

Health and Safety Policy

D&K Architectural Systems Ltd.

Date: 30th May 2022

Version: 1

Review Date: May 2023

Author: Greg Hamill

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CIRCULATION	
NAME/COMPANY	CONTROLLED/UNCONTROLLED COPY
Tom Douglas	
Paul Kelly	

REVIEW			
Reviewed by:	Action taken:	Date:	Signature
Tom Douglas			

Head Office	DKAS	QSA	ALL	HSF	all	0001	R02
PROJECT	ORIGINATOR/ ISSUER	DISCIPLINE / TRADE	BUILDING/ AREA	TYPE	LEVELS & LOCATIONS	SEQUENCE NUMBER	REVISION

Construction phase health and safety plan

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Construction phase health and safety plan

1.0 Policy Statement: Health and Safety Policy

D&K Architectural Systems Ltd. recognizes and accepts its responsibilities for Health and Safety as an employer, in particular the duties laid down in Article 4 (Employers' Duties) of the Health and Safety at Work (NI) Order 1978 and all subsequent legislation made under that Order. It also recognizes and accepts its duties laid down in Article 5 and 6 of that Order to persons other than their employees.

The purpose of this policy is to ensure as far as is reasonably practicable, that no person is placed in a situation where injury or ill health may occur as a result of D&K Architectural Systems Ltd. undertakings and that any such risks are assessed and appropriately controlled.

D&K Architectural Systems Ltd. are committed to safeguarding the occupational health, safety and welfare of all its employees by providing, as far as is reasonably practicable, a safe and healthy environment for all.

The company ethos is that health and safety is of paramount importance contributing to good business sense and as a responsible employer D&K Architectural Systems Ltd. will ensure that effective health and safety practices are maintained at all times on all projects should that be in our Head Office or Workshop or on sites controlled by others on which we are employed as a subcontractor

We aim to be the best in everything we do and apply levels of services that not only meet but also exceed customer expectations in both quality and safety standards.

Signed on behalf of the company

(SIGNATURES REQUIRED)

Tom Douglas (Director)

Paul Kelly (Director)

Date: 30th May 2022

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2.0 Statement of intent

Health and Safety at Work (NI) Order 1978

This is the health and safety policy statement of: D&K Architectural Systems Ltd.

Our statement of general policy is:

- To provide adequate control of health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety;
- To provide safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work-related of ill-health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals.

Signed:

Print

Tom Douglas (Director)

Paul Kelly (Director)

Date: 30/05/22

Review date: 1/05/23

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3.0 Responsibilities

Overall and final responsibility for health and safety is that of: Tom Douglas

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

- Workshop supervisors reporting to Tom Douglas
- Site supervisors as listed on Site Specific Risk Assessments and Method Statements (RAMS) and reporting to Tom Douglas

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Name:	Responsibility
Tom Douglas	Risk assessments
Tom Douglas & Paul Kelly	Consulting with employees
Tom Douglas	Maintaining equipment
Tom Douglas	Information, instruction and supervision
Tom Douglas & Paul Kelly	Training
Tom Douglas	Accidents, first-aid and work-related ill-health
Tom Douglas & Paul Kelly	Monitoring, accident and ill-health investigation
Tom Douglas	Emergency procedures, fire and evacuation

Duties of Employees

All employees must:

- Co-operate with supervisors and managers on health and safety matters;
- Not to interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety; and
- Report all health and safety concerns to an appropriate person (as detailed in this policy).

Responsibilities: Risk Assessments

Risk assessments will be undertaken by:

Tom Douglas in consultation with the workforce and with assistance from our Health and Safety Consultants.

The findings of the risk assessment will be reported to: The workforce and all those affected by Tom Douglas.

Action required to remove or control risks will be approved by: Tom Douglas

The directors will ensure that the implemented actions have removed or reduced the risks to employees or others impacted by our operations.

Assessments will be reviewed every 12 months or when the work activity changes, whichever is sooner.

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Arrangements: Consultation with employees

Employee representative(s) are: No union representatives, all employees are encouraged to raise any concerns to management. We are a close-knit workforce and senior management actively encourage feedback from the workforce

Consultation with employees is provided by: Tom Douglas & Paul Kelly with support provided by

- Enter name Workshop Supervisor
- Enter name Site Supervisor

Arrangements: Safe plant and equipment

Tom Douglas will be responsible for identifying all equipment or plant requiring maintenance and will ensure effective maintenance procedures are drawn up.

Workshop and site supervisors will be responsible for ensuring that all identified maintenance is implemented in accordance with agreed procedures and that logs are maintained as required.

Any faults or defects with plant/equipment should be reported to Tom Douglas by

- Workshop Supervisors
- Site Supervisors

Tom Douglas will ensure that new plant and equipment meets health and safety standards before it is purchased.

Arrangements: Safe handling and use of substances

Tom Douglas will be responsible for identifying all substances which need a CoSHH assessment and be responsible for ensuring that all actions identified in the assessments are implemented.

Our workshop and site supervisors will be responsible for ensuring that all relevant employees are informed about CoSHH assessments.

Tom Douglas will ensure that new substances can be used safely.

Assessments will be reviewed every 12 months or when work activity changes, whichever is sooner.

Arrangements: Information, instructions and supervision

The Health and Safety Law NI poster will be displayed in the site office/and or site notice board or location where it is visible to employees/visitors/ as appropriate. Responsibility for ensuring this is done lies with Tom Douglas supported by

- Workshop Supervisor
- Site Managers on remote locations

Health and safety advice is available from Tom Douglas with support and assistance provided by Safety Compliance Support Services / Greg Hamill

Supervision of young workers/trainees will be arranged/undertaken/monitored by: Tom Douglas with support from

- Workshop supervisor
- Site Supervisor

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Tom Douglas is responsible for ensuring that our employees working at locations under the control of other employees, are given relevant health and safety information.

Arrangements: Competency for tasks and training

Induction training will be provided for all employees by: Tom Douglas and Paul Kelly

Job specific training will be provided by:

Tom Douglas with support from workshop and site supervisors

Tasks requiring specific training are:

- Work at Height
- First Aid
- Training in the use of Personal Protective Equipment (PPE)
- Plant – Forklift, MEWP, specific training will be arranged as required
- Power tools used only by nominated workers based on their skills and competence
- Specific training may be required for work at height including the use of safety harness and briefing on work at height rescue plans
- Site Specific risk assessments and method statements (RAMS) will be prepared for site installation works and may identify additional training

Training records are retained at our Head Office

Training will be identified, arranged and monitored by: Tom Douglas

Arrangements: Accidents, first-aid and work-related ill health

Health surveillance will be arranged by: Tom Douglas with support provided by our consultants (BHSF Holywood)

Health surveillance records will be kept by: Tom Douglas

First aid boxes are kept at:

- Reception and Workshop
- Site based or mobile teams will carry First Aid Kits in Company Vehicles

The appointed first aiders are:

Head Office: Workshop

Name

Site based teams:

As named on Risk Assessment Method Statements

All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by Paul Kelly at: Head Office Reception

Company Directors Tom Douglas and Paul Kelly are responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Arrangements: Monitoring

To check our working conditions and ensure that our safe working practices are being followed: Tom Douglas and Paul Kelly will ensure supervisors conduct daily inspections and require supervisors to report any concerns immediately.

Every employee will be actively encouraged to report any concerns they may have to their supervisor or to the Directors.

We will investigate all workplace accidents, incidents or instances of ill health as a result of employment. We are a close-knit workplace with strong links built up between our employees and management over many years.

We recognise the importance of and value our workforce.

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Tom Douglas is responsible for investigating accidents and work-related causes of sickness absences and ensuring appropriate action is taken to prevent a recurrence.

The Directors are supported by Safety Compliance Support Services engaged to provide additional specialist Health and Safety support.

Findings of investigations will be shared with the workforce by workforce briefings e.g. Tool Box Talks

Arrangements: Emergency procedures- fire and evacuation

Tom Douglas is responsible for ensuring the fire risk assessment is undertaken and implemented.

Escape routes in Head Office and workshop are checked daily by site supervisors and form a key element of our daily start up shut down routine

From time to time our employees are required to work on sites operated and managed by others in these circumstances our employees will comply with all site rules

Fire extinguishers located in our Head Office and workshop are checked weekly by our supervisors and maintained annually by an external service provider.

A log of inspections will be retained in head office and reviewed weekly by Tom Douglas.

Alarms are tested weekly by Tom Douglas

An external service provider has been appointed to service our detection and alarm systems

Emergency evacuation in Head Office and Workshop will be tested every: 6 months. With results and observations logged in our fire log retained in Head Office reception

All employees have a responsibility to exercise personal care and attention for the safety of themselves and others and co-operate with their employer in the execution of this policy.

In the discharge of this responsibility employees shall:

- Perform their duties in a safe manner and pay particular attention to Safety Procedures in operation;
- Report all accidents and injuries to their supervisor as soon as possible and where appropriate assist in the completion of accident report forms;
- Obtain adequate treatment as soon as practicable if injured;
- Report all defects in equipment and protective clothing and potential hazards to their supervisor;
- Assist in the investigation of injuries and accidents.

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