



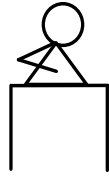
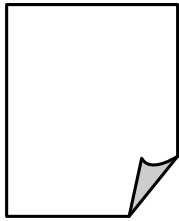
Health And Safety Policy

T.P | Properties
Providing you with the home that you need

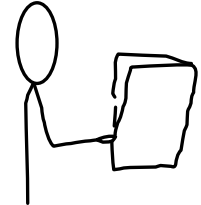
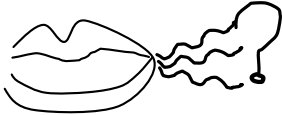
If you would like this leaflet in another language or format, or if you require the services of an interpreter, please telephone our Housing Procurement Officers on 01254 385845.

Jeśli chcesz tę ulotkę w innym języku lub formacie, lub jeśli potrzebujesz pomocy tłumacza, zadzwoń naszych oficerów Zamówień Obudowa na 01254 385845.

اگر آپ کو کوئی دوسری زبان یا شکل میں اس کتابچہ کو پسند کرتے ہیں، یا اگر آپ کو ایک مترجم کی خدمات کی ضرورت پڑتی ہے، براہ مہربانی 01254 385845 پر ہمارے ہاؤسنگ حصولی کے حکام کو ٹیلی فون.



T.P Properties
Providing you with the home that you need



This leaflet is about the work of T.P Properties.
If necessary please ask someone to help you read it.

“Providing you with
the **home** that
you need”

Compiled by Paula Woodruff
and Terry Haran, partners of

T.P Properties
Providing you with the home that you need

Contents

- 3 Statement of intent
- 4 Principle legislation
- 5 Organisation
- 8 Arrangements
- 16 Useful addresses and telephone numbers

Statement of intent

T.P Properties (TPP) is committed to ensuring the safety of its employees, customers, members of the public and anyone else who are affected by its operations. It is **constantly striving to improve standards of health, safety and welfare at work. As employees developing and managing housing for the most vulnerable in society we embrace the challenge to lead by example to stimulate higher standards.**

We will aim to achieve continuous improvement. The Company commits to compliance with the Health and Safety at Work (etc) Act 1974, The Management of Health & Safety Regulations 1999 and all other applicable regulations and codes of practice, so far as is reasonably practicable.

People are our most important asset and, as such, higher standards of Health and Safety and employee welfare must be an integral part of our improving performance. Our Health and Safety Policy is consistent with and complements that of our internal and partners' policies which aim to improve performance and the quality of life in for those in supported living e.g. environmental policies, achieving best value services, promoting community inclusion, prevention of the abuse of vulnerable adults, and creating a modern well-managed organisation and wider marketplace.

We recognise that Health and Safety is a prime responsibility of directors, senior management, line managers and supervisors who have direct responsibility for activities and employees under their leadership. And that this duty extends to ensuring householders and visitors should enjoy safe and healthy access to, and use of, all Company services and facilities.

To ensure, so far as is reasonably practicable, the health, safety and welfare of its employees, contractors and other persons who may be affected by its activities, TPP will:

- Ensure that significant risks are assessed and suitable and sufficient measures are adopted
- Provide plant equipment and work procedures that are safe
- Provide a safe place of work, a healthy working environment and adequate welfare arrangements
- Provide clear and relevant information relating to health and safety for all employees
- Provide appropriate instruction, training and supervision which enable all employees to work safely and carry out their duties and responsibilities under the Health and Safety Policy
- Establish effective consultation procedures which allow all employees to be involved in the development of Health and Safety policies, procedures and their implementation
- Provide adequate and appropriate resources to implement the policy, including the provision of competent Health and Safety external advice as necessary to keep its health and safety policy, working practices and equipment up to date and in accordance with current legislation
- Review its policy and management systems
- Take whatever other measures may be necessary to ensure the health, safety and welfare of those who work for TPP, live in or visit its premises and are affected by its work activities. TPP's Health and Safety Policy refers to all of its offices, workplaces and establishments.

Ultimate responsibility in all areas of safety rests with the Managing Director. This duty is of no less importance than any of the responsibilities attached to that position.

Reviews of Health and Safety Policy will be made periodically. The monitoring of all issues relating to this policy is the responsibility of the Managing Director.

Yours sincerely,



Paula Woodruff
Managing Director

Principle legislation

TPP has identified health and safety legislation that applies to the organisation. This list demonstrates the Company's commitment to researching and complying with the appropriate legislation for the business.

Construction (Design & Management) Regulations 2007
Control Of Asbestos At Work Regulation 2006
Control Of Lead At Work Regulations 2002
Control Of Substances Hazardous To Health Regulations 2003
Dangerous Substances And Explosive Atmospheres Regulations 2002
Electrical Equipment (Safety) Regulations 1994
Electricity At Work Regulations 1989
Employers Liability (Compulsory Insurance) Regulations 1969
Environmental Protection Act 1990
Gas Safety (Installation And Use) Regulations 1998
Health And Safety (Consultation With Employees) Regulations 1996
Health And Safety (Display Screen Equipment) Regulations 1992
Health And Safety (First Aid) Regulations 1981
Health And Safety (Information For Employees) Regulations 2009
Health And Safety (Miscellaneous) Regulations 2002
Health And Safety (Safety Signs And Signal) Regulations 1996
Lifting Operations And Lifting Equipment Regulations 1998
Management Of Health & Safety At Work Regulations 1999
Manual Handling Operations Regulations 1992
Noise At Work Regulations 2005
Personal Protective Equipment (PPE) Regulations 1992
Provision And Use Of Work Equipment Regulations 1998
Regulatory Reform Fire Safety Order 2005
Reporting Of Injuries Diseases And Dangerous Occurrences Regulations 1995 (Updated 2008)
Safety Representatives And Safety Committee's Regulations 1977 The Health & Safety At Work Etc Act 1974
The IEE Wiring Regulations (17th Edition)
The Work At Height Regulations 2005
The Working Times Regulations 1998
The Workplace (Health, Safety And Welfare) Regulations 1992

Organisation

TPP is defined in law as the employer and therefore is the body that has overall responsibility for the Health and Safety Policy and its implementation. The responsibility is discharged through the following organisational arrangements.

The Managing Director will:

- Have overall responsibility for the implementation of TPP's Health and Safety Policy
- Sign the TPP Health and Safety Policy Statement to demonstrate commitment at the highest level
- Promote a positive health and safety culture across TPP and ensure that health and safety is ranked with equal importance to other management responsibilities
- Ensure that adequate and competent health and safety advice and assistance is available to all employees
- Receive any exceptional reports on urgent or critical health and safety issues requiring an executive decision
- Approve budgets which include sufficient resources to enable health and safety risks to be controlled
- Receive periodic reviews of health and safety performance and agree the TPP health and safety action plan.

Directors will:

Exercise overall control within their area of responsibility to ensure compliance with health and safety legislation and TPP's policy. In particular they will ensure that the following are carried out:

- Motivate their managers to discharge their health and safety responsibilities and maintain a record of the arrangements
- Provide sufficient resources to fulfil the health and safety responsibilities of each service area
- Arrange for a suitable and sufficient assessment to be made of the risks to the health and safety of employees and others who may be affected by the work of TPP's service areas. Ensure this assessment is documented and an action plan is produced to ensure any unacceptable risks are removed
- Arrange for systems of work to be developed
- Ensure new installations, workstations, equipment and substances are assessed for health and safety compliance before they are purchased, installed or brought into use
- Ensure contractors are assessed for health and safety competence before being employed by TPP and once employed, are made aware of their health and safety responsibilities, duties and liabilities and are required to produce method statements, risk assessments and are adequately supervised
- Ensure that any advisors are consulted in good time regarding health and safety matters.

Managers will:

Ensure TPP's Health and Safety Policy is implemented within their service area

Implementation will include clearly defined health and safety arrangements and responsibilities of all levels of staff

Ensure that there are adequate and effective arrangements in place for consulting all employees within their service areas on matters that affect their health and safety. These should include health and safety as a standing team meeting agenda item

Ensure that should a violent incident/assault report form together with an accident report form are completed and sent to TPP's Health and Safety Officer within 48 hours of the incident occurring

Promote a positive health and safety culture within their service areas

Monitor the area's health and safety performance e.g. by arranging regular workplace health and safety inspections, ensuring workstation assessments and work activity risk assessments are carried out, regularly reviewed

Ensure all employees report all accidents, dangerous occurrences and near-misses on the TPP accident report form and this is forwarded to the Managing Director as soon as possible after the accident. Ensure all accidents are investigated without delay

Arrange for a suitable and sufficient assessment of the risks associated with any proposed new projects or services to be carried out in consultation with employees prior to these projects/services being introduced

Receive and produce any exceptional reports on urgent health and safety issues requiring a decision from TPP's Senior Management Team

Allocate sufficient resources to fulfil their service area's health and safety responsibilities

Ensure the design of a health and safety management system for the service area and communicate it to employees. This will include safe working procedures, systems for assessing and controlling risks and for monitoring health and safety performance e.g. health and safety inspections

Be responsible for employees and activities under their control and will ensure that the requirements of TPP's Health and Safety Policy are complied with. In particular, they will, where appropriate, undertake suitable and sufficient risk assessments and ensure that adequate measures are taken to minimise the health and safety risks to the employees under their control and to any other persons who may be affected by work carried out by these employees

Ensure action is taken to resolve any situations that may adversely affect the health and safety of employees or other persons. When possible rectify any problem within their own resources or see it raised with senior management

Ensure that all employees under their control are given adequate information, instruction, training and supervision to carry out their duties safely and competently, paying particular attention to new, inexperienced employees and trainees

Ensure all staff, particularly new staff, are familiar with the fire and evacuation procedures and also the arrangements for first aid

Maintain records of the training undertaken by the employees who report directly to them and ensure that the human resources team is also given details

Ensure that all plant and work equipment provided is suitable, properly maintained and necessary tests and examinations have been carried out.

Employees will:

Take reasonable care for the health and safety of themselves and for those other persons who may be affected by their acts or omissions

Report accidents, incidents and near misses with the potential for injury or damage to their line manager immediately

Report any incidents of abusive or threatening behaviour or actual physical violence immediately to their line manager and complete the violent incident/assault report form

Report hazardous situations, defects found in work places, plant and equipment etc to their line manager immediately

Attend health and safety training as necessary

Report loss of, or damage to, their personal protective equipment

Exercise reasonable standards of housekeeping and hygiene

Co-operate with their managers and colleagues in matters relating to TPP's Health and Safety Policy and procedures.

Arrangements

This section defines our Company arrangements and policies for dealing with Company activities.

Safety audits and monitoring

At the end of each significant contracted development task an individual responsible for the project will undertake a health, safety and quality completion audit. The audit will consider the effectiveness of the issues identified at the outset, and will report any corrective action required. All findings are reviewed through the Company meetings structure. Where the Managing Director considers it necessary in order to maintain the desired level of health and safety, they may seek the assistance of an external Health and Safety Advisor in carrying out audits and identifying corrective actions.

Guidance

The Company commits to operating to the very highest standards of health, safety and quality and will therefore carry out its operations in accordance with best practice as advised by the Health & Safety Executive and also various trade bodies and associations. This best practice will be reviewed periodically and with new matters adopted as required or when evidence that significant improvements can be made. Guidance documents are held as part of the Policies And Procedures Manual and are kept at the office. They will be made available to staff and other interested parties as required.

Hand arm vibration syndrome (HAV)

Anyone who regularly and frequently is exposed to high levels of vibration can suffer permanent injury. The construction industry has the second highest incidence of vibration white finger (VWF) injury which is one of the more common forms of hand arm vibration (HAV.)

The Company will advise contractors that their employees are not subjected to excessive vibration through power tools etc. To this end the Company will endeavour to enforce its contractors source low vibration tools and limit exposure to such tools.

Health and safety records

All records will be kept by the Managing Director, in written form indicated in the various appendices. Such records will include:

- Equipment inspections;
- COSHH assessments;
- Generic risk assessments;
- Staff training and induction records.

In addition to the above general records, the following contract specific records will be maintained for each major contract:

- Contract start-up information;
- Specific risk assessment;
- Method statements and safe systems of work;
- Accident record book.

Asbestos

Asbestos is recognised as being an extremely hazardous substance and as such must be treated with the utmost care. When working on site staff and contractors will assume any suspicious material is asbestos unless there is conclusive evidence to the contrary. No drilling, breaking or cutting shall be carried out to any material suspected of containing asbestos fibres. Any suspicious material shall be reported to the Project Officer immediately.

A survey will be carried out on all premises suspected of containing asbestos prior to starting work on site by the contracting client and duly supplied to the Company.

Personal protective equipment

Personal protective equipment (PPE) will be provided by the Company and the relevant PPE must be worn at all times whilst carrying out work. Details of the correct PPE will be made available to employees. No employee or contractor is permitted to start work without the correct PPE and the necessary information, instruction and training to enable him or her to utilise the equipment correctly and without risks to safety and health. It will be the responsibility of each contract supervisor to monitor the wearing of PPE on sites under their control.

Persons found to be persistently breaching PPE rules will be subject to disciplinary procedures including ejection from site.

Pat testing

All portable electrical appliances will be tested in accordance with the regulations, at the recommended intervals, 'as may be necessary to prevent danger'. It will be the responsibility of the project supervisor and each employee to ensure that all equipment provided is suitable for the task, including any provided by a customer.

Equipment inspections and records

Each employee or contractor must carry out a daily inspection of any equipment prior to its use, and must immediately report any defect, or suspected defect to the Managing Director or Project Supervisor. The Company will carry out advised inspections of all Company equipment, ladders, PPE, tools, etc, and will keep a record of such inspections. For the purposes of record keeping, each item of equipment shall have its own unique reference, which shall be clearly marked on it. Markings must be maintained so that they are clearly discernible at all times.

Where an inspection reveals a defect, it will be the responsibility of the Project Supervisor or Employee to ensure that the equipment is not used until such time as a suitable repair has been affected. If the equipment is beyond repair it must be discarded, whether or not a suitable replacement is available, and any work relying on the use of such equipment must be suspended until a suitable replacement is available. No item of equipment can be discarded without agreement from senior management.

Welfare

In most cases Company employees or contractors will be able to use toilet or washing facilities within the customer's premises. It will be the responsibility of the Project Supervisor to ascertain if this is possible prior to commencement of a contract. Where it is not possible, it will be the responsibility of the Project Supervisor to establish the location of suitable temporary or public facilities.

Where work is carried out in peoples' homes the Company, through its employees, will make a verbal request to use their washing facilities, if required.

Accident reporting and investigation

All employees or contractors must report any near miss, accident or injury to the office. Details of all accidents will be entered into the Company's accident record book.

It will be the responsibility of the Managing Director or their nominated representative to notify the Health & Safety Executive in respect of any accident or occurrence for which notification is required by the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1997 (RIDDOR.)

Any accident resulting in more than minor injuries or incident which might have resulted in serious injury will be investigated by the Managing Director or their nominated representative. Depending upon the circumstances of the accident, the Managing Director or their nominated representative may seek the assistance of an external health and safety advisor, both in the investigation and the formulation of preventative procedures to avoid repetition.

Transport and company vehicle safety

It is the policy of the Company to only employ drivers who are competent. Driver approval and competence is ascertained through the following:

Holds a full UK license;

Has not been disqualified from driving for drink and/or drug offences in the last five years, nor has any prosecution pending;

Holds the correct license for the type of vehicle being operated.

Drivers must inform the Company of any circumstances that may lead a driver to being unfit for driving duties. They must also inform the office immediately they become aware of any pending prosecution for any driving offence. All drivers will be asked to present all parts of their licenses to the office these will be photocopied and returned. These may be subject to re-appraisal as required.

Machinery operation

All employees or contractors who are required to operate machinery will have the appropriate training, be able to demonstrate competency or hold the appropriate license to operate such machinery. It is Company policy to take severe disciplinary action against any person found to be operating machinery without the necessary competence.

Machinery maintenance

All machines shall be subject to inspection by line management, who will withdraw damaged or unsuitable equipment from service immediately. All identified machinery shall also be subject to maintenance and service as per the manufacturer's instruction and maintenance schedule.

Lone working

Where work is carried out in the customer's premises, the Managing Director or their nominated representative will ascertain the procedures to be followed in case of emergency, e.g. lone worker injury etc. and details will be provided to all Company employees or contractors required to work in or on such premises, should they be seen as necessary. In general circumstances the employees are required to follow the Company's policy on lone working.

First aid arrangements

The Managing Director or their nominated representative will ensure the first aid structure. The appointed persons will be responsible for maintaining the first aid kit and taking charge after an accident, this includes calling for a person qualified in first aid or ambulance if necessary. Where visits are carried out to other premises, the person responsible for health and safety will ascertain the first aid procedures to be followed, and details will be provided to all organisation employees or contractors required to work in or on such premises.

Pregnant workers

The Company recognises that pregnant workers are more vulnerable to injury and as such will carry out specific risk assessments where a worker notifies them of a pregnancy. Such assessments will consider the worker's duties working conditions and hours. Where it is deemed that a risk to the mother or baby is present, suitable controls will be introduced.

Communication with workers

The Company uses a variety of methods to communicate information with employees and sub contractors. The Company's meeting structure allows for the discussion of any issue, including safety; supervisions and appraisals provide one to one contact to an employee; the Company notice board allows all to review Company changes and improvements; an 'Open Door' policy provides reasonable access to management for all employees; and the series of Company manuals offers instruction on many key work tasks and concepts including sub-contracting. The Company will also pass information to employees with pay slips as required. Suitable risk assessment has deemed it as too dangerous to employ individuals who do not communicate in English. Therefore, to date there is no need to consider alternative language communication. This matter is constantly under review should circumstances change.

Health and safety training

The Company will provide as much training and re-training as is necessary to ensure, so far as is reasonably practicable, the health and safety of all staff. During staff induction and upon any job transfer, safety training will be provided as necessary to ensure that the employees are trained in health and safety matters to a level appropriate to their responsibilities.

Every new employee will receive a safety induction on day one of his or her employment. The training will consist of fire safety, manual handling, and display screen equipment use (where necessary), environmental and general safety to name but a few. New employees will also be given instruction and safety training on the equipment they will be required to use whilst discharging their duties, should it be seen as necessary. A training record will be kept and maintained. Copies of training records are available for clients upon request.

Fire safety

It is the responsibility of the project supervisor to ensure that all fire safety procedures implemented in client buildings and on client sites are communicated to staff.

Where contractors are carrying out hot work, their operative must first obtain the appropriate hot work permit and ensure that they have appropriate fire extinguisher to hand. A two hour fire watch will be maintained after any hot work.

Fire risk assessments will be carried out in all areas occupied by the organisation, the risk assessments will consider sources of ignition, sources of fuel and any extra sources of oxygen over and above what is present in the air. The assessment will evaluate the risk of a fire starting and the effect of the fire on people. The assessment will indicate control measures to remove or reduce the risk of fire starting. The significant findings of the assessment will be communicated to the relevant persons together with the necessary instruction and training.

In the event of fire occurring, it is vital that staff and other persons are able to evacuate the premises. The Company's policies and procedures will detail to staff safe access and egress concerns.

All existing doors through which a person may have to pass to get out of the premises must be capable of being easily and immediately opened from the inside. Staff will not block or otherwise obstruct exits provided for emergency evacuation.

Access routes must always be maintained unobstructed to exit doors (internal and final exits) sufficient to allow easy access by the number of persons likely to use those routes, (750mm minimum) and employees must observe any line markers to indicate areas which must be kept clear. Stairways in buildings must be free from any risk of fire or spread of fire e.g. unauthorised portable heater, combustible material etc.

Under no circumstances should an employee allow a fire door to be wedged open unless they are retained by automatic magnetic release systems or similar which are connected to the fire alarm system.

In line with current legislation smoking is not allowed in client premises, the Company's premises or within Company vehicles.

Good housekeeping is most important. Waste or packing materials should not be allowed to accumulate in any building. No combustible materials should be kept in rooms that are unsuitable for such storage, and stairwells should be kept clear of combustible materials at all times.

Young workers

Risk assessments must be carried out in compliance with The Management of Health & Safety at Work Regulations 1999 and the Health & Safety (Young Persons) Regulations 1997. In line with the Health & Safety (Young Persons) Regulations 1997, young persons are defined as those full or part-time employees under the age of 18 years. This includes young people's on the job experience working within the Company. There are also special provisions for young people in the Working Time Regulations 1998 concerning limits of hours of work, rest from work and annual holidays.

For the reference of Company policy a young person is anyone under 18 years of age. Young workers are seen as being particularly at risk because of their possible lack of awareness of existing or potential risks, immaturity and inexperience. The responsible person within the Company will therefore:

- Assess risks to young workers;

- Take into account their inexperience, lack of awareness and immaturity;

- Prohibit certain activities where higher risks are identified;

- Not allow the young person to operate any machinery or equipment without proper supervision and training;

- Provide training to ensure competence before allowing any unsupervised activity to be undertaken;

- Provide suitable supervision at all times;

- Not employ any person under the age of 14 years for any paid or non paid employment.

Display screen equipment (DSE)

Working with display screen equipment is recognised as being a major cause of injury and ill health. The Company will carry out risk assessments and provide information instruction and training to its entire DSE user staff. Employees must carry out the recommendations of the risk assessment and must report instances of injury or ill health suspected of being caused by DSE work to their line manager at their earliest convenience.

COSHH assessments

For all materials or substances utilised which may be hazardous to health, a formal COSHH assessment will be carried out by the Managing Director or their nominated representative. A COSHH manual shall be kept at the office and within the vehicles. Significant findings of the assessments will be communicated to the relevant operatives, together with the necessary MSDS sheets and instructions for use.

Noise

Regular exposure to high noise can cause deafness and tinnitus. Noise assessments will be advised to contractors to be carried out whenever it is suspected that noise levels may be above 80db(a), and hearing protection will be provided for all operatives. Where noise levels are at 85db (a) or above the Company will take measures to reduce the exposure of noise to its employees by means other than hearing protection, the wearing of hearing protection shall also be enforced. The Company's policy on noise shall instruct all employees on this area of practice.

Manual handling assessments

The Managing Director or their nominated representative will carry out specific manual handling assessments for any necessary operation which has been highlighted as requiring a detailed assessment by the general risk assessment. Manual handling assessments will consider the load to be handled, e.g. tools, equipment etc., its size and weight, the individual, the task and the environment in which the task takes place. The assessment will also consider the possibility of utilising mechanical means to minimise the risks arising from manual handling.

Method statements (safe operating procedures)

Work instructions (method statements) will be developed for all necessary Company operations. Information from the risk assessments will be used to formulate these documents which will be used in training and given to members of staff. The work instructions will be reviewed and updated either periodically or when something significant changes. Method statements are written using the Company's online system and are available to customers upon request.

Working at Height

It is the policy of the Company to comply with the Work at Height Regulations 2005. Work at height will be avoided wherever possible, where work at height cannot be avoided the supervisor and their employee team are responsible for carrying out a risk assessment and selecting appropriate work equipment to access height and ensuring the appropriate safety measures to prevent falls are implemented.

Only trained and competent staff will be allowed to work at height.

Serious or imminent danger

These procedures are in line with Regulation 8 of the Management of Health & Safety at Work Regulations 1999. It is a policy of the Company that no employee or sub-contractor will be made to work in dangerous conditions without due regard to health and safety and all employees should be aware that there are regulations and procedures regarding serious or imminent danger.

Managers, supervisors and employees are reminded that they must not under any circumstances undertake work or instruct others to undertake work where there is a risk of imminent danger without the correct levels of personal protective equipment, training and safety procedures being in place.

The Company authorises any employee to remove him or herself to a relative place of safety when he or she has reason to believe he or she is at serious risk or in imminent danger. Work will not resume in that area until the problem has been neutralised.

Some emergency events can occur and develop rapidly, thus requiring employees to act without waiting for further guidance, for example, in a fire. Employees must, on arrival at new sites, make themselves familiar with the emergency procedures, escape routes and location of fire fighting equipment etc. prior to starting work.

Under no circumstances will work activities take priority over safety considerations.

Risk Assessments

The Managing Director or their nominated representative will prepare generic risk assessment covering the common risks encountered in the Company's normal business. If necessary, external assistance will be sought to carry out the generic risk assessments. The significant findings of the risk assessments will be relayed to all related staff.

The Managing Director or their nominated representative will carry out site specific risk assessment for new sites which the Company's employees or contractors are obliged to work, should it be deemed necessary. Such assessments will consider the health and safety of employee, contractor or the public on site. In particular the Company is aware of the number of serious injuries from the incidence of slips, trips and falls. The Managing Director therefore will pay particular attention to eliminating these hazards from each site.

All risk assessments will be produced using the Company's online management system and are made available to all clients upon request. Employees will have and use the Company's risk assessment manual for all work that they carry out.

The use of contractors and sub-contractors

Where contractors and sub-contractors are employed by TPP the manager or responsible person must ensure that the contract requires that contractors and subcontractors shall adopt safe systems of work.

TPP's health and safety consultants must be notified well in advance (if required) when contractors are being appointed to undertake works i.e. repair and refurbishment, to ensure that their health and safety arrangements are assessed.

Managers and responsible persons who set up contracts must provide the health and safety consultants with appropriate documentation relating to contractors, including their Health and Safety Policy, relevant risk assessments and methods statements when required.

Managers and responsible persons must ensure that the contractor selected to do the job, irrespective of price, is competent to undertake the works in a safe manner, without risks to others and that they will devote adequate resources to achieve this.

If a contractor or subcontractor fails to comply with the health and safety requirements of their contract then the manager or responsible person must bring this to their attention and request immediate action is taken to resolve the matter. The Managing Director will be notified in the event that the contractor refuses to take action to rectify health and safety matters.

Any contractor or subcontractor, who repeatedly fails to meet acceptable health and safety standards while carrying out work on behalf of TPP, may find themselves excluded from TPP works in the future. Managers and responsible persons will take required action where it is necessary.

Contractors and subcontractors are required to comply with TPP's Health and Safety Policy and associated documents.

Contractors, sub-contractors and their employees are required to co-operate to the fullest extent with the Managing Director and other appointed persons whilst working on behalf of TPP and while on TPP premises.

Safety against aggression

TPP will not tolerate any aggressive behaviour levelled against any member of staff, a contractor, a tenant or a client. If it is discovered that a tenant is being un-necessarily aggressive, an Anti-Social Behaviour procedure will be instigated.

If it is discovered that an employee is being un-necessarily aggressive, it will be considered if the Disciplinary Procedure should be instigated; if such matters concern a contractor, contract termination, modification or suitable warnings will be used.

Use of mobile telephones in vehicles

TPP's policy on the use of mobile telephones in vehicles, whether the vehicle is provided by the Company or is privately owned, is as follows. The use of handheld telephones is not permitted whilst driving. This includes telephones with microphones and earpieces. Handheld telephones must only be used when the vehicle is properly parked and the engine switched off. This does not include the hard shoulder of the motorway, stationary at traffic lights, in a traffic jam or in slow moving traffic. The telephone should be switched off or switched to the message service while driving unless a hands free kit that conforms to the Department of Transport is fitted. To send and receive text messages, the vehicle should be properly parked as with handheld telephones.

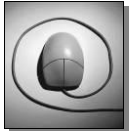
Employees and Managers should avoid calling staff when it is known or suspected that they may be driving. The use of handheld mobile telephones whilst driving is illegal and subject to 'on the spot' penalty fines. TPP will not accept any liability for any fixed penalty payments or fines as a result of staff being convicted. Any staff member who does not comply with this aspect of policy will be subject to disciplinary action.

Useful addresses and telephone numbers

Should you have any difficulty please do not hesitate to get in touch. All health and safety matters should be directed to the Managing Director. T.P Properties' is a quality employer and values feedback. We believe that together we can improve matters.



Telephone on **01254 385845**



Email at info@tpproperties.co.uk



Or write to us at
T.P Properties
Head Office,
Blackburn Business Centre
Davyfield Road
Blackburn
Lancashire
BB1 2QY

Other useful contacts

Health and Safety Executive
www.hse.gov.uk

HSE Incident contact centre (For reportable accidents)
Tel 0845 300 9923
Fax 0845 300 9924

Health and Safety Executive Info line (Confidential telephone helpline)
Tel 0845 345 0055

Health and Safety Executive Literature (Free leaflets and priced publications)
PO Box 1999
Sudbury, Suffolk CO10 6FS
Tel 01787 881165
www.hsebooks.co.uk