



ACE WINDOWS NE

Unit 1 Dunston Workshop, Railway Street
Gateshead, Newcastle Upon Tyne,
Tyne and Wear,
NE11 9EB

HEALTH AND SAFETY REPORT

Report

This report has resulted from the Risk Assessment carried out by Ray Pyne, a Health and Safety Consultant and Director of Safety Built-In on 9th May 2016.

This premise is occupied by; **Ace Windows NE**

Ray was previously an Officer in the Fire Service and has a wide range of knowledge and skills with over 30 years experience carrying out Dynamic, Analytical and Strategic Risk Assessing.

His academic qualifications include being a qualified Teacher, a Risk Assessor and a Fire Risk Assessor. He is Graduate member of the Institution of Fire Engineers a member of the Institution of Occupational Safety and Health (TechIOSH) and a member of the International Institute of Risk and Safety Management (AIIRSM)

He is NEBOSH qualified and received “**Distinctions**” in;

NEBOSH General Certificate

NEBOSH Fire Safety and Risk Management

Background

The principal health and safety legislation that applies to the premises and/or activities includes;

- The Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992.
- Control of Substances Hazardous to Health
- Manual Handling Regulations 1992
- PUWER Regulations 1998
- Equality Act 2010
- Display Screen Equipment Regulations 1992

- Working at Height Regulations 2005

This legislation seeks to ensure that every person who has, to any extent, control of premises must ensure that all hazards are identified, and all risks are eliminated or reduced so far as is reasonably practicable. This is done by placing the following requirements on duty-holders:

- Carrying out suitable and sufficient risk assessment;
- Putting in place all safety measures identified by the assessment as being necessary;
- Implementing safety measures using risk reduction principles;
- Putting in place arrangements for the ongoing control and monitoring of all safety measures;
- Complying with specific requirements within the legislation;
- Training, Supervision, Competence and control of Staff, Contractors and Visitors
- Record keeping.
- Having the correct appropriate procedures in place

Scope

The Assessments are a “**common sense**” approach to safety, where trivial risk is ignored and significant risk is controlled as low as is reasonable practicable.

The Risk Assessments identify the hazards within the building, and the controls that are required to be implemented to adequately eliminate or control the associated risks.

It is intended that the assessments be used by the company as a means of not only identifying the level of compliance at the present time, but also to enable the future monitoring of standards of compliance, and areas requiring attention or improvement in the future.

Observations

This is a well managed company who have high standards and take Health and Safety seriously. The business is both compliant with relevant legislation and is fulfilling its “Duty of Care” both to the staff and to the general public. The company values Health and Safety highly and understands the importance of keeping staff safe whilst being able to function more profitably.

Offices and Show Room

The offices and showrooms are clean, tidy and good housekeeping is evident. DSE equipment is to a high standard, with chairs being highly ergonomically and comfortable. The flooring is in good condition with adequate heating and lighting. Welfare facilities are to a good standard cleaned on a regular basis and the employer provides hot and cold fluids to all staff. The mains electricity supply requires testing by a competent company, and the main fuse board needs to be placed in a cupboard to protect workers and the public.

Although all electrical equipment is in good order a PAT test would be prudent. First aid kits are available and all staff know the location of the kits, however there is no suitable signage.

Storage Room

This is used to store window frames glazing etc and although tidy, good housekeeping standards needs to be maintained to reduce slips and trips.

Production Unit

This is a well managed Production Unit with two experienced, skilled and competent employees who operate to very high safety standards.

Good housekeeping is evident and the Unit is free from slip trips and falls and good cable management is evident.

Floor surfaces are in good condition and heating and lighting is adequate.

Safe systems of work are in place and all machinery is used as per manufactures instructions, and inspected before use. The machinery conforms to PUWER Regulations and is serviced by a reputable company.

A compressor is located in the Unit and needs to be drained on a daily and weekly basis to reduce internal corrosion. A service by a competent company is required to ensure the compressors integrity.

The mains electricity supply requires testing by a competent company, and the main fuse board needs to be placed in a cupboard to protect workers

All equipment needs to be put on tested on a monthly basis and all findings recorded.

First aid equipment is available and are well stocked, however signage would be prudent.

PPE is worn for all tasks eg safety glasses / ear defenders and gloves when necessary.

Outside areas;

CCTV is in operation 24/7 to reduce the risk of arson and trespassers.

Site Visit (18 Whitehorn Crescent Newcastle)

Safety standards are very high. The staff value safety and all working practices are safe and carried out by competent and capable employees. Widow frames were taken out via trade approved methods and units were removed with glazing unit intact, showing good working practices .Working areas are free from slip trips and falls and suitable PPE was worn to reduce risk further.

Recommendations

- I recommend the mains electrical fuse board to be covered I recommend the gas meter be tested by a competent company
- I recommend that the compressor is serviced by a competent company
- I recommend a monthly inspection program be put in place for all equipment in the Production Unit.

Conclusions

I recommended that the above matters receive the required consideration, and measures taken to implement or rectify the issues raised or identified. This will bring risk levels down to as low as is reasonably practicable, and ensure the Company is doing everything “foreseeable” in its efforts to maintain a safe environment for all staff.

Ray Pyne GradIFE TechIOSH, AIIRSM

