GATWICK PARK MECHANICAL SERVICES LIMITED

HEALTH & SAFETY POLICY

1.0 Aims and Objectives of Safety Policy

The company will take all reasonable measures to ensure the health, safety and welfare at work of all its employees whether employed on site or at office level.

All measures relating to health and safety at work are also aimed at others who are directly affected by the activities and actions of the company.

Although the company will take all reasonable measures to ensure its employees welfare at work, it is also expected that employees and sub-contractors are aware of their statutory obligations with regard to working in a safe manner, and will co-operate fully in the company's efforts to create a safe working environment.

2.0 Compliance with Statutory Regulations

Where applicable, the terms of the Health and Safety at Work Act 1974 and Construction (Design and Management) Regulations 2007 shall be adhered to.

The Construction (Design and Management) Regulations 2007 apply to all construction works including decoration, cleaning, site preparation, service installations, etc., except where the construction phase will take less than 30 days or will involve less than 500 person days of construction work and the largest number of operatives on site at any one time will be less than five or the project is for a domestic client. However, where the construction phase involves demolition, regardless of the exclusions set out above, the Regulations will apply.

3.0 Safety Considerations as a Designer including Health and Safety Plan

As designer, Gatwick Park Mechanical Services Limited will, as far as reasonably practicable, ensure that the health and safety of those who are going to construct, maintain or repair a structure is considered during the design process. When the project falls under the Construction (Design & Management) Regulations 2007, as designer, the company will:-

- Advise the client of their duties and obligations under the regulations before preparing the design.
- Consider during design the hazards and risks which may arise during construction and maintenance of the building.
- If possible, design to avoid risks to the health and safety to those involved with the construction. If avoidance of these risks is not possible, then measures should be considered which will protect the health and safety of those involved.
- Ensure that the design includes information which will affect the safety of those involved with the construction and maintenance of the building.
- Liaise with the Planning Supervisor and other designers in order to ensure that the Health & Safety Plan and File are completed at the appropriate times.

4.0 Safety Considerations as Principle Contractor

Gatwick Park Mechanical Services Limited will co-ordinate the activities of all contractors on site to ensure that the Health and Safety regulations are implemented. When the project falls under the Construction (Design & Management) Regulations 2007, the company will:-

- Ensure co-operation between sub-contractors.
- Ensure that all persons on site are aware of the health and safety issues, and that they have access to the Health and Safety Plan.
- Control access to site, allowing only authorised personnel on site.
- Ensure that operatives are provided with necessary training. Ensure that the Health and Safety File is kept up-to-date via passing relevant information to the planning supervisor.

- Ensure that operatives are informed with regard to on-site risks to their health and safety.
- Monitor health and safety on site.

5.0 Responsibility for Site Safety

Directors/Managers are responsible for:

- The monitoring and updating of the Safety Policy

Site supervisors are responsible for:

- Implementing the safety procedures of the company and complying with all legal requirements.
- Ensuring that safety procedures are adhered to on site. Reporting any relevant information regarding the Health and Safety Plan to the Directors/Managers.

Employees are responsible for:

- Working in a safe manner on site in compliance with the Health and Safety regulations.
- Identifying to Site Supervisors any potential dangers in their or others work.

The above titles will be nominated for each individual project in the relevant Health and Safety File/Plan or where acting as a sub-contractor, as reported to the main contractor controlling the project.

6.0 Use of Sub-Contractors

All sub-contractors are made aware of the company's policy on health and safety, and a copy of this policy will be sent to sub-contractors with their order. It is the responsibility of site supervisors to ensure that works carried out under sub-contract are done so safely using appropriate and approved methods, equipment and materials.

7.0 Personal Protective Equipment (PPE) for Site Staff

The use of proper and adequate PPE for site operations must be assessed on a task by task basis (especially noting head, breathing and eye protection).

The use of High Visibility Clothing (Vests) and Head Protection is mandatory.

Operatives should also be aware of main contractors (where applicable) policy for site induction and requirements. In any case, where the requirements differ, this should be brought to the attention of directors/managers for resolution.

For further reading, please refer to " A Short Guide to the Personal Protective Equipment at Work Regulations 1992" by HSE

8.0 Working Standards for Specialist Trades/Materials

When undertaking regulated or specialist works, relevant regulations will apply.

- For Gas Works – All operatives and/or sub-contractors shall be GAS SAFE REGISTER certified. In addition, all operatives ID Card & technical qualifications shall be logged and recorded to ensure suitability for the work being undertaken.
- For Refrigerant Works - All operatives and/or sub-contractors shall be REFCOM certified or any other approved certification body.
- When Working at Height – Ensure that all work is properly planned and correct access equipment used for the purpose.

  For further reading, please refer to "The Work at Height Regulations 2005" by HSE
- For Electrical Works - All electrical installations will be tested in accordance with the current standard of the IEE Regulations.
- Where Hazardous Materials are used/present –All relevant materials delivered to site must be accompanied with the relevant COSHH (Control of Substances Hazardous to Health Regulations 1994) information from the manufacturers/suppliers.

  For further reading, please refer to "Working with Substances Hazardous To Health" by HSE

9.0 Monitoring and Updating of Safety Policy

In order for safety standards to be maintained on site, updates, provided by the H & V Joint Safety Committee, published by the HVCA are issued to site staff to be applied on site. The policy shall be

reviewed on a regular basis and updated to incorporate any statutory amendments and reports of deficiencies or anomalies reported at site level via the site supervisors.

Policy last reviewed 4th January 2011
GATWICK PARK MECHANICAL SERVICES LTD

MARTIN COOTE
Director