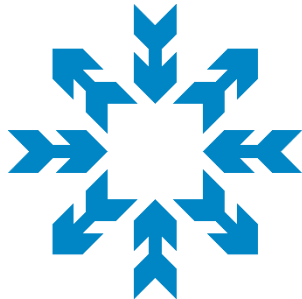


QUALITY DOCUMENT

TIDYCO LTD	QUALITY DOCUMENT NO: 90.11.04/A	
TITLE: Health & Safety Policy		
COMPILED BY:MN/WB		DATE ISSUED: 02.12.22
REVISED BY:	APPROVED BY: JT.	DATE: 25/01/23

HEALTH & SAFETY POLICY



Tidyco TM

**POLICY STATEMENT, ORGANISATION,
ARRANGEMENT AND POLICIES**

ORIGINAL DATE ISSUED: 13/10/2004



SYSTEM CHANGES

Policy	Change/addition	Date
Initial Issue		02/12/2022

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HEALTH AND SAFETY POLICY STATEMENT

Tidyco Ltd

It is our intention to ensure, so far as is reasonably practicable, the health and safety of everyone involved in, or affected by, our work activities within the spirit of the Health and Safety at Work etc. Act 1974, other relevant statutory instruments, approved codes of practice and guidance.

In managing health and safety, we will create a culture that ensures sound health and safety management is afforded the same priority as other business objectives, and becomes an integral part of everything we do.

Our Statement:

We will adopt a risk management approach to health and safety, ensuring that hazards arising from our work activities are identified and addressed as a part of 'business as usual'.

Consultation and communication:

Whilst every employee and contractor has a personal responsibility to control and minimise risks present in their own activities; we recognise that responsibility for the organisation of health and safety issues rests with the management team and we will liaise with other stakeholders to ensure safe working practices are sustained and appropriately communicated. Stakeholders failing to observe the spirit of our health and safety vision will be subject to procedures as per the company policy.

In generating and maintaining our culture for health and safety, **the Senior Management team is responsible for:**

- Allocating responsibilities for health and safety to our employees, suppliers and business partners as appropriate to the nature of each activity.
- Providing an adequate budget and resources for health and safety management.
- Monitoring, measuring, auditing and reporting on our health and safety performance at least annually and more often where our processes change or when a dynamic need occurs.
- Leading from the top by demonstrating good health and safety practice, performing regular safety tours to identify issues and ensure they are analysed and managed appropriately.
- Ensuring people are empowered to raise health and safety concerns with the management team.

Competent workforce: our commitment is to:

- Appoint competent health and safety personnel and appropriate resources for deployment across the company. We will engage with our people and other stakeholders to ensure our activities and, where appropriate theirs, are compliant with our health and safety vision and standards.
- Provide the necessary information, instruction, supervision and training that ensures people are given the resources to perform their job and tasks safely.
- Work with the support of external agencies and within our industry, to ensure our continued adoption of best-practice solutions in health and safety management is appropriate.

Risk management: our commitment is to:

- Assess the risks associated to hazards and inform people of risks that affect their work. We commit to controlling and reducing the risk to an acceptable level to reduce the potential for incidents and accidents. This commitment is extended to external agencies.
- Develop a suite of policies that will be communicated and allow for procedures to be developed to help maintain good standards of health and safety.
- Devise an emergency action plan for our organisation.
- Implement Health Surveillance where relevant hazards are presented to the workforce to help prevent any work related ill-health developing.

James Tidy
Managing Director

02/12/2022

HEALTH AND SAFETY ORGANISATION & RESPONSIBILITIES

Health and Safety Scope of Tidyco Ltd

Organisational Scope to Support the Policy

Tidyco Ltd have provided a scope to support the policy and we will endeavour to:

- Provide adequate control of health and safety risks arising from our work activities.
- Consult with and engage our employees and contractors on matters affecting their health and safety.
- Ensure that safe plant and equipment is suitably maintained.
- Ensure that all employed people can handle and use substances safely.
- Provide information, instruction and supervision for employees and contractors as appropriate.
- Ensure that all employees and contractors are competent to do the work, and provide adequate training as needed for the situation.
- Prevent accidents and cases of work related ill health.
- Maintain safe and healthy working conditions with the provision of suitable welfare facilities.
- Review and revise this policy as necessary or at regular intervals whichever comes first.

Signed:

Position: Managing Director

Date: 02/12/2022

Next scheduled review date: 2/12/2023

Overall responsibility

The overall responsibility for health and safety in the organisation belongs to:

Name	James Tidy
Position	Managing Director

It is the responsibility of the above person to ensure that sufficient resources are available to ensure that the arrangements within this health and safety policy are implemented, monitored and are operating effectively.

Health and safety management in Tidyco Ltd will be the responsibility of Mark Newman, Divisional Director who will:

- Develop a clear overall policy.
- Allocate responsibilities for managing safety at the appropriate levels.
- Develop and implement a health and safety plan for individual projects where appropriate.
- Check the implementation and effectiveness of each plan through a monitor and review system.
- Ensure all hazards are identified and risk assessments carried out to help design systems of work that minimise and/or control risk where appropriate.
- Provide supervision for all persons where there is a shortfall in experience or competence, young people and trainees.
- Review, monitor and audit the whole process continually, as necessary or sooner when the activity or conditions change that effect the risk with an aim to making continuous improvement.

Named Responsibilities

The following persons have been named as having responsibilities to assist in the delivery of this health and safety policy:

Name	Mark Newman
Position	Divisional Director
Area responsibility of	Health & Safety Lead for Tidyco Site & Hose Doctor Operations

Name	David Hithersay
Position	Divisional Director
Area responsibility of	Health & Safety Lead for Tidyco Climate & Electrical Division and Deputy to the above

Name	William Briggs
Position	Quality & Training Manager
Area responsibility of	Training, Hazardous Substances, Monitoring & Auditing.

It is the responsibility of the above person/people to ensure that their named duties are carried out diligently in support of this health and safety policy.

Training

Induction training will be provided for all new starters; further training will be provided, that relate to competence and activities and will include site specific inductions on project sites. Training may be delivered in any of the following formats:

- Toolbox talks
- Individually from a manager, an expert from outside the organisation, a client, managing director or another representative who will be considered suitable.
- Instructor led training on a pre-booked session covering a specific need.
- E-Learning

The training process is the responsibility of Will Briggs, Quality & Training Manager who will be responsible for keeping training records and the prompting of refresher training. The company has identified the following activities as requiring training:

Activity	Training Description	Delivery Mechanism
Company Inductions	Cover all aspects of the company	In-house
Company operations	Operational activities of the business	In-house, specialist external training.
Safe operations of site vehicles	MEWP. FLT etc.	Specialist external training.



Information, Communications and Consultation

The health and safety law poster (What You Need to Know) is displayed in accordance with the applicable regulations.

Health and safety information and support is available from Mark Newman, Divisional Director and Chamber of Commerce.

Where persons are working at sites owned or controlled by others, information relating to the hazards present, risk assessments, safe systems of work and any emergency procedures will be given to them by their immediate line manager.

Tidyco Ltd undertakes consultation with its employees on a regular basis regarding health & safety matters such as operational safety, new equipment and the introduction of new processes or products.

Accidents, First Aid and Emergencies

All accidents and near misses will be reported to Mark Newman, Divisional Director who will be responsible for the keeping of records and reporting accidents, diseases and dangerous occurrences to the enforcing authorities in accordance with RIDDOR. When required by a risk assessment, health surveillance will be provided for employees as part of the risk management process. Health surveillance records will be kept by Ross Litchfield, Finance Manager who will notify the employees of any issues that they need to be aware of in terms of worker health.

The following action is to be taken in the event of the following emergencies:

Emergency	Action
Fire Alarm	Evacuate the building by the nearest fire exit door and assemble at the end of Wayzgoose Drive outside of the Tidyco Car Park.
Other emergencies	See Working Practice WP12.09 – Emergency Preparedness & Response

First Aid provision has been made by Tidyco Ltd and the following first aiders may be contacted if first aid is required:

First Aider	Location	Contact Details
Richard Yeoman	Site operations	07584901011
Carl Eaton	Upper Office	Ext 121
Sharon Blood	Upper Office	
Gareth Edwards	Unit 6	Ext 143
Richard Stanhope	Unit 6	Ext 113

All near misses and accidents are fully investigated to ascertain the root cause of the event and then ensure corrective and preventative actions are fully undertaken to prevent reoccurrence of the situation.

Monitoring and Auditing

Monitoring and auditing will be undertaken as appropriate with an aim to making continuous improvement.

Auditing and monitoring will be the responsibility of Will Briggs, Quality & Training Manager and will instruct a list of representatives to support the process.



Plant and Work Equipment

It is the policy of Tidyco Ltd to use properly selected and maintained plant and equipment.

It is the responsibility of Mark Newman, David Hithersay & Philip Mason to select work equipment (whether hired or company owned) and ensure that it is fit for purpose and ensure that it conforms to any required safety standards.

The maintenance procedure and programme review is the responsibility of the Philip Mason, Production Director who will identify all equipment that requires maintenance, arrange for the maintenance and then check that it has been completed. It is the responsibility of the site supervisor to check that all tools have been adequately maintained before use onsite, (whether hired or company owned).

If defects are found with any plant or work equipment these should be reported to Philip Mason, Production Director for action. The machinery must be taken out of action and the supplier called to perform the necessary maintenance.

Hazardous Substances

All hazardous substances will be identified and assessed for risk and checked that they are safe to use prior to purchase. All hazardous substances used that have a significant risk will either be substituted with a less harmful alternative or controlled by designing safe systems of work and communicated to relevant people who are likely to use the product.

Assessments of hazardous substances will be reviewed annually or whenever changes occur that might alter the level of risk.

The person responsible for the above and the implementation of safe systems of work for using hazardous substances will be the Will Briggs, Quality & Training Manager

Storage and Handling

Storage will be designed so that items are stable in storage and that shelving or racking will be suitable in terms of strength and position to allow safe storage. This will be the responsibility of Philip Mason, Production Director as appropriate.

Where items require handling the appropriate means of handling whether manual or mechanical will be designed and risk assessed prior to the start of the activity/project. Handling risk assessments and the design of safe systems will be the responsibility of Philip Mason, Production Director as appropriate.

Construction, Design & Management Regulations 2015

Tidyco Ltd is aware of its requirements under these regulations in its works acting as a contractor. Tidyco Ltd always works within the requirement for health & safety set down by the principal contractor and gives advice on the works being undertaken due to their specialist knowledge of these areas and their risks.

The person responsible for the above and ensuring continued compliance is David Hithersay, Divisional Director.

Personal Protective Equipment (PPE)

Tidyco Ltd ensures its staff are supplied suitable personal protective equipment for all the tasks they may undertake as part of their employment with the business. Staff are responsible for ensuring that their PPE is kept in good conditioning and reporting any damage immediately so that replacement equipment can be provided.

The persons responsible for the above and ensuring continued compliance are Mark Newman, David Hithersay & Philip Mason



Welfare Facilities

Tidyco Ltd provides all staff within its site with welfare facilities in line with current UK regulations. For staff visiting sites, prior agreement is always sought to use facilities provided on the site. In the case of sites subject to the CDM Regulations 2015, the responsibility for the supply of facilities would fall to the principal contractor and not with Tidyco Ltd, who only operate as a contractor.

The persons responsible for the above and ensuring continued compliance are Mark Newman, David Hithersay & Philip Mason

Manual Handling

Tidyco Ltd constantly works to reduce and remove the need for manual handling in all areas of its operations. Staff are made aware of manual handling safety from their initial induction and throughout their on-going training within the business.

Duties of the Contractor

- make sure the client is aware of the client duties under CDM 2015 before any work starts
- plan, manage and monitor all work carried out by themselves and their workers, taking into account the risks to anyone who might be affected by it (including members of the public) and the measures needed to protect them
- check that all workers they employ or appoint have the skills, knowledge, training and experience to carry out the work, or are in the process of obtaining them
- make sure that all workers under their control have a suitable, site-specific induction, unless this has already been provided by the principal contractor
- provide appropriate supervision, information and instructions to workers under their control
- ensure they do not start work on site unless reasonable steps have been taken to prevent unauthorised access
- ensure suitable welfare facilities are provided from the start for workers under their control, and maintain them throughout the work

GENERAL RESPONSIBILITIES

General responsibilities of the Employer

- Make the workplace safe and without risks to health.
- Ensure plant and machinery are safe and that safe systems of work are set and followed.
- Ensure articles and substances are moved, stored and used safely.
- Provide adequate welfare facilities.
- Give information, instruction, training and supervision necessary for health and safety protection.

Consultation responsibilities of the Employer

- **Consult employees or safety representatives on health and safety matters including:**
 - Changes in procedures, equipment or ways of working.
 - Arrangements for getting competent people.
 - Providing information on likely risks and dangers.
 - Measures to reduce or remove the risks.
 - The overall health and safety plan.
 - The health and safety consequences of introducing new technology.

The employer must:

- **Assess the risks.**
- **Make arrangements.**
- **Record the findings.**
- **Draw up a health and safety policy statement.**
- **Appoint someone competent.**
- **Co-operate** with other employers.
- Set up **emergency procedures.**
- **Provide adequate first-aid facilities.**
- Make sure that the **workplace** satisfies **health, safety and welfare** requirements.
- Make sure that **work equipment is suitable** for use.
- **Prevent or adequately control exposure** to substances.
- **Protect** against flammable or explosive hazards, **electrical equipment, noise and radiation.**
- **Avoid hazardous manual handling operations.**
- Provide **health surveillance** where appropriate.
- **Provide free, any protective clothing or equipment.**
- Ensure that appropriate **safety signs are provided.**
- **Report** certain **injuries, diseases and dangerous occurrences.**

General responsibilities of Employees

- **Take reasonable care** for health and safety.
- **Co-operate with your employer.**
- **Correctly using work items.**
- **Not interfere with or misuse anything provided.**
- **Report all hazards, defects or concerns.**
- Use all facilities for the purpose provided.