

# **THE UKAHC HEALTH AND SAFETY AT WORK DOCUMENT**



The UK's Affordable Heating Company registered business number 09581528 registered business address is Number 3 Westmount,1 Duppas Hill Road, CROYDON CR0 4AU Gas safe registration

number 566545 registered in England

[WWW.UKAHC.CO.UK](http://WWW.UKAHC.CO.UK)

Tel: 0800 368 7724 Fax: 0203 743 3544

## **UKAHC HEALTH AND SAFETY AT WORK POLICY**

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The UK'S Affordable Heating Company Limited (UKAHC IS THE ABBREVIATED FORM OF THE UK'S AFFORDABLE HEATING COMPANY LIMITED) is aware of all its responsibilities regarding Health and Safety practices and procedures.

Upon receiving the Statement of Safety Policy, employees will complete and sign the tear off slip at the rear of this booklet to say they have read and understand its contents, and this information will then be retained by management for future reference.

All UKAHC employees will receive Health and Safety training on an on-going basis. Training will be provided on the importance to undertake thorough and comprehensive „Risk Assessments“ for all potentially hazardous activities or operations (Health and Safety at Work, etc Act 1974)

The policy of The UKAHC is to provide a safe place of work for each of its employees, visitors and members of the public, by taking such reasonable steps as are necessary to eliminate hazards to health and eliminate causes of foreseeable accidents. To this end, the creation of a positive Health and Safety culture, which secures involvement and participation at all levels on all matters related to Health and Safety will be the main objective.

This is essential in order to create a continually improving awareness of the obligations that all employees have in achieving a positive reduction in the incidence of accidents and hazards to health. Therefore, under the provisions of the Health and Safety at Work, etc Act 1974, UKAHC recognises its managerial responsibilities and, as far as is reasonably practicable, will:

1. Provide and maintain a safe and healthy workplace with due regard to statutory requirements.
2. Provide training and instruction to enable employees to perform their work safely and efficiently. Additionally, special training will be given where appropriate.
3. Provide necessary safety devices and protective equipment and supervise their use.
4. Operate a system of joint consultation to promote good practices covering Health and Safety.
5. Maintain a continuing interest in Health, Safety and Welfare matters applicable to its activities.

Under the Health and Safety at Work, etc Act 1974 employees have a corresponding duty to co-operate in the above objectives, individually and collectively, by: Working safely and efficiently, using the protective equipment provided, in accordance with the statutory obligations. Considering the safety of other employees and members of the public on ads plastic technologies premises and reporting incidents to managers or supervisors which may

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have led or may lead to injury or damage. Familiarising themselves with, and adhering to, UKAHC“ rules and procedures for securing a safe place of work. Co-operating in joint consultation exercises. Assisting in the investigation of accidents or incidents with the aim of introducing measures to prevent recurrence. UKAHC will carry out their legal & moral duties with regards to all Health & Safety legislation & ensure all persons involved with UKAHC are fully compliant.

#### The UKAHC:

Recognises and accepts its responsibility as an employer for providing a safe and healthy work place and working environment for all its employees. The Company will:

1. Take all steps within its power to meet there legal & moral responsibility with Regards to all relevant Health & Safety legislation.
2. Promote an awareness of health and safety throughout the company and the personal responsibilities of all concerned.
3. Provide adequate Risk Assessments to enable the company to take the measures necessary to fulfil their legal obligation under the Management of Health and Safety at Work Regulations 1999.
4. Provide the necessary training at all levels to enable each person to carry out their duties in a safety and responsible manner.
5. Provide proper and safe work equipment, plant, and materials and where necessary adequate and suitable protective clothing.
6. Provide safe systems of work, Risk Assessments and Method Statements (where required), along with a competent workforce and efficient supervision.
7. Without detracting from the primary responsibility of management for ensuring safe conditions of work, the company will provide competent technical advice on health and safety matters where this is necessary to assist management in its task. The company will also observe and act upon advice and recommendations made by the Company Safety Adviser and the Health and Safety Executive.
8. Make provision when necessary for Health and Safety consultation between management and operatives, and keep all employees informed on any changes In current and pending health and safety legislation.
9. Make all arrangements necessary to meet the requirements of this policy, and shall review the effectiveness of this policy by means of periodic consultation between all levels of management and operatives, and revise this policy as/when required.
10. Provide each employee with a copy of the company Health and Safety Policy and the employees shall be instructed in order to understand and appreciate their duties and responsibilities within this policy.

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Part Two Responsibilities/Organisation Senior Management Have a responsibility to:

1. Understand and appreciate their duties and responsibilities as stated within the company Health and Safety Policy, and to implement these requirements.
2. 2. Appreciate its objectives and to impress upon site management and staff the importance of its implication.
3. 3. Take notice and act upon the recommendations and advice made by the Company Health and Safety Manager.
4. 4. Ensure that all Risk Assessments/Method statements are adequate to enable them to develop the health and safety plan and co-ordinate the activities of all contractors so that they comply with health and safety law.
5. 5. Ensure that all work equipment complies with the current Provision and Use of Work Equipment Regulations 1998, and Electricity at Work Regulations 1989.
6. 6. Provide and maintain in good order, sufficient plant, equipment and materials for the work being done.
7. 7. Provide, where necessary, the proper levels of training and certification for operators of plant and equipment.
8. 8. Provide, where necessary, assessment sheets for any substance subject to the COSHH Regulations 2005 or which may prove hazardous to health.
9. 9. Provide and maintain in good order, adequate protective clothing and equipment as required by the Personal Protective Equipment at Work Regulations 1992.
10. 10. Provide and maintain in good order, adequate and suitable welfare facilities.
11. 11. Encourage site tidiness and high standard of housekeeping to reduce the risk of accidents and wastage of materials.
12. 12. Encourage correct working practices.
13. 13. Pre-plan contracts in order to establish appropriate working methods, material purchases, and sequence of operation to minimise any potential hazard.

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14. 14. Always set a good personal example by adherence to the requirements of this policy.

Site management need to:

Ensure that the health, safety and welfare of the end user are seriously considered wherever work equipment or materials are purchased. Site Management Have a responsibility to:

1. 1. Understand the company Health and Safety Policy and appreciate its objectives, and to impress upon the operatives the importance of its implications and ensure adherence to it.
2. 2. Take notice and act upon the recommendations and advice given by the Company Health and Safety Adviser.
3. 3. Ensure that all operatives are properly trained and certificated for the work equipment they will operate.
4. 4. Ensure that all employees are provided with appropriate information
5. 5. Ensure that all work equipment complies with the Provision and Use of Work Equipment Regulations 1998 and The Electricity at Work Regulations 1989.
6. 6. Provide information for the Health and Safety Plan about the Risk to Health and Safety arising from their work and the steps they will take to control and manage those risks.
7. 7. Manage their work so that they comply with rules in the Health and Safety Plan and directions from the Principle Contractor.
8. 8. Provide information for the Health and Safety File, and about injuries, dangerous occurrences and ill health linked to the work.
9. 9. Report any defects in work equipment and ensure that such defective work equipment is not used.
10. 10. Ensure the supply and issue of protective clothing and equipment, where required.
11. 11. Encourage correct working practices, a high standard of housekeeping and general site tidiness.
12. 12. Discourage horseplay, abuse of work equipment, welfare facilities and the wastage of materials.
13. 13. Always set a good personal example by adherence to the requirements of this policy.

Other Contractors, including the Self-Employed All Contractors have a role to play in the successful management of Health and Safety on the project. Their main duties will be to:

1. 1. Provide information for the Health and Safety Plan about the Risk to Health and Safety arising from their work and the steps they will take to control and manage those risks (i.e. the risk assessment findings required by the Management of Health and Safety at Work Regulations 1999).
2. 2. Manage their work so that they comply with rules in the Health and Safety Plan and directions from the Principal Contractor.
3. 3. Provide information for the Health and Safety File, and about injuries, dangerous occurrences and ill health linked to the work.
4. 4. Provide appropriate information to their employees. Site/Service Personnel Have a responsibility to:
  1. 1. Understand the Company Safety Policy, appreciate its objectives and observe its requirements.
  2. 2. Take notice and act upon any directive given by the Company Health and Safety Adviser.
  3. 3. Read and understand the requirements of all Health and Safety notices,

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documentation Risk Assessments/Method Statements and COSHH assessments. 4. Adhere to the requirements of all Health and Safety notices, documentation and COSHH sheets. 5. Always use the correct tools and equipment for the job, ensure such tools and equipment are used correctly and kept in good order. 6. Always use/wear protective clothing and equipment where provided. 7. Report any defects in plant, machinery or equipment immediately and refrain from using such defective equipment. 8. Avoid taking any unnecessary risks. 9. Keep work areas tidy and keep wastage of materials to a minimum. 10. Refrain from horseplay and abuse of plant, machinery, equipment and welfare facilities. 11. Develop a personal concern for safety, and for safety of all fellow workers, particularly newcomers and young people.

#### Vehicle Drivers Have a responsibility to:

1. Understand the company safety policy, appreciate its objectives and observe its requirements.
2. Take notice and act upon any directive given by the Company Health and Safety Adviser.
3. Take full responsibility for the vehicle they are operating/driving.
4. Always ensure that the vehicle to be used is in efficient working order, good general repair and safe. Report any defects found immediately. Not to use defective vehicles.
5. Apply with the Road Traffic Act when driving a vehicle on the public highway.
6. Remember that, unless the vehicle is only required to travel on the public highway less 6 miles a week, the Vehicle (Registration and Licensing) Regulation 1971 applies.
7. Ensure that all persons travelling in vehicles are being properly seated and wearing the safety harness provided. Remember that riding on the outside or on the back of an open vehicle is strictly forbidden.
8. Ensure that any routine maintenance necessary has been carried out before using that vehicle.

#### The Storage of Flammable Liquids and materials should be kept to a minimum

1. Storage areas for Flammable Liquids and Materials must be appropriately marked and meet the current Fire Regs.
2. If a liquid which gives off flammable or toxic vapours in any confined area section of this safety policy applies. Always ensure that there is adequate ventilation and ensure that the ventilation does not carry the vapours into an area where there is heat or the possibility of a naked light or ignition. Remember
  1. NEVER light a match or smoke in the vicinity of such liquids or gases.
  2. PUT UP NO SMOKING signs and ensure that the signs are strictly obeyed.
  3. NEVER store near corrosive materials.
  4. THE SECRET IS. CHECK THE LABEL, STORE SAFELY, REPLACE THE STOPPER,
3. No Smoking at all times. Remember Never store damp or wet dust sheets. They will gradually become hot by internal combustion and are liable to ignite. Never use wire brushes on steelwork near petrol tanks or in the vicinity of flammable liquids or gases; the slightest spark will ignite the smallest quantity of flammable gas or liquid. Never put

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a cigarette out on the floor of a wooden cabin or site hut. Never allow rubbish (oily rags, paper, etc.) to accumulate. Never burn rubbish on a windy day when a flying spark could travel, and always make sure the fire is well away from wooden huts. Never dry wet clothes too close to heat. Never leave heating appliances on when cabins are not in use. Fire Precautions and Action (Guidance HSE Book HS(G) 168 Fire Safety in Construction Work) Precautions:

4. 4. All personnel must take note of and comply with any Fire Precaution Notices displayed in the Main Offices, or on Site.
5. 5. Fire Doors will be marked as such and are to be kept closed. Under no circumstances will Fire Doors be wedged open.
6. 6. Suitable and sufficient Fire Fighting Appliances will be located throughout working area. 4. Emergency Fire Exits will be marked as such and under no circumstances locked during working hours. All emergency Fire Exits will be kept clear at all times.
7. 7. All equipment's used to produce heat (Welding Torches, Soldering Irons etc.) must be switched off when not in use. Under no circumstances is such equipment to be left unattended whilst switched on.
8. 8. All electrical equipment should be switched off when not in use, and disconnected from the mains supply at the end of each working day.
9. Always check your place of work for fire hazards, before leaving at night. Would everything be safe if children broke in? Actions To Be Taken In The Event Of Fire
  1. On discovering a Fire Shout FIRE - FIRE - FIRE and keep shouting until assistance has been summoned.
  2. Set off the nearest Fire Alarm by breaking the glass and pressing the button (if there is one).
  3. Tackle the Fire if this is a feasible proposition using the nearest Appropriate Fire Fighting Appliance. Do not endanger yourself to save property.
  4. Once assistance has arrived or if the Fire is too large to tackle, call the Fire Brigade by dialling 999, ask for the Fire Brigade, Give your Name, The address of the building and the approximate location of the Fire, e.g. Ground Floor, Second Floor, Wood Store etc.
  5. Evacuate the building in an orderly manner by the nearest safety exit and report to your designated assembly point. (On the corner of Lenham Road opposite the office.)

#### Unoccupied Building

1. Ensure that the correct personal protective equipment is worn before entering the premises.
2. Before entering make a noise into the property, as the property may be occupied by either squatters or other persons having unauthorised access.
3. Wait and listen for any sound of movement within the property before proceeding into the building.
4. Entry into the building should be made with extreme caution, to avoid sudden encounters with vagrants, trespassers, and vandals or persons under the influence of drink or drugs. There is always a potential for contact with vermin in unoccupied premises; rats, fleas, lice and pigeons are the most likely source of injury and infection.
5. Ensure that protective gloves, facemasks and overalls are worn in such circumstances and regularly cleaned. Pigeons present a host of risks to health in particular bronchial infections – wear your face mask. Rats urine can transmit „Weils Disease“ which can be fatal if untreated – wear your gloves.

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6. Minimise the risk of needle stick injury by wearing substantial footwear with ankle protection.
7. Always be vigilant in vacant premises and when walking through overgrown vegetation.

Occupied

#### Occupied houses

1. Before working in occupied premises a risk assessment should be carried out.
2. Ask the client to check the property file as to problem or aggressive tenants or dangerous dogs or animals being in occupation.
3. If there are animals on the premises ensure that the tenant isolates them from the area in which you are going to work.
4. Inform the tenant of your plan of work and any hazards which may be created during the process.
5. Ensure that they understand that they should keep away from the working area for both their and your own safety.
6. If any aggression is shown to an employee from either the tenant, any member of their family pet. The Company insists that you leave the premises and inform your manager/supervisor immediately

#### Lone workers

1. Lone Workers When it is necessary for unavoidable reasons to send a worker to a task alone then the following actions will be taken.
2. A specific risk assessment will be undertaken to highlight the hazards to the lone worker. 2. A level of supervision to be agreed before the job commences.
3. Suitability of the individual to the task is to be assessed.
4. Is specific training for the individual required?
5. Is specific access equipment required, can it be handled by a lone worker ?
6. Is the lone worker medically fit for the project?
7. Are women specifically at risk from lone work?
8. Are young workers specifically at risk from lone work?
9. Communication for the lone worker to be set up and checked regularly.
10. Checks should be carried out to ensure that the lone worker has returned to base on completion of task.

#### Office Safety

Office Safety Whilst the office environment is not a high-risk workplace, there are hazards to be faced and the correct layout, access/egress, ventilation, lighting and fire-precautions can prevent accidents in the office. The following precautions should be observed in office environments and all staff working in the office should be aware of hazards and strive to reduce all possible hazardous situations.

1. Ensure you are aware of the location of the fire exit and all fire fighting appliances. You should be aware of the location of the first aid box and the first aider.
2. Where flammable substances are used in the office they should be stored in a suitable

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- storage place, container or locker.
3. All steps, stairs and the floors of corridors and offices should be kept clear of obstruction and in good repair.
  4. All electrical installations must be installed and inspected regularly by a competent person, where electrical leads show signs of wear or defect they should be reported and the electrical appliance taken out of service for repair.
  5. Electrical leads should not be left where they can form a tripping hazard. Lighting levels should be adequate for the work being carried out, if in doubt check with your supervisor.
  6. If you are a Display Screen Equipment user ensure that your workstation is adequate for your comfort and that an assessment that complies with the Display.
  7. Ensure that filing cabinets can not topple over, they should only allow one draw to open at a time.

#### Associated Contractors, Sub-Contractors and Others

In order that the Statutory Health and Safety Commitments made in the Policy are fully met, it is a requirement of this Company that all Contractors, Sub-Contractors and others associated with any of the Company's undertakings fulfil their legal obligations regarding their own Health and Safety Responsibilities.

8. All Contractors, Sub-Contractors and others therefore, as well as ensuring the Health and Safety of their own employee's and the safe conditions of their own plant, machinery and equipment etc.
9. Must identify and provide information appropriate to any likely hazard, which might affect persons on site, or in other areas including members of the public. Such information must be made freely available and brought to the attention of this Company's representatives before commencement of any work.
10. Mobile Phones The Objective To ensure as far as is reasonably practicable the health, safety and welfare of all employees who use a Mobile Phone in order to undertake their day to day activities.

#### GENERAL STATEMENT

11. The Company will: in accordance with its general statement of health and safety policy, take all reasonable steps to secure the health and safety of employees who use a Mobile Phone in order to undertake their day to day activities.

This guidance is to give Employees adequate information to ensure a proper understanding of the health and safety issues involved with the operation and use of mobile phones. The co-operation of all members of management and staff is required to ensure full implementation of this guidance Arrangements for Securing the Health and Safety of Workers The Company will, in consultation with its employees:

12. 1. Implement any control measures found to be necessary to minimize the risks identified whilst using a Mobile Phone.
  2. Obtain adequate information from the manufacturer on the safe and proper use of the Mobile Phone.
  3. Ensure that the Mobile Phones are suitable for the task and for the environmental conditions that they are to be used in.
  4. Make employees aware of the arrangement for reporting defects to a responsible person.
- Information and Training The Company will ensure that users of Mobile Phones have been given suitable, information and instruction as issued by the manufacturer in order to

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minimize any risks to their health and safety whilst using the equipment.

Those responsible for the management and supervision of the user will be given appropriate information and instruction to ensure the proper use and maintenance of the equipment.

**SAFE SYSTEM OF WORK** The main use of a mobile phone is to receive and send messages when away from an office situation and unable to use a landline phone. This is particularly important in the “lone worker” situation, where the value of the Mobile Phone in an emergency situation outweighs any radiation risks. The use of Mobile Phones in unauthorized areas, and in dangerous circumstances i.e. whilst driving a vehicle can create unsafe acts and situations. Following the guidelines set out below will help to avoid unsafe acts and situations: Mobile Phones in General use To reduce the absorption of radio waves to a minimum the following simple guidelines should be followed: [i] Keep calls as short as possible. [ii] Use landline phones for normal conversations. [iii] Keep fingers away from Antenna when using the phone. [iv] Avoid carrying phone in breast pockets whilst switched on.

13. It is an offence to use a Mobile Phone Whilst Driving. Drivers must have proper control of their vehicles at all times. If you drive in a careless or dangerous manner you could be prosecuted for those offences. The penalties include an unlimited fine and up to two years imprisonment. To ensure delivery of service and in some instances employee safety, mobile phones are used to contact individual employees; it is therefore necessary to have the mobile phone active to receive any calls, either manually or via a message service. Mobile phones and driving whilst at work If the type of work you do does not require urgent communication then it is safer to use a message service or call diverts and pick up your messages when not driving. If you are required to have your mobile phone available throughout all working hours, the following must be complied with :-
1. Hand held mobile phones [i] The driver must not use a mobile phone whilst driving a vehicle. Calls must only be made or answered by the driver when the vehicle is stationary i.e. parked safely and the engine switched off. [ii] If a received call it to be answered, the vehicle must stop, in a safe manner and the engine switched off, prior to answering the mobile phone. [iii] If stopping is not an option e.g. whilst driving on a motorway, the call must not be answered. [iv] If calls are missed, the message service should be used. This must be undertaken with the vehicle stationary.
  2. Hands free vehicle kits used with Mobile Phones [i] Hands free vehicle kits for mobile phones should be considered for issue to employees who travel in vehicles and who need to be contacted on a regular basis. [ii] The hands free kit must be properly assembled with the mobile phone available to receive calls prior to starting the journey. The “any button” or “auto” answer should be used if available. [iii] Calls must only be made when the vehicle is stationary & safe to use, without Contravening any road traffic offence. [iv] Calls can be answered, if the driving conditions are safe, but conversations should be kept as short as possible and if necessary a return call made when the vehicle is stationary. The caller should be warned that you are driving and you might have to end abruptly. [v] There may be occasions, during particular circumstances, that warrant the driver not answering a call, under these circumstances if calls are missed, the message service should be used. During driving, the driver has the legal responsibility to ensure that they are in control of the vehicle and are driving in a safe manner at all times. NOTE: Drivers must remember to switch off mobile phones when on garage forecourts or at any sites or locations where highly flammable liquids or gases are stored or used.

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Mobile Phones they can be used safely by following these basic principles: 1. Follow the information and instruction issued by the manufacturer of the Mobile Phone. 2. Keep conversations to a minimum. 3. Keep fingers away from Antenna whilst using a Mobile Phone. 4. Do not carry Mobile Phones in breast pockets whilst switched on. 5. Do not use a Mobile Phone in a vehicle without first stopping and parking. 6. Use the call-back system when ever possible.

I acknowledge receipt of: The UKAHC LTD Health and Safety Policy Statement.

ISSUED BY:

POSITION: (print)

RECEIVED BY:

POSITION: (print)

SIGNATURE:

DATE:

This Health & Safety document supersedes any previous Health and Safety Document you may have received. Upon completion this receipt should be carefully removed and returned to: The UKAHC LTD.

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