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J.C. Holland (Northern) Ltd

HEALTH AND SAFETY POLICY AMENDMENT SHEET

Record of Amendments

Issue No	Date	Index Ref	Brief Description of Amendment
One	21.01.06		Full Revision and update.
Two	18.01.07	Page 5	Statement of intent

SECTION 1

HEALTH, SAFETY, WELFARE AND ENVIRONMENTAL POLICY STATEMENT

1.0 HEALTH AND SAFETY POLICY STATEMENT

- 1.1 The Company recognises its health and safety duties under the Health and Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and accompanying protective legislation, and the Directors recognise that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice.
- 1.2 The Company, so far as is reasonably practicable, proposes to pay particular attention to:
- a) The provision and maintenance of a safe place of work, a safe system of work, safe appliances for work, and a safe and healthy working environment
 - b) The provision of such information and instruction as may be necessary to ensure the health and safety of its employees and others, and the promotion of awareness and understanding of health and safety throughout the workforce.
 - c) Ensuring the safety and absence of health risks in connection with use, handling, storage and transport of all articles, substances and equipment
 - d) Making regular assessments of risks to employees
 - e) Taking appropriate preventative/protective measures and
 - f) Appointing Stallard Kane Associates Ltd to secure compliance with statutory duties.
- 1.3 In order that the Company can achieve those objectives, it is important that employees recognise their duty, whilst at work, to take reasonable care for the health and safety of themselves and of other persons. Employees should also co-operate fully with the Company or anyone else concerned, to ensure that their obligations are performed or complied with.
- 1.4 All employees of the Company agree, as a term of their contract of employment, to comply with their individual duties under the Health and Safety at Work Act 1974, and the Management of Health and Safety Regulations 1999 and other legislation's, and to generally co-operate with the Company so as to enable it to carry out its duties towards them. The attention of all employees is drawn to the attached safety rules and procedures, and employees should recognise that failure to comply with their health and safety duties and obligations can lead to dismissal from employment. In the case of serious breaches, such dismissal may be instant without prior warning.
- 1.5 This policy has been prepared in furtherance of section 2(3) of the Health and Safety at Work Act 1974 and binds all staff. We request that our customers and visitors respect this policy, a copy of which can be obtained on demand.

C HOLLAND
MANAGING DIRECTOR
Date January 2007

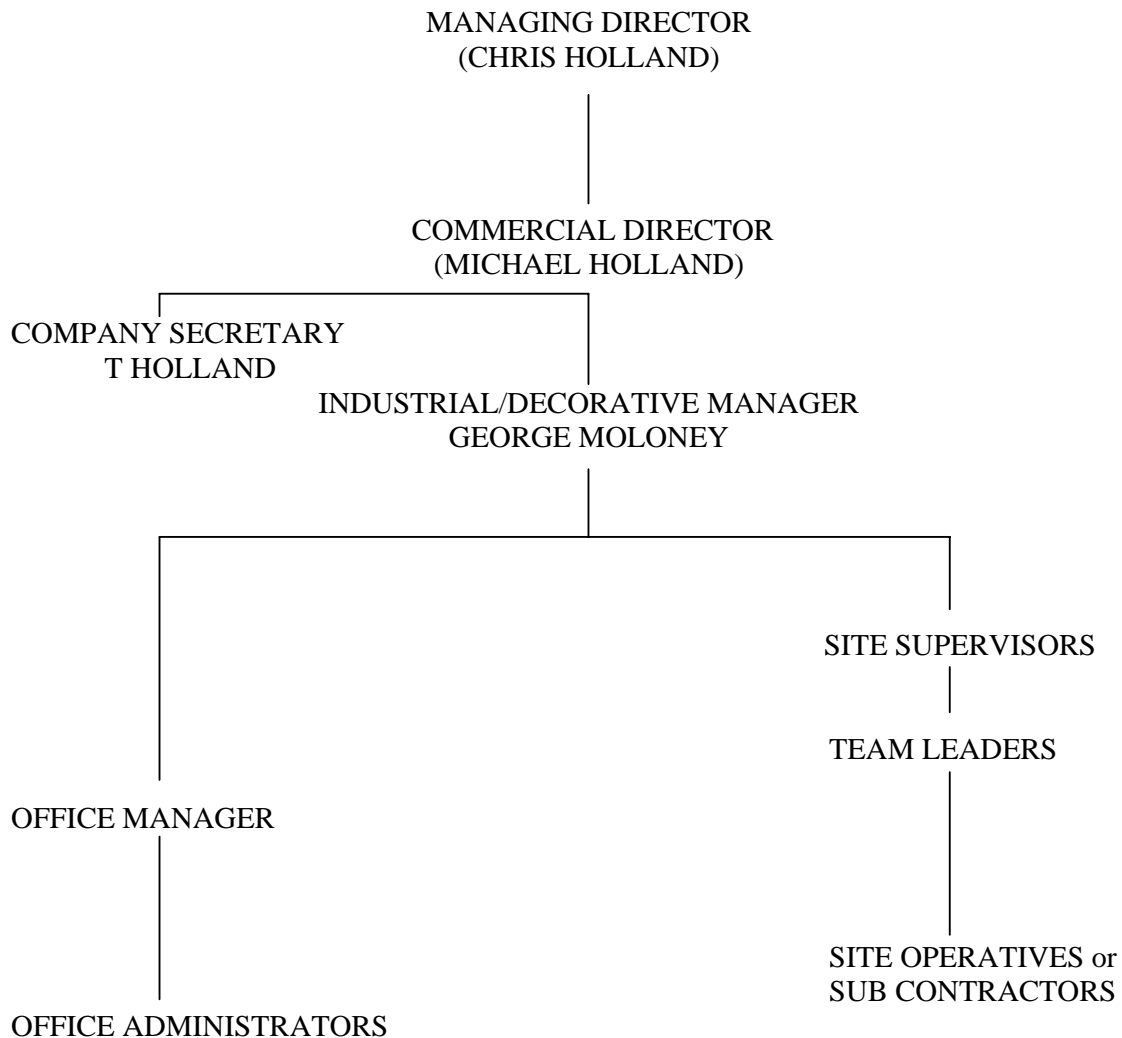
SECTION 2

COMPANY ORGANISATION AND RESPONSIBILITIES

2.0 HEALTH, SAFETY AND WELFARE RESPONSIBILITIES

2.1 The Company firmly believes that a good record in health, safety and environmental protection is not only an efficient management system but, also makes sound economic sense for our future well being. In recognition of this, the following designated responsibilities have been introduced to ensure we attain and enjoy high standards of health and safety management and awareness.

COMPANY MANAGEMENT STRUCTURE



Competent person for Health and Safety (Reg. 7 of MHSW Regulations 1999 refers) is Stallard-Kane Associates Ltd located at

Head Office Address: First Floor Offices
11-13 Market Street
GAINSBOROUGH
Lincs
DN21 2BL

Telephone No.: 01427 678660 Fax 01427 677668

2.2 MANAGING DIRECTOR

- 2.2.1 Prepare and maintain an up to date Company Health and Safety Policy Statement, ensuring it is brought to the notice of all employees.
- 2.2.2 Develop organisational procedures for the implementation of the policy, ensuring each person is aware of his/her responsibilities and duties and, allocating the necessary resource to carry them out.
- 2.2.3 Be aware of the statutory legislation affecting the Company's operations and administer the policy throughout the Company.
- 2.2.4 Ensure appropriate training is identified and delivered to staff.
- 2.2.5 Ensure company undertakings are correctly planned, hazards identified and controlled and proper working practices are observed at all times, as required by current legislation or, any Approved Code of Practice.
- 2.2.6 Ensure all health and safety factors are taken into account and considered i.e. safe-working methods; equipment to avoid injury, property damage and wastage; adequate sanitary and welfare facilities.
- 2.2.7 Ensure a close liaison is maintained with sub contractors, employed by us on all matters relating to health and safety.
- 2.2.8 Ensure systems are in place for the reporting, investigation and costing of injury, damage and loss and promote proper analysis of such investigations to detect trends and to eliminate hazards.
- 2.2.9 Appropriately discipline any member of staff who fails to satisfactorily discharge their responsibilities for health and safety.
- 2.2.10 Set a personal example through wearing appropriate personal protective equipment at all times when visiting site.
- 2.2.11 Arrange regular meetings with the Safety Adviser to discuss company performance, accident prevention, improvements and the general health, safety and welfare standards of the company.
- 2.2.12 Shall ensure adequate financial and technical resources are provided and such proposed costs are identified in the company's projected plan.

2.3 COMMERCIAL DIRECTOR AND INDUSTRIAL/DECORATIVE MANAGER

- 2.3.1 Understand the Company Health and Safety Policy and ensure it is readily available on each site and bring to the attention of the Managing Director any amendment or new working procedure relevant to our business undertaking.
- 2.3.2 Ensure those people who they are responsible for are adequately informed of their work and safety requirements and are competent to carry out the tasks set.
- 2.3.3 Plan work in accordance with legislative requirements ensuring it is regularly reviewed to establish if appropriate improvements or additions should be made.
- 2.3.4 Shall ensure that adequate resources for health, safety and welfare facilities are included in costing of projects.
- 2.3.5 Assess the risks associated with any unusual situation; outline the potential hazards at each stage, indicate the necessary control procedures to be adopted and, provide written instructions. If appropriate, obtain from sub-contractors, details of risk assessments, substances and work processes that are hazardous to health or safety or, ensure their compliance with agreed company methods of work.
- 2.3.6 At all times, ensure the protection of all operatives on the site, including any members of the public and others who may have a right to be there.
- 2.3.7 Informing sub-contractors, at the earliest possible time, of the appropriate Personal Protective Equipment to be worn on site, at all times.
- 2.3.8 Discipline anyone failing to discharge his or her individual health and safety responsibilities satisfactorily.
- 2.3.9 Review work procedures, methods and associated safety aspects with supervisors and, if appropriate, the safety adviser before any unusual work activity is undertaken.
- 2.3.10 Ensure appropriate corrective action is taken to rectify any hazardous site issues brought to your attention by the safety adviser.
- 2.3.11 Evaluate the competence level of sub-contracting companies who tender for work on company projects and ensure there is a commitment on their part to implement and maintain all aspects of their own and others health, safety and welfare.
- 2.3.12 Ensure that any incident that occurs on site is investigated and remedial actions instigated. Where reportable, fully liaise with the company Safety Advisers and assist the HSE if require to do so. Identify trends regarding incidents and actions to be taken to remedy problem areas.

2.4 SITE SUPERVISORS

- 2.4.1 Understand the Company Health and Safety policy and ensure it is brought to the notice of all employees, particularly new starters. Carry out work in accordance with the policy and, bring to the notice of the Industrial/ Decorative Manager, any improvement/s you may feel are necessary.
- 2.4.2 Ensure all employees, sub-contract operatives and, particularly apprentices and young people, are competent and are given site induction training highlighting site hazards, emergency procedures, safe methods of work (in particular the manual handling of items where mechanical aids cannot be provided) and any other relevant safety precautions necessary. Records of all induction training and copies of training certificates are to be retained.
- 2.4.3 Ensure “Young Persons” (under 18 years) do not drive any plant or operate any hazardous equipment except under direct supervision and, do not allow “horseplay” or dangerous practical jokes reprimanding anyone who fails to consider either his/her own safety or of others.
- 2.4.4 Ensure work activities are carried out to the required company standards, with the minimum of risk to employees, other contractors, the public, equipment or materials.
- 2.4.5 As appropriate, issue written instructions detailing the method of work required and, ensure sub-contractors work in accordance with their agreed method statements and are available.
- 2.4.6 Ensure risk assessments have been carried out on any substance (including hazardous substances), process or work activity hazardous to health and safety, and that the appropriate control measures, training, instruction, protective clothing etc. have been provided.
- 2.4.7 Ensure operatives under your control are aware of their responsibilities for safe working, understand the safe method of work and are fully aware they are not required or permitted to take unnecessary risks.
- 2.4.8 Arrange materials to be delivered and stacked in order to avoid double handling and ensure that the off-loading of materials is carried out in a safe manner.
- 2.4.9 Plan and maintain a tidy site and, check all plant, machinery, power and hand tools and equipment are maintained in good condition and records of inspection are available.
- 2.4.10 Ensure adequate supplies of protective clothing and equipment are maintained on site and that the protective equipment is suitable. Records are to be maintained of all issues of PPE.
- 2.4.13 Co-operate with the Safety Adviser and seek his advice before commencing any new methods of work or potentially hazardous operations.

2.5 OPERATIVES

- 2.5.1 Be familiar with the Company Health and Safety Policy and carry out your work in accordance with its requirements and methods of work agreed between yourself and your supervisor.
- 2.5.2 Ensure that only the correct tools and equipment are used for the job.
- 2.5.3 Always wear safety footwear and, as appropriate, any other Personal Protective Equipment provided, e.g. goggles, respirators etc. as detailed in specific COSHH or work activity assessments of the task being undertaken.
- 2.5.4 Ensure tools and equipment are maintained in a good condition.
- 2.5.5 Report immediately any defects in plant, tools or equipment.
- 2.5.6 Work in a safe manner at all times and do not take unnecessary risks likely to endanger yourself or others.
- 2.5.7 Do not use plant, tools or equipment for work for which they are neither intended for or, you have not been specifically trained to operate.
- 2.5.8 Remain vigilant to other hazards developing during your work and, as appropriate, warn other employees, particularly new employees and young people, of them.
- 2.5.9 Do not play practical jokes or engage in “horseplay” on site.
- 2.5.10 Ensure that all provisioned welfare and sanitary facilities are maintained to a high standard and report any person found abusing them.
- 2.5.11 Report immediately to your supervisor/team leader any injury sustained from an accident at work, even if the injury does not stop you from working.
- 2.5.12 Report near misses to your Supervisor so that safer systems can be introduced prior to damage or injury.
- 2.5.13 If appropriate, suggest safer methods or procedures of work.

2.6 SUB-CONTRACTORS

- 2.6.1 Any employed sub-contractor will be expected to comply with our Company Policy for Health, Safety and Welfare and must ensure their own Company Policy is available on site whilst work is being carried out.
- 2.6.1 The Site Supervisor will ensure that all work is carried out in accordance with the relevant statutory provisions, taking account of and considering the safety of others on the site and the general public.
- 2.6.3 Sub-contractors must provide our Industrial/Decorative Manager, documented risk assessments and methods of work for all work activity to be undertaken on site, which may be hazardous to either health or safety, before any work is commenced. Any such assessments are to be conveyed to all sub-contract employees on site and records maintained of this action. Any materials or substances brought to site which have a health, fire or explosion risk are only to be used and stored in accordance with current Regulation and practice and this information is to be available to both operatives and other who may be affected by them.
- 2.6.4 Sub-contract employees are not permitted to operate any plant or equipment unless specifically trained to do so. Operatives must be in possession of a valid Certificate of Training Achievement detailing the plant and machinery categories they are competent to operate. Details of sub contract employees and copies of relevant CTA's etc, are to be forwarded to us prior to the commencement of work.
- 2.6.5 All plant or equipment brought and used by sub-contractors must be safe, free from defect and maintained in good working order. All appropriate guards and safety devices are to be fitted and all necessary certificates and documentation must be available for inspection. Information and assessment on the noise levels of plant, equipment and operations are to be carried out by the sub-contractor and this information provided to our Industrial/Decorative Manager before work commences.
- 2.6.6 Any injury sustained or damage caused by sub-contract employees must be reported immediately to the Site Supervisor.
- 2.6.7 Sub-contract employees must comply with all safety instructions given by the Site Supervisor.
- 2.6.8 J.C. Holland (Northern) Ltd have appointed an independent safety adviser to inspect our sites and report on all aspects of health, safety and welfare matters and a written report will be produced for our Site Supervisor. Any sub-contractor informed of a hazard or defect during these inspections is to rectify the matter immediately and confirm the action taken to our Site Supervisor.
- 2.6.9 Sub-contractors will provide, for their employees, suitable fire and first aid emergency procedures and any equipment required by the Regulations, unless a previous agreed arrangement has been made for the use of alternative facilities.
- 2.6.10 Particular note is to be taken of the need to ensure that all workplaces are kept clean, tidy and free from debris and waste materials and all work areas are continually cleared as work progresses.

2.7 OFFICE MANAGER

- 2.7.1 Ensure office accommodation shall be kept tidy and in a safe condition and office safety policy followed.
- 2.7.2 Ensure fire and emergency procedures in the office are suitable and comply with the Workplace (Fire Precautions) Regulations.
- 2.7.3 Ensure welfare provisions are kept in a clean and serviceable condition.
- 2.7.4 Ensure work equipment including Display Screen Equipment is in good condition with relevant tests undertaken. The assessment of workstations and users shall be kept up to date and records kept on the users' personnel file.

2.8 SAFETY ADVISER

- 2.8.1 As required by Regulation 7 of “The Management of Health and Safety at Work Regulations”, Stallard Kane Associates Ltd have been appointed to advise and assist all related health, safety and welfare issues related specifically to our business undertakings. Stallard Kane Associates Ltd will be responsible directly to the Managing Director and will also maintain a close relationship with all other employees. Specifically they will perform the following functions:
- 2.8.2 Advise on the application and maintenance of our Company Health and Safety Policy arrangements.
- 2.8.3 Maintain an up-to-date knowledge in matters of legislation and Regulations as they apply and affect the Company and its Health and Safety Policy.
- 2.8.4 Advise the Industrial/Decorative Manager on any related safety matters.
- 2.8.5 Advise employees at all levels, as appropriate, on matters directly affecting their health and safety.
- 2.8.6 Monitor the Company’s health and safety status by regular visits to site and ensuring our compliance with current legislation and our company policy and standards.
- 2.8.7 Investigate and report on any accident, dangerous occurrence or near miss and, as appropriate, recommend any means of preventing a recurrence of the incident.
- 2.8.8 Maintain a close liaison with the Health and Safety Executive Inspectors and other appropriate organisations and departments relevant to our undertaking.
- 2.8.9 Encourage a high profile health and safety campaign within all levels of the company and review or recommend any health and safety contributions from company employees.
- 2.8.10 Advise Company Managers and Site Supervisors on training requirements for employees ensuring they are competent to carry out detailed tasks within the parameters of current safety legislation.
- 2.8.11 Carry out regular site visits and advise management on the implementation arrangements of the health and safety policy.
- 2.8.12 Advise on the training requirements for employees, especially new starters, specifically formal safety awareness training and site induction training.

2.9 CONSULTATION WITH EMPLOYEES

- 2.9.1 A requirement of the Health and Safety (Consultation with Employees) regulations is for us to consult with our employees in all matters relating to health and safety.
- 2.9.2 As a company, we will convene regular meetings but no later than every 6 months to discuss all relevant issues relating to health and safety.
- 2.9.3 In particular, we will discuss the following:
- when introducing new measures which may affect health and safety
 - the change in appointment of nominated competent persons
 - the provision of statutory health and safety information
 - any statutory health and safety training
 - health and safety of implications of introducing new technology
- 2.9.4 The meetings will be formal and minutes of the meeting will be documented.

SECTION 3

GENERAL ARRANGEMENTS (SAFETY MANAGEMENT PROCEDURES)

3.1 ISSUE/RE-ISSUE AND CONTROL

3.1.1 Responsibilities

It will be the responsibility of the Managing Director to ensure that this Safety Management System is issued and maintained up to date taking account of any legislative changes. Any changes made must be authorised by the Managing Director.

3.1.2 Issue

This Safety Management System once issued must be read and complied with by all employees. A controlled copy of this document will be held at Company's Offices at 23 Northampton Road Scunthorpe.

Where appropriate individual sections of this document will be issued separately to employees with a specific task(s).

3.1.3 Revisions and Up-dates

The Safety Management Document will be reviewed annually by The Commercial Director and Stallard Kane Associates Ltd. Also it may have to be revised or up-dated from time to time in order to take account of the most recent legislation. Minor revisions that do not affect legal requirements or work practices will be communicated to those employees that are affected.

Major revisions, such as new legislation or Regulation will be communicated to all employees by the most appropriate means.

3.2 SAFETY TRAINING AND INFORMATION

3.2.1 Responsibilities

The Industrial/Decorative Manager will ensure that all employees are correctly trained in accordance with the following. All employees will ensure that they co-operate and make themselves available for training, which is to be provided to them in the interests of health and safety.

3.2.2 Scope of Training

Every employee will receive all necessary training to ensure they have an adequate understanding of health and safety at work. In the interests of providing meaningful and adequate training it will be divided into two categories:

- Category One - Work Specific
- Category Two - General Safety Awareness

The minimum training to be provided to all employees will be on the following subjects:

- Health and safety legislation
- Workplace procedures specific to location (e.g. safety method statements)
- Manual handling
- Control of substances hazardous to health (COSHH)
- Noise at work
- Work at height
- Risk assessment
- Permit to work procedure (if appropriate)
- Accident/incident reporting

Any other trade specific training or training identified from accident trends will also be provided.

3.2.3 Training Content

Any training provided in the interests of health and safety will contain the following relevant information.

- Requirements of the appropriate regulations
- Details of the health hazards associated with the subject and their affects
- An explanation of the risks
- The precautions which must be taken
- The correct use, storage and maintenance of personal protective equipment supplied.

3.2.4 Training Records

A personal safety file will be created for each employee. An attendance register containing the employee's signature and subject syllabus sheet will be placed in the employee's file for each subject attended. Copies of any professional qualifications or certificates will also be held on file.

A central register will also be maintained which will detail training attendance by subject and will show training and certificate expiry dates.

3.2.5 Provision of Information

Any relevant information on health and safety will be discussed and made available to all employees, this will include the results of any health surveillance or risk assessments.

Where an employee makes a request for any health and safety information with regard to their work activity then that information will be provided at the earliest possible time.

3.2.6 Health and Safety Induction

All employees will receive a safety induction. New employees will receive an induction within the first 2 days of their start date (until that time shall be closely monitored by a Supervisor).

The health and safety induction will cover the following subjects as a minimum:

- An explanation of the Company Safety Policy
- Details of the safety procedure
- The accident reporting procedure
- Any specific personal protective equipment requirements
- Any specific risks to their health and safety arising out of their work activity and the precautions to be taken, including the findings of risk assessments.

3.2.7 Supervisor Competence

A competent supervisor must provide training to any employee. The Industrial/Decorative Manager will ensure that the qualifications of any instructor are checked before the training starts.

For certain areas of training a person who has not been trained as an instructor in a subject will not be allowed to teach that subject unless they can demonstrate competence in some other way. A guide to competence would be:

- A qualified safety professional
- CITB approved or accredited instructor

3.2.8 General

The company will not accept the relevance of any training provided to any employee by a previous employer unless a valid training certificate can be produced and the source of any training verified.

Where the following activities are to be undertaken by employees then their competence will be checked before they are allowed to start work regardless of their training status:

- Operating mechanical plant
- Mounting of abrasive wheels/cut-off wheels
- Use of Shotblasting/ Spray painting equipment

3.3 PERSONAL PROTECTIVE EQUIPMENT

3.3.1 Responsibilities

Supervisors will be responsible for ensuring that only PPE to the correct standard is used.

Supervisors will ensure that all persons under their control are equipped with, and use correctly, any PPE provided to them. They will also ensure that risk assessments relating to their work are reviewed to enable them to identify what safety precautions (including PPE) should be in place.

3.3.2 PPE Assessment

In accordance with the Personal Protective Equipment Regulations 1999, an assessment of the PPE requirements of each employee will be made using the PPE issue record form. For the purposes of co-ordinating safety management, the PPE assessment will be included in the Company's general assessment procedure detailed below.

It should be noted at this point that PPE would be used only as a last resort measure.

Where a hazard to an employee is identified, though the exact risk level is not known, then that employee will be given the maximum possible protection until an adequate risk assessment has been carried out.

3.3.3 PPE Correct Standards

All personal protective equipment purchased by the Company will be used to the correct BS or EN standard, equipment which is not CE marked will not be used.

The Commercial Director in liaison with our Safety Advisers will ensure that the correct standard equipment is being purchased and approved in writing on the appropriate form.

3.3.4 Issue of PPE

Employees will be issued with all necessary PPE relating to the hazards from their work activity or as a result of the findings of any risk assessment which relates to their work environment. Where an employee makes a reasonable request for additional equipment, this will be reviewed by their supervisor and where appropriate the equipment will be supplied.

3.3.5 Replacement of Equipment

All PPE will be replaced on a new for old basis. Re-issue or replacement of worn out PPE will be requested using the record form, which will be held in the office, in order that usage can be monitored.

Any PPE which is so worn or damaged that it no longer affords adequate protection must be replaced before the operative is allowed to continue work.

PPE which has a shelf life or maximum usage period will be replaced in accordance with manufacturers instructions.

3.3.6 Training – Correct Use

Employees who are required to use PPE to ensure their safety will be given training in its correct use. All training will be provided in accordance with SMP5.3.

3.3.7 Personal Preference

Whilst every reasonable effort will be made to ensure that PPE satisfies requirements, the Company cannot guarantee to satisfy individuals preference. Once issued PPE must be worn. It will not be left to the operative's discretion.

3.3.8 Damage / Misuse

It will be the responsibility of the employee to report any faulty or damaged safety equipment to their supervisor. It must then be exchanged as soon as possible.

Employees must not alter, deface or otherwise misuse any safety equipment supplied to them.

3.3.9 Maintenance

It will be the responsibility of each employee to ensure that PPE is maintained in good order.

3.3.10 PPE Minimum Issue

The following PPE will be issued to every employee as appropriate:

- Overalls
- Gloves
- Hearing protection (if required)
- Hard hat
- Safety glasses(if required)
- Goggles(if required)
- Face mask (if required)
- High visibility and reflective waistcoat

Any additional equipment required will also be supplied.

In order that Operatives can be correctly equipped with safety equipment at short notice, a reserve stock will be held by the office containing the following safety equipment.

- Hearing protection
- Hard hat
- Safety footwear
- Eye protection
- Gloves

3.4 CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS

3.4.1 Responsibility

The Industrial / Decorative Manager is best placed to identify at tender stage whether the proposed work will fall in scope with CDM. Although procedures for safe work practices are common for all work, specific requirements of CDM shall be addressed at all times.

3.4.2 The Construction (Design and Management) Regulations place duties on various parties involved in the construction programme from Client to Contractors. The Company shall fulfil the requirements of the Regulations related to its activities.

3.4.3 On contracts where the Company has a design responsibility, relevant hazards/risks shall be reduced in the design process.

3.4.4 The Company shall carry out a survey of work tasks/workplace in relation to Health and Safety and produce a plan to minimise risks prior to works being undertaken.

3.4.5 Contractors shall be required to assist with the Safety Plan by submitting their own proposals to overcome potential high risk areas.

3.4.6 Specific advice shall be called on from the Company Safety Advisers as required.

3.4.7 During the course of the contract and upon its final completion a "Safety File" shall be made available to relevant parties to aid with the safe running, maintenance, repair and renovation of the project.

3.5 THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

3.5.1 Responsibilities

The Industrial/Decorative Manager will be responsible for ensuring that this section is implemented and that all employees are given adequate information about any substances which are to be used.

Supervisors must ensure that the significant findings of any COSHH assessment, including the safety precautions to be adopted, are communicated to all operatives who will be exposed to the substances.

All employees are responsible for ensuring that they have read and understood any COSHH assessment relating to their work activity.

3.5.2 Hazardous Substances Register

The Industrial/Decorative Manager will create and maintain a Hazardous Substance Register. The Register will contain hazardous data sheets for every substance purchased by the Company. These data sheets will be supplied by the supplier of the substance and must be formatted so as to provide clear health and safety information, including first aid, fire precautions, emergency action, correct storage and safe handling.

3.5.3 COSHH Assessment

A COSHH Assessment will be carried out for every substance, or where practicable on substance groups i.e. solvent based paints grouped onto one assessment.

All COSHH assessments will be carried out on the standard form. The format of the assessment is such that it takes the following factors into account:

- Type of substance
- Work location/environment
- Work duration

All assessments will be in writing and will be held available for inspection at all times at an appropriate point in the workplace. A central file will be created which will contain master copies of all assessments carried out.

COSHH assessments will be reviewed at the following times:

- If the work environment changes
- If it is requested by the operative
- In any case every 12 months

Any review must be recorded on the assessment with a review date and the name of the person who carried out the review.

3.5.4 Substance Substitution

Wherever possible hazardous substances will be replaced with less hazardous ones. It will be the responsibility of the Managing Director to investigate the availability of replacement substances and put them to use as soon as possible. Substances must also be assessed as necessary. Advice from Stallard Kane Associates Ltd shall be sought where applicable.

- 3.5.5 Safety Precaution
Any safety precautions recommended as a consequence of a COSHH assessment must be adhered to at all times while the substance is in use.
- 3.5.6 Measurement of Exposure
Where levels of high risk of exposure are assessed, the Company will operate an air sampling programme where applicable to establish operatives' levels of exposure standard (OES) or minimum exposure limit (MEL), then that work activity will be more closely monitored. Measures to reduce the level of exposure will be applied as appropriate.
- An analysis report will be written for all air sampling and will contain the results of the air sample and recommendations to reduce any over exposure. A copy of the report will be kept in the COSHH Safety file. The operative will also be given a copy of the report and its contents will be explained to him or her.
- Recommendations to control or reduce any over exposure will be implemented as soon as possible.
- The Industrial/Decorative Manager and Supervisor will be informed in the case of any over exposure and given details of any following action.
- 3.5.7 Health Surveillance
All hazardous substances will be stored in correct storage facilities away from the work area. Storage facilities will be kept locked at all times and will be constructed as such that they do not pose a risk to the substance and will not allow any spillage to leak out. Safety notices will be posted on all storage facilities warning of the dangers associated with the substances being stored together.
- The hazard data sheets for all substances being stored will be available at the storage facility.
- Only the minimum quantity required for immediate work will be removed from the storage facility. Persons required to handle hazardous substances will be given training in both correct handling techniques and safety precautions for hazardous substances.
- All spillages will be soaked up using sand or chemical dry granules, contaminated materials are then to be disposed of in accordance with local authority rules. Hazardous substances are not allowed to enter any drain or watercourse.
- The Industrial/Decorative Manager is to be informed of any substantial spill immediately.
- 3.5.8 Information and Training
All employees who may be exposed to any hazardous substances will be informed of the existence of the Hazardous Substances Register and COSHH assessment files at their safety induction. They will be instructed to use these documents as reference to ensure that safety precautions are adhered to.
- 3.5.9 PPE
All necessary PPE required as a result of a COSHH assessment will be issued before the employee is exposed to any harmful atmosphere. All PPE will be issued in accordance with 3.3.

3.6 WELFARE AND FIRST AID

3.6.1 Responsibilities

The Industrial/Decorative Manager shall ensure the provision of welfare and first aid is identified and costed in all contracts. The Site Supervisor shall ensure welfare and first aid provision is maintained in good order.

3.6.2 Planning procedures

The Industrial/Decorative Manager will establish the welfare and first aid requirements, before work commences, taking account of the requirements for sub-contractors, if applicable.

In workplaces where contamination by rats or other risks to health may prevail e.g. used sharps or ground contamination, the necessary health, hygiene and welfare arrangements will be explained to operatives during site induction.

3.6.3 Monitoring

Our appointed Site Supervisor will ensure all welfare; fire and first aid facilities are provisioned and maintained to the required standards.

Where the company has arranged to use the facilities provided by another contractor, the Site Supervisor will report directly any deficiencies in the shared facilities.

3.6.4 Special Welfare Arrangements

When short-term work is to be carried out on a site and there is no provision of huts or mobile units, the minimum of equipment to be carried in company vehicles is:

- Drinking water container
- Means of boiling water (taking into account any requirements for safety and ventilation if LPG is used)
- Hand cleanser in dispenser.
- Paper towels or other suitable means of drying hands.
- Storage facilities for protective clothing.
- Adequate first aid equipment.

Before any work commences our appointed Site Supervisor will make arrangements for operatives to use convenient and adequate sanitary and washing facilities throughout the duration of the work.

3.7 WORK EQUIPMENT

3.7.1 Responsibilities

The Commercial Director will be responsible for ensuring that all work equipment purchased or hired is fit for purpose and maintained in good order. Work equipment shall conform with the Provision and Use of Work Equipment Regulations.

It is the responsibility of all Supervisors to ensure that this Safety Management Procedure is implemented and complied with by all operatives under their control. They will also monitor work equipment under their control and report any defects.

Employees must ensure that they comply with this procedure at all times and do not work on any powered work equipment unless authorised to do so. They must also report any faulty equipment to their supervisors.

3.7.2 Competent Persons

Only persons who are competent will be allowed to operate machinery. Supervisors are to ensure that young and inexperienced employees are not permitted to operate any plant or machinery.

Where the level of competence required to operate any piece of plant or machinery is defined by legislation, then persons who are not trained to that standard will not be permitted to operate that equipment.

Employees under instruction on any machinery must be supervised by a competent person at all times.

Only competent persons will be permitted to carry out any maintenance or repairs.

3.7.3 Machine Guards/Safety Devices

All work equipment used must be fitted with suitable guards or safety devices as are required to prevent injury by the machine's moving parts. Any machinery found to have defective guards or safety devices must not be used until suitable repairs have been carried out.

Where work equipment is hired or supplied by another company, it must be fit for the purpose and be fitted with the correct safety devices.

Where appropriate, guards and safety devices must be of a type which will not permit the machine to operate unless they are in place.

3.7.4 Setting Up Work Equipment

Equipment shall only be set up by persons who are deemed competent to do so and are appointed in writing by the Industrial/Decorative Manager (e.g. Shot Blasting Equipment).

Machine settings, which have been pre-set by the manufacturer will not be altered until the manufacturer has been consulted. All alterations to machine settings will be recorded in the machine's maintenance log.

Plant and machinery will not be altered so that it becomes unsafe under any circumstances regardless of production requirements.

3.7.5 Safety Notices

All safety notices relating to safe operating procedures or personal protective equipment posted on plant or machines must be obeyed at all times. Any specific hazards associated with any plant or machinery must be clearly marked on the plant or machine in question.

Where a piece of plant or machinery is housed inside a building then notices relating to any hazards from that plant or machinery must be posted at entrances. These notices must also detail what PPE is required.

All safety notices will conform to the correct standard as required by the Safety Signs and Signals Regulations 1996.

3.7.6 Fault Reporting

Operatives must report all machine faults to their supervisor immediately. Faults which make the work equipment unsafe will result in its being totally isolated until repaired.

Site tools found to have any faults which make them unsafe must be removed from site or rendered such that they cannot be used inadvertently.

All supervisors will make routine visual inspections of all plant and equipment which is being used by operatives under their control.

A fault reporting register will be operated and will be held in the central stores.

3.7.7 Correct Use

Machines must only be used for the purpose for which they were designed and must not be overloaded or subjected to undue force.

Plant and machinery must not be made unsafe in any way in order to aid production or make a job easier.

3.7.8 Maintenance and Inspection

All plant and machinery operated by the Company will be recorded in a maintenance register, in addition each piece of equipment will have a maintenance and inspection record card.

All plant and machinery will undergo a maintenance inspection to an inspection schedule once a month. These inspections will be carried out by site supervisor and will be in addition to those required by legislation.

Any repairs, alterations and inspections must be recorded on the record card which will be held by site supervisors.

3.7.9 Electrical and Physical Isolation

Where any repair or maintenance work is to be carried out on any plant or machinery, it must first be electrically and physically isolated from any power or other supply. All isolations must include a physical lock off. No guard or other safety device will be removed until correct isolations are in place.

3.8 FIRST AID AND ACCIDENT/INCIDENT REPORTING

3.8.1 Responsibilities

The Industrial/Decorative Manager will be responsible for carrying out an assessment to establish what level of first aid cover is required, based on work activities and associated risks and will then make adequate resources available to ensure that first aid cover is provided.

Site supervisors will be responsible for ensuring that adequate first aid cover is available at all times while people are at work, they must also ensure that this procedure is implemented and adhered to. They are also responsible for ensuring that an accident report is raised and completed correctly for all accidents/incidents that occur within their area of control.

The Industrial/Decorative Manager will be responsible for maintaining the Central Accident/Incident Report Filing System.

First aiders will be responsible for ensuring that first aid equipment is re-stocked and inspected once per week.

All operatives must comply with this procedure at all times.

3.8.2 First Aiders

Based on the result of the first aid assessment, the Company will appoint a sufficient number of trained first aiders, the identity and normal location of which must be made known to all employees as appropriate.

First aid training will be provided by an approved first aid training provider, subject to the requirements of the risks involved.

The Industrial/Decorative Manager will approve the selection of any employee for first aid training, having regard for the person's character and availability.

3.8.3 First Aid Equipment

First aid equipment will be provided appropriate to the hazards identified by the risk assessment. The equipment must be located in a prominent position with easy access and be kept clean and fully stocked.

Where first aiders use any equipment to treat an injury they will be responsible for ensuring that the equipment used is replaced as soon as possible. They will also inspect any first aid equipment in their area once per week.

All first aid equipment provided will conform to HSE Guidelines, any equipment not specified will not be used. Medication will not be administered.

3.8.4 Accident Reporting

All accidents/incidents must be reported on the approved Accident/Incident Report Form. Once a report form has been raised it must be completed in accordance with the procedure detailed below.

The purpose of the Accident/Incident Report Form will be to ensure that all accidents and incidents are recorded and investigated correctly. Once completed, reports will be held in a central file for at least three years.

Copies of all information associated with the report, such as witness statements or photographs, must be filed with the report.

Operatives must be given a copy of the report if they request it.

It must be stressed to all employees that it is vitally important that all accidents, incidents and injuries (no matter how slight) are reported and recorded in accordance with the procedure detailed below.

All accidents requiring hospital treatment must be reported to the Managing Director immediately.

3.8.5 Accident/Incident Report Form Procedure

All Accident/Incident Report Forms will be completed as follows:

Operative to report accident or incident to supervisor and give details of:

- What happened, where and when
- What injuries were sustained or what damage was caused
- What equipment was involved
- Any witnesses

Supervisor to ensure that adequate first aid has been given:

- Ensure accident/incident location is safe. Do not move anything if the accident/incident is serious as an investigation may be required
- Inform Managers of accident/incident
- Record details of accident/incident on the Report Form providing all information required
- Carry out brief investigation to establish immediate actions to be taken to prevent recurrence. Record findings on report.
- Record any witness statements
- Ensure immediate actions to prevent recurrence are carried out
- Establish whether further actions are required and record on report with details of who is responsible
- Pass report to appropriate manager once all necessary sections have been completed

Where an accident or incident is deemed to be serious, or where the injured person has received hospital treatment, then the Accident/Incident Report Form must be completed and submitted within 24 hours.

Managers, having been informed of an accident or incident needs to establish its severity:

- Inform Managing Director
- Where the accident or incident is deemed to be serious, or if the Supervisor requests it, assist with the investigation
- If the accident or incident falls within the category detailed below, establish the facts and inform the local HSE office immediately by telephone
- Ensure that HSE form F2508 is completed and forwarded to the local HSE office within 5 days
- If the incident or accident falls within the category detailed below, complete and submit the HSE form F2508 within 10 days
- Where an accident is reportable to HSE, a full investigation will be carried out by a nominated person
- On receipt of the Accident/Incident Report Form, ensure that any further actions required have been completed or are in hand, then complete the relevant part of the report and pass to the Managing Director

Managing Director, on receipt of Accident/Incident Report Form:

- Ensure that it has been completed correctly
- Ensure that all necessary steps have been taken to prevent recurrence
- Ensure that any follow up actions have been carried out or are in hand
- Where appropriate, ensure that HSE have been informed
- Where the accident is reportable to the HSE, ensure that an investigation has been carried out
- Sign the report and ensure that it is passed for filing in accordance with this procedure

3.8.6 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

In accordance with RIDDOR Regulations, the Company will report any injuries, diseases or dangerous occurrences to the local enforcing authority. In circumstances as detailed at 3.8.7 and 3.8.8 below, it will be necessary to make an immediate report by telephone followed by a written report within 10 days.

In circumstances as detailed at 3.8.9 below, it will be necessary to submit a written report within 10 days. Written reports must be submitted on the approved form F2508.

3.8.7 Reportable Major Injuries

- Death
- Fracture other than to fingers, thumbs or toes
- Amputation
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- Chemical or hot metal burn to the eye or any penetrating injury to the eye
- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
- Unconsciousness caused by asphyxia or exposure to harmful substances or biological agent

- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material

3.8.8 Reportable Dangerous Occurrences

- Collapse, overturning or failure of load bearing parts of lifts and lifting equipment including a forklift
- Explosion, collapse or bursting of any closed vessel or associated pipework
- Failure of any freight container or any of its load bearing parts
- Plant or equipment coming into contact with overhead power lines
- Electrical short circuit or overload causing fire or explosion
- Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion
- Accidental release of a biological agent likely to cause severe human illness
- Failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period
- Malfunction of breathing apparatus while in use or during testing immediately before use
- Failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver or an uncontrolled event
- Collapse or partial collapse of a scaffold over 5 metres high, or erected near water where there could be a risk of drowning after a fall
- Unintended collision of a train with any vehicle
- Dangerous occurrence at a well (other than a water well)
- Dangerous occurrence at a pipe line
- Failure of any load bearing fairground equipment or derailment or unintended collision of cars or trains
- A road tanker carrying a dangerous substance overturns, suffers serious damage, catches fire or the substance is released
- A dangerous substance being conveyed by road is involved in a fire or released
- Unintended collapse of any building or structure under construction, alteration or demolition where over 5 tonnes of material fall, a wall or floor in a place of work or any false work
- Explosion or fire causing suspension of normal work for over 24 hours
- Sudden uncontrolled release in a building of 100 kg or more of flammable liquid, 10 kg of flammable liquid above its boiling point, 10 kg or more of flammable gas or of 500 kg of these substances if the release is in the open air
- Accidental release of any substance which may damage health

3.8.9 Injuries and Diseases Requiring a Written Report Only

- Where injury results in incapacitation for work for more than 3 days but is not covered in 3.8.7 above
- Certain poisonings
- Some skin diseases such as occupational dermatitis
- Skin cancer, chrome ulcer, oil folliculitis/acne
- Lung diseases including occupational asthma

- Farmers lung, pneumoconiosis, asbestosis, mesothelioma
- Infections such as leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis and tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

3.8.10 Accident Investigation

A nominated person (Senior Manager or Stallard Kane Associates Ltd) shall investigate all accidents/incidents reportable under RIDDOR as soon as possible. The investigation must have regard for the cause of the accident/incident and actions to be taken to prevent a recurrence. A written report must be prepared, a copy of which will be submitted to the Managing Director and any other person where appropriate.

Accident investigation will not seek to apportion blame, it will be aimed at preventing recurrence.

3.9 WORKPLACE NOISE CONTROL/VIBRATION CONTROL

3.9.1 Responsibilities

The Industrial/Decorative Manager will ensure that this procedure is implemented and complied with in all areas of work where a noise or vibration hazard is identified.

Supervisors must ensure that the persons under their control are aware of the requirements of this procedure and that they are complied with at all times. They will also ensure that the correct protective equipment is provided as required.

All employees will be required to co-operate with the Company in its attempts to reduce or control noise or vibration exposure.

3.9.2 Noise Surveys

In accordance with the Control of Noise at Work Regulations, the Company will take all reasonable steps to identify work place noise levels. The list, once created, will form part of this procedure.

Noise surveys will be carried out by competent persons using correct equipment and will be recorded in writing. Tool manufacturers will be consulted to establish individual noise levels.

Noise surveys will be reviewed at the following times:

- If work patterns change significantly
- If machinery is moved or if new machinery is installed
- At any other time it is believed that the survey is no longer valid

Where the exact noise level created on site or by an individual tool cannot be established, the maximum possible protection will be provided until the matter is resolved.

3.9.3 Risk Assessment

Wherever possible noise assessment for site activities will be included in the risk assessment procedure. Information supplied by manufacturers will be used to determine whether a tool used in a work activity is creating a noise hazard. Site environment noise levels will also form part of the assessment.

3.9.4 Noise Action Levels

The Control of Noise at Work Regulations 2005 have established noise action levels above which hearing will be damaged. These are based on dosage averaged over a working day. The action levels are expressed as dB(A):

- First Action Level - 80 dB(A)
- Second Action Level - 85 dB(A)

Where the Company operates a permanent workshop, the following actions will apply:

If the First Action Level (80 dB(A)) is reached or exceeded:

The Supervisors will

- Reduce the risk of damage to hearing to the lowest possible by other means than issuing PPE
- Inform all persons who may be exposed, of the risk to their hearing and of the availability of hearing protection
- Provide hearing protection at the employee's request.

If the Second Action Level (85 dB(A)) is reached or exceeded:

The Supervisors will

- Reduce the exposure to noise to the lowest level possible other than issuing PPE
- Identify all areas where the Second Action Level is reached and post notices at all entrance points to those areas. The notices must warn of the hazards and state that the wearing of hearing protection is mandatory
- Post notices on all machinery which creates noise at or above the second action level
- Issue correct hearing protection to all persons who may be exposed **WHICH MUST BE WORN**
- Issue hearing protection to all persons in less noisy areas at their request.

All site equipment having a noise level at or above the First Action Level will have a warning notice affixed stating that hearing protection is mandatory when the tool is being operated. This rule will apply to all persons who are within 12 metres of the tool.

Where, as a result of a risk assessment the general site is deemed to be a noise hazard, the Site Supervisors will ensure that all persons who enter or remain on site wear hearing protection at all times.

3.9.5 Vibration

Certain types of work equipment when in use can cause Vibration White Finger (VWF). Industrial/Decorative Managers and Supervisors shall reduce exposure by use of anti-vibration equipment or rotation of personnel with regular surveillance.

3.9.6 Personal Protective Equipment

Where PPE is identified as a result of any noise or vibration survey or risk assessment it will be issued as soon as possible. Without prejudice any hearing protection provided must reduce the amount of noise reaching the ear to an acceptable level, this may need specialist advice.

3.9.7 Training

All employees will receive general noise and vibration awareness training as part of the Company's safety programme, however where hearing protection is issued, specific training in its correct use, storage and maintenance will be given.

3.10 FIRE SAFETY

3.10.1 Responsibilities

In the permanent facility the Managing Director will be responsible for ensuring that this procedure is implemented and adhered to at all times.

On site where a fire hazard has been identified the site supervisors will be responsible for ensuring that fire safety procedures are in place and adhered to at all times.

All employees must take responsibility for ensuring that the risk of fire is kept to a minimum by complying with this procedure.

3.10.2 Fire Warning System

Where the Company operates an office they will be fitted with an automatic fire warning system which is approved to local fire authority standards or complies with the requirements of the Fire Precautions (Workplace) Regulations 1997.

The warning system will be inspected once every six months by an approved fire warning system engineer. These inspections will be recorded in an Inspection Register which will be held by the Managing Director.

The electrical circuit of the warning system will be tested once per month as part of the monthly fire audit.

3.10.3 Fire Fighting Equipment

All sites will be equipped with a sufficient number of fire extinguishers, which will be deployed in areas where a fire risk is perceived.

All fire fighting equipment must be of an approved type, fit for the purpose and inspected once every 12 months.

Where fire fighting equipment is provided at fire points they must not be obstructed or removed other than to fight fires.

3.10.4 Fire Exits, Escape Routes and Gangways

The office facility operated by the Company will have a sufficient number of fire exits so that no person has to travel more than 30 metres from their place of work before reaching an exit, which leads to a safe zone.

Escape routes and gangways will be clearly defined and must be kept clear at all times.

An escape route is a defined route to safety which employees will follow in the event of an emergency, the route will be indicated by directional arrows and must lead to the safe zone by the quickest means. Emergency escape routes must be protected from hazards which may obstruct them in an emergency.

All safety signs will be to the correct standard in accordance with the Safety Signs and Signal Regulations 1996.

3.10.5 Storage and Handling of Flammable Substances

All flammable substances must be handled with extreme care. Smoking or the use of any other potential ignition source must not be permitted while flammable substances are being handled.

All flammable substances will be stored away from the activity areas in flame retardant cupboards or bins. All flammable substances storage areas will be clearly marked with hazard warning notices which also prohibit smoking in, or the introduction of any ignition source into these areas.

All storage facilities must be capable of withstanding fire for at least 30 minutes and must have adequate fire fighting equipment positioned close by.

3.10.6 Use of Flammable Substances

Quantities of flammable substances kept in production areas will be the minimum required for immediate production purposes. All containers must be kept sealed until required and any surplus returned to its correct storage immediately after use. Operatives intending to use any flammable liquid will ensure that all sources of ignition are removed from the area prior to commencing work.

Operatives working on any site will ensure that other site activities will not create an ignition source while they are using flammable substances.

3.10.7 Fire Action Notices

Information notices detailing what action employees must take in the event of fire must be posted next to each entrance and at strategic points around any premises operated by the Company. Notices will give details of how the alarm can be raised and where the fire assembly points are, as well as any other relevant information.

3.10.8 Emergency Procedure

When the fire alarm sounds, all personnel must stop what they are doing immediately, switch off any machinery and leave the building closing all doors behind them. They must then proceed directly to the fire assembly point and await further instructions. The most senior person present will take control and will call the roll to establish the whereabouts of everyone.

First Aiders must report to the person in charge and await further instructions.

The person who raised the alarm or witnessed the fire will also report to the person in charge and give details of why the alarm was raised.

When the Fire Brigade arrives, the person in charge must be able to provide them with the following information:

- All persons accounted for or, if someone is missing, their last known whereabouts
- The location of the fire or details of what witnesses saw
- The location of any hazardous or flammable substances inside or near the structure
- Any other relevant information

3.10.9 General Fire Prevention

In order to reduce the risk of fire, a high standard of workshop tidiness and cleanliness must be adopted. This is to prevent the accumulation of dirt and rubbish which may catch fire. In addition, all no smoking signs must be obeyed and all employees must take care when disposing of cigarette ends. All electrical appliances will be maintained in good order.

Good housekeeping is essential on site in order to reduce the risk of fire. The general standard of housekeeping will be monitored as part of the weekly fire safety audit.

3.10.10 Training

Subject to the requirements of SMP5, fire safety training must include the correct application and use of fire fighting equipment.

The Company Safety Induction will include an explanation of this procedure and the location of assembly points.

All employees attending any for the first time must have the site fire procedure explained to them.

Fire drills will be carried out once every 12 months.

3.10.11 Fire Safety Inspection / Fire Drill

The Office Manager will carry out a Fire Safety Inspection once per month, or at any other time if it is deemed necessary.

The purpose of the inspection will be to check:

- The fire warning system
- Fire extinguishers are in the correct position and functional
- Fire exits are not obstructed
- Escape routes and gangways are not obstructed
- General housekeeping / fire prevention

The Fire Safety Inspection will be recorded in the Fire Safety Logbook. Any safety issues raised will be actioned immediately.

3.10.12 Inspection Record

A record of all inspections and fire drills will be held centrally by the Company.

3.11 MANUAL HANDLING SAFETY

3.11.1 Responsibilities

The Industrial/Decorative Manager will ensure that adequate resources are provided in order that manual handling can be avoided wherever possible and will also provide training to any operative who is required to carry out manual handling operations as part of their work.

Supervisors are responsible for ensuring that all manual handling operations have been correctly assessed in accordance with Risk Assessment procedures, they will ensure that manual handling is avoided wherever possible and that operatives who are required to carry out manual operation have been correctly trained.

Operatives must avoid manual handling wherever possible by using mechanical handling devices. Once trained, operatives must use correct handling techniques to avoid injury.

Where an operative is injured as a result of a manual handling operation it must be reported in accordance with First Aid and Accident/Incident Reporting procedures.

3.11.2 Manual Handling Risk Assessment

Manual Handling Risk Assessments will be carried out as part of the General Risk Assessment Procedure.

For the purpose of risk assessment and identifying precautions, manual handling will be defined as:

The movement of any item using bodily force including:

- Lifting
- Lowering
- Pulling
- Pushing
- Twisting
- Turning
- Supporting

3.11.3 Handling and Stacking

When handling, operatives must use mechanical devices wherever possible.

Supervisors must ensure that mechanical handling devices are available and that materials are correctly stacked so that mechanical devices can be used safely.

Where manual handling of material is unavoidable then it must be ensured that it is carried out by trained operatives using the best possible method to avoid injury.

Manual handling methods to avoid injury should include:

- Manual handling operations should be planned

- The weight of the load should be known
- Heavy items should be positioned so that they can be slid rather than lifted
- Operatives must not be allowed to manually handle any materials which are too heavy
- Work stations must be so designed to avoid the necessity to bend down or twist the torso repeatedly or over reach when carrying out any operation
- All materials must be free from burrs or sharp edges where possible
- Wherever possible materials must be stacked so as to avoid handling them twice and also avoid creating any additional hazards
- Use PPE to avoid hand injuries

3.11.4 Personal Protective Equipment

Personal protective equipment will be issued as a result of the findings of the relevant risk assessment, having regard for the hazardous nature of the material being handled.

3.11.5 Manual Handling Training

Manual handling training will be provided to all operatives who are required to carry out manual handling operations. All training provided will be in accordance with the company Safety Training and Information procedure.

3.12 VISUAL DISPLAY SCREEN EQUIPMENT

3.12.1 Responsibilities

The Office Manager will be responsible for ensuring that all VDU equipment provided is safe and is maintained in good order. They will also ensure that an adequate assessment is carried out on all employees who are required to operate a VDU.

3.12.2 Risk Assessment

A risk assessment must be carried out on all employees who operate VDU equipment. The assessment must take account of the individual and the equipment being worked at, therefore if an individual moves to another workstation they must be assessed on the VDU also.

VDU assessments will be carried out on the Assessment Form appended to this procedure, the significant findings of the assessment must be explained to the user. Any actions identified as a result of the assessment must be resolved as soon as possible.

Risk assessment will take into account the following factors:

- Work duration
- The operatives work cycle
- Ergonomic work station design
- Effect on the employee's health (headache, eye strain, back ache etc.).

3.12.3 Ergonomic Design

Workstation must be so positioned and designed to provide the utmost user comfort and in any case avoid injury. The users views will be taken into account when workstations are being designed. Where it is reported by a user that a workstation is causing a hazard or discomfort, every reasonable effort will be made to resolve the problem.

The correct ergonomic design must have regard for:

- Sufficient space to position a screen and keyboard correctly to avoid the need to position the body in a position of discomfort
- Correctly adjusted chairs for maximum user comfort
- Correct lighting or the positioning of the screen filters to avoid glare
- Wrist or foot rests
- Document holders
- Anti glare filters

Temperature and noise must also be taken into account.

3.12.4 Work Cycle

The work cycle of operatives who use VDU equipment must be so arranged as to avoid the need to operate the equipment for more than one hour without a 15 minute break.

For the purpose of this procedure, the term break means a break from operating VDU equipment, not a tea break.

During the break as detailed above, the operator must not operate other types of keyboard or similar equipment. They must also avoid using any other equipment with a digital crystal display.

Employees who work in front of a VDU for a large proportion of their working day should be encouraged to leave the workstation during tea breaks to avoid eye strain.

3.12.5 Electrical Supply

All VDUs and any other electrical office equipment must be connected to the power supply using the correct plugs and sockets with correctly rated fuses. Damaged or faulty equipment must not be used.

3.12.6 Maintenance and Repair

Maintenance and repairs to VDU equipment or other electrical office equipment will be carried out by a competent person with the necessary knowledge of the equipment to be repaired.

Employees are not permitted to carry out their own repairs or maintenance on any equipment. If equipment develops a fault, it must be switched off, isolated from the mains supply and not used until the necessary repairs have been carried out and the equipment has been tested and passed as safe.

3.12.7 The Company Secretary is responsible for identifying specific users of visual display screen equipment. Identified users will be entitled to an appropriate eye and eyesight test to be carried out by a registered ophthalmic optician or a registered medical practitioner. On completion of the appropriate eyesight test, a report will be given to us and copied to our employee identifying if corrective appliances are required specifically for the use of VDU equipment and when, if appropriate, re-examination will be necessary.

3.13 RISK ASSESSMENT

3.13.1 Responsibilities

Managers/Supervisors

Managers/Supervisors must carry out risk assessment and inform employees of risk to their health and safety identified by the assessment and the preventative and protective measures to be used.

They must ensure that employees receive adequate training and instruction with regard to the implementation of these measures, including being aware of the potential risk to their health, safety and welfare resulting from their unprotected exposure to the hazard.

Employees

Employees, no matter how experienced, must not be expected to provide their own safe systems of work.

Each employee must abide by, use and operate within any risk reduction measures provided by the Company for their own health, safety and welfare at all times.

3.13.2 Competent Person

The person designated as responsible for conducting risk assessment will be provided with adequate training and instruction which will enable them to carry out risk assessment correctly in accordance with this procedure. They must be familiar with the work process and be able to give adequate advice on the removal, reduction and mitigation of the hazards and risks identified as a result of their assessment.

3.13.3 Purpose

The introduction of the Management of Health and Safety at Work Regulations 1999 reinforced the general obligation placed upon the employer by the Health and Safety at Work Act 1974, to provide a safe working environment and a safe system of work for their employees, contractors and anyone else they might reasonably expect to be affected by their actions.

The Regulations call for a formal assessment of the hazards and risks associated with proposed and existing work practices.

They apply to employers and the self-employed alike, regardless of the number of people employed and the nature of the work.

The success or failure of any safety management system depends upon its having in place an adequate system for identifying and controlling risk.

Risk assessment is essentially a three stage process:

1. Identification of all hazards associated with an operation or process
2. Evaluation of the risks that are likely to occur
3. Management of the risks by identifying measures to limit the exposure to harm, monitoring and controlling their effectiveness.

3.13.4 Scope

Risk assessment will be performed:

On all work activities undertaken by the Company and will take account of all hazards associated with the process or activity being assessed. A guide to assist with hazard identification is detailed below.

Risk assessment will be reviewed if:

- A new location/site is to be operated
- New/changed work methods, equipment, substances or environments are introduced
- Any specific work may reasonably be expected to present a high risk to the health, safety and welfare of the people undertaking it and those who may be affected by it.

3.13.5 Risk Assessment Process

Risk assessment will be carried out using the Generic Risk Assessment Document and Safety Management Document, Risk Assessment 01, in accordance with the procedure detailed below.

Each risk assessment will be developed using an assessment front sheet which details the nature of the work to be carried out and site location.

The front sheet also contains a numbering system which will allow the selection of generic hazards from an index.

Each number in the index corresponds to a generic assessment of the risk associated with that hazard and the precautions to be taken.

The assessment front sheet will also contain a section which will allow site specific hazards to be recorded. The Site Supervisor will be responsible for ensuring that any site specific hazards are identified and adequately controlled.

The person designated as responsible for carrying out assessments will:

- Retrieve any previous assessments for the activity or process being assessed for reference
- Conduct the assessment based on the current identified hazards in accordance with this procedure
- Indicate the identified numbers on the front page of the assessment form by circling the corresponding number. The numbers, which correspond to each hazard, will be detailed at the front of the risk assessment document
- Complete the required details on the assessment front page
- Attach copies of the numbered assessment sheets as appropriate
- Ensure that any precautions identified are put in place
- Ensure that any site specific hazards have been identified and recorded
- Make the significant findings of the assessment known to those who are affected

Risk Rating

High, Medium, Low

The initial assessment on each process or activity will be done taking account of control measures that are already in place. Once the risk factors have been determined, the competent person should consider each identified hazard and ensure that the precautions detailed are adequate and in place. Where additional control measures are required, they must be recorded on the assessment front sheet.

When carrying out a risk assessment, the following must be considered:

- The site location - hazards arising from the surrounding environment
- Prevailing weather conditions
- The task to be carried out
- The trades involved, including tools, equipment and the activities they will undertake
- Other persons who may be affected

3.13.6 Risk Assessment Method

Identifying the process or activity.

Each trade or process activity must be considered to establish which hazards apply to it.

3.14 ALCOHOL AND DRUG ABUSE

- 3.14.1 Alcohol or drug abuse by operatives and sub contractors (including supervisory and management staff) can adversely affect the safety and health of not only themselves, but the safety of all other operatives who work with them on site. It is, therefore, our Company policy for the Site Supervisor to remove any person from site, if it is known he/she is under the influence, or strongly suspected of being under the influence of alcohol or substance abuse.
- 3.14.2 Symptoms suggesting that a person is under the influence of drugs or alcohol may be created by other conditions e.g. heat exhaustion, hypothermia, diabetes, etc, and the person may be affected by legitimate medication prescribed by a doctor. These conditions, while still requiring the person to be removed from their work for safety reasons, will obviously affect any disciplinary action that may be subsequently considered. If there is any doubt, as to the person's medical condition, or to the cause of their condition, then, medical advice will be sought immediately.

3.15 SAFE WORKING AT HEIGHT

3.15.1 Responsibilities

Supervisors will ensure that all persons under their control, including any sub-contractors, have adequate knowledge of this procedure and comply with it at all times. They must also ensure that all operatives under their control are correctly trained in the safe use of any equipment which is used to gain access to work at height.

Supervisors will also have responsibility for correctly identifying work activities and providing all necessary equipment for working safely at height.

Work activities and compliance with this procedure will be monitored by Management on an on-going basis.

Employees must comply with this procedure and ensure that all access and working areas are used correctly and their integrity is not compromised.

Employees must not use any unauthorised access or working platform, improvised systems for access to height is strictly forbidden.

3.15.2 Purpose

This procedure provides a guide for the correct means of safe access which must be used when working at height. It will, when used correctly, prevent the risk of injury in the event of a fall from height or the risk from falling objects and will ensure that suitable and sufficient steps are taken, so far as is reasonably practicable, to prevent persons from gaining unsafe access to any work place.

The introduction of the Working at Height Regulations 2005, reinforced the general obligations placed on employers by the Management of Health and Safety at Work Regulations 1999 and The Health and Safety at Work Act 1974 to provide a safe place and safe system for work. The procedure detailed below is aimed at implementing the requirements of this legislation.

3.15.3 Scope

This procedure will apply to all Company activities where work at height is undertaken and will include the activities of any sub-contract companies.

3.15.4 Risk Assessment

Work at height will be included in the Company's General Risk Assessment Procedure as appropriate. Safe means of access provided will be in accordance with the hierarchy detailed below.

3.15.5 Definitions

At Height

Secure fencing/guard rails and working platforms shall be provided for the employee wherever possible at any place where identified via the Risk Assessment. The guardrails must be sufficient to prevent people from falling and should also prevent objects from falling onto people.

Access/Egress

The terms are comprehensive and refer to anything that can reasonably be regarded as means of entrance to, or exit from, a place of work. This access must be safe and kept properly maintained for any person working there.

Permanent Working Platform

This is part of an existing structure having a permanent floor with secure handrails or fencing on all sides, it will also have protection against falling off.

Temporary Access Platform

This means any temporarily provided structure on or from which persons perform work and any temporarily provided structure which enables persons to gain access to, or allows materials to be taken to, any place included in the following:

- Scaffold – standing, slung, cantilever
- Mobile or zip up scaffold towers
- Trestles
- Cherry pickers, mobile elevated work platforms
- Scissor lifts
- Crane box, man baskets
- Ladders, steps

All of the above shall be assessed prior to works being undertaken.

3.15.6 Inspections

All the above forms of access equipment require inspections in accordance with statutory duties. These inspections must be carried out by competent persons and will be recorded in the appropriate inspection register.

Inspections will be co-ordinated by the Industrial/ Decorative Manager who is responsible for ensuring that all equipment is recalled for inspection and passed as safe. Equipment will be marked or colour coded to indicate that it is safe to use.

3.15.7 Procedure

General Rules

Work at height will be carried out from permanent platforms where they exist.

Where permanent platforms do not exist, a temporary form of access will be provided to prevent, so far as is reasonably practicable, the risk of falling.

Work at height on any platform must be carried out from within the confines of the correct access provided.

All working platforms must be so constructed as to prevent objects from falling off.

Prevention from falls by using a safety harness with fall arrest system will only be considered as a last resort where no other means of safe access is possible.

Every scaffold must be suitable for the task for which it was constructed. Employees must not under any circumstance step outside the confines of the safe access provided.

At no time should the integrity of any means of access be altered or tampered with by employees. All alterations or any other maintenance will be carried out by approved persons who have been authorised to carry out the work.

Every scaffold must be securely tied to the structure or building unless it has been constructed to create its own stability.

The form of safe access selected must be adequate for the range of tasks that are to be carried out from it.

Only approved access equipment will be used to work at any height above or on floor level. Improvised access will not be permitted.

Employees will only be allowed to work on, or operate, access equipment for which they are adequately trained. All training is to be carried out in accordance with SMP5.

3.15.8 Specific Training

Specific training will be required for the following forms of access equipment:

- The construction of any scaffold
- The erection of any mobile scaffold tower
- The operation of
 - Mobile elevated work platforms/cherry pickers
 - Scissor lifts
 - Man baskets
 - Crane baskets

In addition, operatives will be given specific safety awareness training for roof work and the correct use of safety harnesses. This training will be provided by approved training organisations in accordance with statutory requirements and SMP5 of this manual.

3.15.9 Ladders

Ladders will be used for temporary access only and must be secured by being tied to the structure to prevent them from falling.

All ladders must be inspected and marked as safe (see above).

3.15.10 Fall Arrest Systems

All fall arrest systems must conform to EN361 and must be a full body type with the correct length lanyard attached which conforms to EN355. Fall arrest systems must be secured to an anchorage that is capable of withstanding shock load.

All persons who are required to use fall arrest systems must be trained in pre-use inspections, correct fitting and storage.

Fall arrest systems must be tested and issued with a test certificate, they must be inspected before use every time.

3.15.11 Safe Access Hierarchy

The list of safe access detailed below is intended as a guide to the order in which the provision of access to height should be considered. When considering the means of access, start with the safest. If that is impractical, consider the next safest option until the most practicable solution has been found.

- Permanent platform
- Fixed scaffold
- Mobile elevated work platform
- Scissor Lift
- Tower scaffold
- Safety netting
- Fall arrest system (only as a last resort)
- Ladder/steps (temporary access only).

3.16 HEALTH SURVEILLANCE

3.16.1 Responsibility

The Managing Director shall ensure that prior to employment, personnel shall be asked as to their general health in relation to work tasks required.

3.16.2 Procedure

Should any person have a health problem which could affect their safety while at the workplace, they shall inform their immediate supervisor.

Supervisors shall, where work activities could cause health problems, regularly check on the welfare of personnel. Medical Practitioners shall be approached whenever assessments/pre-contract information identifies possible health risks.