



HEALTH, SAFETY AND ENVIRONMENTAL NEWSLETTER

Spring 2019

ANNUAL H&S POLICY REVIEW



Annual review of the Company's written Health & Safety Policy has been completed, and a copy of the revised document emailed to all Mila Maintenance & Installation employees.

This is an important document, setting out the Company's commitment to managing health and safety effectively, and includes arrangements detailing what we are doing/going to do in practice to achieve the aims and objectives set out within, and who is responsible for specific actions.

In effect, the Health & Safety Policy informs people in our business how we intend to deal with key health and safety issues in the workplace.

Key revision to the Policy includes:

- **New guidance on working outdoors**
- **Safeguarding sub-policy (for the protection of children and vulnerable adults) added**
- **Policy addition for the use of mobile access towers**
- **New section on extinguishers for Company vehicles**
- **Individual responsibilities under the Construction (Design and Management) Regulations (CDM2015) listed**

Written into the Policy, are our health and safety objectives for 2019. These are:

- ▶ **To increase health and safety awareness across all areas of the business**
- ▶ **To monitor health and safety performance of contractors**
- ▶ **To carry out regular site and fixed-site safety inspections**
- ▶ **To implement a range of health and safety awareness campaigns**
- ▶ **To complete periodic recorded inspection of access equipment**
- ▶ **To successfully re-register for CHAS accreditation**

These objectives will be regularly monitored and reviewed throughout the year, being a key step in our management process which helps form the basis of continual improvement. The individual persons responsible for achieving each objective are listed within the Policy document.

A reminder that anyone who is unsure about any of the Health and Safety Policy's content should speak with their manager for clarification.

KEEPING YOU INFORMED ABOUT HEALTH & SAFETY AT WORK

Campaigns Driving Down Accidents

The recent **'Keep a sharp lookout'** cuts and graze prevention initiative, was launched in response to an increase in the number of accidents resulting in a cut injury.

Its message was clear – **your hands are a valuable tool, so protect them.**

Over the course of two weeks, the campaign considered typical causes of cuts/lacerations to the hands and

looked in detail at ways any risk of injury can be eliminated or reduced, including (but not limited to):



- ✓ Organising your work to reduce exposure to the hazard
- ✓ Wearing the correct personal protective equipment (PPE),
- ✓ Selecting the correct tool for the job
- ✓ Concentrating on the job at hand
- ✓ Being prepared for an unexpected slip or release when applying any force
- ✓ Maintaining housekeeping standards

Although it is too early to compare pre-launch accident rates involving cuts against current figures, it is hoped this particular initiative will have helped towards sharing the message on safe practices in the workplace and helps keep safety in mind.



MOTORING CAMPAIGN A SUCCESS

If response is anything to go by, then the **'Driving with care will get you there'** winter driving initiative is our most successful campaign to date, with several of you emailing constructive suggestions to help improve safety when out on the roads during bleak conditions.

Feedback, in the main, was positive, allowing management to take note of how well the safety risks are controlled, as well as address any shortfalls. This was the second safe driving-themed campaign run in two years, the last one (*'30 isn't the only sign to slow down'*) highlighting the dangers of ignoring speed limits.

Campaign topics we hope to run over the next two quarter periods include **manual handling** (previous campaign May 2016) and **working at height** (January 2017).

In addition, an **environmental-themed initiative** specific to the offices shall be run sometime in August.

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Health & Safety Committee (South) meeting

Thursday 21 February 2019 at Folkestone Office

Attendees: Tina Marsh (Office Manager Folkestone); Teona Oliver (Office Administrator Folkestone); Roland Trueman (Technical Contract Support); Peter Vaughan (Contracts Manager South); Henry Williams (Service Engineer); Mark Needham (External H&S Advisor / Chair).

What was on the **Agenda:**

- **Company Health & Safety Policy review**
- **H&S campaigns and initiatives – analysis and review**
- **Open forum to discuss any new or foreseen issues**
- **Accident investigation – case study**
- **Forthcoming Group H&S audit**
- **Any other business**

RISK ASSESSMENT UPDATE

Fire safety risk assessment review has been carried out this year at all our fixed sites (Barnsley Unit, Folkestone Office and Ashford Depot). Control measures implemented to help prevent/detect fire since the time of the previous fire risk assessment include (but not limited to):

Barnsley –

- ❖ Additional automatic smoke detection sensors installed
- ❖ Annual service and maintenance of the fire alarm system
- ❖ Annual gas boiler service carried out
- ❖ PAT inspection of portable electrical equipment completed
- ❖ Refresher fire safety awareness session provided office employees

Folkestone –

- ❖ Annual gas boiler service carried out
- ❖ Procedure implemented to ensure current high standards of housekeeping are maintained to help prevent fire hazards (supported by recorded premises fire protection and safety checks)

Ashford –

- ❖ Fire load i.e. amount of combustible materials on site, significantly reduced
- ❖ New annual fire extinguisher service and maintenance contract agreed
- ❖ New portable fire-fighting equipment installed

The risk assessment review programme for this season includes:

- ▶ Generic installation works ('Installs')
- ▶ Control of hazardous substances (such as Arbosil 1071)
- ▶ Exposure to vibration Manual handling (various work processes)
- ▶ Working with display screen equipment (DSE)



Lincoln Court project

Focus on current projects:

Where:

Lincoln Court, London N16

Principle Contractor:

Wates

Mila works being undertaken:

3 tower blocks: windows and doors maintenance/repairs/replacement/overhauls

Contracts Manager:

Peter Vaughan



The Health & Safety Event

NEC BIRMINGHAM • 9-11 APRIL 2019

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LEGISLATION UPDATE

From around the UK

Organ Donation (Deemed Consent) Bill: A Bill to make amendments of the Human Tissue Act 2004 concerning consent to activities done for the purpose of transplantation. On 19 February 2019, the Bill reached report stage in the House of Lords. As no amendments were suggested to the Bill, the report was received without debate. The Third reading - the final chance for the Lords to change the Bill - took place on 26 February 2019 and no amendments were made. As both Houses have agreed on the text of the Bill it now waits for the final stage of Royal Assent when the Bill will become an Act of Parliament. A date for Royal Assent has yet to be set.

Note: The British Medical Association (BMA) has been lobbying for an organ donation opt-out system for more than 18 years. Under an opt-out system, everyone is presumed to be an organ donor unless they opt out during their lifetime. This new system will provide individuals with the same choice as an opt-in organ donation system (England's current model) – to donate or not to donate.

BS 7974:2018 Application of fire safety engineering principles to the design of buildings. Code of practice – Fire safety engineering (FSE) is a relatively new discipline which exists to help preserve life and buildings when there's a fire emergency. BS 7974 is the "go-to" document for fire safety engineering in the UK. The standard is being updated for the first time since its original publication in 2001. BS 7974:2018 supplies a framework for an engineering approach to fire safety in buildings and applies to all types and uses of buildings, or to facilities such as tunnels and process plants. The standard is being comprehensively revised and is scheduled for publication in March 2019. The revision incorporates:

- A greater emphasis on fire safety engineer competence
- Additional recommendations on quality assurance and verification of fire engineering reports
- Content previously in Parts 0 and 8 of the accompanying published documents (PDs) series

Fire Safety (Leasehold Properties) Bill: A Bill to require freeholders of certain properties that have failed fire safety tests to carry out remedial work; to make provision for sanctions for such freeholders who fail to carry out such work; to ensure that leaseholders are not held liable for the costs of such work; to make provision for a loan scheme to assist freeholders in carrying out such work; and for connected purposes. Introduced to Parliament on Wednesday 28 November 2018, the next stage for this Bill, the Second reading, is scheduled to take place in the House of Commons on Friday 22 March 2019.

Brexit

The Health and Safety (Amendment) (EU Exit) Regulations 2018: These Regulations are being drafted to ensure that European Union derived health and safety protections will still be available in UK law after the UK leaves the EU. It amends the relevant legislation to ensure that existing protections and regulatory frameworks are maintained and continue to work in the same way upon the UK's exit ("exit day" is currently scheduled for 29 March 2019).

Note: On examining whether Brexit will affect health and safety, the National Examination Board in Occupational Safety and Health (NEBOSH) notes that although there is an amount of uncertainty surrounding the withdrawal process, it's likely that we will continue to adhere to many of the regulations and standards we already have in place – although Government may, however, "amend, repeal and improve" individual laws as necessary.



THE NEC BIRMINGHAM 21-23 MAY 2019

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