



ACE WINDOWS NE

GENERAL STATEMENT OF HEALTH, SAFETY AND WELFARE POLICY

Section 1 – Statement of Intent

Ace Windows NE recognises and accepts, it's responsibility as an employer to ensure the Health, Safety and Welfare of its employees at work, so far as is reasonably practicable. In particular Ace Windows NE will so far as is reasonably practicable, provide for each of its employees:

- A safe place of work.
- Safe access to and egress from the work place.
- A safe system of work.
- Safe equipment and clothing in accordance with statutory requirements.
- Adequate training, instruction, information and supervision where necessary to ensure, so far as is reasonably practicable, the Health and Safety at work of its employees.

Section 2 – Objectives

To eliminate or minimise, so far as is reasonably practicable, the risk of injury to:

- All Ace Windows NE employees
- All contractors and sub contractors
- All non-employees, including the general public
- Any other person who may be affected by the activities or undertakings of, Ace Windows NE employees at work.



Section 3 – Responsibilities

Ace Windows NE as an employer is ultimately responsible for: -

- Meeting the employer's responsibilities, which are required by legislation.
- Making financial and manpower resources available to ensure compliance with legal requirements.
- Ensuring that adequate training, instruction, information and supervision is provided and that all employees are suitable and competent in the safety aspects of the work they are required to undertake.
- Publish written safe working arrangements where necessary and bring them to the attention of employees.
- Ensure, so far as is reasonably practicable, that equipment and materials for use at work are without risk to Health & Safety and that they are used in accordance with the manufacturer's instructions.
- Consider the implications to the Health, Safety and Welfare of employees when reorganising the workplace or changing systems of work.
- Ensure that all employees are aware of specific fire precaution arrangements when on site.
- Ensure that details of injuries to employees and injuries to any other person, injured as a result of Ace Windows NE work activities are entered into the accident book.

Note: - By law fatal or major injuries must be reported by the quickest possible means, therefore details of such injuries must be reported to the Director /Window Surveyor/ without delay. Major injuries are defined as: -

- Fractures to the skull, spine or pelvis.
- Fractures of any bone:
- In the arm or wrist, but not a bone in the hand, leg or ankle or in the foot.



- The loss of sight in an eye a penetrating injury to an eye or a chemical burn to the eye.
- Either injury (including burns) requiring immediate medical treatment or loss of consciousness, resulting in either case from an electrical shock from any electrical circuit or equipment. With or not due to direct contact.
- Loss of consciousness resulting from lack of oxygen.
- Either acute illness requiring medical treatment or loss of consciousness resulting in either case from the absorption of any substance by inhalation or ingestion through the skin.
- Acute illness requiring medical treatment when there is reason to believe this resulted from exposure to a pathogen or infected materials.
- Any other injuries, which results in the injured person being admitted immediately into hospital for more than 24 hours.

All employees must: -

- Take reasonable care of their own health and safety and the health and safety of any other person who may be affected by their acts or omissions at work.
- Co-operate with their employer by complying with any instructions given or systems of work laid down in the interests of health and safety.
- Wear or use protective clothing, footwear or other articles provided by Horizon Group Ltd in the interests of health and safety.
- Not misuse or damage any article provided by Horizon Group Ltd in the interests of health and safety.
- Report details of injuries received at work.
- Report hazards or defects in safety equipment without delay



Section 4 – relationship with sub-contractors

- Interest shall not commence work on behalf of Ace Windows NE until they have read and understood this policy. In this respect all sub-contractors and those undertaking work for Ace Windows NE will be provided with a copy of this policy.
- The sub-contractor shall satisfy Ace Windows NE that his arrangements are adequate for safely carrying out the work, which is the subject of the contract, and if he employs a total of five or more employees he shall lodge with Ace Windows NE a copy of his Safety Policy.
- Before commencing work for Ace Windows NE the sub-contractor must provide proof that he holds Public Liability insurance cover to an indemnity level as required by the contract being engaged on.
- The sub-contractor shall comply with instructions given in the interests of safety by Ace Windows NE.
- The main sub-contractor shall on behalf of Ace Windows NE ensure that persons to whom he sub-contracts all or part of the work comply with the requirements of sub-sections 4.1, 4.2, 4.3 and 4.4 of this section 4.
- Ace Windows NE is required to inform the sub-contractor of any known special risk situation at the place of work and to ensure that the contractor is competent to deal with such risk.
- Ace Windows NE must ensure that the overall safe working arrangements are co-ordinated when two or more sub-contractors are working in proximity to each other on an Ace Windows NE contract.



Section 5 – Arrangements for carryout of the policy.

All employees must arrange for the following procedures to be followed: -

- Ensure that access to and egress from the work place is safe and free from obstruction.
- Inspect the work place for general tidiness and cleanliness.
- Inspect equipment to ensure safety devices and power supply units are in order.
- Ensure that welfare arrangements are adequate and that lighting and heating systems are in good order.
- Ensure that legal requirements are met and codes of practice complied with in respect of lifting equipment and that appropriate registers are maintained.
- Arrange for all ladders, steps ladders, trestles and portable electrically powered tools to be examined at least once every six months and for a register to be kept showing the date of purchase, the date of examination, defects found and repairs made.
- All new tools and equipment must be inspected to ensure that it is safe when used in accordance with the manufacturer's instructions, which should always be available for reference.
- Operators of all equipment must be suitable, trained and competent.

First Aid

- First Aid boxes must be kept in all work places as required and must be kept supplied and suitable contents.
- Fire precautions. Employees should familiarise themselves with the location of fire escapes routes and fire extinguishers in the vicinity of the work place. The instructions for use are shown on the extinguisher casing.



- All employees must familiarise themselves with the specific fire evacuation procedures of the school, establishment in which they are working.
- Never use a water extinguisher to put out fires involving electricity, flammable liquids, solvents, oils or spirits.
- Employees must never attempt to put out a fire if it entails risk or injury to themselves or others, but the alarm must be raised without delay.