

Interior Solutions (Midlands) Ltd
Units 13 & 14, Beacon Trading Estate
Middlemore Lane, Aldridge
West Midlands
WS9 8DU
Tel: 01922 454524 Fax: 01922 455563
E mail: sales@interiorsolutionsltd.co.uk



Health, Safety & Welfare Policy & Procedures

GENERAL STATEMENT

It is our policy to provide and maintain safe and healthy working conditions, equipment and systems of work for all our Employees, Contractors & Other Parties involved in our work, and to provide sufficient information, training and supervision required for this purpose.

We will take all necessary measures to ensure that the Health, Safety and Welfare of our Employees and others affected by our work meet with the requirements and spirit of the Health and Safety at Work Act 1974, together with all other statutory requirements, taking into account ACOPs (Approved Codes of Practice).

The active participation of all people working for this company with regard to the safe execution of their duties is paramount without which our Policy cannot be delivered effectively.

This Health, Safety & Welfare Policy will be updated to reflect changes in the business and working conditions, or if any changes in legislation affect our work.

Signed:  Ian Hunt (Managing Director) Date: 14th December 2010

Scheduled date of next review of this Policy: December 2011 unless required earlier

All Employees, Sub-contractors & agents acting on our behalf will be made aware of the company's arrangements with regard to Health and Safety, including being given a copy of this Policy.

Clients, Principal Contractors & their Agents may also be given a copy to ensure that we are very clear about how seriously we take our responsibilities towards everyone we have contact with during our work.

Additional Company guidance will be given to all persons working for this Company which outlines our rules & other information relating to working for our organisation

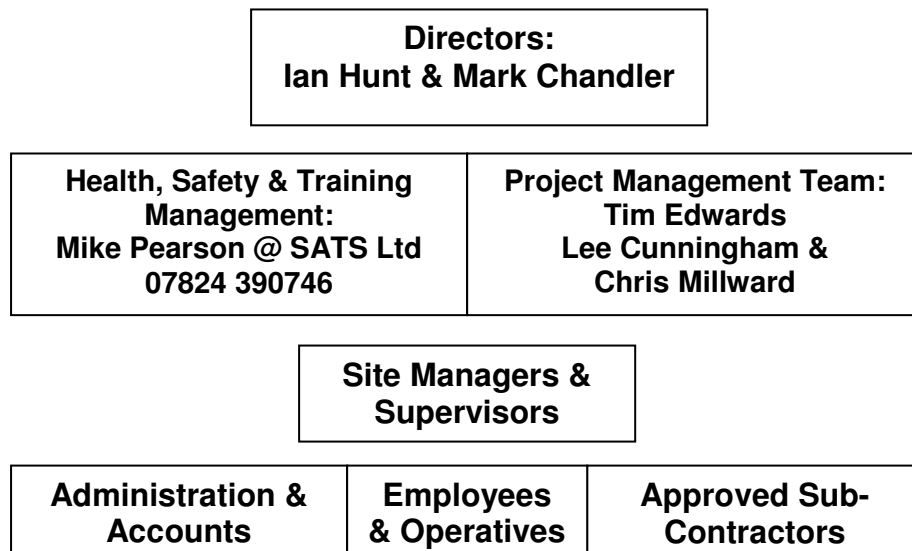
OTHER POLICIES, PROCEDURES & ADDITIONAL RELATED INFORMATION:

- **Environmental Policy**
- **Quality Policy**
- **Work at Height Procedure**
- **Company Management Review**
- **Staff Handbook**
- **Equal Opportunities Policy**
- **Employment terms & conditions**

The full contents of this Health, Safety & Welfare Policy are:

1. SAFETY ORGANISATIONAL CHART
2. KEY RESPONSIBILITIES OF ALL- Management, Supervisors, Employees & Contractors
3. ADVICE & ASSISTANCE
4. RISK ASSESSMENTS, METHOD STATEMENTS & WORK INSTRUCTIONS
5. CONTRACTORS, CUSTOMERS AND VISITORS
6. TRAINING & TRAINEES
7. CONSTRUCTION DESIGN & MANAGEMENT REGULATIONS- CDM 2007
8. ACCIDENTS
9. REPORTABLE ACCIDENTS & DANGEROUS INCIDENTS
10. FIRST AID
11. EMERGENCY PROCEDURES
12. FIRE SAFETY
13. PERSONAL PROTECTIVE EQUIPMENT
14. GENERAL WORK EQUIPMENT
15. MACHINERY & PLANT
16. ELECTRICAL EQUIPMENT
17. HOUSEKEEPING AND WORK AREAS
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19. HAZARDOUS/DANGEROUS SUBSTANCES
20. ASBESTOS
21. NOISE AT WORK
22. MANUAL HANDLING
23. WORKING AT HEIGHT
24. WORKING IN CONFINED SPACES
25. WELFARE
26. YOUNG PERSONS AT WORK
27. COMPUTERS & DIPLAY SCREEN EQUIPMENT
28. HEALTH SURVEILLANCE
29. VIBRATION
30. MONITORING OF COMPLIANCE & SAFETY
31. COMPANY VEHICLES
32. LONE or LATE WORKING, PERSONAL SAFETY
33. PROHIBITED ACTIONS
34. LOG OF ISSUE OF THIS POLICY

1. COMPANY ORGANISATION & REPORTING STRUCTURE



2. KEY RESPONSIBILITIES

Ian Hunt will have overall corporate responsibility for Health, Safety and Welfare, supported by our Designated Competent Person - **Mike Pearson of SATS - Site Assessment and Training Services Ltd.**

Management – On behalf of the Company

- **The Directors** shall ensure that suitable and sufficient strategy, resources and expertise are utilised to comply with relevant legislative requirements and to carry out all of the activities contained within this policy.
- **The Directors** will effectively delegate key responsibilities to others throughout the Company to carry out company business activities on their behalf, providing sufficient, time, information, training and ongoing support to do so.
- **The Management Team** are to monitor arrangements, procedures, performance and compliance regularly to ensure that everyone is working safely.
- **The Management Team** will ensure that everyone working on behalf of the Company are Competent to do so, providing suitable Development and Certification where required.
- **The Management Team** will ensure that corrective or improvement actions are taken as and when required in order to promote good practises throughout the business activities.
- **All Managers** shall act as “Role Models” demonstrating positive safe actions, knowledge and behaviour.

The Contract Management Team are responsible for the production and issue of Risk Assessments with resultant control measures, Method Statements and the provision of work instructions. This will cover all aspects of our work where Significant Risks may exist. It will include: Manual Handling; Hazardous Substances; Tools, Equipment and Machinery; Driving at work; Fire and Office Premises. Where such information is provided by others, we will check that the information is valid and meets our needs. All such relevant information will be issued to all as part of daily and ongoing work controls.

All Managers must:

- Ensure that works are carried out following safe systems of work.
- Utilise the “principals of prevention” at all times.
- Have in place suitable Emergency arrangements for each workplace with regular reviews of their effectiveness. This must be recorded.
- Ensure that suitable welfare facilities are provided to ensure that all people working for us can work safely with regard for their Health, Safety and Well-being.
- Ensure and regularly check the competence of all persons engaged to work on our behalf.
- Effectively manage, monitor and review the performance of all at work to ensure compliance and to seek continuous improvement throughout.
- When applicable, carry out initial and ongoing approval of Contractors for each contract, taking into account previous knowledge, experience, qualifications and work done.
- Keep up to date with instructions, legislative requirements and procedures, then cascade key information to others under their control.
- Investigate & record accidents, incidents and near misses.
- Co-ordinate, cooperate and consult with all others involved in our work, from planning at pre-start to post completion.
- Ensure that everyone shall have equal access to employment and to develop with this company. Discrimination of any sort is not permitted.
- Regularly check on the Health and Well Being of all employees to monitor the welfare or our team.

2. RESPONSIBILITIES- continued

Supervision

- Each workplace shall have a Designated Person / Supervisor with day to day safety responsibilities on behalf of the Company. This includes checking that work conditions are safe, resulting in NO additional risks to any persons carrying out the works. All persons carrying out this role shall be aware of their overall responsibilities. This is done via regular support & guidance from the Management team with additional information, support & training when identified to meet the legislative criteria
- Each Supervisor shall ensure that Risk Assessments, Method Statements & work instructions provided are effective to cover the work & that all risks are effectively controlled
- Supervisors must check & maintain sufficient First Aid provision, Fire & Emergency procedures in each workplace, reporting & taking immediate action to correct any deficiencies found
- Maintain a record of regular weekly checks on the issue, use & condition of Tools, Equipment & Personal Protective Equipment (PPE) in accordance with the PUWER Regulations 1998
- The effective delivery of Inductions, Briefings & Tool Box Talks, these must be recorded & kept in the workplace records
- Assist the management in monitoring the performance of all involved, investigating any deficiencies or non conformities & ensuring that corrective action is taken when required
- Liaison with the Company, Client Management & Co contractors regarding all workplace progress, Health, Safety & Training matters

Employee & Contractor responsibilities:

- Everyone must co-operate fully with any arrangements made both by our Organisation & those made by our Clients in their premises
- All persons working on our behalf have a duty to report any breaches of this Health and Safety Policy or ANY UNSAFE WORK CIRCUMSTANCES promptly to their respective Supervisor or the Management Team. Work affected should cease until remedial action has been taken
NOTE: Anyone reporting such events will be thanked, with their concerns recognised as a positive action to benefit all
- Everyone must expect to receive an effective Induction covering: Workplace Risks, Rules, Safe Working Methods, Emergency Procedures & their own responsibilities
- All persons working for the company must promote a safe working environment to take reasonable care of themselves and all others that could be affected. Special arrangements will be required to allow for young persons who may be in the work location.
- Everyone has a duty of care to look after themselves & anyone who may be affected by any actions or omissions. As such all people working for the Company are expected to contribute to safe working practices by reporting any dangerous situations & being consulted on future practices.
- We all have a responsibility to carry out our work taking into account that our workplace maybe occupied premises, thus at all times work must be done with utmost consideration for the occupants & visitors who may not be aware of the risks in the area
- Every workplace shall have in place suitable Emergency procedures to ensure the Safety of all in the event of an Emergency- everyone has a responsibility to know what arrangements are in place & to follow them in an emergency
- Our work must not in any way harm the environment, materials used & disposed of will follow supplier's instructions or as indicated in the COSHH documents.
- Suitable & sufficient Information, Training & Development will be made available to all persons to ensure that people are able to perform their duties correctly
- Failure by anyone to act according to the company policies, rules or safe systems of work will lead to disciplinary action, including possible dismissal.
- **Approved Sub-Contractors** must agree to & comply with all of the arrangements herein & have completed a "Sub Contractor Terms, Conditions & Qualification document" requiring them to supply proof of Competence. This forms an integral part of their contract to work with us & to ensure compliance with the duties of all under CDM 2007. This process must be fully completed prior to starting work & then annually in order to retain the "Approved Contractor Status".

3. ADVICE & ASSISTANCE

It is the company's policy to have competent persons in charge of Health & Safety matters as required by the Management of Health & Safety Regulations & act upon advice from suitably qualified persons as and when required.

The following may be contacted in this respect, **Ian Hunt, Mark Chandler & Tim Edwards** on either the main office number: **01922 454524**

Mobiles: Ian on 07957 273623 Mark on 07957 457527 or Tim on 07989 664102

Or Mike Pearson @ SATS Ltd on 0121 4283324 or 07824 390746

The HSE Info line on - Tel 0845 3450055 HSE Local office on- 0121 6076200
www.hse.gov.uk

4. RISK ASSESSMENTS & METHOD STATEMENTS-(Management Regulations 1999)

The company shall ensure that Risk Assessments are carried out to identify, reduce & control significant hazards & risks.

Method Statements & Work Instructions will show to complete tasks in the safest manner. We will convey information of any such matters to all staff & others who may be affected as part of the Workplace Documentation & during workplace Inductions as appropriate.

The purpose of these strategies are to minimise the risk of injury and prevent unsafe acts.

All risk control & safe system of work documents will be approved for use by both our management & Principal Contractors; they will also be checked on site to account for changed circumstances & fully explained to our team on site during briefings & tool box talks.

Our working methods will use all available relevant information to guide us, including Approved Codes of Practice (ACOPs) as issued by the HSE.

5. CONTRACTORS, CUSTOMERS AND VISITORS

Everyone shall be made aware of the content of this policy, follow the rules contained herein, and shall act accordingly with an intention to maintain safe working practices.

All contractors shall be vetted to ensure that they are Competent & able to comply with all working requirements, including those covered here.

Customers & others in our workplaces shall be informed of any dangers associated with our work; in particular we will ensure that young persons are afforded additional consideration.

We will cooperate & communicate with all other parties via regular discussions with all in the workplace & monitoring of the daily activities to allow for changing circumstances & work progress. Participation in site meetings are a key part of these arrangements.

Visitors should be warned of any dangers associated with the workplace upon arrival & escorted throughout.

6. TRAINING & TRAINEES- (Health & Safety at Work Act 1974 & CDM Regulations 2007)

Training & development shall be carried out as and when required to meet the Companies business needs.

New Employees & Trainees shall receive a full induction on company rules & procedures. This will include any restrictions upon use of equipment or work areas.

* A summary of the Company Rules & working conditions will also be available to each person in addition to this policy

- Company Inductions will cover all aspects of working for our company
- Workplace Inductions will provide information & cover the specific rules for each workplace
- Refreshers/Tool box talks will provide periodic updates & reminders on key subjects
- Structured Training courses will be offered to enhance peoples capabilities, knowledge & understanding
- Coaching & mentoring will be utilised to share on existing skills & knowledge amongst our team

7. CONSTRUCTION DESIGN & MANAGEMENT REGULATIONS –CDM 2007

When **All** stages of construction development projects are planned to exceed 30 working days, over 500 person days, the project must comply with the whole of the CDM regulations. If these conditions apply we shall take the following actions to meet the regulatory requirements:-

- Ensure that the Client & Designer are aware of their duties as required by the CDM 2007 Regulations
- Work with the Client & their appointed CDM Co-ordinator to provide the required Health & Safety Plans for both the Pre- Construction & the Construction Phase
- Complete & return form F10 if appropriate
- Inform the CDM Co-ordinator of any variations to the planned works
- Contribute to the Health & Safety File to be passed onto the client at final completion stage.
- Ensure that we comply with all Competence & Safe Working procedures in accordance with the CDM 2007 Regulations
- Work in accordance with & contribute to the Health & Safety Plan throughout
- Cooperate & coordinate with all other parties involved throughout via regular communication, both formal & informal with consideration given to the planning & organisation of works.
- Upon completion of the works provide information to be included within the Project Health & Safety File to be passed to the Property Owner/ Customer

NOTE: For all works of any type or duration we shall comply with the parts of the CDM regulations that apply, following the Approved Code of Practice L144.

8. ACCIDENTS- (RIDDOR Regs 1995)

All accidents must be recorded in the Accident Report Books. These are kept in the Company premises & on construction sites

All accidents or incidents- including those thought of as being” minor or dangerous in any way”, are to be reported & recorded with an investigation carried out using our “ Accident, Incident & Near Miss Form”. Information gathered will provide valuable knowledge in order to help prevent future occurrences. Such events are to be investigated, all will be required to assist with any enquiry by Company Management or other agent involved.

9. REPORTABLE ACCIDENTS & DANGEROUS INCIDENTS- A Statutory requirement

Overall responsibility for this is: **Ian Hunt & Mark Chandler** to the HSE on form F.2508 as required by the RIDDOR Regulations. Notification will be done immediately, confirmed by an appropriate method within 10 working days. Others to be notified are: Our Health & Safety Advisor & our Company Insurers.

Reportable accidents & incidents include all occurrences where 3 or more possible working days are lost, everyone has a duty to be aware of this. **The HSE RIDDOR reporting centre contact details are:**

Phone: 0845 300 9923 Fax: 0845 300 9924 E Mail: riddor@natbrit.com

*** When a report is made an incident number will be obtained, this must be entered in the accident book alongside the entry & referenced on the “Accident, Incident & Near Miss Form”.**

10. FIRST AID- (First Aid Regulations 1981)

Each workplace shall have at least one trained Emergency First Aider whose name & location shall be known to all. For work on large sites there will be an agreed number of designated qualified persons.

First Aid Kits are located on site as indicated during the site induction upon arrival, or kept in the Company vehicles for works of a short duration, unless offloaded & located within the respective workplace.

Individuals have a responsibility to inform of their stock becoming low & arrangements made to replenish required items as soon as possible.

Supervisors have overall responsibility for the contents being correct & of useable quality

11. EMERGENCY PROCEDURES-(Management Regulations 1999)

Each workplace shall have effective emergency procedures to enable safe access, escape & clear instruction for all in the event of an emergency. The specific actions & procedures will be detailed within the notices placed on notice boards, documentation for each project & during Inductions.

The office base arrangements are as indicated on the emergency action notices & as detailed within office risk assessments. All occupants must be aware of this information.

Where the premises are shared with other contractors or customers, we shall agree mutually suitable emergency procedures with them & communicate this to all concerned.

Managers & Site Supervisors are responsible for ensuring that periodic emergency evacuations take place to check the effectiveness of these arrangements, he must keep records of the event taking place with remedial action taken if required.

12. FIRE SAFETY- (Fire Safety Order 2005)

- Our own premises will have a current Fire Risk Assessment in force, carried out by a competent person. This will be done annually unless required earlier
- All staff will receive instruction in fire prevention & safety
- Each workplace shall have at least one nominated "Fire Warden" who shall monitor the fire arrangements & take the lead if an emergency situation arises
- When working in Commercial Customers premises we shall ask them for details of their Fire Risk Assessment which they are required to have by Law, this should inform us of their Emergency arrangements in the event of a Fire & all precautions that they take to prevent & control Fire Risks, we will then use this to confirm our site arrangements
- Everyone must ensure that suitable escape routes are kept clear and are known to all that may require their use.
- Fire extinguishers should be placed where there is a fire risk, and must be periodically checked by a qualified person for suitability & be fit for purpose.
- "Hot Working" involving heat generation and the like shall be carried out in accordance with Approved Codes of Practice (ACoPs). *No work involving this shall be done within 1 hour prior to leaving the work location in order to reduce the risk of fire.
- Transportation & storage of gas containers & allied equipment shall be in accordance with manufacturer's instructions.
- Burning of rubbish materials shall not be permitted on construction sites.

13. PERSONAL PROTECTIVE EQUIPMENT- (PPE Regulations 1992)

Items shall be provided for use as and when necessary as identified by Risk Assessments & Work Instructions. Everyone is to use any available equipment in order to prevent exposure to dangers.

Use of PPE or RPE (Respiratory Protective Equipment) shall be in accordance with our own Risk Assessments as a minimum requirement. Face fit tested FFP3 masks shall be used for all operations when silica, metal particles or harmful particles will be produced I.E: when using disc cutters or machining MDF/HDF based materials.

PPE shall be used, treated with care, maintained & replaced according to the manufacturer's guidance & above all be fit for the purpose. A register of issue will be kept & updated by Management.

Users of all such equipment shall be given instruction on proper use, storage, lifespan & limitations for each item of protective equipment upon issue & during daily monitoring of work.

14. GENERAL WORK EQUIPMENT-(PUWER Regulations 1998 & LOLER Regulations 1998)

Users of any equipment must ensure that they are competent to do so safely & that their Skills, Knowledge & Experience mean that they meet the criteria to be covered by Insurers.

Only authorised & competent staff may use any tools, equipment, machinery or act as “Banksman”.

All equipment must be checked before use by the user for its overall condition, and suitability for intended purpose. ANY DEFECTS FOUND MUST BE REPORTED IMMEDIATELY with effective action taken prior to its use. All must be conversant with & competent to use equipment.

All equipment shall be maintained in accordance with ACoPS, supplier’s instructions & normal industry practise; in particular the following shall apply:

- **Managers & Supervisors** are responsible to ensure that daily checks are carried out by users & regular checks by supervisors. They will also arrange PAT Testing, & LOLER testing, with records kept of all inspections carried out.

NOTE: Equipment used & supplied by Hirers or other Contractors must also comply with the same Testing requirements. This is conveyed to them via their contract terms with reminders during inductions & workplace checks.

15. MACHINERY & PLANT -(PUWER Regulations 1998, & LOLER Regulations 1998)

RULES FOR USE: Adequate supervision and training will be provided to operators of machinery & shall be compliant with the PUWER Regulations 1998. Specific requirements are as follows: -

- We will require proof of Training & Certification to meet legislative guidance as given by the HSE, Site Rules & Insurers in order to use the following: Fixed Machinery, Operating Plant, & mounting Abrasive Wheels
- Refuelling & maintenance of machinery to be in accordance with manufacturers instructions & carried out by persons competent to do so in a safe designated area.
- All guards must be checked & in position before starting & using machines. * Guards must not be removed during the operation of any machinery
- Hired in plant & machinery must be fit for purpose, checked, maintained & used in accordance with hire agreements. Our staff must not accept hire items unless they have had a pre-hire check with use & retesting to be in accordance with the hire agreement.
- Driven Plant/ Forklifts must be driven correctly, keeping revering to a minimum, in designated areas only with beacons & warnings in use. Wherever practicable keeping plant & pedestrians apart
- When machinery is classed as “Woodworking machinery”, users must comply with the requirements of the HSE document “Training Woodworking Machinists”; Trainees may use these machines ONLY under direct supervision following sufficient Training & Familiarisation & with written permission stating which machines can be used. This includes:- Bench mounted machinery, portable or chop circular saws, planers, routers & sanders.

16. ELECTRICAL EQUIPMENT-(Electricity at Work Regs 1989 & PUWER Regs 1998)

The fixed electrical supply within our premises must be inspected by a competent person at a minimum frequency of every 3 years with improvements made as & when required

Routine visual inspection is required by all operatives prior to use, followed by checks on all connections, plugs and extension cables. Use of Battery operated or 110-Volt equipment is preferred. Where 240 Volt supply is used for portable items a residual current device (RCD) must be used at source.

Our Trained & Qualified PAT Testers are responsible for ensuring that all electrical equipment is regularly PAT tested at a maximum frequency of every 12 months by suitably qualified persons; any hired equipment must have been tested prior to accepting the hire agreement.

All plugs and/or machines should clearly have on display a label showing the date of testing with a tracking/serial number used to determine which item it is.

Ian Hunt & Tim Edwards will maintain company records for this & arrange annual retesting or earlier if items may have been damaged or misused

*Equipment used & supplied by other Contractors or hirers must also comply with this Testing requirement.

17. HOUSEKEEPING AND WORK AREAS-(Workplace-Health, Safety and Welfare-Regulations 1992 & CDM Regulations 2007)

Cleanliness is everyone's responsibility. This will ensure that we operate safe systems of work; all work areas are to be regularly cleaned in order to reduce trip hazards and other accidents. As indicated by Risk Assessments covering this.

Waste must be disposed of in a manner which befits the materials; IE: chemical or petroleum products must be clearly marked and treated appropriately.

Storage and stacking of materials must be carried out safely, taking into account any manufacturers guidance notes, and training received.

Rest areas, canteen facilities & eating places must be cleaned daily as a minimum to ensure good levels of hygiene, with all other areas at least weekly to prevent the build up of dust, & germs with a potential for health hazards.

18. CONSULTATION- (Consultation with Employees Regs 1996)

We will consult with & involve all persons working with us on all matters relating to Health, Safety & Welfare. This is done via daily informal contact, during inductions, meetings, briefings, & training sessions.

Everyone is encouraged to discuss & have responsibility towards maintaining a happy safe workplace Through effective consultation & feedback we must ensure that our team fully understand all matters relating to the Health, Safety & Welfare of all. We will record key details when exchanging information between parties to ensure that we are able to prove that effective consultation takes place.

Should anyone lack the ability to understand any instructions given, we will take positive action to correct this on a one to one individual basis.

It is everyone's duty to inform their respective manager or supervisor if they do not understand any instructions.

Managers & Supervisors are charged with checking & confirming that people do understand key information.

19. HAZARDOUS/DANGEROUS SUBSTANCES- COSHH (Control of Substances Hazardous to Health Regs 2002 & as amended 2004)

The COSHH Regulations State that "Any substance that could be harmful to health", shall be treated with care & exposure or use will follow guidance within risk assessments.

Any substance that may pose a "significant risk" to people during & after use must have a COSHH Assessment carried out to identify, minimise & control risks.

Everyone potentially affected must be informed of the dangers & control measures via briefing, instruction or tool box talk.

Material Safety Data Sheets supplied by manufacturers are kept on file either in the Company Offices or site files & are provided to relevant persons for information purposes.

We insist that all staff & others potentially affected read & understand guidance given on items purchased with labels attached prior to use.

Manufacturer's guidance on the use of substances etc will be kept on file & accessible as & when required.

Everyone should take advantage of such information & arrangements, in order to promote safe working.

The PPE or RPE requirements will be determined by risk assessments & the work circumstances.

The person in charge of each workplace is responsible for ensuring that COSHH information is up to date & readily available for use. NOTE: This information is often issued to us by Principal Contractors who supply such substances to us.

20. ASBESTOS-(Control of Asbestos Regulations 2006)

We have established that our own premises do not contain Asbestos materials.

It is the Duty of Principal Contractors & Property Owners as “Duty Holders” to identify & put in place a safe system of work should Asbestos Containing materials be present in a workplace.

Before starting work on site we expect that the Duty Holder will provide us with details of any surveys or reports carried out covering ACMs (Asbestos Containing Materials)

Should we suspect or find ACMs in any workplace, we must treat the material as if it is Asbestos until a Licensed Expert has assessed the material & a safe method of work is established to deal with it. In such circumstances we shall immediately stop work in the area, inform the “Duty Holder” & not in any way disturb the suspect items until written clearance is given by a responsible expert to proceed with the works.

Access to the area MUST be prevented to all except Appointed Personnel for Non Licensed (Lower Risk) Asbestos or Accredited Licensed Contractors for other (Higher Risk) works.

* All of our team who work in an environment where asbestos could be found will receive Training to know about the identification & dangers posed by Asbestos

If ACMs are present in the workplace a Tool Box talk will be delivered to ensure that all are clear on the safe system of work to be followed in order to avoid potential contact with the materials or airborne fibres.

21. NOISE AT WORK- (Control of Noise at Work Regulations 2005)

We will take all reasonable steps to prevent excessive noise from affecting both our own staff & others nearby. Specifically we will take the following actions

- Know of the DbA-decibel rating for each tool or machine being used & ensure that we control any risk as in the points below:
- For noise up to 85 DbA we will prevent unnecessary contact with the noise & suggest the wearing of Hearing protection for those in the work area- including non users of equipment
- For noise over 85DbA we shall look for an alternative method of working if possible, if we cannot provide this then Hearing Protection MUST BE WORN WITHOUT EXCEPTION
- When purchasing machinery we shall take into account noise levels produced
- We shall continuously monitor our team for any perceived Hearing damage caused by excessive noise & take remedial action if we believe that this is unacceptable

NOTE: We shall provide periodic hearing tests for people who are regularly exposed to high levels of noise or if we consider people to be at risk of hearing damage

22. MANUAL HANDLING- (Manual Handling Regulations 1992)

Wherever possible all shall use mechanical means to lift loads- when Manual Handling is required then Safe (KINETIC) Lifting techniques are to be utilised at all times as instructed.

Individuals MUST NOT Risk injury by lifting weights exceeding 25kg individually- this is seen as the maximum amount that can be lifted safely.

When handling items with a potential to cause cuts & abrasions suitable gloves must be worn, correct gloves will also aid grip & reduce stress to the hands from repetitive actions.

Training will be provided within Tool Box Talks to cover all aspects of Manual Handling with regular reminders given during briefings. All Site staff will receive a copy of the HSE leaflet “Getting to Grips with Manual Handling” as part of a formal training session delivered by our Advisor.

23. WORKING AT HEIGHT- (Work At Height Regulations 2005)

Defined as: "Any work area or place that a person could be injured if they should fall from it, even if it is below ground level".

All Work at Height MUST follow the hierarchy of control within the Work at Height Regulations- the first key point is to "avoid work at height wherever possible". In order to enable work at height to be controlled effectively, all must be aware of, understand & follow our "**Work at Height Procedure**", Risk Assessments, Method Statements & any Permits to Work that may apply.

These documents inform all of our safe working arrangements, use of equipment & competency.

In addition to the above we will specifically:

- Properly plan & proactively manage all work where a fall from height is possible
- Use work equipment & other measures to prevent falls
- Ensure that persons do not reach out or over-stretch whilst at height
- Limit items being carried to keep one hand free at all times
- Observe site rules regarding the choice & use of equipment
- Ladders are a means of gaining access or for work of a short duration of time only
- Ladders must be used correctly, at the correct angle, on a suitable surface & checked regularly for defects- any defective equipment must not be used in any circumstances

24. WORKING IN CONFINED SPACES- (Confined Spaces Regulations 1997)

Work in confined spaces is infrequent during our routine activities.

However where this is identified as a significant risk, work shall be planned in order to ensure that a safe system of work is in place & known to all who may be at risk.

The following specific actions must take place:

- A supervisor must have agreed a plan of works based upon a Risk Assessment with operatives involved before work begins & issue a "Permit to work" The Permit will show that an effective emergency procedure/ means of escape is in place & check that all are competent to do the work.
- The work area must be checked before & after each shift for any increased hazards & changes in site conditions, with work stopped if Risks are unacceptable.
- Work in sewers, drains or areas where animals; particularly Rats or Cattle may have been are a high risk due to the potential for disease. The safe system of work will include the prevention of bodily contact with any material in the vicinity & regular washing/ disinfecting of hands

25. WELFARE- (Workplace-Health, Safety and Welfare-Regulations 1992 & CDM Regulations 2007)

The wellbeing of all is vital; our workplaces will have suitable facilities to ensure the Health, Safety & Welfare of all at work. Specifically all should have access to: Clean toilets, Washing facilities, Hot & Cold running water, Drinking water, Rest places & a Dry place to shelter.

Suitable arrangements must be made to accommodate any disabled employees; this will be addressed on an individual basis

* Such facilities are usually provided by our clients or others as agreed within the contract for Construction sites.

26. YOUNG (INEXPERIENCED) PERSONS AT WORK-(Health & Safety at Work Act 1974)

Special care & consideration will be made to allow for young inexperienced people in the workplace, for those employed by us & those who are in the location. Specifically we shall:

- Ensure that continuous supervision is given by responsible persons
- Restrict access to certain areas, equipment & machinery until sufficient Training & familiarisation has been carried out
- Carry out separate Risk assessments to cover the work to be done by young persons.
- During Training we shall tell them about the risks to their health and safety identified by the assessment, and the measures put in place to control them

27. USE OF COMPUTERS & DISPLAY SCREEN EQUIPMENT-(1998 Regs, amended 2002)

Use of such equipment must be in accordance with the regulations. This means that an assessment will be made of the work station area, seating, & lighting to ensure that users do not suffer any ill Health resulting from the use.

Regular users will also be required to have their eyesight tested on an annual basis, continuous use shall also be restricted to a maximum of 2 hours; users must take regular breaks from "screen work" of 10 minutes per hour to prevent this. This can be achieved by doing other work for at least 10 mins.

28.HEALTH SURVEILLANCE--(Management Regulations 1999)

Everyone has a duty to look after themselves whilst at work, to fulfil this objective should any person suspect that they are suffering ill health in any way resulting from any work activity; it must be reported immediately to a Supervisor or Manager. This will then be investigated urgently with remedial action taken & recorded.

New employees & sub-contractors will be asked to complete a pre-start document with questions relating to their previous & current state of Health. The results will be used to assess their suitability for the intended work & if they may suffer any ill health from tasks whilst in our employment.

On a quarterly basis a questionnaire will be sent to all site staff to ascertain if any health related issues are affecting our people. Responses will be assessed with remedial action taken if required.

If any adverse health issues are found we shall take effective action to prevent further injury.

In order to reduce the risks to our people, all must follow the risk control measures within risk assessments & method statements. In addition to this we shall use low risk substances as much as possible.

For certain works involving regular heavy lifting, excessive noise or of a repetitive nature we may choose to ask employees to undertake a health check, particularly when returning to work after a period of illness.

This shall be determined during a "Return to Work Interview" conducted by a manager.

29. VIBRATION-(Control of Vibration at Work Regulations 2005)

The Company shall assess the risks to employees from vibration at work, based upon our knowledge, risk assessments & "Vibration Safety Guides". The following action will be taken:

- Introduce a programme of controls to eliminate risk, or reduce exposure to as low a level as reasonably practicable
- Carry out health surveillance to those employees who continue to be regularly exposed above the action values or otherwise continue to be at risk.
- Provide employees with information, instruction and training on health risks and the actions to be taken to control these risks
- Consult with employees & experts on ways to control risk & provide health surveillance
- Utilise a system of regular rotation of use of tools & equipment with agreed time limits on continuous use or use in one working shift

High risk employees are those who regularly operate:

- Hammer action tools in excess of one hour per day
- Rotary and other action tools in excess of two hours per day

Medium risk employees are those who regularly operate:

- Hammer action tools in excess of 15 minutes per day
- Rotary and other action tools in excess of one hour per day

30. MONITORING OF COMPLIANCE & SAFETY--(Management Regulations 1999)

In order to check that we are working safely & that our arrangements are effective we shall monitor our activities regularly. We do this via:

- Providing regular support to our team on safe working, including ongoing daily contact
- Managers & Site Supervisors shall complete regular supervisory checks with any corrective or improvement actions taken urgently, resultant actions will be reviewed by company management to ensure that improvements are put in place.
- Obtain feedback from our customers throughout projects
- Health & Safety compliance & improvements will be an agenda item for all team & project meetings with any improvements put in place following consultation with our advisor
- Periodic safety audits to be carried out by our engaged NEBOSH Qualified Advisor

31.COMPANY VEHICLES- see also “Company vehicles driver guidance”

Only authorised people are to drive or be in charge of company vehicles, everyone authorised must ensure that they have a current valid driving licence meeting the conditions of our Insurers.

Each person is responsible for informing the management if for any reason a change in circumstances means that they may not meet this criterion. Regular checks will be made by the Company to ensure that key information regarding this is up to date.

*Immediate compliance with such requests is an absolute must to maintain Insurance cover.

Drivers have a duty to check that vehicles are checked, cleaned & maintained regularly to ensure that the vehicles are roadworthy & serviceable.

The use of Mobile handsets whilst driving is prohibited; occupants must comply with road traffic laws.

32. LONE or LATE WORKING, PERSONAL SAFETY-(Management Regulations 1999)

Many of our projects are undertaken by small teams or individuals working alone, as such we take very seriously the risks associated with working remotely & without assistance from a colleague if needed. We shall take the following actions to control risks:

- Only fully experienced competent people may work alone with an agreed emergency action plan in place
- All are to be made aware of the risks, working practises & safe systems of work involved through instruction & giving of information. This will include: Lone working risk assessment, job specific work instructions & daily management support
- An agreed method of maintaining regular contact must be in place between operatives & supervision, usually via mobile phones. This is not always possible as some areas have no signal, in such cases we shall visit where possible & use landlines if available
- No “High Risk” work shall be undertaken by lone workers
- Consult with our team regularly to ensure that no one feels at risk

33. PROHIBITED ACTIONS

- **Anyone not following correct working methods-Safe working documents or work instructions**
- **Not adhering to this policy & other company rules**
- **Anyone putting themselves & others at risk**
- **Using tools, equipment or machinery without proper safeguards**
- **Leaving tools, equipment or machinery in an unsafe condition or able to be used by unauthorised persons**
- **Failing to use or damaging PPE**
- **Failure to report incidents, accidents or near misses**
- **Failing to retain the workplace security thus allowing unauthorised access**
- **Personnel being transported without proper seating or wearing safety belts**
- **Drinking alcohol or being under the influence of alcohol whilst at work, or in charge of vehicles/ machinery during the course of work that could increase risks to anyone**
- **Taking any drugs or substances that may affect the ability of persons to work safely or are not prescribed by a Doctor**
- **Using personal audio & personal mobile phones that may cause distractions or a lack of awareness in the workplace**
- **Wearing of loose, ill fitting clothing or inappropriate jewellery items that could pose a risk to safety or offence to others**
- **Driving any company vehicle if any recent event may lead to the loss of insurance cover or being legally entitled to drive**
- **Failure to inform the company management of any matter that may compromise the good name & reputation of the company**
- **Acting or behaving in a manner that is non compliant with legislation I.E: Horseplay or causing offence to others in the workplace**
- **Smoking in an enclosed area of any workplace, Smoking must be in defined areas only**

NOTE: Disciplinary action may be taken for any failure to follow company policy, procedures or rules.

For serious non compliance or if found to be involved in prohibited actions immediate suspension or summary dismissal may result from such events

