

# MMV CONTRACTING LTD

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Health & Safety Policy

October 2015

Please read and retain copy for your use.



Certificate No FS596289



## **Safety Responsibility Statement**

### **HEALTH & SAFETY POLICY STATEMENT**

It is the policy of MMV CONTRACTING Ltd that its operations are executed at all times in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees, and all other persons likely to be affected by its operations including sub-contractors and the public and to provide the necessary training and information to carry out the policy.

The policy requires and expects all levels of management and supervision to initiate and pursue ways and means of making the working environment a safe and healthy as possible. It is the responsibility of ALL employees from management to operatives to comply with their legal moral and company safety obligations. It is the policy of MMV CONTRACTING Ltd that any persons working on or visiting any site must comply with the site rules appertaining at the time i.e. wearing of safety helmets and other appropriate safety equipment and clothing.

As and when appointed, Safety Representatives are expected to assist in promoting safety in accordance with the regulations and within the terms and conditions of their Contract of Employment.

It is the policy of MMV CONTRACTING Ltd that at each working location the most senior person on site is responsible for implementing this Safety Policy.

Each Safety Adviser is responsible for giving advice, providing information or training as necessary, monitoring and reporting progress on the implementation of the policy to secure compliance throughout the Contract's activities.

It is the policy of MMV CONTRACTING Ltd that safety is communicated effectively to all employees by the provision of such information instruction training and supervision as is necessary to ensure as far as is reasonably practicable, the Health and Safety At Work of all its employees and others who may be affected by its operations.

It is MMV CONTRACTING Ltd's view that most accidents can be prevented by adherence to these policies and by all concerned taking a positive approach to safety. This approach requires, in particular that as a business we ensure that,

Safe methods of work are adopted at all times.

Safe and healthy working conditions are provided at all times.

All statutory and company safety regulations and procedures are conscientiously observed.

All accidents (whether or not resulting in injury are carefully recorded and reported).

Steps are taken to eliminate the cause of all accidents or to take effective preventative action.

Employees receive the necessary instruction and training in safe methods of work and the safe, efficient maintenance of plant and equipment.

Employees are made aware of hazards and the proper steps are taken to prevent injury or ill health.

The correct safety equipment and protective clothing is provided in good working order or condition and is properly used.

Regular liaison is maintained with other parties involved (e.g., subcontractors, clients etc).

It co-operates fully with Safety Representatives as and when appointed.

All places of work and future operation will be evaluated to assess potential significant risk and recorded in accordance with current legislation and these findings are to be made available to all those persons who may be affected.

## **Health and Safety Strategy**

The aims of MMV CONTRACTING Ltd are to improve awareness of Health, Safety and Welfare issues. To reduce accidents and lost time due to incidents and events. To review safety procedures, safe systems of work, risk assessments, method statements, policy, organisation arrangements and training needs in order to further improve the status of the Health, Safety and Welfare of all its employees. To encourage and maintain co-operation and co-ordination with all staff by enlisting the help of the Health and Safety Committee. To act on all Health, Safety and Welfare issues raised by individuals.

Our quality policy is to continuously meet our agreed or specified requirements in the most cost effective manner by developing, Implementing and maintaining suitable quality systems. To endeavour to find improvements in all our systems by involvement of our staff at all levels of the organisation.

## **Recruitment**

All new staff are assessed through Quality Assurance procedures, which identify qualifications, skills, attributes, Health and Safety Awareness and assessment of additional training needs. Where appropriate references are taken up and copies of certificates obtained.

## **Training**

All staff will be trained in quality and Health and Staff induction. Further training follows after assessment of training needs. Managers, Supervisors, Engineers and Charge hands will attend Health and Safety Awareness training courses culminating in a course assessment. Refresher training will be carried out on a continuous rolling programme. Additional training will be conducted for changes in legislation work methods and procedure, results of audits, accident prevention and as a result of hazards identified through Risk Assessments. Project specific Health and Safety Training is implemented to take account of Health and Safety Plans, site rules/hazards and any particular organisational or work method adaptations.

## **Personal Protective Equipment (PPE)**

All PPE is given as personal issue to MMV CONTRACTING Ltd staff. Issues are recorded for case of maintenance and inspections. Industrial staff are provided with safety bags for accommodation of personal safety equipment, i.e. Hardhats, goggles, ear defenders, reflective jackets, protective gloves etc. Protective clothing is issued appropriate to the work that is carried out. PPE is assessed for suitability, for activity, protection and inherent risks by Risk Assessment, issued as a last resort and training given as appropriate.

## **Plant land Equipment**

All plant and equipment is purchased through the Quality Assurance Operating procedure. All suppliers and sub-contractors are approved for use, and assessed to supply equipment, materials and services to the required standards and specifications of both Safety and Quality.

## **Storage of Materials/Equipment and Plant**

Consideration is given to the storage of materials, equipment and plant on site in order not to obstruct gangways, traffic routes, access and egress. Hazardous materials are all stored in line with current regulation and suitable precautions taken. As appropriate containers will be locked and secured as will vehicular plant and equipment. On sites predetermined arrangements will be agreed as to the siting of storage areas. Goods received on site will be inspected and dealt with in accordance with Quality Assurance Procedures for Materials Management and recorded and documented as appropriate. All Plant, Tools and Measuring Equipment is automatically highlighted for statutory inspections and calibration monitoring records of all the above Tests, Inspections and Thorough Examinations are held within the Quality Assurance system.

These measures constitute a planned and preventative maintenance system. Any faulty or damaged items of plant equipment are removed from site until such a time as effective quality repair or replacement is implemented.

## **Emergency Procedures**

Staff are aware of all company emergency and evacuation procedures for fire, bomb alerts and any dangerous occurrence situation necessitating evacuation. Training is given for emergency procedures specific to projects as identified in the Health and Safety Plan or as stipulated by the principal contractor.

## ORGANISATION & LISTED RESPONSIBILITIES

### **Managing Director**

Responsibilities are:

It is the duty of the Managing Director, as far as is reasonably practicable, to ensure the Health Safety and Welfare at work of his/her employees and in particular:

To make adequate financial provision for implementing this policy.

To promote interest and enthusiasm for Health & Safety matters throughout the business.

To receive information from the team responsible for Safety about the business's Safety performance and respond accordingly.

To ensure that non-compliance with the safety policy and procedures is a disciplinary matter.

To include on the Business Meeting Agenda an item to discuss safety matters.

To set a personal example when visiting sites or depots by wearing appropriate protective clothing and equipment in accordance with current legislation and this policy.

## **Quality & Safety Team**

To have adequate knowledge and observe the requirements of the Health & Safety at Work Act 1974 and all other relevant current legislation governing MMV CONTRACTING Ltd's operation.

To promote a greater Safety Awareness throughout the group.

To monitor and maintain the performance afforded by the Quality & Safety department.

To ensure that the Quality and Safety Advisers (those employed within the Quality and Safety Team) identify the safety training needs of both the staff and site operatives and forward these requirements to the Personnel and Administration department.

To undertake periodic inspections of the work places to ensure that the highest standards of Health & Safety and Welfare are achieved.

To revise and amend where necessary, MMV CONTRACTING Ltd's Health & Safety Policy to ensure implementation of this policy.

To advise and assist in promoting safe systems of work and safe conduct at work.

To give guidance to any employees of MMV CONTRACTING Ltd on Health & Safety Matters.

To advise employees and Managers at all levels in their efforts to improve the Health & Safety performance of the business.

To create at all levels within MMV CONTRACTING Ltd, a positive approach to accident prevention.

To maintain the positive measures in place to raise the level of safety awareness at all places of work to improve MMV CONTRACTING Ltd's safety record.

To undertake and ensure investigations are carried out for reportable accidents, dangerous occurrences and or near misses and make recommendations to prevent reoccurrence.

To liaise with the inspectors of the Health & Safety Executive, Environmental Health Officers and other outside bodies.

To advise all levels of management and supervision of the requirements imposed by or under the Health & Safety at Work Act 1074 and other current safety legislation, governing the business operations including updates and changes in legislation as necessary.

To assist site Management when and where practicable to undertake Safety Induction and toolbox talks.

To set a personal example when visiting site applicable by wearing the appropriate protective clothing and equipment in accordance with current legislation and this policy.

## **Operations Managers**

Responsibilities are:

To know the requirements of relevant statutory provisions and safe working practices and to ensure that staff under their control are also conversant with the same and have, or will receive adequate and appropriate training.

When involved, to make provision at tendering and planning stages for adequate allowances to be made for health, safety and welfare facilities and equipment.

To assist that sound working practice is observed and take appropriate action when it is not.

To consider the practical discharge of this policy as a Management Function comparable to the normal commercial arrangements and performance expected of responsible members of management.

To ensure that adequate resources are made available to provide for the safe working methods to be provided in house and sub contractor's operations/activities.

To monitor Health and Safety standards during site and depot visits and by reviewing Safety Advisers reports.

To liaise closely with the Safety Advisers for implementing and maintaining MMV CONTRACTING Ltd's Safety Policy.

To set a personal example when visiting sites by wearing appropriate protective clothing and equipment, in accordance with current legislation and this policy.

## **Design and Estimators**

Responsibilities are:

To know the requirements of MMV CONTRACTING Ltd's Health & safety Policy.

To make provision at tendering and planning stages for adequate allowances to be made for Health Safety and Welfare facilities and equipment.

To ensure that Design and Estimators and all persons concerned in design and estimating duties be involved in the implementation of this policy.

To be aware of the statutory requirements relating to the works being designed and costed, (in particular the Construction design and management) Regulations, Electricity at work regulations and Risk assessment.

To consult with other departments on matters relating to health, safety & welfare.

To ensure that tender prices include and are adequate for safe systems of work to be adopted and that significant risks are identified.

To ensure that the safety responsibilities of sub-contractors are taken into account when obtaining prices for work.

To report on unsafe practices observed when making site visits.

To ensure that contractors are aware of the requirements of MMV CONTRACTING Ltd's Safety Policy and sub-contractors Safety, Health and Welfare conditions.

To set a personal example when visiting sites by wearing appropriate protective clothing and equipment, in accordance with current legislation and this policy.

## **Purchasers**

(i.e. those designated as authorised to purchase articles and substances)

Responsibilities are:

To know the requirements of MMV CONTRACTING Ltd's Safety Policy.

To ensure that all articles and substances supplied to MMV CONTRACTING Ltd for use at work can be used safely.

To make arrangements with suppliers to gain sufficient information, to ensure the articles and substances will be used in a safe manner.

To make arrangements that all information required to ensure the safe use of Articles and substances is communicated to the user.

To communicate to suppliers, sub-contractors, hauliers etc. the conditions of the MMV CONTRACTING Ltd Safety Policy, that will be applied when on the company's premises or premises under MMV CONTRACTING Ltd's control.

## **Project Engineers**

Responsibilities are:

To know the requirement of MMV CONTRACTING Ltd's Health & Safety Policy.

To have adequate knowledge of and observe the requirements of the Health & Safety at Work Act 1974, Construction Regulations, Construction (Design and Management) regulation, Electricity at Work Regulations, Approved Codes Of Practice and all current relevant legislation as required at their level of accountability.

To ensure that safe working systems and methods are included at the planning and execution stages of any work activities.

To ensure that persons working under their control are not exposed to hazardous situations and that safe systems of work are being maintained.

To be responsible for the implementation of the conditions of the Risk Assessments and Method Statements and ensure that conditions are adequately maintained.

To advise MMV CONTRACTING Ltd Site Management of any noticeable defects of hired equipment when visiting sites.

To release staff, supervisors and operatives where necessary for on-site or external Safety Training.

To ensure that all persons i.e. MMV CONTRACTING Ltd employees, labour only and sub-contractors employees attend formal safety induction talks prior to their commencement of work on their site as applicable. A record of persons attending such talks is to be kept with the Health & Safety Plan on the appropriate Quality Assurance Record Sheet.

To plan and maintain a tidy site and the safe delivery, stacking and positioning of materials.

To plan with approved safe working procedures, particularly when working near overhead or underground services, in evacuations or at heights and prohibit at all times the taking of unnecessary risks.

### **And where responsibility for plant and equipment applies;**

To ensure that all MMV CONTRACTING Ltd's plant tool and equipment and system of working the business conform to the requirements of relevant current legislation.

To ensure that all plant, tools and equipment and transport sent to site is safe, operational and fully graded, tested, examined and equipped with all safety devices required by the appropriate regulations.

To ensure that all test inspections and examinations on plant and equipment are carried out as required and that proper records are maintained.

To withdraw from service all plant, tools, equipment known to be dangerous and unsafe and instigate repair or replacement as appropriate.

To ensure that proper repairs and maintenance to plant, tools and equipment are carried out and proper records kept.

To ensure that all employees undertaking repairs, testing and maintenance of tools plant and equipment have received sufficient training, information and equipment to work effectively within the requirements of this Policy and current legislation.

To set a personal example when visiting sites by wearing appropriate protective clothing and equipment, in accordance with current legislation and this policy.

## **Office Staff**

Responsibilities are;

To know the requirement of MMV CONTRACTING Ltd's Health & Safety Policy.

To ensure that all tests, inspections and examinations on plant and equipment used within stores are carried out as required and that proper records are maintained.

To withdraw from service plant, tools and equipment known to be dangerous and unsafe and report as necessary, in order to instigate repair or replacement as appropriate.

To ensure that all substances are handled, stored and issued in a safe and appropriate manner.

To discourage unsafe practices and restrain others from taking risks.

To discourage unauthorised access into stores areas and unauthorised use of stores plant and equipment.

To set a personal example when visiting sites by wearing appropriate protective clothing and equipment, in accordance with current legislation and this policy.

**All employees must make themselves aware of evacuation and fire precaution procedures appertaining to their office location.**

## **All Employees and Operatives (including Sub-contractors)**

The law requires that all company employees, including labour only and sub-contractors to be aware of their duties and obligations and take reasonable care for Health & Safety of themselves and of other persons who may be affected by their acts and omissions. MMV CONTRACTING Ltd expects a reasonable and responsible attitude from **ALL** towards meeting their health and safety obligations at work.

Responsibilities are:

To make yourself familiar with all the rules, notices and procedures made known to you and ask your supervisor if you are in any doubt about any safety matter.

To see the correct tools and equipment for the job and keep such tools in good condition, reporting any defects to your supervisor.

To use the correct safety equipment and protective equipment as required and supplied.

To develop a personal concern for your own and others safety and suggest ways of eliminating hazards.

To not take unnecessary risks, to ensure the reporting of all unsafe acts, dangerous incidents and all accidents to their Supervisor or Manager within 1 hour of the incident.

To wear a safety helmet at all times when on site. This is mandatory in terms of the policy and the construction (Head Protection) regulations 1989, where there is a risk of injury to the head. This may be relaxed by site rules when the risk of injury is eliminated or minimised.

To read and understand the MMV CONTRACTING Ltd Health and Safety Policy and carry out your work in accordance with its requirements and all relevant legislation.

### **NB**

Employees are reminded that it is an offence to intentionally or recklessly misuse or interfere with anything MMV CONTRACTING Ltd uses or provides to comply with Safety legislation, or to refuse to comply with its safety rules and policies.

**Signed by**

A handwritten signature in black ink, appearing to read 'Colin Todd', written in a cursive style.

**Colin Todd**  
**Managing Director**

**17<sup>th</sup> August 2014.**