

## Sam's Gutters Health and Safety Policy

### 1. Statement of Intent

This is the health and safety policy statement of:

Sam's Gutters  
First Floor Offices,  
91-93 Lingfield Road,  
East Grinstead,

RH19 2LE

Sam's Gutters is committed to providing a safe and healthy working environment for its employees and other service providers who work or visit the organisation's premises.

As well as ensuring that all that is reasonable and practicable is done to prevent personal injury and to comply with the duties laid upon the organisation as an employer under the Health and Safety at Work Act 1974 and any accompanying regulations.

### Our Health and Safety Policy is to:

- Ensure work can be carried out in a safe manner
- Manage all health and safety risks that may occur
- Provide clear instructions, information and training to ensure all employees are competent to carry out their work
- Provide the correct PPE to technicians to safely carry out the work
- Ensure a culture that promotes our workforce asking questions if they need help and removing themselves from places of obvious danger they may come in contact with
- Provide very simple and straight forward procedures for evacuation in the case of a fire
- Provide a quick and easy procedure for the reporting of all accidents in our accident book
- Maintaining a great relationship with our Lone Workers consulting them on a daily basis
- Providing a clear set of different procedures for Commercial Work and Residential Work
- Reviewing and revising this policy on a monthly basis
- In accordance with the rules/laws on Asbestos all technicians must have suitable training on working with Asbestos but it is Sams Gutters Policy to always remove themselves from any work that may contain or come into contact with Asbestos – the work is simply left and should not even be started. The moment a technician suspects a form of Asbestos is present then they must call the office and stop all work.

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Signed

Date

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Print Name

Next Review Date

## **Part 2: Responsibilities for health and safety**

### **1 Overall and final responsibility for health and safety:**

Danny

### **2 Day-to-day responsibility for ensuring this policy is put into practice:**

Kelly, Oliver

### **3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:**

Danny

– Safety of all workers, Risk Assessments, Consulting all staff, First Aid, All relevant Training is carried out and completed, Lone Worker Site Safety is carried out periodic inspection of residential and commercial work

Oliver

- Advising on Accident and ill-health investigations that may be needed.  
- To make sure all documents are up to date and put in practice, ensuring that the Health and Safety Poster is in a prominent position, and all information is given out to staff in the office as well as on clear prominent display within the office.  
-Reporting back to Danny any incidents that may breach this health and safety policy

Kelly

– maintaining ongoing relationships with workers, instruction of Jobs with workers and gaining their feedback.  
- Reporting back to Danny any incidents that may breach this health and safety policy

### **4 All employees should:**

- co-operate with supervisors and managers on health and safety matters;
- take reasonable care of their own health and safety
- report all health and safety concerns to an appropriate person (as detailed above).
- All site technicians to report safety requirements they need in reports sent over
- As a rule no Jogging bottoms should be worn when carrying out work for Sam's Gutters, these are not uniform, they do not meet the health and safety requirement for workwear.
- No Alcohol, drugs, or other illegal substances can be used while working any prescription drugs or medical requirements should be discussed before worker starts at Sam's Gutters
- have suitable Asbestos training but always stop work if they suspect Asbestos is present

- remove themselves and abandon any work if threats of violence or they believe a member of the public or client may become or is violent

### **Part 3: Arrangements for health and safety**

- Complete relevant risk assessments for work
- Review Risk Assessments when conditions change, when problems arise, when needed

### **Training**

- Danny to give staff health and safety induction training including Work at Height Training, Lone Worker Training and Working with Fragile Roofs
- All Technicians given Training on Working At Height, Asbestos Awareness (Category A), Ladder Safety, Lone Working
- Provide all necessary PPE
- Provide suitable arrangements for Lone Workers to contact the office at all times

### **Consultation**

- As previously explained Danny will consult all Lone workers on day to day activity as well as any problems that may occur (Including Mental Health Problems)

### **Evacuation**

- Fire Safety Is tested from time to time
- Evacuation plans are tested
- On Site Evacuation training is given by Danny but is a low risk

### **General**

Sam's Gutters to have a separate Risk Assessment for workers located in the Office  
Sam's Gutters to implement and review this document in regards to office ERP software