

# Health and safety policy – Clarke Contracts Plastering and Flooring Ltd

**This is the statement of general policy and arrangements for:**

**Overall and final responsibility for health and safety is that of:**

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

CLARKE CONTRACTS PLASTERING AND FLOORING LTD

BRENDAN CLARKE

IAN SCOTT

<b>Statement of general policy</b>	<b>Responsibility of (Name / Title)</b>	<b>Action / Arrangements (Customise to meet your own situation)</b>
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Brendan Clarke – Managing Director Ian Scott – Health and Safety Officer	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year, or earlier if working habits or conditions change or at the request of a main contractor.)
To provide adequate training to ensure employees are competent to do their work	Brendan Clarke – Managing Director	Staff and subcontractors given necessary health and safety induction and provided with appropriate training (CSR Training, Asbestos Awareness) and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Ian Scott – Health and Safety Officer Barney McKenna – Contracts Manager Martin McHugh – Project Manager (Dublin)	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
To implement emergency procedures - evacuation in case of fire or another significant incident.	Ian Scott – Health and Safety Officer	Escape plan displayed in hallway. Escape routes well signed and kept clear at all times. Evacuation plans are tested annually and updated as necessary.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Ian Scott – Health and Safety Officer Barney McKenna – Contracts Manager Martin McHugh – Project Manager (Dublin)	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of screed pumps and for ensuring that action is promptly taken to address any defects. Staff trained in safe handling/use of substances.
Accident Reporting under RIDDOR	Ian Scott – Health and Safety Officer	Follow Clarke Contracts Accident Reporting Procedure for any accidents / incidents which may occur on site. Complete RIDDOR reports if necessary.
To Control the Quality of the installation of various plastering and flooring systems / products	Barney McKenna – Contracts Manager Martin McHugh – Project Manager (Dublin) Sub Contractors	Supervisors ensure all products are installed to the clients/architects plans, specifications and requirements and ensure product manufacturers guidelines are followed where applicable.
Supply Chain Management	Brendan Clarke – Managing Director Ian Scott – Health and Safety Officer Conor Kelly – Commercial Finance Manager	Background checks on all sub-contractors prior to commencement on any project. Sub-contract forms completed. Health and safety declarations signed

Environmental Control	Ian Scott – Health and Safety Officer Eammon Magee – Quantity Surveyor Barney McKenna – Contracts Manager Martin McHugh – Project Manager	Materials sourced from reputable suppliers. Material waste disposed of through main contractor provided skips.
To ensure work is carried out to the highest standard and in a safe and efficient manner.	Sub Contractors	All sub contractors to adhere to the rules of the main contractor and also those of Clarke Contracts. One member of each squad to attend daily briefing meetings to update main contractor of progress and also to be made aware of other site works which may affect them

Health and safety law poster is displayed:	In hallway
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)	First Aid boxes and accident books in all company Vans All documentation kept by health and safety officer

Signed: (Employer)	<i>Brendan Clarke</i>	Date:	25/01/2019	
Subject to review, monitoring and revision by:	Brendan Clarke Ian Scott	Every:	12	months or sooner if work activity changes

