



Head Office: Scarthingmoor Cottage Farm, North Road,  
Weston, Newark, Nottinghamshire. NG23 6TE  
Free-Phone: 0800 6527577 Office: 01636 822040  
Fax: 01636 823973

Company Registration No. 6133958  
VAT Registration No. 129 5710 07

## Health & Safety Policy Statement

### Health & Safety at Work

This is the Health & Safety policy statement for Nationwide Property Renovations Ltd.  
Our statement of general policy is

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

*K Carndell*

(Employer)  
1st May 2013

Review date:  
1st August 2013





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### 1.0 A Health and Safety poster is on display in the entrance to the main office.

### 2.0 Health and Safety Advisor

Valerie Thurlow (Director)

### 2.1 Qualifications & Experience;

General Risk assessment for Nationwide prior to work commencing

Nebosh Health & Safety

First Aid certificate

Fire Marshalls certificate

Personal Safety Awareness

Health & Safety trainer

We have no reason to use external Health & Safety advisors as the projects we undertake are low risk and our health and safety advisor is a director of the business, competent and qualified.

### 3.0 Employee Consultation & Communication

Weekly meetings will take place every Monday morning to discuss any Health and Safety issues.

### 3.1 Office Staff Training & Emergency Procedures

All employees are given training appropriate to their responsibilities in accordance with Management of Health and Safety at work regulations. Training will be provided in the following situations;

Prior to proceeding works all employees are given induction training, this will cover what to do in the event of a fire, where all fire fighting equipment is located, where the first aid boxes are for minor accidents eg. Paper cuts. Who the appointed person is in the event of an accident, health and safety training on all equipment ensuring that staff are using the equipment in a safe manner.

The procedures to be taken in the event of dealing with aggressive or abusive clients.

We ensure all equipment e.g. chairs, tables, wrist supports are all ergonomically designed.

Regular breaks away from the computer screen are enforced e.g. filing, note taking and coffee breaks.

Exit signs clearly indicate emergency exit points to the front and rear of the building.

First Aid kits are situated in the boardroom.

Appointed First Aiders are Valerie Thurlow and Kenneth Varndell.

There is a strict no smoking policy within or around the premises, however we have a designated smoking area located outside the building.

In the event of a fire all staff are to raise the alarm, leave the building in an orderly fashion by the nearest clearly marked emergency exit to the front and rear of the building, leaving all personal belongings behind. Proceed to the designated muster point which is located in the top left hand side of the courtyard.

Under no circumstance should employees attempt to put out the fire themselves. Upon reaching the muster point a head count of all members of staff will commence.





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The fire brigade is then notified via our fire safety marshal Val Thurlow or Ken Varndell in their absence. Do not enter the building for any purpose until the all clear has been given. Fire drills will be carried out on a monthly basis at random.

### 3.2 Risk Assessments are undertaken before the start of a refurbishment project.

Identify the hazards present, the risks associated with that particular hazard identifying whether it be high, medium or low and putting adequate control measures into place.

### 3.3 Cooperation/ coordination with Contractors

Site meetings are held upon commencement of works, once a week during the duration of works and again on completion. In the case of minor works i.e. Less than one day a site visit will be carried out to determine satisfactory completion of works.

### 3.4 Welfare

Welfare facilities are available in the adjacent building and include; WC, washing facilities, rest room and kitchen area.

### 4.0 Equipment

All office equipment will comply with the provision and use of work equipment regulations (P.U.W.E.R). All equipment is checked by Ken Varndell in order to ascertain that the equipment is suitable for its intended use.

No employee will use work equipment for which they have no received specific training.

No employee will knowingly misuse work equipment or remove any guards in place to minimise a specific risk.

Reality computers Ltd are the companies appointed office equipment maintenance provider. All office equipment computer terminal, printers ancillary equipment will be checked each morning by either Ken Varndell or Val Thurlow.

In the event of equipment failure please advise Ken Varndell or Val Thurlow who will remove the equipment and label appropriately and instructed Reality Computers Ltd to attend.

Contractors are instructed to report any damage however minor to any equipment owned by us.

### 4.1 Personal Protective Equipment

Appropriate personal protective equipment will be issued to employees as and when necessary for work activities.

Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue, and a written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and the hard copy kept on file.

Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.

Any defects or malfunction of PPE must be reported to Val Thurlow.





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## 5.0 Hazardous Substances

All substances used are low risk. The designated person for renewing consumables and office machines is Kenneth Varndell (Director). Under no circumstances should products such as toner be disposed of as they form part of our recycling policy.

## 6.0 First Aid and Accident Reporting

Adequate first aid provision will be made at every place of work occupied by Nationwide.

Each first aid box shall be suitably marked and be easily accessible to all employees at all times when they are at work.

On Project Sites – wherever possible arrangements are made with clients/principle contractors to use their first aid facilities. Where this is not possible, a member of the project team will be nominated as the appointed person for first aid and a first aid box supplied, which will contain adequate supplies for the total number of employees on site.

Head Office – the first aid box is located in the board room in the filing cabinet clearly labelled.

The Qualified First Aider; Valerie Thurlow / Appointed Persons; Ken Varndell and Lucy Middleton

All accidents MUST be reported to your Site Supervisor and the details recorded in the accident book (held at head office). Serious accidents where hospital treatment is required must be reported to the Health and Safety Advisor Valerie Thurlow as soon as possible after the incident.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.):

Certain accidents are reportable to the HSE's Incident Contact Centre. The Health and Safety Co-ordinator must be notified as soon as practicable after incidents causing the following injuries:

- Any work related injury that leads to an employee being absent from work for more than 3 working days
- Fracture other than to fingers, thumbs or toes;
- Amputation;
- Dislocation of the shoulder, hip, knee or spine;
- Loss of sight (temporary or permanent);
- Chemical or hot metal burn to the eye or any penetrating injury to the eye;
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- Any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.

All accidents / incidents will be investigated by senior management and/or the Health and Safety Co-ordinator / Representative with the following objectives;

- To determine the cause(s) with a view to preventing a recurrence
- To gather information for use in any criminal or civil proceedings
- To confirm or refute a claim for industrial injury benefit
- To prepare notification to be made to the Health and Safety Executive





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The degree of investigation will be dependent on the seriousness of the accident. The aim of the investigation will be to seek to answer the following questions;

- WHAT caused the accident?
- WHO was involved?
- WHEN did it occur?
- WHY did it occur?
- HOW could it have been prevented?
- HOW can a recurrence be prevented?

### 6.1 Manual Handling

A copy of the manual handling procedure is available in reception and a manual handling quiz will be held once a month.

### 7.0 Sub-contractors

All contractors engaged by Nationwide Property Renovations Ltd are required to provide copies of their public liability insurance, employers liability insurance where applicable along with copies of their relevant qualifications and certification.

With respect to Gas and Electrical sub-contractors, random checks are carried out by the relevant governing body i.e. Gas Safe, NICEIC or NAPIT.

Any maintenance work carried out by our direct contractors will be monitored at the time of weekly site meetings.

As a matter of policy any sub-contractor appointed by Nationwide will be expected to carry out the works appointed themselves and under no circumstances can this work be passed to a third party. Should additional labour be required, the sub-contractor is to advise Nationwide who will then provide additional qualified sub-contractors.

### 7.1 Public Safety

The majority of work carried out by Nationwide is of a minor nature and internal. In those instances where scaffolding is required for external works a qualified scaffolding company will be engaged to carry out the erection thereof and will provide the appropriate warning signs, barriers, netting & permits.

### 8.0 Audits and Reviews

The policy's outlined in this document are reviewed quarterly unless a change in working conditions prompts an earlier review.

Any amendments to the policy relating to head office staff will be discussed at the Monday meeting and any alterations relevant to sub contractors and their working procedures will be communicated via email with a follow up confirmation telephone call.

Our corporate clients conduct their own reviews of all works undertaken by Nationwide or their appointed sub-contractors.

