



Health & Safety Policy

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Policy: PTM-P03-Health & Safety Policy-V2

Pinson TM Limited is a private limited liability company and is registered in England and Wales with registration number 14080425.

Registered Address: 25 | Coulton Avenue | Gravesend | Kent | DA11 8DZ.

Trading Address: Unit 10 Albion Parade | Gravesend | Kent | DA12 2RN

Statement of Intent

It is Pinson TM Limited intention to ensure, so far as reasonably practicable, the health, safety and welfare of all operatives, visitors, contractors and members of the public who may be affected by our work activities.

Pinson TM Limited will, so far as reasonably practicable:

- Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace
- Provide clear instructions and information, and adequate training, to ensure operatives are competent to do their work
- Engage and consult with operatives on day-to-day health and safety conditions
- Implement emergency procedures – evacuation in case of fire or another significant incident.
- Maintain safe and healthy working conditions, provide, and maintain plant, equipment, and machinery, and ensure safe storage/use of substances
- Allocate adequate resources, including money, time, and any other requirements to ensure the company meets its statutory obligations and the objectives laid out in this H&S Policy

The responsible person, Charlie Lappin:

- has overall and final responsibility for health and safety
- has day-to-day responsibility for ensuring the policy is put into place
- will seek external assistance where necessary to ensure that Pinson TM Limited meets its statutory obligations and the objectives laid out in this H&S Policy

Signature (Director) Date 25/10/2023

C.Lappin

Signature (Responsible Person) Date 25/10/20223

C.Lappin

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Accident reporting including RIDDOR, first aid and work-related ill health

Accident reporting including RIDDOR, first aid and work-related ill health is the responsibility of the responsible person Charlie Lappin.

In accordance with RIDDOR 2013 Regulations, the Company will report any reportable injuries, diseases or dangerous occurrences. The responsible person must ensure that the following action is taken:

- Notify the Health and Safety Executive (by the quickest practicable means, without delay) via the Internet (access should be made on the Health and Safety Executive website at www.riddor.gov.uk)
- A report must be received within 10 days of the incident

A more detailed summary of reportable injuries, dangerous occurrences and reportable diseases can be found in the attached guidance document.

Reporting of Injuries, Diseases & Dangerous Occurrences RIDDOR (hse.gov.uk)

We may at times work under the procedures and policies of the main contractor/ principal contractor. In these cases, the main contractor or principal contractor will take responsibility for Reportable Injuries, Diseases and Dangerous Occurrences.

Training

The responsible person Charlie Lappin will ensure the company has the qualifications, skills and understanding necessary to discharge their duties.

Regular H&S Training will be given at all levels to enable staff/ site operatives to carry out work task in a safe manner.

Refresher training in all matters relating to Health and Safety in the workplace will be reviewed annually. Training may take the form of:

- TBT
- External training providers
- Risk Assessments
- Method Statements
- Site Induction

Additional Health and Safety training will be provided if the following circumstances change:

- The company changes its operations
- The company expands its operations
- Any new equipment is purchased

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Information, instruction & supervision

Pinson TM Limited will consult with operatives on a regular basis to provide information on health and safety matters and will ensure that appropriate instructions are provided when carrying out tasks.

This Health and Safety policy will be available to all operatives at any time in addition to COSHH Assessments, Risk Assessments.

Charlie Lappin will ensure that appropriate supervision is provided, to ensure work is managed safely. Examples of when additional supervision may be needed include, but are not limited to:

- Using Subcontractors
- New operatives
- Many contractors working in the same area
- Young Workers
- Training
- High Risk Environments

Health and Safety advice is available from Allclear Safety & Training Limited

English as a Second Language

Where not all operatives speak English, arrangements will be made to have this Health and Safety Policy and subsequent documents e.g. COSHH Assessments & Risk Assessments to be translated into the operatives native language.

Communication

Internal

Pinson TM Limited will involve the workforce in the drawing up of Risk assessments, methods statements/ safe systems of work and may include the following methods of communication:

- Toolbox Talks
- Notice Boards
- Newsletters
- Inductions
- Site meetings
- Mailing lists
- Informal conversations

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External

Pinson TM Limited will ensure, so far as reasonably practicable, that every person involved in the works has co-ordinated their work activities with one another. This may be in the form of:

- Site induction
- Work Orders
- Emails
- Text Messages
- Phone Calls
- Job Sheets

Charlie Lappin will ensure all person involved in work report anything that is likely to endanger health and safety of themselves or others.

Risk assessment leading to safe systems of work

Risk Assessment

Charlie Lappin or a nominated operative will prepare site specific risk assessments in accordance with the Management of Health and Safety at Work Regulations.

The assessments will consider the risks to health and safety of the operative, contractors and members of the public. We will take all reasonably practicable measures to reduce those risks to an acceptable level.

COSHH

In accordance with COSHH legislation all substances deemed hazardous to health will undergo a COSHH assessment. Operatives will refer to COSHH assessments before use.

Welfare Provision

‘Welfare facilities’ are those that are necessary for the well-being of operatives and/or those under the control of the organisation such as;

- Washing
- Toilet
- Rest
- Changing facilities
- Somewhere clean to eat and drink during breaks.’

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The responsible person Charlie Lappin will ensure adequate and suitable Welfare provisions are available to all staff.

This may be provided by the client, main contractor or principal contractor. Other arrangements may include using public services.

In an event where we provide welfare facilities on site for staff/site operatives, we will ensure that they are fully in accordance with HSE recommendations and current legislation.

Monitoring

Charlie Lappin will ensure that health and safety is monitored at regular intervals. This may be completed informally and will consider the following elements:

- Emergency Arrangements
- Safe Systems of Work
- Welfare Facilities
- Training Requirements

Where required, the responsible person may seek out the support of an external Health and Safety advisor to carry out audits and assist in identifying any corrective actions.

Emergency procedures

Charlie Lappin will ensure that operatives are familiar with the company emergency procedure. Some emergencies develop rapidly such as a fire or critical medical emergency which will require operatives to act without waiting for further guidance.

Operatives will familiarise themselves with the site/ location they are working and any emergency procedures, escape routes and firefighting equipment before starting work.

Operative will ensure that access routes and stairways are not obstructed prior to starting works.

As a standard, if an emergency should arise while working, operatives will follow the outlined procedures:

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Medical Emergency:

1. Raise the alarm
2. All operatives should stop work if it is safe to-do so
3. Use judgement to contact the appropriate individual or services:
 - First Aiders:
 - Ambulance: 999

A&E Location:

Name: TBC

Tel: TBC

Address: TBC

Fire:

1. Raise the alarm
2. Operatives gather at the muster point:
3. Fire Marshal or [Responsible Person] will ensure this is done safely and keep note of numbers
 1. Fire Marshal or [Responsible Person]
 4. Fire Marshal will use judgement to determine whether fire can be extinguished using Fire Fighting Equipment or if additional support is required
2. **Fire Services:** 999

Police:

1. Raise the alarm
2. All operatives should stop work if it is safe to-do so
3. Use judgement to contact the appropriate individual or services:
 - Police: 999

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Asbestos

If Pinson TM Limited works on projects that:

- a) Were built or refurbished before 2000 and;
- b) Disturb the fabric of the building

We will try, so far as reasonably practicable, to determine if Asbestos is present. This information may be provided by Client, Main Contractor, or Principal Contractor.

We will also ensure Asbestos is included in any Risk Assessment if the project fits the criteria.

We will ensure that all staff have received Asbestos Awareness Training either Via Toolbox Talk or External Provider. This will be updated every 12 months.

We will assume that any suspicious material is asbestos and stop work unless there is conclusive evidence to the contrary.

Any suspicious material will immediately be reported to the Charlie Lappin as well as Main Contractor or Principal Contractor

Subcontracting

Pinson TM Limited may use sub-contractors (individuals or companies) to undertake work that is of a specialist trade. Any Sub-Contractor working for Pinson TM Limited will be provided with the company Health and Safety Policy and any additional relevant documentation e.g. Risk Assessments.

Sub-contractors will complete a Pre-Qualification questionnaire to ensure they meet the required standard of Health and Safety.

Charlie Lappin will ensure that all sub-contractors adhere to safe working practices and will monitor their performance to ensure they maintain Health and Safety standards.

COVID -19

Pinson TM Limited will continue to follow government guidelines regarding COVID-19 keeping up to date with any changes.

We will ensure there is adequate ventilation, where possible, in occupied spaces to help reduce the concentration of respiratory particles.

We will also maintain a clean workplace to reduce the risk of infection.

This will be in compliance with Workplace (Health, Safety and Welfare) Regulations 1992.

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Pinson TM Limited

Telephone Number: 02045 404 341 | Email: Hello@pinsontm.co.uk



Version: V2

Reviewed 25th of October 2023.

This policy has been approved by the Directors of Pinson TM Limited and signed on its behalf.

C.Lappin

Mr Charlie Lappin

Director

JLBenson

Mr Jordan Benson

Director

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