

Health and Safety Policy Doc: H/S:001

1. Purpose of the Health and Safety Policy

The purpose of this Health and Safety Policy is to outline the steps that Mr Sweep will take to ensure a safe and healthy working environment for all employees, contractors, clients, and other stakeholders. It is our commitment to maintaining a safe environment during chimney sweeping, stove installation, and related services, while complying with relevant health and safety regulations and industry standards.

2. Responsibilities

2.1 Employer Responsibilities

The business owner or designated senior management is responsible for:

- Ensuring compliance with all health and safety regulations relevant to chimney sweeping and stove installation.
- Providing the necessary resources to maintain a safe working environment.
- Ensuring staff are trained and informed about health and safety policies and procedures.
- Conducting regular risk assessments to identify and mitigate hazards in the workplace.
- Maintaining proper documentation of all health and safety procedures, inspections, and training records.
- Ensuring that appropriate personal protective equipment (PPE) is provided and worn by employees.

2.2 Employee Responsibilities

All employees and contractors are responsible for:

Following health and safety procedures at all times.

- Using PPE as required (e.g., gloves, helmets, eye protection, respiratory protection, etc.).
- Reporting any hazards, incidents, or near-miss events to their supervisor or manager immediately.
- Attending any health and safety training or briefings as required by the employer.
- Taking reasonable care for their own health and safety and that of others who may be affected by their actions.

2.3 Client Responsibilities

Clients are responsible for:

- Ensuring that the premises where work is being carried out are safe and free from hazards that could affect the health and safety of workers.
- Cooperating with employees to ensure that safety measures are followed during the installation and sweeping process.
- Providing clear access to areas where work will take place, especially when dealing with equipment or stove installations.

3. Risk Assessment and Control Measures

3.1 Risk Assessment

A comprehensive risk assessment will be carried out before each job. Risks identified in the assessment will be minimized, eliminated, or controlled by the following:

1. Evaluating the environment to ensure the area is safe for work (e.g., checking for structural integrity, ventilation, and electrical hazards).
2. Identifying potential hazards such as flammable materials, confined spaces, and working at heights.
3. Ensuring appropriate equipment and safety protocols are in place, such as fire extinguishers, first aid kits, and spill containment procedures.

3.2 Specific Risks and Controls

Working with Hazardous Materials (e.g., soot, ash, cleaning chemicals)

Risk: Respiratory issues or skin irritation.

Control: Use of appropriate PPE (respirators, gloves, safety glasses). Ensure proper ventilation when using chemicals. Provide training on handling and disposing of hazardous materials.

Working at Heights (e.g., chimney cleaning)

Risk: Falls from ladders or roofs.

Control: Use of stable, properly maintained ladders and scaffolding. Workers must wear fall arrest systems where applicable. Regular inspections of climbing equipment.

Handling and Installing Stoves

Risk: Injury from lifting heavy equipment, burns from hot surfaces, electrical hazards.

Control: Proper lifting techniques, use of gloves, safety boots, and eye protection. Safe handling of hot equipment with cooling periods. Ensure electrical safety procedures are followed, including isolating electrical systems when required.

Fire Safety

Risk: Accidental fires during stove installation or chimney cleaning.

Control: Keep flammable materials away from heat sources. Always have a fire extinguisher on hand. Ensure the chimney or stove is installed and maintained correctly.

Carbon Monoxide Poisoning

Risk: Inhalation of toxic fumes during stove installation or chimney sweeping.

Control: Ensure proper ventilation during and after installation. Test the system for leaks and ensure the chimney is clear of blockages. Install carbon monoxide detectors in areas where stoves are present.

4. Personal Protective Equipment (PPE)

4.1 PPE Requirements

All employees and contractors are required to wear the following PPE during chimney sweeping, stove installations, and any other associated tasks:

Respirators/Face Masks: To protect against inhaling dust, soot, ash, and other particles.

Safety Gloves: To protect hands from cuts, burns, and contamination.

Safety Boots: Steel-toe boots to prevent foot injuries from heavy equipment or falling debris.

Eye Protection: Safety glasses to prevent injury from flying debris, ash, or chemicals.

Hard Hats/Helmets: Required when working at height or in areas where there is a risk of falling objects.

Hearing Protection: When working with noisy equipment such as power tools or cleaning machinery.

4.2 PPE Maintenance and Replacement

PPE will be inspected regularly to ensure it is in good working condition. Damaged or worn-out PPE will be replaced immediately to ensure continued protection.

5. Training and Development

5.1 Health and Safety Training

All employees will receive the following training as part of their induction and ongoing development:

Health and Safety Policy Training: Overview of company policies, emergency procedures, and roles/responsibilities.

Manual Handling and Lifting Training: Safe techniques for lifting heavy items like stoves, chimneys, and equipment.

Fire Safety and Emergency Procedures: In-depth training on preventing fires, responding to fires, and using fire extinguishers.

First Aid Training: Basic first aid for treating injuries until professional medical help arrives.

Specialist Equipment Training: For using tools and machinery safely (e.g., chimney cleaning equipment, power drills, etc.).

Respiratory Protection and Asbestos Awareness: For employees who may come into contact with hazardous substances.

5.2 Regular Refresher Training

To ensure staff stay up to date on best practices, the following refresher courses will be provided:

Fire safety and emergency evacuation

Manual handling

First aid

Equipment maintenance and safe operation

6. Emergency Procedures

6.1 Emergency Contacts

In the event of an emergency, the following contact information should be readily available at all sites:

Emergency Services (Fire, Medical, Police)

Nearest Hospital

Company's Emergency Contact

6.2 First Aid

At least one person on-site will be trained in basic first aid. First aid kits will be available on all job sites, with necessary supplies for treating minor injuries.

6.3 Evacuation Procedures

In case of fire or other emergency:

Evacuation routes will be clearly marked.

Assembly points will be established away from the hazard.

Employees will be trained in evacuation procedures.

7. Reporting and Recording Accidents and Near-Misses

7.1 Reporting System

Any accidents, incidents, or near-misses will be reported immediately to management. Employees are encouraged to report any hazards they notice in the workplace, whether or not an accident has occurred.

7.2 Investigation of Incidents

All accidents or near-misses will be investigated to determine the cause. Corrective actions will be implemented to prevent similar incidents in the future.

7.3 Record-Keeping

All health and safety records, including accident reports, training logs, and risk assessments, will be kept and reviewed periodically.

8. Review and Monitoring

8.1 Policy Review

This policy will be reviewed at least annually or whenever there are significant changes in the business operations, regulations, or incidents that require a review of procedures.

8.2 Health and Safety Audits

Regular audits will be conducted to ensure compliance with health and safety standards. These audits will help identify any areas for improvement.

9. Conclusion

At [Mr Sweep, the health, safety, and well-being of our employees, clients, and contractors are our top priority. We are committed to maintaining a culture of safety through proper training, hazard control, and continuous improvement of our health and safety practices.

Signed by:

Dean Adams

[Business Owner/Manager Name] Dean Adams

Date: 1st March 2025
