



ultravalve
— Your single source valve stockist - est 1986 —



HEALTH & SAFETY POLICY STATEMENT

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ULTRAVALVE LTD

HEALTH AND SAFETY POLICY STATEMENT

The company accepts and recognises its legal and moral duty to protect the health and safety of its employees and others, who may be affected by the activities of the company. We take a pro-active rather than re-active approach to health, safety and welfare and as such are committed to planning, regular review, development and continual improvement.

In recognising this responsibility the company's Health and Safety Policy is to:-

- a) Ensure that plant and systems of work are safe and offer no risk to health
- b) Ensure safe arrangements are taken for the handling, storage and transport of articles and substances
- c) Provide sufficient information, training and supervision as is necessary, from induction onwards, to ensure all employees make a positive contribution to their health and safety at work
- d) Provide free from risk to health, a safe place to work with safe access to and egress from it
- e) Ensure adequate facilities are provided for the welfare of employees
- f) Maintain adequate health, safety and welfare records

The company will ensure that adequate funds are provided to meet the health and safety requirements.

The Directors and Supervisors have the responsibility for implementing, monitoring and reviewing the Safety Policy and associated safe working practices. Also for ensuring that health and safety consideration are always given priority in planning and day to day supervision work the Managing Director Mr Bill Brach is the person having particular responsibility for health, safety and welfare and will review this policy as appropriate in line with changes in health and safety legislation, Codes of Practice and Guidance Notes application to the company's activities. It will be reviewed and re-issued at least annually.

We provide a copy of the Company's Health and Safety Policy for review to all employees. We will encourage consultation with its employees and safety committees on health and safety matters to achieve the policy objectives and will give consideration on views on recommendations made.

Signature:

P. S. Brach
Director

Date:

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Directors

The Director has overall responsibility for the implementation of the Company's health and safety policy and responsible for all aspects of health and safety. They shall ensure:

- That the Company Policy organisation and safety rules are made known to, and understood by all employees
- All accidents, incidents, near misses and reportable diseases are recorded, investigated and those applicable to RIDDOR, reported to the Health and Safety Executive within the required timescale
- Sufficient funds are available to meet the Company Health and Safety Policy
- Health and Safety advice is available for all employees
- The Company Health and Safety Policy is reviewed annually
- Disciplinary action is taken against any employee who has disregard for health and safety measures provided by the Company
- Managers ensure all personnel on site are aware of the emergency procedures including first aid, fire precautions and re-active response, spillages, suspect package, flood, storm, etc.

Employees

Responsibilities are:

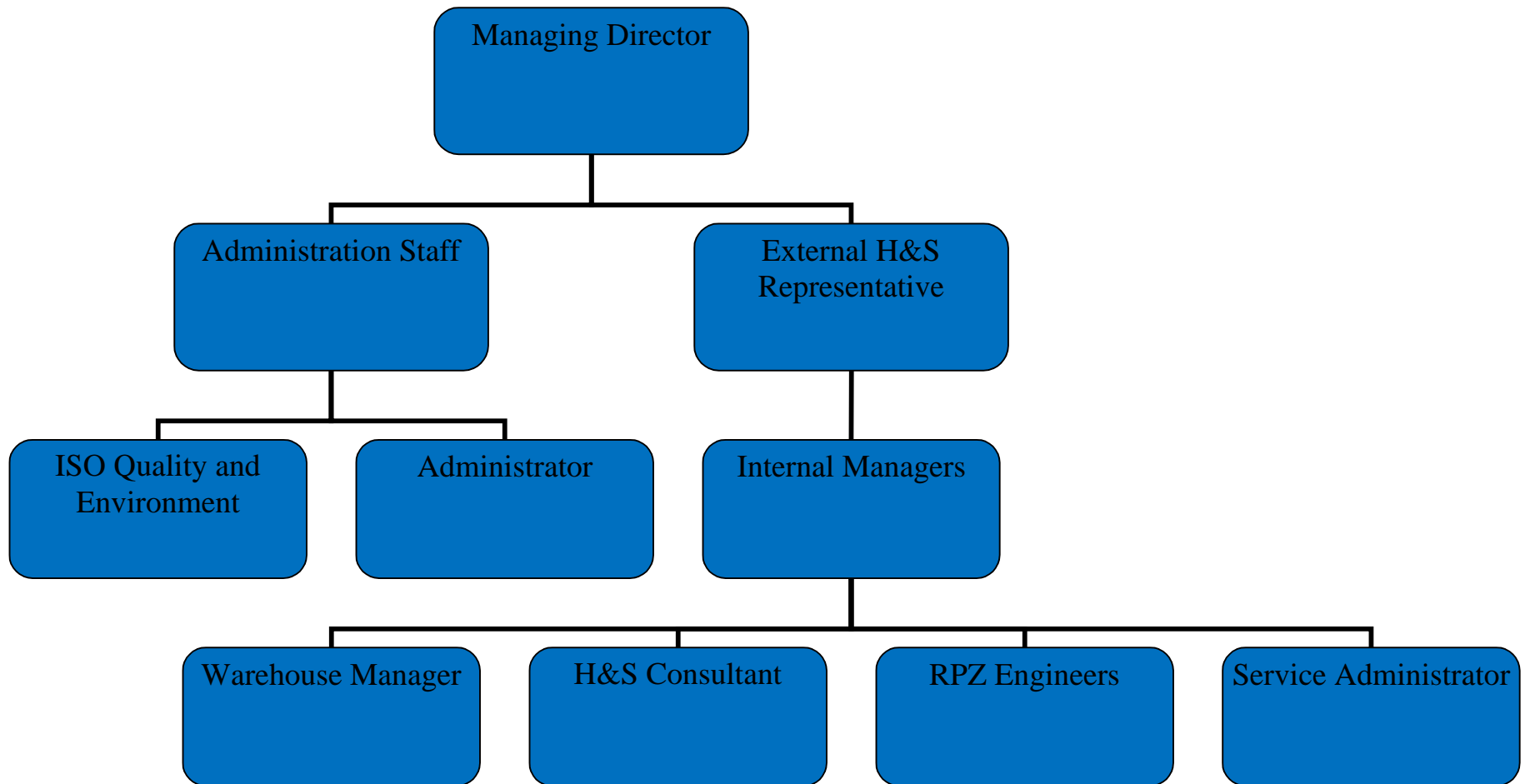
- To ensure they follow instruction given by the Company in relation to health, safety and welfare including risk assessment, method statements, safe systems of work, etc.
- To wear and maintain P.P.E. and protective clothing provided and report any that are missing, damaged or ineffective
- To immediately report any accident, incident or near miss to their Supervisor, complete the Accident Book and co-operate with any investigations
- To be fully aware of the Company's Health and safety policy and associated safety requirements
- Not to interfere with or misuse any equipment and plant provided by the Company
- To immediately report any unsafe practices
- To make suggestions to improve health and safety within their working environment
- To set a personal example by using common sense at all times to avoid danger in their working environment
- Not to undertake works that are unsafe or they are not competent to do

Important Notice

All employees are reminded that they have a legal responsibility under section 7 of the Health and Safety at Work Act 1974 to take reasonable care of their own safety and the safety of others who may be affected by their acts or omissions and to co-operate with the company in its arrangements to comply with the statutory obligations, which include adherence to the company safety policy

No person shall intentionally or reckless interfere with or misuse any item provided in the interests of health, safety and welfare.

Management of Health and Safety – Organisation



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Arrangements

Before work begins on any site the following safety management will be observed.

Identification of Common Hazards

Written general Risk Assessments will be completed as per the Management of Health, Safety and Welfare Regulations 1999, and Generic written safe working practices will be produced and issued to the site personnel.

Identification of Special Hazards e.g. Public

A written safe method of work will be provided as necessary.

First Aid Provisions

Will be provided to comply with the Health and Safety (First Aid) Regulations 1981 and Guidance Note. As a minimum an appointed person will be on site if the principle contractors first aid provisions are not made available as per regulation 3(1) A C O P 6.

Accident Reporting & RIDDOR

All accidents will be entered in Accident Book BI 510 and where required reported to the Health and Safety Executive under the reporting of injuries, diseases and dangerous occurrences Regulation 1995 (RIDDOR).

Personal Protective Equipment (P.P.E.) Regulations

Provision of protective clothing and equipment will be in accordance with the P.P.E. Regulation 1992 also the construction (Head Protection) Regulations 1989. Protective clothing and Equipment following Risk Assessment of the work activity.

Fire Precautions

The Company will ensure suitable fire extinguishers are available when the use or storage of equipment creates a fire risk. The Supervisor or a competent person shall ensure all personnel on site are aware of the emergency fire procedures including how to raise the alarm in the event of a fire, the locations of all exits from the site and assembly areas.

Alcohol – Drugs

It is Ultravalves policy that the taking of drugs or drinking alcohol at work will not be permitted and shall be considered a serious offence if any employee is found under the influence of these substances and may lead to instant dismissal.

Good Housekeeping

When working in or adjacent to occupied premises the health and safety of the occupants must be considered, as well as that of our employees.

Training

Only employees who have been trained to a competent level will be allowed to attend customer site.

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Noise at Work Regulation 2005 and Code of Practice

Assessments will be carried out in accordance with the above regulation to reduce identified unacceptable noise levels. Where it is impracticable to reduce noise to an acceptable level, employees will be issued with personal ear protection which must be worn at all times, if applicable

Manual Handling Regulations

All employees who will be required to move or handle goods will be provided with written instructions and safe working procedures applicable to the risk.

Asbestos Guidelines

All employees whose work may bring them into contact with asbestos will be provided with asbestos awareness training and will be issued with Asbestos Guidelines.

All the above arrangements are supported by our attached method statement for RPZ test engineers attending site.



METHOD STATEMENT

HEALTH & SAFETY SEQUENCE OF WORK PROCEDURE WHEN ARRIVING AT CUSTOMER SITE TO CARRY OUT RPZ TEST

Upon arrival at Ultravalve, engineer to liaise with Joy Cooke on days work schedule to check paperwork, contact details, site address, spares requirements, mobile phone, location maps or GPS (using GPS is preferred, maps only to be used as backup).

Engineer to check and discuss last year's test certificate if applicable, for any variations and site conditions, to comply with new Health and Safety requirements.

Proceed to site

Engineer to make contact with allocated contact on site when arriving

Engineer to telephone Ultravalve office to report arrival

Customer Induction on site (if applicable)

All P.P.E. requirements must be adhered to.

Ultravalve expect engineers to always wear overalls, high visibility vests, safety boots or shoes and carry with them safety helmet, ear defenders and safety spectacles at all times.

Engineers to carry all paperwork issued by office with them.

The Engineer should always ensure he is escorted to the place where the RPZ valves are installed (if applicable).

Proper consideration should be taken to the accessibility of the valve to be tested.

Our Insurance states that engineers are only insured to work on valves up to a two step ladder, If you are unable to test or repair valve, the valve needs to be removed from pipework for repair or it is the responsibility of the site concerned to provide proper and safe access via scaffold/platforms for engineers to work from.

Only when Engineer is satisfied the sufficient protection has been taken on maintain his safety and the safety of people on customer site will any work be carried out.

Isolation of the RPZ valve will be necessary to carry out a proper function test.

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It will be pointed out by our Engineers to the end client, that water flow will be interrupted for a minimum of 15 to 30 minutes or possibly more if the valve fails the test.

End client must take into consideration any effect of the process that turning water supply off will have to his particular site conditions.

Attention will always be given by our engineers to site conditions/area requirements and under no circumstances will our engineer breach any statutory Health & Safety regulations on customer sites.

Engineer to record serial number of RPZ valve. If the serial number is not visible, engineer to put Ultravalve I.D. Tag on valve.

On completion of test, engineer will complete appropriate WTI Water Industry paperwork and get all relevant paperwork signed by customer.

Our engineer will at all times have a copy of WTI Training Certificate, our Insurance Certificate, Water Hygiene Certificate, Method Statement, Risk Assessment and WRAS AIM 08-01 leaflet, should customer request to see any of them.

If for any reason the RPZ valve should fail the test, then unless otherwise directed before his visit, no remedial work will take place at this time Engineer should ring office and report his findings.

Customer Certificate will show that the valve has failed and the customer will be advised to contact Ultravalve office to discuss remedial work and agree to costs, before commencement of work.

Engineer to contact office on departure of site.



ENVIROMENTAL POLICY

Statement:

Ultravalve believe that businesses are responsible for achieving good environmental practice and operating in a sustainable manner.

We are therefore committed to reducing our environmental impact and continually improving our environmental performance as an integral and fundamental part of our business strategy and operating methods.

It is our priority to encourage our customers, suppliers and all business associates to do the same. Not only is this sound commercial sense for all; it is also a matter of delivering on our duty of care towards future generations.

Our policy is :-

- Wholly support and comply with or exceed the requirements of current environmental legislation and codes of practice.
- Minimise our waste and then reuse or recycle as much of it as possible.
- Minimise energy and water usage in our buildings, vehicles and processes in order to conserve supplies, and minimise our consumption of natural resources, especially where they are non-renewable.
- Operate and maintain company vehicles with due regard to environmental issues as far as reasonably practical and encourage the use of alternative means of transport and car sharing as appropriate.
- Apply the principles of continuous improvement in respect of air, water, noise and light pollution from our premises and reduce any impacts from our operations on the environment and local community.
- Monitor our Gas & Electricity consumption
- As far as possible purchase products and services that do the least damage to the environment and encourage others to do the same.
- Assess the environmental impact of any new processes or products we intend to introduce in advance.

- Ensure that all employees understand our environmental policy and conform to the high standards it requires.
- Address complaints about any breach of our Environmental Policy promptly and to the satisfaction of all concerned.
- Update our Environmental Policy annually in consultation with staff, associates and customers.

Implementation:-

The company is aware that waste is not just discarded material. It includes wasted time, energy, water and excessive use of raw materials. Ultravalve, therefore actively encourages the need for waste reduction throughout its company.

Responsibility:-

The director regularly reviews the company's Environmental Policy and implements his findings to all staff.

Office Staff:-

When using stationery:

- Write on both sides of paper
- Use scrap paper if appropriate
- Avoid waste or excessive copies when photocopying
- Utilise re-usable envelopes wherever possible
- Only print off computer what is absolutely necessary
- Recycle used printer/fax/photocopies cartridges

Switch off any lighting which is left on and performing no useful function

Switch off any heating / cooling systems when not required

Switch off any electrical appliances when not required

To close doors in colder months, thereby conserving heat already generated

To assist in dispensing of recyclable items in bins/containers (e.g. paper, aluminium cans etc)

Warehouse staff:-

Switch of any lighting or heating when not required, and it is safe to do so

Switch off any machinery/vehicles when not required, and it is safe to do so

To assist in dispensing of recyclable items in bins/containers (e.g. metals, cables, cardboard, paper, re usable containers)

To close building doors where practicable in colder months, thereby conserving heat already generated

Warehouse staff to avoid all unnecessary noise during operations within warehouses, particularly when loading/unloading vehicles/forklifts in yard areas.

Driving of Company Vehicles:-

Driving staff & representatives should observe the following instructions when carrying out their duties:-

- At all times, be conscious of fuel efficiency. Avoid hard acceleration/braking, observe fuel-efficient speeds and do not leave vehicle engines idling unnecessarily.
- Observe legal speed limits at all times
- Drive in a safe and considerate manner
- Attend to defects on company vehicle
- Do not rev vehicle engines unnecessarily

Observe the following safety instructions:-

- Do not drink and drive
- Do not drive whilst under the influence of drugs
- Ensure regular vehicle services in line with manufacturers recommendations
- Seat belts must be worn at all times by driver and passengers
- Comply at all times with Highway Code

Water Conservation:-

A lot of effort and energy goes into providing safe, clean water, so conserving water makes good environmental sense. All our staff are aware of the need to reduce water consumption to a minimum and not to leave water running unnecessarily.

Waste Prevention:-

Our company is accredited to ISO 9001:2008 (Quality Systems Standard) which, in effect, minimises waste by preventing poor quality in the workplace. This includes avoiding damage to materials and goods and preventing the distribution of defective products, which must be scrapped.

Electrical Energy Consumption:-

Reducing energy usage, particularly energy from fossil fuels, is one of the most effective ways of conserving these finite resources and of cutting emissions of “greenhouse” gasses and pollutions and contribute to acid rain and petrochemical smog. Electricity may not cause emissions from our workplaces, but since most of UK’s electrical power is generated from fossil fuels, significant amounts are released at the Power Stations. Our company is wholly committed to minimising electrical power in all our buildings.

Re-use and Recycling:-

All our staff are required to re use or collect waste materials for recycling.

Examples of these include:-

- Re using waste paper
- Re using waste packaging, boxes, envelopes, in fill materials etc
- Re using pallets
- Collecting of various metals, paper, cardboard etc for recycling
- Re cycling printer cartridges

Signature:

Position in Company:

Director

Date:

July 2010