occasions competent health and safety advice is obtainable from Mr S.Armstrong, IOSH.

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### **Consultation With Employees**

Employees' health and safety representatives are:

- Mr P. Yardley
- Mr J. McGlynn

Health and safety consultation with employees will be carried out by:

- The General Manager
- The Operations Manager
- The Factory and Installations Supervisors

### **First Aid, Accidents and Work Related Ill Health**

A First Aid room is located on the ground floor of the factory premises at Range Road. Responsibility for its maintenance lies with the Factory Manager. In addition first aid boxes are located within the factory area.

First Aid packs shall be provided for all vehicles and will be available on site during window replacement contracts.

The trained first aiders who are members of the factory workforce are:

Mr Ross Grierson  
Mr Andrew Shearer

Mr Paul O'Neil

The trained first aiders who are members of the installations workforce are

- Mr Paul Ruddy

All accidents, incidents or work related ill health are to be recorded in the accident books. One shall be retained by the Operations Manager for his employees and another shall be retained by the Installations Supervisor. Each of these individuals shall be responsible for investigating and reporting accidents, diseases and dangerous occurrences to the local Health and Safety Executive office under the provisions of the RIDDOR regulations 1995.

### **Emergency Procedures – Fire and Evacuation**

Undertaking fire risk assessments will be the responsibility of the Operations Manager.

He will also be responsible for ensuring that fire extinguishers and fire alarms are all properly maintained within their operational guidelines.  
He will ensure that emergency evacuation (fire drills) will be carried out in accordance with the Fire Safety Plan.

### **Manual Handling**

The Operations Manager and Installations Supervisors will each be responsible for ensuring that the employees under their control are trained in the correct manual handling techniques and that they are put into practice.

### **Noise**

Where necessary, noise assessments will be carried out or arranged by the Operations Manager.

### **Vibration**

Where necessary, expert advice on vibration will be sought by the Operations Manager.

### **Personal Protective Equipment (PPE)**

The Operations Manager and Installation Supervisors will each be responsible for ensuring that all PPE provided by the Company is suitable for the purpose and that employees are instructed in its proper use. They shall ensure that such equipment is worn at all times.

### **Office Safety**

The person responsible for ensuring that all work in the company offices, including the use of display screen equipment is in accordance with legislation is the Operations Manager.

## **Transport**

The Operations Manager and Installations Supervisors are responsible for ensuring that proper procedures are followed for the transport of staff or materials by vehicle to and from the company's premises.

## **Legislation**

In preparation of this policy and its associated Risk Assessments and Method Statements the Company has acknowledged the following items of legislation:

The Health and Safety at Work Act 1974

The Management of Health and Safety at Work Regulations 1999

The Health & Safety (Consultation with Employees) Regulations 1996

The Construction (Design and Management) Regulations 2007

The Manual Handling Operations Regulations 2002

The Provision and Use of Work Equipment Regulations 1998

The Personal Protective Equipment at Work (PPE) Regulations 1992

The Health and Safety (Display Screen Equipment) Regulations 2002

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

The Noise at Work Regulations 2005

The Control of Substances Hazardous to Health Regulations 2003

The Fire Precautions (Factories, Offices, Shops and Railway Premises) Order 1989

The Electricity at Work Regulations 1989

The Safety Representatives and Safety Committees Regulations 1977

The Health & Safety (First Aid) Regulations 1981

The Work Place (Health & Safety) Regulations 1992

The Lifting Operations and Lifting Equipment Regulations 1998

The Health & Safety Information for Employees Regulations 1996

The Health & Safety (Safety Signs & Signals) Regulations 1996

The Low Voltage Electrical Equipment (Safety) Regulations 1989

The Control of Asbestos at Work Regulations 2006

**Other Reference Sources**

Construction Industry Training Board Publications

Construction Site Safety Modules (GE700) 2001 Edition

The Site Management Safety Training Scheme Course Notes (XA6) January 2002