

PC Services guide to:

Health & Safety Policy

Environmental Policy

ISO 9001:2000

RoSPA Certification



ISO 9001:2000



PC Services believes in ensuring that all work undertaken is of the highest quality. We pride ourselves in being, since 2003, ISO 9001:2000 certified, the standard against which the Quality Management Systems of a business are evaluated.

It is a highly sought after accolade within the industry, demonstrates that PC Services provides a consistent standard of quality and that its procedures are of the highest order. We operate documented management systems that include Quality Assurance, Supplier Management Health and Safety and Environmental Management.

RoSPA Certification

PC Services is proud to be a member of the Royal Society for the Prevention of Accidents. As a member of this established organisation, PC Services associates itself with Royal Society for the Prevention of Accidents's mission which is "to enhance the quality of life by exercising a powerful influence for accident prevention".

PC Services takes a proactive role in encouraging workplace safety for all team members; we lead by example and strive to ensure that those we work in partnership with have the right approach to safety and accident prevention.

PC Services is a company which invests in its staff and values the working practices each team member is expected to perform on a daily basis. We understand the importance of compliance with the terms of the Health & Safety Work Act 1974, which aim to provide and maintain a healthy and safe working environment for the team.

At all times we aim to minimise the number of occupational accidents and illnesses and ultimately achieve an accident free workplace through complying with the Health & Safety terms. We work in close partnership with Bee Safe Ltd, our external health and safety advisors to ensure that our health and safety responsibilities are met.



A summary of the Health & Safety obligations PC Services adhere to are as follows:

Training and communication

PC Services views training and communication between team members at all levels as an essential part of effective Health & Safety management. All employees are provided with information, training and attend health and safety courses. We have appointed a health and safety officer who sets a personal example by observing the safety precautions and practices; the health & safety officer also ensures that prompt attention is given to all team members who have comments or concerns about Health & Safety. The Health & Safety Policy document is reviewed and updated annually by Bee Safe Ltd our health & Safety Advisors to ensure that all legislation is adhered to.

Planning & Prevention

According to the Management of Health & Safety at Work Regulations the Company PC Services endeavours to carry out thorough risk assessments prior to any work being undertaken. We strive to ensure that provisions for the Construction Health, Safety and Welfare Regulations (1996) are planned at pre-contract stage and we make method statements available where possible for the benefit of employees and the general public. We undertake initial risk assessments to identify any hazards that may need to be eliminated before the site set up. In line with the Construction (Design & Management) Regulations 1994 PC Services ensures that when appropriate the Health & Safety plan is prepared and available on site along with the Risk Assessments and COSHH Assessments.

Accidents & First Aid

It is company policy, in line with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 that all accidents however small are recorded in the Company accident book. The phrase “investigate, report and record” is widely publicised as we view accident investigation as a valuable tool in the prevention of future incidents.

PC Services also ensures that adequate First Aid facilities, including first aid kits and emergency contact details, exist for all employees as detailed in the Health and Safety (First Aid) Regulations 1981 and that suitably qualified First Aid personnel are available. All possible steps are taken to reduce the risk of injury to the lowest level possible.

We also maintain Insurance under one or more approved policies with an authorised insurer against liability for bodily injury or disease sustained by a team member, and arising out of and in the course of their

“working responsibly in a safe environment is vital...”

employment in line with the Employers Liability (Compulsory Insurance) Act 1969 and The Employers’ Liability (Compulsory Insurance) Regulations 1998. The certificate of insurance is displayed for employee information.

Working in Partnership

Communication and cooperation between PC Services and Local Authority Environmental Health Officers, HSE Inspectors, Fire Service Officers, contractors and sub-contractors is deemed of extreme importance in ensuring the highest levels of health and safety.

Regular site safety meetings are held to ensure that everyone is aware of their own health and safety responsibilities and PC Service’s own policy. All sub-contractors are required to attend a Safety Awareness course and hold appropriate certification.

In line with the Health & Safety at Work Act 1974, Management of Health & Safety at Work Regulations 1999 and the Fire Precautions (Workplace) Regulations 1997 PC Services works closely with Fire Services Officers to ensure that clearly signed fire escape routes with suitable lighting are present, a fire assembly point is assigned and clearly identified, suitable fire extinguishers are available and maintained, a working fire alarm system is in place and that any combustible materials are safely disposed of. We keep a log book detailing all equipment inspections and fire risk assessments. We believe it is also crucially important to provide suitable and sufficient fire safety training for all employees and to conduct fire evacuation drills at least once per annum.

Equipment and Materials

PC Services ensures that all equipment and tools are safe to use for their intended purpose and are regularly checked and maintained. Whenever machines require guarding we refer to the BS5304 – ‘Safe Guarding of Machinery’ for guidance. Safety inspections are carried out on all equipment and appropriate training is provided for the workers.

PC Services conforms to the Construction (Head Protection) Regulations 1989 and The Personal Protective Equipment at Work Regulations 1992; all workers who may be exposed to a risk to their Health & Safety while at work are provided with suitable, properly fitting and effective personal protective equipment (PPE).

We are aware of the possible health risks involved with the prolonged use of rotary and/or vibrating hand tools and we are committed to reducing the risk to our employees by complying with the the Control of Vibration at Work Regulations 2005. In accordance with the Social Security (Industrial Injuries) (Prescribed Diseases) Regulations 1985 we provide team members with suitable training, information and supervision and select equipment that has low vibration properties. PC Services also obtains information from suppliers on the amount of vibration that might be expected from the equipment. The wearing of gloves, eye protection and ear protection is obligatory and work patterns are structured to limit the duration that team members are exposed to vibration.

PC Services recognises that under the Noise at Work Regulations Act 1989 and the Control of Pollution Act 1974 Section 60 it has a statutory duty to control noise and to protect employees and other persons (using PPE) from its effect. Every practical step is taken by us to control noise.

In line with the Control of Substances Hazardous to Health Regulations 2002 (COSHH) PC Services ensures that exposure of team members

to hazardous substances is minimised and adequately controlled in all cases. We also ensure that all hazardous materials or substances are properly controlled and marked with safety signs when necessary in accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER). All employees who may come into contact with hazardous substances receive comprehensive and adequate training and information. PC Services understands the seriousness to worker’s Health, Safety & Welfare where the risk of asbestos is apparent and complies with the Control of Asbestos at Work Regulations 2002 and the Asbestos (Licensing) Regulations 1983.

We also uphold the Electricity at Work Regulations 1989 maintaining electrical equipment in a safe condition so that users are protected from such hazards as electric shock, burns or fire. PC Services also ensures that all electrical work carried out on premises is in accordance with the latest Regulations published by the Institute of Electrical Engineers for Electrical Installations, and we use NICEIC (The National Inspection Council for Electrical Installation Contracting) approved contractors.

In accordance with the Working at height Regulations 2005, PC Services will at all times adhere to the guidelines provided including, providing suitable platforms for work and to avoid working at heights wherever possible. Full and detailed assessments will be carried out to minimise any possible risks.

All lifting requirements on site will be carried out in line with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). PC Services recognises the importance of the LOLER regulations and the link with the Provision and Use of Work Equipment Regulations 1998 (PUWER) to provide suitable work equipment for the all work. Prior to work being undertaken PC Services will ensure that each piece of equipment has a Certificate of Through Examination.

On site

PC Services ensures that Health & Safety regulations are implemented and maintained on site including Risk, Noise, COSHH, Working at Height & Manual Handling Assessments. Every team member is required to attend a Health & Safety site induction and regular safety meetings.

We do everything in our power to protect the public from activities on site that may present a risk. Netting, covered walkways, perimeter fencing are used and warning signs are displayed in line with the Health & Safety (Safety Signs & Signal) Regulations 1996.

Regards the Manual Handling Regulations 1992, Manual Handling operations will be avoided as far as is reasonably practicable. Where there is a risk of injury assessment of the operation will be made before commencement.

Office environment

PC Services also conducts Health & Safety risk assessments of all workstations with VDU screens used by team members within the office area in accordance with The Health & Safety (Display Screen Equipment) Regulations 1992. Staff are offered periodic work breaks and eyesight tests are available upon request. All VDU screen users will be given appropriate and adequate training on the Health & Safety aspects of this type of work.

For further information please contact us 01489 894332 for a full copy of our Health and Safety policy document.

PC Services Environmental Policy

People are becoming increasingly concerned about the quality of their local environment and the effects that a damaged or poorly managed environment will have on their own quality of life and that of their children's future.

We all need to play a part in finding local solutions to environmental problems, and that's why PC Services endeavors to work in partnership with its clients, the Local Authorities and the Environment Agencies in meeting and maintaining these environmental policies.

As part of PC Service's acknowledgment of its' environmental responsibilities we have outlined a series of policies which we aim to adhere to at all times. A summary of these are:

Planning

PC Services aims to ensure that new projects incorporate assessments of potential environmental impacts and appropriate action is taken to keep any adverse impacts to a minimum. We will therefore consult on environmental issues prior to undertaking any work.

Working in Partnership

PC Services works with and actively encourages the involvement of our clients, other organisations and sub-contractors in implementing initiatives to protect and improve the environment. We are determined to ensure that environmental benefits are strengthened across the spectrum of our operations. We aim to be sensitive in our management of natural and heritage features associated with our work.

Lead by Example

We aim to take a leading role in promoting good practice and developing environmental ideas. We endeavour to involve and encourage other organisations within our area of business to also promote the principles of sustainability.

Materials and Waste

PC Services operates a green purchasing policy using only goods and materials which can be manufactured, used and disposed of in an environmentally sustainable way. We seek to minimise emissions and reduce waste from our activities, where possible use less environmentally damaging fuels and discourage litter, graffiti and noise pollution. Waste reduction, reuse and recycling are key objectives.

Support

We offer encouragement and support to clients, sub-contractors and staff working on construction projects, providing appropriate training and communications to improve environmental awareness and understanding.

Continuous Improvement

We are continuously monitoring the environmental impacts of our services to help find ways to improve quality of life of people in the locality. Our environmental policies are regularly audited to ensure that we comply fully with all legal obligations and are proactive in implementing new initiatives.

For further information please contact us on 01489 894332 for a full copy of our environmental policy document.