

LONDON STONE CONSERVATION LTD HEALTH & SAFETY POLICY

London Stone Conservation is a small company employing 8 people on a full time basis and up to 10 personal on a temporary basis.

London Stone Conservation is abbreviated to “LSC” in this document.

1. Responsibilities of the management

Safety Manager: Jonathan Crisp

First Aider Assumed by Florian Kirchertz, Jonathan Crisp

Office Manager: Florian Kirchertz

Team Leaders: Roland Schrecklinger & Florian Kirchertz

- (i) Responsible for their health and safety and that of their respective teams
- (ii) Responsible for risk assessments for their own projects
- (iii) Responsible for liaising with external companies regarding the health and safety considerations for each project

Directors: Florian Kirchertz

- (i) Ultimately responsible and liable for overall health and safety issues and communicating information regarding health and safety issues.

2. Responsibilities and duties of All workers

As far as is reasonably practical all staff, management and workers are responsible for there own health and safety and the health and safety of those around them. Also all staff have a duty of care that includes:

- (i) Workers should not work in an unsafe way
- (ii) Workers must follow the instructions of their supervisors
- (iii) Workers will be given health and safety training
- (iv) Workers must follow the method statements of LSC and be aware of the risks
- (v) Workers must report accidents and incidents as soon as possible to lsc and / or riddor

3. Role of Health and Safety Staff

Jonathan Crisp to review update and implement health and safety policies and measures. To monitor legislation changes. To improve the overall safety of LSC

4. Budget

The budget for health and safety will be updated at all quarterly meetings

At present, the budget is allocated on a priority basis.

Budget estimated at £450 pcm

5. Auditing

The health and safety audit will be carried out by Jonathan Crisp and Florian Kirchertz on a quarterly basis, starting 5/11/05.

6. Hazards to be Prioritised

- (i) Physical injury caused by crushing
- (ii) Manual handling hazards including repetitive strain injury.
- (iii) COSHH (Control of substances hazardous to health) hazards. especially dust inhalation, skin contact to resins
- (iv) Vibration and noise.
- (v) High risk of particles in eyes
- (vi) Working at heights
- (vii) Use of abrasive wheels.

7. Generic & Specific Risk Assessments

Generic Risk Assessments made for:

- Workshop
- Site

It is a consideration that on every job a separate risk assessment may be required. If this is the case, these assessments will be held in the relevant project files. Otherwise Risk Assessment are to be created as and when required.

8. Arrangements for Risk Assessment

Arrangement for dealing with risk must be written following audit and risk assessments. Risk Assessments to be kept in project files. Try to

produce Risk Assessments for all jobs

9. Training Policy

Management must write a training policy. We will check subcontractors and workers are trained before employing them.

10. Design Safety

Safety notices are displayed in workshop, Safety information stored in workshop office

Safety is the Key Priority of all design processes and method statements. All designs to be checked and clarified with Jonathan Crisp or Florian Kirchertz.

Method Statements to be made for all High risk activities and most other activities.

11. Fire arrangements

(i) Workshop: Fire extinguisher and bucket in workshop

(ii) Main building: inspected by The London Fire Brigade.

(iii) Minor fires in the workshop will be handled by London Stone Conservation employees and reported to The Director.

(iv) In case of a fire emergency, evacuate the building and dial 999 reporting the nature and address of the fire to the fire brigade.

(v) Whilst on sites, fire arrangements will be organized by the main contractors

- LSC staff must follow the fire arrangements set by these contractors.

(vi) LSC have a No Smoking policy in the workshop and on site.

12. Occupational health facilities including first aid

(i) In the workshop, toilets and washing facilities are provided

(ii) In the workshop, there is an area for storing clean clothes.

- (iii) The workshop has a kettle and tea making facilities.
- (iv) Bottled water is supplied by LSC for drinking.
- (v) There is a first aid box and eye wash in the workshop
- this is kept in the workshop office.

13. Environmental monitoring policy & arrangements

This is carried out by Haringey Council Commercial Property Services, who are the Landlords on the address

14. Purchasing policy

The Director, Florian Kirchertz has full purchasing power (including all safety relevant materials).

15. Methods for reporting accidents

Methods for reporting accidents are threefold:

- (i) Employees must report all accidents & incidents to the Roland Schrecklinger (on site) or Florian Kirchertz or Jonathan Crisp (workshop) as soon as possible.
- (ii) All accidents and incidents must be entered in the accidents and incidents book as soon as possible for the purposes of record keeping.
- (iii) All major accidents and incidents must be reported by telephone, or online to **Riddor** (0845 300 99 23).

(Special Note: Whilst on site, all employees must follow the main contractors protocols.)

16. Methods for investigating accidents

Florian Kirchertz will make an assessment of all accidents and incidents. All accidents and incidents to be recorded in accident book. If necessary appropriate authorities to be notified. i.e. Riddor, Fire Authority, N Health, Local Council. HSE

17. Arrangements for contractors

Contractors shall follow rules and regulations set down here as if they were

employees. Therefore no special arrangements are required.

17. Personal protective equipment (PPE)

PPE is stored in the workshop in the PPE cupboard.

PPE is carried to site and stored on site in PPE boxes, supplied by LSC.

LSC supply all PPE to employees, with the exception of steel toe capped boots.

However, an allowance per employee for the purchase of steel toe capped boots is made upon request.

Employees must use PPE at all times where applicable, in case of failing to do so, disciplinary action may be taken.

18. Worker Consultation

During 'Toolbox talks', LSC allow for staff feedback regarding health and safety.

London Stone Conservation is a small company of highly specialised craftsmen, with a personal level of communication. Concerns and designs are communicated openly amongst its staff.

Special Consideration is always taken for new, part-time or inexperienced staff.

SIGNED

DATED

DIRECTOR