



HCIP LTD

Health and Safety Policy
2026

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INTRODUCTION

The world of health and safety is constantly changing.

New legislation, working practices and technology, expectations of both employers and employees and the attitude of the Judiciary and not least, commercial insurers, all require that health and safety be actively managed and that all identified risks are removed, or at least adequately controlled.

Insurers will be seeking evidence to demonstrate that a Client is proactive in his identification of areas of concern and is developing strategies that will deal with them.

The starting point for all this is the safety policy and its supporting documentation – the clear identification of roles and responsibilities, the production and implementation of suitable and sufficient policies and procedures, and evidence that the whole system is audited on a regular basis with health and safety performance being measured and reviewed.

Further supporting documentation such risk assessments and training records all serve to demonstrate the fact that the client is proactive in respect to health and safety management, thereby managing the risks and controlling them.

In response to all the above and out of a desire to improve the management of health and safety within our company(s) this Safety Policy Documentation has been produced.

This part contains information as listed below.

The intention of this Safety Policy Documentation is to provide a framework that will enable safety to be successfully managed and provide a firm base for continuous improvement in the future.

Our Safety Policy Documentation is written around the format as described in the Health and Safety Executives' publication - "Successful Health and Safety Management" - ref HSG 65, and is set out as follows:

Part 1 SAFETY POLICY STATEMENT

States the Companies general statement of safety policy.

Part 2 ORGANISATION & RESPONSIBILITIES

Describes the organisational structure of the Company and the responsibilities of key personnel.

Part 3 ARRANGEMENTS & PROCEDURES

Describes the arrangements and mandatory corporate procedures that are to be implemented throughout the Company.

Additional information

Should the reader be unsure of what course of action to take in respect of a matter concerning the health and safety of staff, contractors, Clients or the general public then clarification should be obtained initially from your immediate Supervisor, a member of Senior Management, or if not available, the nominated Director responsible for safety matters.

HEALTH AND SAFETY POLICY STATEMENT

It is the policy of Ltd that we shall ensure the health, safety and welfare at work of all our employees and any other persons within the workplace who may be affected by any of our activities. Also, HCIP Ltd intends to carry out its undertakings in such a way that the general public is not exposed to risks to their health and safety.

It is the intention of HCIP Ltd to identify, eliminate, or reduce and control, hazards in the workplace.

HCIP Ltd will provide and maintain: -

- 1) Machinery, equipment and plant that is safe and without risk to health
- 2) Safe systems for the handling, storage, transportation and use of articles and substances, without risk to health
- 3) Information, instruction, training and supervision that ensures the health and safety of all employees
- 4) A safe place of work, including entrances and exits, that is without risk to health
- 5) A safe and healthy working environment, and adequate arrangements for the welfare of employees

The Company Managing Director will make every effort to keep himself informed and up to date with Health and Safety Legislation, both current and future. Where necessary outside assistance will be requested as appropriate from, for example, the local Fire Service, the Health and Safety Executive, the Local Authority, The C.I.T.B. or other bodies with the skills required.

A copy of this Policy Statement and the accompanying procedures and arrangements for health and safety will be available to all employees. All such documents will be reviewed at least annually, and updated as required, or in the case of any significant change in: -

Premises
Working conditions and practices
Equipment and substances in use
Legal requirements

Which may affect the Health and Safety of our employees or anyone else who may be affected by our work.

Distribution and ongoing review, update and control will be the responsibility of the undersigned Managing Director of HCIP Ltd.

Written by: Tyrone Carroll (Assistant Project Manager)

SIGNED: 

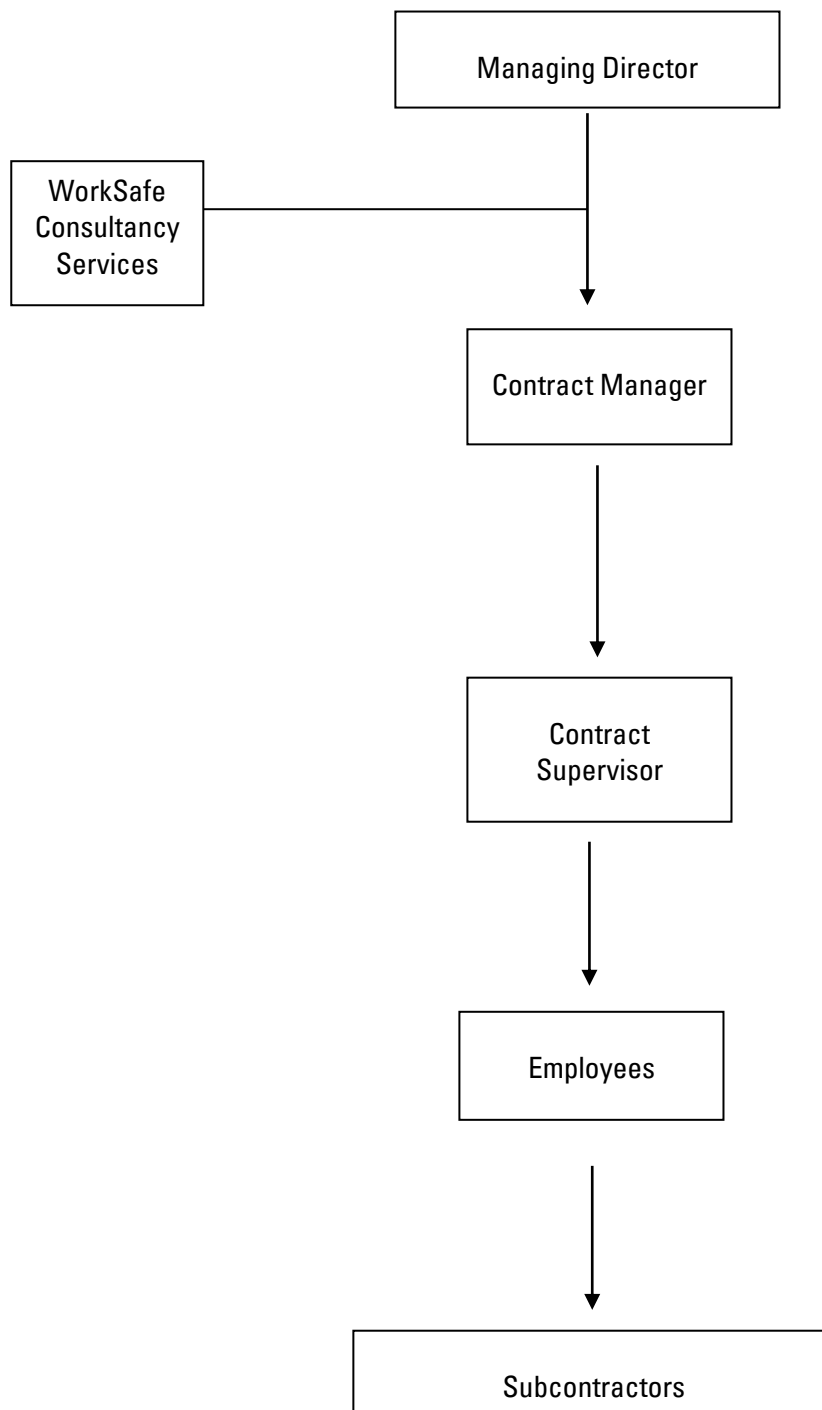
MANAGING DIRECTOR

NAME: Allan Scholefield

DATE: 02/12/2025

STRUCTURE

Overall and final responsibility for Health and Safety within HCIP Ltd is that of Allan Scholefield, the Managing Director.



RESPONSIBILITIES OF THE MANAGING DIRECTOR

The **Managing Director** of the Company has overall responsibility for implementation of the arrangements and adherence to them by all Managers & employees.

Specifically, to: -

- ✚ ensure the establishment of the Company health and safety policy
- ✚ establish a structure & organisation for the management of all aspects of health & safety
- ✚ ensure that employees and ALL persons (visitors, clients etc..) are informed on all matters relevant to their health and safety
- ✚ ensure that sufficient resources are allocated for the achievement of health and safety objectives
- ✚ ensure that arrangements are made to carry out the legal obligations of the Company with regard to health and safety legislation

All of the Company's premises and activities shall be assessed in respect of Health and Safety Risks and such assessments shall be recorded in writing and reviewed by means of regular workplace inspections, and in the event of any significant changes in:

- ✚ Work equipment or working practices
- ✚ Premises or structural alterations
- ✚ Statutory duties or responsibilities

Risk assessments will be carried out in relation to: -

- ✚ Premises, sites and working arrangements
- ✚ Provision and use of work equipment
- ✚ Health, Safety and Welfare facilities
- ✚ Transportation, storage and use of hazardous substances
- ✚ Manual lifting and handling
- ✚ Provision and use of personal protective equipment
- ✚ Use of display screen equipment
- ✚ Fire

All such assessments, including action plans and systems of management to eliminate and / or control workplace risks, will be retained and filed at the head office.

Risk Assessments shall be carried out by the Director prior to the commencement of all contracts and shall be provided in writing on each site. Where such assessments reveal that special and / or additional Health and safety Procedures are necessary then these shall be produced and implemented by the Director.

RESPONSIBILITIES OF THE CONTRACT MANAGER

- ☒ Follow site rules and instructions if working for a Principal Contractor
- ☒ Understand the requirements of the site's Health and Safety Plan if acting as Principal Contractor.
- ☒ Control and monitor working at height
- ☒ Organise sites so that work is carried out to the required standard with minimum risk to employees, other contractors, the public, equipment or materials and in accordance with the requirements of the site's Health and Safety Plan.
- ☒ All information relating to overhead services on the site is obtained and that services are located, marked and plotted accurately before work starts.
- ☒ Where necessary, issue written instructions setting out the method of work. Check that contractors engaged in high-risk activities are working in accordance with their agreed method statement and that details of other relevant risk assessments are available. Update the health and safety file appropriately.
- ☒ Establish emergency arrangements in accordance with the construction phase safety plan.
- ☒ Accompany HSE Inspector on site visits, record what the inspector has to say in order that senior management team can be briefed, and act on his recommendations. In the case of the Inspector issuing a Prohibition or Improvement Notice, complying with any requirements of the notice and immediately contact the contracts manager.

Ensure that:

- ☒ Know the requirements of relevant legislation and ensure that they are observed on site.
- ☒ Risk assessments have been carried out on any substance, process or work activity hazardous to health and safety, and that appropriate control measures, training, instruction, protective clothing etc. have been provided.
- ☒ The construction phase health and safety plan is available on site before construction work commences and that it is updated as work progresses to ensure that it reflects the activities in progress or about to be progressed.
- ☒ An assessment has been carried out on any noisy process or plant hazardous to health and that appropriate control measures, training, instruction, protective equipment etc. have been provided.
- ☒ Ensure that the "competent persons" appointed to make the necessary inspections of scaffolding, plant, etc. have sufficient knowledge and experience to evaluate all aspects of safety relating to the item being inspected.
- ☒ Supervisors and operatives under your control are aware of their responsibilities for safe working and that they are not required or permitted to take unnecessary risks.
- ☒ Appropriate precautions have been taken for site offices, welfare facilities and work areas, that any flammable liquid or liquefied petroleum gases are stored and used safely.
- ☒ Any electricity supply is installed and maintained in a safe and proper manner.
- ☒ Arrange delivery and stacking to avoid double handling and ensure that off-loading and stacking is carried out in a safe manner.
- ☒ Protect all overhead services in accordance with the advice received by the local electricity supply operator before work starts.
- ☒ Plan and maintain a tidy site.
- ☒ Implement arrangements with contractors and others on site to avoid confusion about areas of responsibility for health, safety and welfare, and ensure liaison is maintained.

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- ✚ Ensure that all machinery and plant on site, including power and hand tools, are maintained in good condition and that all temporary electrical equipment is not more than 110 volts.
- ✚ Ensure that protective clothing and equipment is issued when required and that records are kept of issue in a “protective clothing and equipment issue register”.
- ✚ Ensure that adequate first aid facilities are on site and that all persons on site are aware of their location and the procedure for receiving treatment for injuries.
- ✚ Co-operate with the safety adviser. Ask for his advice **before**
- ✚ Set a personal example by wearing appropriate protective clothing on site.
- ✚ Ensure that any accident on site which results in an injury to **any** person (not just employees) and/or damage to plant or equipment is reported in accordance with company policy.
- ✚ Collate information for the health and safety file and pass copies to the CDM Co-ordinator as required.

RESPONSIBILITIES OF THE CONTRACT SUPERVISOR

The **Contract Supervisor** will be responsible for all areas and sites under his control for: -

- ✎ The provision and maintenance of safe and healthy working conditions in accordance with relevant statutory requirements
- ✎ The provision of integrated safety / job training for all employees and the provision of any specific health and safety training because of particular risks or where specified in Company Health & Safety Policy, relevant Regulations or Approved Codes of Practice
- ✎ The provision and maintenance of all necessary health and safety equipment and devices, and training and information for their proper use by employees
- ✎ Conducting all inspection and examination duties detailed in the remainder of this Policy document

They will accomplish this by: -

1. Making regular safety inspections of premises, sites and activities under their control
2. Facilitating and encouraging joint consultation on health and safety matters with employees under their control
3. Setting and reviewing standards of compliance with all in-house health and safety Policies and safe working practices
4. Monitoring performance against safe working standards
5. Investigating all accidents, incidents, injuries and near misses, and
Subsequently reviewing working practices and procedures
6. Reporting all notifiable accidents, injuries, diseases, incidents and near misses in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. A copy of all such reports must be given to the **Managing Director** who will, when necessary, consult any appropriate outside person or body to seek a resolution
7. Continuously updating their knowledge of all relevant Health and Safety information and Regulations relevant to their areas of responsibility

RESPONSIBILITIES OF EMPLOYEES

All **Employees** shall have a duty to look after their own health and safety with specific responsibilities and to achieve this they must: -

- ✚ Fully co-operate with Management to achieve the Company's Health and Safety Policy objectives
- ✚ Work safely and efficiently by following health and safety instructions and procedures and by using and correctly maintaining safety devices, equipment, personal protective equipment and any other item provided for their health and safety
- ✚ Report to their immediate manager or supervisor all defects in premises, plant, equipment, systems of work or other things which may affect health and safety
- ✚ Report all accidents, injuries, diseases, incidents, near misses and dangerous occurrences to their immediate manager or supervisor, regardless of whether damage or injury has occurred
- ✚ Read and obey all warnings, instructions, rules, written procedures, safety warnings or hazard signs relating to their health and safety or the care or use of equipment or systems of work
- ✚ Attend all training or health and safety meetings or presentations as directed by their manager or supervisor
- ✚ Look after themselves and their colleagues at all times and observe their legal duty of care to themselves and others who may be affected by their work
- ✚ Report all apparent failures in the Health and Safety Policy and procedures to their immediate manager or supervisor who will investigate and inform the Managing Director

RESPONSIBILITIES OF SUBCONTRACTORS

- ✚ To ensure that they have the same duties, as outlined above, for their own employees, and others, who could be affected by their work activities.
- ✚ Be aware of and be expected to co-operate fully with HCIP Limited to avoid accidents and ill health on Company premises.
- ✚ To provide evidence of their Risk Assessments for activities they carry out, and where necessary, provide suitable written Method Statements. With evidence that they understand the importance of submitted documents and its content.

SELECTION OF SUBCONTRACTORS

The Company shall compile a short list of subcontractors. All those listed shall be able to produce a copy of their safety policy (if they employ 5 or more staff), risk assessments, safety method statements and evidence of the competence of staff appointed to act as competent persons for health and safety.

Sub-contractors will also have to provide references, details of accidents, civil and criminal actions against them where relevant and of their employers and public liability insurance. The Managing Director or senior manager employing the sub-contractor will be responsible for checking competence and obtaining appropriate documents.

INFORMATION FOR SUBCONTRACTORS

The Company shall make available to the subcontractor

- ✚ A copy of the Company Health and Safety Policy
- ✚ Information on specific hazards likely to be encountered
- ✚ A copy of any Client Health and Safety Procedures
- ✚ A copy of the Company Risk Assessment for the site in question and any special procedures to be adhered to including the health and safety plan where relevant.

ACCIDENT REPORTING

1. SCOPE

- 1.1 To set out a procedure, for use by all areas of HCIP Ltd to ensure the correct and timely reporting of accidents.

2. INTRODUCTION

- 2.1 The requirements for the correct and timely reporting of accidents, whilst in themselves a matter of “best practice”, are also a legal requirement contained in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

RIDDOR, however, deals with only major specified injuries and occurrences (including injuries that result in more than seven days absence from work), and the requirements of this procedure go further to ensure that all accidents, regardless of severity, are reported in some manner.

3.1 WHAT MUST BE DONE IF AN EMPLOYEE HAS AN INJURY AT WORK

There are five categories of injury type accident that require reporting in some manner.

The reporting requirements are more onerous for some than others and are summarised below.

These requirements apply equally to whether the injury occurs to an employee or third party.

3.1.1 CATEGORY I - INSIGNIFICANT

This type of accident results in bruising, light abrasion, cuts etc and may require first aid treatment.

The required reporting action is:

- Entry into the accident book that should include any first aid treatment given.

3.1.2 CATEGORY II - MINOR

This type of accident is similar to the above but results in lost time from work not exceeding seven days.

The required reporting action is as above, but with the additional factor that the Managing Director shall be notified within one week of the lost time occurring.

3.1.3 CATEGORY III - MAJOR

This type of accident is reportable under the Reporting of Injuries, Diseases and dangerous Occurrences Regulations 2013 (RIDDOR) and includes injuries (which are normally reversible) such as loss of consciousness, burns, fractures etc. and any injury that results in lost time from work in excess of seven days, not including the day of the

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accident, but including weekends.

The reporting action required is:

- ✚ Notify the Managing Director immediately by the fastest possible means.
- ✚ Notify the relevant Enforcing Authority by the fastest possible means (telephone, fax, email or online reporting)
- ✚ Entry into the accident book.
- ✚ F2608 to the relative enforcing authority within 15 days of the incident.

3.1.4 CATEGORY IV - SEVERE

This type of injury is reportable under RIDDOR and includes permanent disability, loss of sight, amputation respiratory damage etc.

The reporting requirements are identical to Category III accidents.

3.1.5 CATEGORY V - FATALITY

This includes fatalities as a result of delayed effects and the reporting requirement is as Category III above.

4. ACCIDENT INVESTIGATION

- 4.1 Serious accidents will usually be investigated by both the relevant Enforcing Authority and the Managing Director.

Initial investigation by a local team can be invaluable when establishing cause.

- 4.2 Following a reportable, serious or fatal accident, a knowledgeable and experienced person should, if possible, begin an investigation to establish answers to the following:

- ✚ Who?
- ✚ When?
- ✚ Where?
- ✚ Why?
- ✚ What?
- ✚ How?

- 4.3 **DO NOT ALTER OR CHANGE ANYTHING AT THE SCENE UNLESS IT IS ESSENTIAL IN ORDER TO REMOVE FURTHER RISK OR UNTIL INSTRUCTED TO DO SO BY THE ENFORCING AUTHORITY OR THE MANAGING DIRECTOR.**

- 4.4 When carrying out this initial investigation you must wherever possible:

- ✚ Take photographs.
- ✚ Hold damaged plant and equipment on site.
- ✚ Take statements from witnesses and obtain their names and addresses.
- ✚ Interview the injured party.
- ✚ Take a statement from the Supervisor of the injured party.
- ✚ Make notes and sketches as may be necessary to assist in the establishment of

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cause.

- ✚ Do not speculate as to allocation of blame.
- ✚ Do not talk to the Press.

5. REPORTING THE ACCIDENT

- 5.1 The Health and Safety Executive have established a central accident reporting centre and the details for contact are as follows:

Phone 0845 300 9923 (8.30am – 5.00pm)

Website www.hse.gov.uk/riddor

ACCIDENT INVESTIGATION REPORT	REPORT NUMBER

This form should be completed by the Accident/Incident Investigator

It must be numbered consecutively, and all forms must be filed in your accident report folder

Section 1	General information	Please complete this Section once for each accident – on the basis of your investigations.
Section 2	The person involved in the accident/incident and his/her view of what happened.	Please complete this Section separately for each person involved in the accident.
Section 3	The witness and his/her view of what happened.	Please complete this Section only if there was at least one witness. If there was more than one, complete it separately for each witness to the accident.
Section 4	Your conclusions and recommendations.	Please complete this Section once for each accident.

Section 1 General Information

Time and place

Date:		Time:		am/pm
Location:				
The task that gave rise to the accident/incident (or was otherwise involved in it) Has the task been assessed for risk? Yes / No (delete as appropriate) Is there a formal safe system of work for this task? Yes / No (delete as appropriate)				
The condition of the immediate area around the site of the accident/incident				
	Floors		Steps	Access/Exits
Lighting				

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Other					
Machinery – details of any mechanical equipment involved					
Type		Date of purchase		Date of last service	
Name of machinery			Parts involved in accident		
Describe any faults found					
Type		Date of purchase		Date of last service	
Name of machinery			Parts involved in accident		
Describe any faults found					
Type		Date of purchase		Date of last service	
Name of machinery			Parts involved in accident		
Describe any faults found					
Section 2 The person involved in the accident					
Details of the person					
Name:					
Address:					
Length of service			Status of employment		
Job title		Age		Clock number	
Was the person authorised to carry out the work which he/she was doing when the accident occurred Yes / No					

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Had the person received relevant training e.g. induction or specific plant operation training Yes / No (delete as appropriate)				
Describe what happened (according to the person involved in the accident/incident)				
Draw a diagram, using a separate piece of paper, or attach photographs				
Indicate how many attached items you have included		Diagrams		Photographs
Nature of the injury				
First aid given				
Name of first aider				
Is the injured person BACK AT WORK / IN HOSPITAL / AT HOME (delete as applicable)				
Is this a reportable accident/incident under RIDDOR Yes / No (delete as applicable)				

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If Yes Name of person responsible for completing the RIDDOR report			
		Completion date	
Section 3 Witness statement			
Witness particulars			
Name			
Address			
Job title		Post code	
Describe what happened (according to the witness)			

Witness's signature			
I hereby confirm that the information contained in this statement is correct to the best of my knowledge			
Signed		Date	
Section 4 Findings and recommendations			
Your findings and conclusions following the investigation			
What preventative measures do you recommend should be introduced?			
Please indicate which of these have already been carried out.			
Your own details			
Name of accident/incident investigator			
Address			

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Job title		Date of investigation	
Your signature			
I hereby confirm that the information contained in this statement is true to the best of my knowledge			
Signed		Date	(Copy to file)

ASBESTOS

1. SCOPE

- 1.1 To establish and set out the safety procedure for the safe management of Asbestos based materials within the company premises.

2. INTRODUCTION

- 2.1 Asbestos is historically still present with numerous buildings built or Refurbished before 1980.
- 2.2 Whilst asbestos remains in situ the risk to occupants is relatively low, but due to the possible locations that it may be present is poses an increased risk to Those who undertake maintenance and repair work.

3. WHAT MUST BE DONE

- 3.1 The Control of Asbestos at Work Regulations, require that all employers, owners and landlords to protect the health of their employees and others from Exposure to asbestos based materials.
- 3.2 Regulations also require that asbestos in premises is identified and managed.
- 3.3 If asbestos-based material is assumed to be present, then it must be deemed to be present until it is proven not to be present by specialist inspection and Testing.

4. HOW MUST IT BE DONE

4.1 To ensure compliance the following is to be done

- ✚ A simple survey of all premises owned by the company will be undertaken to determine the presence of asbestos based materials.
- ✚ A competent person shall be employed to undertake detailed surveys.
- ✚ Any samples taken shall be tested by a NAMAS/UKAS registered organisation.
- ✚ A full and detailed report shall be produced which shall include a register of asbestos based materials.
- ✚ Upon receipt of the report a separate management plan shall be developed for the future management of asbestos based materials.
- ✚ This report and action plan shall be reviewed before any work on a company premises is undertaken.

5. WORKING IN CLIENT'S PREMISES

5.1 Where the company are required to undertake works at other locations, the owner/Client shall be requested to provide details of asbestos registers Where it is suspected that asbestos may be present.

6. ACTION IF ASBESTOS IS DISCOVERED

6.1 Whilst undertaking any work should any member of staff discover materials which they suspect to be asbestos based then they shall

- ✚ Stop work immediately
- ✚ Isolate the area
- ✚ Report their findings
- ✚ Only proceed upon receipt of confirmation that asbestos is or is not present.

CONSULTANCY

The Company's appointed Health and Safety Consultants are: -

Guardian Assistants Ltd
29 Station Rd
Hemsworth
Pontefract
WF9 4JW

TP 07793 319095

Contact Mr Craig Dyson (CMIOSH)

Guardian Assistants will supply the following: -

- ✚ Review and Reformat Company Health and Safety Policy

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- ✚ Written Audit Reports and Practical Help and assistance with the implementation of measured required
- ✚ All relevant Health and Safety Documentation including Policy Statements and Manuals
- ✚ Produce COSHH and General Manual Handling Assessments for the Construction Activities
- ✚ Provide a telephone help line and document update/review services
- ✚ Quarterly Site Visits and Audits when required.

CONSTRUCTION DESIGN & MANAGEMENT REGULATIONS

1. SCOPE

- 1.1 To establish and set out the safety procedure for the carrying out work under the Construction (Design and Management) Regulations (CDM) directly by the company.

2. INTRODUCTION

- 2.1 The Construction (Design and Management) Regulations 2015 establish a framework for managing the health and safety aspects of construction projects throughout the design and construction phases. They also require that designers give adequate consideration to how structures they design can be constructed, maintained, and ultimately demolished.
2. The regulations for the first time place criminal law duties regarding health and safety on Clients and Designers.

3. WHAT MUST BE DONE

When the company is acting as Principal Contractor the Managing Director will:

- ☒ Ensure the client is aware of his duties, that a Principal Designer has been appointed and the HSE notified before work is started.
- ☒ Ensure there are sufficient resources allocated to address health and safety issues in the construction phase.
- ☒ Ensure all construction work is properly planned, managed and monitored with adequate resources, site management.
- ☒ Ensure every contractor who works on the project is informed of the minimum amount of time allowed for planning and preparation before work begins on site.
- ☒ Ensure all contractors are provided with the information about the project they need to enable them to carry out their work safely and without risks to health.
- ☒ Ensure safe working and cooperation between contractors.
- ☒ Ensure a suitable construction phase plan is prepared before work begins
- ☒ The plan is communicated to contractors affected by it
- ☒ Kept up to date as the project progresses,
- ☒ Ensure suitable welfare facilities are provided from the start of the construction phase
- ☒ Take reasonable steps to prevent unauthorised access to the site
- ☒ Prepare and enforce necessary site rules.
- ☒ Liaise with the Principal Designer on designs carried out during the construction phase
- ☒ Provide the Principal Designer promptly with any information relevant to the health and safety file
- ☒ Ensure that all workers have been provided with suitable health and safety induction, information and training.
- ☒ Display the project notification

When the company is acting as a Contractor the Managing Director will:

- ✚ Check the Client is aware of his duties
- ✚ Co-operate with the Principal Contractor
- ✚ Ensure anyone employed by the company are competent to carry out the work safely
- ✚ Tell the Principal Contractor about risks to others created by their work.
- ✚ Plan, manage and monitor the work to make sure workers are safe from the start of the work on site.
- ✚ Provide workers under the company's control with any necessary information including any health and safety information, site induction, the need to work safely, report problems and respond in an emergency.
- ✚ Co-operate with others and co-ordinate the work with others during the project
- ✚ Ensure the workforce is properly consulted on matters affecting their health and safety
- ✚ Obtain specialist advice where necessary when planning high risk work such as alterations that could result in structural collapse or work on contaminated land.
- ✚ Provide information for the safety file.

CDM PROCEDURE

1. SCOPE

- 1.1 To establish and set out the safety procedure for the carrying out work under The Construction (Design and Management) Regulations (CDM) directly by the company.

2. INTRODUCTION

- 2.1 The Construction (Design and Management) Regulations 2015 establish a framework for managing the health and safety aspects of construction projects throughout the design and construction phases. They also require that designers consider how structures they design can be constructed, maintained, and ultimately demolished.
- 2.4 The regulations for the first time place criminal law duties regarding health and safety on Clients and Designers.

3. WHAT MUST BE DONE

- 3.1 The CDM Regulations require that the Client shall appoint a Principle Contractor: therefore, the company shall not undertake any work covered by the regulation without an appointment and the approval of Managing Director.
- 3.2 During the pre-tender phase the Principal Designer must provide the company with following information to ensure effective management of health, safety and welfare issues
- ✚ Information relevant to health and safety from the Client for inclusion in the pre-tender health and safety information.
 - ✚ Gather information relevant to health and safety from designers for inclusion in the pre-construction health and safety information
 - ✚ Compile the pre-tender health and safety information pack and ensure that it is available to all prospective Principal Contractors prior to one being appointed.
- 3.3 The main duty on the Principal Contractor is to put in place a health and Safety management system that will ensure that all relevant health and safety Legislation associated with the construction works will be met.

4. HOW IS IT TO BE DONE

- 4.1 As Principal Contractor the company have the following of specific duties placed upon it, which it shall comply with.
- ✚ Develop the information contained in the pre-construction information pack into a working document which is the Construction Phase Health and Safety Plan.
 - ✚ Arrange for competent and adequately resourced contractors to carry out the work

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(where it is subcontracted directly by him).

- ✚ Obtain from each contractor the main findings of their risk assessments and how they intend to carry out their works.
- ✚ Control and co-ordinate the various contractors who will be employed on site.
- ✚ Ensure that contractors have adequate information about risks on site.
- ✚ Ensure all workers are properly trained for the work they will undertake
- ✚ Establish, in writing, site rules necessary for the implementation of the Construction Phase Health & Safety Plan.
- ✚ Issue “reasonable directions” to contractors where necessary to comply with the law.
- ✚ Monitor the health and safety performance of contractors on site.
- ✚ Take reasonable steps to ensure that only authorised persons are allowed on site.
- ✚ Display the notification to the Health & Safety Executive.
- ✚ Provide information to the Principal Designer for inclusion in the Health and Safety File

- 4.2 The fundamental difference between the plans at the two phases is that the construction phase plan must contain more than just relevant information. It must set out how health, safety and welfare issues will be organised and managed during the construction of the project. It must address such issues as

Project Overview

- ✚ The Site Management Structure
- ✚ Site plan/map
- ✚ Information from the Pre-Construction Health & Safety Plan

The Health & Safety Management System

- ✚ Selection of Contractors/Subcontractors
- ✚ Pre-commencement meetings
- ✚ Health & Safety Induction
- ✚ Risk Assessment
- ✚ Shared facilities
- ✚ Competence of Individuals
- ✚ Traffic management & deliveries
- ✚ Services Co-ordination
- ✚ Individual Responsibilities
- ✚ Security
- ✚ Emergency Procedures

Co-ordination/Communication/Liaison

- ✚ Between Principal Contractor and Client
- ✚ Between Principal Contractor and Principal Designer
- ✚ Between Principal Contractor and Contractors
- ✚ Between Principal Contractor, Principal Designer and Contractors Designers
- ✚ Between Contractors and Employees
- ✚ Between Principal Contractor and Employees/Self Employed

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- ✚ Liaison with the local community
- ✚ Visits by the Health and Safety Executive
- ✚ Safe Systems of Work
- ✚ Site Safety Rules
- ✚ Health Surveillance
- ✚ Welfare
- ✚ Audits and monitoring
- ✚ Procedures for non-compliance with this Health and Safety Plan
- ✚ Close out report

- 4.3 A standard company format shall be completed and is attached for use on CDM projects.

5. RESPONSIBILITIES

- 5.1 It is the Principal Designers responsibility to ensure that they have in place a suitable developed plan in place and accepted by the Client before construction work commences.
- 5.2 The Managing Director shall approve all Safety Plans before work commences.

COSHH PROCEDURE

1. SCOPE

- 1.1 To establish and set out the safety procedure for the safe management of Hazardous substances used directly by the company or by its sub-contractors.

2. INTRODUCTION

- 2.1 The Control of Substances Hazardous to Health (COSHH) Regulations are Designed to protect people against risk to their health, be it immediate or delayed, from substances hazardous to health being used in connection with a work activity.
- 2.2 Substances hazardous to health can be classified as very toxic, toxic, harmful, corrosive, sensitising and irritant, and are easily identified by the packaging symbol – orange square containing a silhouette pictogram.

3. WHAT MUST BE DONE

- 3.1 The Control of Substances Hazardous to Health (COSHH) Regulations, require all employers to protect the health of their employees from exposure to hazardous substances. In order to meet the requirements of these regulations there are two basic steps that must be followed –
- I. Identify all substances that are potentially hazardous to health. Wherever possible substitute it for the least harmful substance available (i.e. use a water-based adhesive rather than one with a solvent base).
 - II. Undertake a COSHH assessment of those substance identified as being hazardous to health

4. CARRYING OUT AN ASSESSMENTS

- 4.1 Obtain Material Safety Data Sheet (MSDS) from supplier or manufacturer and gather any other available information.
Carry out the assessment from information available in MSDS. When carrying out an assessment, consideration must be given to:
- ☒ How it is to be used,
 - ☒ By whom,
 - ☒ Where it is to be used
 - ☒ Who else is likely to be affected
 - ☒ The hazard category
 - ☒ Handling precautions in place and required
 - ☒ Existing control measures
 - ☒ Emergency procedures for spillages etc
 - ☒ First aid
 - ☒ Disposal instruction
 - ☒ And as last resort the PPE requirements

- ✚ Maintain a register of all assessments undertaken along with the relevant MSDS.
- ✚ Where the substance poses a 'significant risk' to health & safety, attach a copy of the relevant COSHH assessment to the Method Statement for that area of work, in the same manner as risk assessments.
- ✚ Ensure that the control measures are put in place to reduce exposure to a minimum, but below the Working Exposure Limit (WEL).
- ✚ Ensure that the findings of the assessment are communicated to everyone that is likely to be affected by the substance - this will normally be in the form of a 'Toolbox Talk'.
- ✚ Ensure that the findings are communicated to any other person who may be affected i.e. those working nearby, other occupants.
- ✚ Ensure that the assessment is reviewed regularly and if circumstances change or in the light of further knowledge.

5. RESPONSIBILITIES

5.1 It is the employer's responsibility to undertake all such COSHH Assessments

- ✚ Where the company are employing directly employed labour the responsibility shall lie with his line manager
- ✚ Where the company engage contractors, it is the responsibility of the contractor to undertake the assessment and provide the company with copies of all such assessments.

COSHH ASSESSMENT

Material or Process *(delete as applicable)*

1. Trade name:

2. Constituents:

3. Manufacturer:

4. Proposed use:

5. Anticipated dates of use:

Risk to Health

Hazardous contents:

Nature of hazard:

☐

toxic

☐

corrosive

☐

explosive

☐

oxidising

☐

flammable

☐

other:

Route of exposure:

☐

skin

☐

eyes

☐

breathing

☐

cuts

☐

swallowing

Degree of risk:

Maximum exposure limit / occupational exposure standard:

Approved users

Handling precautions

1. Work methods:

2. Controls:

3. Protective equipment:

☐

Goggles / visor

☐

Gloves

☐

Coveralls

☐

Respirator / mask

☐

Barrier cream

☐

Other

COSHH Assessment - Estimate risk to health

Risk to health adequately controlled if above precautions are in force

☐

Risk to health requires above precautions and further action detailed overleaf

☐

COSHH action required

1. Handling precautions described overleaf are in place?

☐

2. Maintenance of controls:

3. Monitoring of exposure:

4. Information to staff:

☐

5. Notices and signage:

☐

6. Written instructions issued:

☐

7. Screens and barriers:

☐

8. Training required?

☐

specify:

9. Health surveillance?

☐

10. Other controls:

☐

specify:

Further Information

The following information is provided to assist in the safe handling, use and disposal of the materials described overleaf.

First aid / hygiene arrangements:

Fire precautions:

Storage:

Transport:

Spillage:

Waste disposal:

For further information contact:

Signed:

Name:

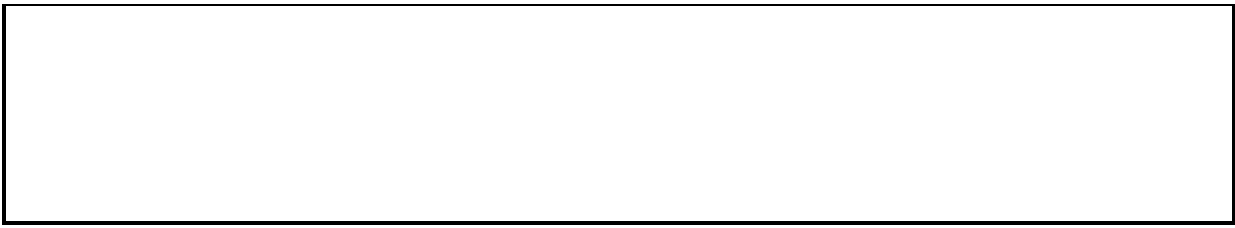
Date: _____

COSHH REGISTER

WORK LOCATION:

.....

REF. No.	Substance	Manufacturer/ Supplier	Assessed By
NOTES:			



DISPLAY SCREEN EQUIPMENT

1. SCOPE

- 1.1 To set out a safe working procedure for those persons working on or with Display Screen Equipment (DSE).

2. INTRODUCTION

- 2.1 Under the Health and Safety (Display Screen Equipment) Regulations (and subsequent amendments) every employer shall carry out a suitable and sufficient analysis of workstations used by “Users”.
- 2.2 All assessments that are carried out must be reviewed if there is a significant change in the workstation or if the workstation has been relocated. A significant change could be a change in the software package being used on the equipment, a change of chair, desk or other item of “hardware”, a new “user” etc.

3. WHO ARE “USERS”?

- 3.1 It will generally be appropriate to classify the employee as a user if the following criteria apply:
- a) The person depends on the display screen equipment to do their job.
 - b) The individual uses the display screen equipment more or less daily and for what could be classed as a significant part of the working day (30 - 35%).
 - c) The individual has no discretion as to the use or non-use of the display screen equipment.
 - d) The individual requires training in the use of display screen equipment to do their job.

4. WHAT SHOULD BE DONE?

- 4.1 It is the responsibility of Line Managers to determine which of the staff under their control are users and undertake the necessary assessments using the attached checklist.
- 4.2 The assessment shall include any preventative, proactive and remedial measures that are to be implemented by the Line Manager.
- 4.3 A copy of the assessment shall be retained and reviewed on a regular basis.

EYESIGHT TESTS

1. SCOPE

- 1.1 To set out a procedure for dealing with eyesight tests for staff who are categorised as “users” under the terms of the Health and Safety (Display Screen Equipment) Regulations.

2. INTRODUCTION

- 2.1 Under The Health and Safety (Display Screen Equipment) Regulations an employer shall ensure that he provides, upon request, an appropriate eye and eyesight test to employees who habitually use display screen equipment. A qualified optician shall carry out the eye and eyesight test.
- 2.2 Employers shall also ensure that each user employed by him is provided with corrective spectacles should the eye and eyesight test determine that they are necessary solely for the use of display screen equipment.

3. WHAT SHOULD BE DONE?

- 3.1 All users of display screen equipment should be made aware of their entitlement to an eyesight test. This will be explained to all “users” when they are assessed.

Should any user require an eyesight test he/she must request it through his/her Line Manager.

- 3.2 If the eyesight test is carried out through a branch of Spec savers, the full cost of the test shall be paid for by the Company.

Should any member of staff wish to have this test carried out by their own optician, then the Company shall contribute up to £17.50 towards the cost of the test.

- 3.3 All reimbursements for these tests and corrective appliances (if required) shall be claimed through personal expenses.

- 3.4 Should corrective appliances be required for working solely at or with display screen equipment, the Company will contribute the sum of £45.00 towards the costs.

- 3.5 Line Managers are required to keep records of all of the above.

DISPLAY SCREEN ASSESSMENT

NAME	
SECTION	
JOB DESCRIPTION	
MANAGER	
LOCATION	
AGENCY STAFF	YES / NO

ASSESSOR	
-----------------	--

No	REMEDIAL MEASURES REQUIRED

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1.0	General	Yes	No	Comments
1.1	Does the person fall into the category of a user/operator?			
1.2	Is the workstation used by more than one person?			
1.3	Does the user/operator have any specific problems?			
1.4	Are there any significant hazards present?			

2.0	Training	Yes	No	Comments
2.1	Is the user/operator aware of and able to recognise hazards and risks?			
2.2	Is good posture being adopted?			
2.3	Is the user/operator aware of how to use and adjust the equipment?			
2.4	Is the arrangement of the workstation suitable?			
2.5	Is the user/operator aware of the need to take regular breaks			
2.6	Is the user/operator aware of how to communicate health problems?			
2.7	Are users/operators aware of the availability of eyesight tests?			
2.8	Is any specific information on the Regulations required?			

3.0	Display Screen	Yes	No	Comments
3.1	Are the characters on the screen well-defined and clearly formed?			
3.2	Is the image on the screen stable and free from flicker?			
3.3	Is the brightness and contrast between the characters and background easily adjustable?			
3.4	Does the screen swivel and tilt?			
3.5	Is the screen clean and are cleaning materials available?			
3.6	Is it possible to use a separate base for the screen?			

4.0	Keyboard	Yes	No	Comments
4.1	Is the keyboard tilt able?			
4.2	Is the key board separate from the screen?			
4.3	Is the space in front of the keyboard sufficient to support the hands and wrists?			
4.4	Does the keyboard have a matt surface?			
4.5	Is the arrangement of the keyboard satisfactory?			
4.6	Are the keys on the keyboard adequately contrasted and legible?			

5.0	Work surface and desk	Yes	No	Comments
5.1	Does the work surface have a low reflectance?			
5.2	Does the user/operator have a document holder?			
5.3	Is it positioned correctly?			
5.4	Is there adequate space for the user/operator to work comfortably?			

6.0	Work chair	Yes	No	Comments
6.1	Is the chair stable?			
6.2	Is the seat adjustable in height?			
6.3	Is the seat back adjustable in height and angle?			
6.4	Does the chair have arms?			
6.5	Is a footrest available?			

7.0	Space requirements	Yes	No	Comments
7.1	Is there sufficient space for the user/operator to change position and vary movements?			

8.0	Lighting	Yes	No	Comments
8.1	Is the lighting appropriate for the tasks?			
8.2	Is there any glare or reflection?			
8.3	Is there any flicker?			

9.0	Noise	Yes	No	Comments
9.1	Does the equipment produce any distracting noises?			
9.2	Are the noise levels within the working environment suitable?			

10.0	Heat and humidity	Yes	No	Comments
10.1	Is the temperature within the working environment satisfactory?			
10.2	Is the humidity within the working environment satisfactory?			

11.0	Task design and software	Yes	No	Comments
11.1	Is the software provided suitable for the task?			
11.2	Is there suitable assistance available should the user/operator experience problems?			

Assessors signature	User/operators signature	Date

ELECTRICAL

1. SCOPE

- 1.1 To set out the procedure to ensure that the electrical systems and equipment being used at work is safe and without risk.

2. INTRODUCTION

- 2.1 The Electricity at Work Regulations require employers to ensure that the electrical systems and equipment used by employees is tested and safe to use.

- 2.2 The Health and Safety at Work etc Act requires employers to provide safe systems of work and safe plant and equipment.

It shall be the responsibility of **the Managing Director** to ensure that all electrical systems and electrically powered equipment is of a standard and is tested, inspected and maintained as required by the Electricity at Work Regulations and relevant guidance. In particular they shall ensure that: -

- ✚ An inventory of all portable and fixed electrically powered equipment is taken and maintained, with all such equipment bearing an inventory number for ease of identification
- ✚ All equipment shall be tested for electrical safety according to the test schedule attached to the equipment inventory. Tests shall be carried out by a competent person and records kept and filed.
- ✚ All portable electrical equipment shall be visually inspected as part of regular Health and Safety checks, including sockets, extension leads and adaptors
- ✚ Where practicable all electrical power delivery systems shall be fitted with residual current detectors (RCD's). Where not practicable portable RCD's must be used and fitted to power sockets when using portable equipment
- ✚ Defective electrical circuits, sockets, distribution equipment, extension leads, adapters or electrically powered equipment shall be immediately withdrawn from use and electrically isolated and signed e.g. 'DO NOT USE', if any fault is detected. The equipment must remain isolated until an effective repair and safety test has been completed
- ✚ All switches, switch rooms, panels, main boxes and electrical cables and conduits shall be adequately protected from damage. Such equipment and systems shall be located to avoid physical and environmental damage and shall be free from obstructions
- ✚ Where adverse conditions apply the equipment, and systems shall be of a construction and standard safe for use in that environment
- ✚ Where possible portable equipment shall be supplied at a reduced voltage and for work on construction sites equipment shall be 110V or less.
- ✚ Employees carry out a visual electrical pre-use check which is applicable to all equipment and extension leads looking for damage. A safety checklist is contained in employee health and safety handbook
- ✚ All employees shall receive written instructions and appropriate training in electrical safety. If employed to carry out electrical repair work, they must be suitably trained and their competence confirmed by certification or accreditation from relevant awarding / testing bodies & records of training

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kept on their personnel records.

- ✚ All Contractors using electrical equipment or employed to install, test or repair electrical equipment shall be required to provide proof of the competence of their staff and proof of the safety of any equipment owned and used by them on the premises / site
- ✚ After any installation or repair of electrically powered equipment an electrical safety test must be carried out by a competent person and test records kept

ELECTRICAL SAFETY PROCEDURES

Building Maintenance, Excavation and Demolition

No works shall start on any ground or premises until all electrical systems have been fully identified.

Underground and overhead service routes must be located and / or building circuit diagrams obtained.

All electrical services, supplies and circuits must be isolated / disconnected prior to any work being carried out. Tests by competent persons shall be carried out to ensure that circuits etc. are dead prior to any work being carried out.

Underground services must always be exposed by manual means before any mechanical digging equipment is used.

Overhead services shall be made dead or diverted as a first step. Where this is not practicable and overhead lines still present a hazard, "goalposts" shall be erected on either side of the service, parallel to it, at least 6 metres from it. The clearance between the top of the goalpost and the service shall be agreed with the controlling electricity service. Where cranes are in use then the length of the jib must be added to the 6 metres mentioned above.

Any new circuits or equipment installed shall be properly selected, designed and shall be suitable for the purpose for which it is intended and the environment which will be encountered.

All installation or repair work must be to IEE standards and only trained, certificated and competent persons shall carry out electrical work of any kind whether disconnection, isolation, installation, removal or repair.

6. SUGGESTED MAINTENANCE INTERVALS

Type of business	User checks	Formal visual inspection	Combined inspection and test	
Light industrial	Yes	Before initial use then 6 monthly	6 – 12 months	
Office equipment	No	1-2 years	Non if double insulated	PC, s, photocopiers,

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			otherwise up to 5 years	printers
Double insulated not handheld	No	2-3 years	No	Fans, table lamps
Handheld double insulated (class 2)	Yes	6 – 12 months	No	Floor cleaners, kitchen equipment
Earthed equipment (class 1)	Yes	6 – 12 months	1-2 years	Electric kettles, hoovers
Equipment used by the public	By a member of staff	3 months	1 year	Hotel room equipment TV's kettles
Cables, plugs, extension leads	Yes	1 year	2 years	
Construction equipment	Weekly	Monthly	Before first use then 3 monthly	110v equipment
Construction equipment	Daily/every shift	Weekly	Before first use then monthly	230v mains

EXTERNAL ENFORCEMENT

1. SCOPE

- 1.1 To set out the procedures to be followed should a visit to the workplace be made by an external enforcement authority.
- 1.2 This procedure shall apply to visits made by the following authorities:
 - ✚ Health and Safety Executive.
 - ✚ Local Authority Environmental Officer.
 - ✚ Environment Agency.
 - ✚ Fire Authority.

2. INTRODUCTION

- 2.1 Inspectors from any of the above authorities have the right to make inspections of any workplace either with or without prior notice being given.
- 2.2 Should your workplace be subjected to an inspection by any of the above, you are required to behave in a professional and courteous manner.

3. WHAT SHOULD BE DONE

- 3.1 If you have prior notice of the visit, you must inform your Managing Director ***immediately*** you become aware of the pending visit.
- 3.2 If you do not have prior notice of the visit, you must inform the Managing Director ***immediately*** you are aware of the inspectors' presence at the workplace.
- 3.3 If, at any time during the visit, the inspector issues you with an enforcement notice of any kind, you are to ***immediately*** inform your Managing Director.
- 3.4 The Managing Director shall contact the Enforcing Authority to discuss any notices that may have been issued.
- 3.5 All correspondence received from Enforcing Authorities shall be copied to the Managing Director prior to any reply being made.

ENFORCING AUTHORITY - SITE REPORT

ATTENDEES	OFFICE LOCATION	TELEPHONE No.
AUTHORITY		
MPH		

DATE OF VISIT:		
DETAILS OF ACTIVITY	RESULT OF ACTIVITY	DATE FOR ACTION
Site Inspection	<input type="checkbox"/> No Action Required	<input type="checkbox"/>
Site Visit	<input type="checkbox"/> Verbal Recommendations	<input type="checkbox"/>
Correspondence	<input type="checkbox"/> Improvement Notice	<input type="checkbox"/>
Telecommunications	<input type="checkbox"/> Prohibition Notice	<input type="checkbox"/>
Other (specify)	<input type="checkbox"/> Prosecution Notice	<input type="checkbox"/>
	<input type="checkbox"/> Request for Correspondence	<input type="checkbox"/>

Comments made:

Signed:

Name:

Date:

c.c. Director

FIRE SAFETY & FIRE RISK ASSESSMENTS

1. SCOPE

- 1.1 To set out the safety procedure for ensuring general fire safety and the undertaking of fire risk assessments within all of the company's premises.

2. WHAT MUST BE DONE

- 2.1 All of the company's workplace are to undertake, produce and communicate a fire risk assessment.
The attached fire risk assessment format is to be followed and completed.
- 2.2 All of the company's workplaces are to ensure that simple fire prevention measures are followed and implemented as part of the fire risk assessment.
- 2.3 All of the company's workplaces are to implement fire evacuation procedures and fire management checks as part of the fire plan and fire risk assessment.
The attached fire logbook format is to be followed and completed.

3.0 FIRE

3.1 "Responsible Person"

The **Managing Director** is the "responsible Person" for the Company as required by the Regulatory Reform Fire Safety Order 2005. He has the responsibility to provide protection and preventative measure in order to minimize and control the risk of fire.

3.2 Smoking

Smoking is prohibited inside any public place, company premises and vehicles. No person is allowed to breach this rule. Visitors should be reminded of the Company rules on smoking when brought onto the premises. Statutory signs will be displayed where necessary

3.3 Heating, Lighting and Electrical Equipment

All portable heating appliances must be sited away from flammable materials; this includes posters, documents, etc. which are likely to be placed above appliances. A clear space of at least one metre should be maintained. All permanently fixed heaters, boilers, etc. and electrical cupboard/panels should have a clear tidy area around the appliance with no rubbish accumulations such as waste bags, etc.

Heating appliances are not draped with towels, clothing, etc. Similarly light bulbs and fittings should be clear of materials. Turn off all directly controlled heaters and lights other than night-lights prior to close of Company activity.

3.4 Waste Materials

Accumulation of waste materials is not allowed within the premises at any time;

remove waste materials to the designated skips.

4.0 Means of Escape

- 4.1 All premises must have clearly defined escape routes with the appropriate signage, they should be kept clear of any obstruction at all times, no combustible materials should be stored on fire corridors, exits, etc. Fire doors are provided to save life, do not wedge or prop/hook them open.

4.1 Fire Risk Assessment

The Regulatory Reform Fire Safety Order 2005 require a fire risk assessment of all premises. The Company has a Fire Risk Assessment' produced by WorkSafe Consultancy.

Fire precautions for all sites will be applied after a fire risk assessment in accordance with the Regulatory Reform Fire Safety Order 2005

4.2 Fire Fighting Equipment

Fire appliances and extinguishers of an appropriate size, type and number shall be placed at fire points in each work area. They shall be regularly inspected and maintained (at least annually) by a competent Fire Extinguisher Company.

4.3 Maintenance

All extinguishers must be regularly checked for obstructions, that they are secure and that they have not been moved; they should not be used to prop open doors, especially fire doors, as it is mandatory to keep these shut.

4.4 Fire Alarm Equipment

Electric fire alarm systems are provided for the premises and will be serviced annually.

4.5 Fire Alarm Testing

Weekly tests of all fire alarms are required to ensure compatibility; this is the responsibility of the Contract Manager to ensure the Fire Wardens carry this out and record in the fire book

4.6 Smoke Alarms

These should be sited wherever the need determines, for instance closed boiler stores, areas where radiant heat is likely to be danger in igniting or helping to ignite combustibles.

4.7 Contractors

Where there is contractual work involving welding, cutting, brazing or soldering on the Company premises, the contractor's Supervisor shall ensure that all combustible materials are removed from the vicinity, a suitable fire extinguisher is close to hand, the area is screened off if necessary and access by any unauthorised person is prohibited. The General/ Branch Managers will check these requirements.

4.8 Fire Drills

Bi-annual fire drills will take places for all the Company premises, the details of which shall be kept in the Fire Alarm Log. Where defects are found they will be remedied without delay (immediately if of great danger).

SAFETY POLICY DOCUMENTATION

BUILDING	
DATE	

SUBJECT	Y/N/NA	COMMENTS
1. IDENTIFYING THE FIRE HAZARDS		
1.1. Is there a system for controlling the amounts of combustible flammable liquids and gases that are kept in the workplace?		
1.2. Is the system operating effectively?		
1.3. Are all combustible materials flammable liquids and gases stored safely?		
1.4. Are all heaters fitted with suitable guards and fixed in position away from combustible materials?		
1.5. Are all items of portable electric equipment inspected regularly and fitted with correctly rated fuses?		
1.6. Is the wiring of the electrical installation inspected periodically by a competent person?		
1.7. Are the use of extension leads, and multi-point adapters kept to a minimum?		
1.8. Are flexes run in safe places where they will not be damaged?		
1.9. Is the upholstery of furniture in good conditions?		
1.10. Is the workplace free of rubbish and combustible waste materials?		
1.11. Is there a designated smoking area provided with adequate ashtrays?		
1.12. Have suitable measures been taken to protect against arson/terrorism?		
1.13. Have measures been taken to ensure that smoke and flames cannot spread from one compartment within the building to another?		

SAFETY POLICY DOCUMENTATION

2. IDENTIFYING THE PEOPLE WHO COULD BE AT RISK		
2.1. Is there a suitable number of exits of suitable width for the people present?		
2.2. Do the exits lead to a place of safety?		
2.3. Are gangways and escape routes free from obstructions?		
2.4. Are these escape routes free from slipping and tripping hazards?		
2.5. Are steps and stairs in a good state of repair?		
2.6. Are the final exits always unlocked when the premises are in use?		
2.7. Are the devices securing final exits capable of being opened immediately and easily without the use of a key?		
2.8. Are internal fire doors labelled as such and normally kept closed?		
2.9. Are the self-closures on fire doors operating correctly		
2.10. Do the doors on escape routes open in the direction of travel?		
2.11. Are escape routes clearly signed?		
2.12. Are escape routes adequately lit?		
2.13 Have plans been made and rehearsed regarding assisting disabled staff and visitors to evacuate the premises?		

3. ELIMINATE, CONTROL OR AVOID THE FIRE HAZARDS		
3.1. Do procedures and practices avoid the use of combustible materials or processes that use heat?		
3.2. Has consideration been given to all cost-effective measures that could be taken to prevent the occurrence of arson/terrorism?		
3.3. Have all staff been trained in how to call the fire brigade, the use of fire extinguishers and basic fire prevention?		

SAFETY POLICY DOCUMENTATION

3.4. Have you asked your insurers for advice regarding the fire protection of your premises?		
--	--	--

4. CONSIDER WHETHER THE EXISTING FIRE SAFETY PROVISIONS ARE ADEQUATE OR NEED IMPROVEMENT		
4.1 Where escape lighting is installed is it in working order and maintained regularly?		
4.2 Is the alarm system in working order?		
4.3 Is the fire alarm tested weekly?		
4.4 Can the alarm be raised without placing anyone in danger?		
4.5 Are the fire alarm call points clearly visible and unobstructed?		
4.6 Is there an adequate number of suitable fire extinguishers provided?		
4.7 Are fire extinguisher and fire blankets located suitably and ready to use?		
4.8 Are fire extinguishers serviced annually by a competent person?		
4.9 Is any fixed firefighting installation or fire detection system in working order?		

5. RECORD THE FINDINGS		
5.1 If you employ five or more people have you recorded the findings of the fire risk assessment?		
5.2 Have you told your staff or representatives about your findings?		
5.3 If you have prepared a formal report has this been shown to your staff or their representatives?		
5.4 If you share the workplace with others do they know about the risks you have identified?		
5.5 If you do not have direct control over the workplace have you made your findings known to the owner or landlord?		

SAFETY POLICY DOCUMENTATION

6. PREPARE AN EMERGENCY PLAN		
6.1 Are fire action notices displayed prominently throughout the workplace?		
6.2 Has an emergency plan been drawn up in case of a major fire?		
6.3 Is a copy of the emergency plan kept other than at the workplace?		

7. CARRYOUT A PERIODIC REVIEW OF THE ASSESSMENT		
7.1 Has a procedure been established to review the fire risk assessment periodically?		

POINTS TO BE RECTIFIED

ADDITIONAL QUESTIONS

1. What is the likelihood of a fire occurring? -
2. What are the high-risk areas? -
3. If a fire does start, how quickly can it be detected? -
4. If a fire does start, can it be contained at the source of ignition? -
5. If a fire does start, how quickly will it spread? -
6. If a fire does start, how quick can the fire brigade respond? -
7. If a fire does start, how quick can the alarm be raised? -
8. If a fire does start, how quick can the building be evacuated? -

CONCLUSION

SAFETY POLICY DOCUMENTATION

FIRE LOGBOOK

Address of Premises

Occupier of Premises

Name and Address of owner (s)
of the Premises

[illegible]

SAFETY POLICY DOCUMENTATION

MONTHLY TEST OF FIRE ALARM SYSTEM

DATE	SYSTEM INSPECTED BY	CALL POINT NUMBER AND ZONE NUMBER	ACTION TAKEN IF NOT SATISFACTORY

SAFETY POLICY DOCUMENTATION

MONTHLY INSPECTION OF FIRE APPLIANCES

DATE	NUMBER OF APPLIANCES INSPECTED	INSPECTED BY	ACTION	REMARKS

SAFETY POLICY DOCUMENTATION

FIRE DRILLS AND TRAINING

DATE	INSTRUCTOR	NAMES OF RECIPIENTS	INSTRUCTION GIVEN AND REMARKS	DURATION

SAFETY POLICY DOCUMENTATION

FIRST AID

1. SCOPE

- 1.1 To set out the procedure for first aid to ensure that all requirements are being met.

2. INTRODUCTION

- 2.1 Under the Health and Safety (First Aid) Regulations, an employer has to provide such equipment and facilities as are adequate taking into regard the nature of his undertaking.
- 2.2 All staff are to be made aware of the location of the first aid facility and the name, location and means of contacting the appointed first aider.
- 2.2 All employers are to provide a sufficient number of suitably trained persons for the purposes of rendering first aid treatment, taking into regard the nature of their undertaking.
- 2.3 Duties of appointed first aiders shall be:
- a) Check the contents of the first aid box on a regular basis.
 - b) Order any replenishments as the need arises.
 - c) Order any special requirements as the need arises.
 - d) Make him/herself aware of all emergency telephone numbers.
 - e) Make him/herself aware of all emergency procedures.

If somebody requires first aid treatment, the first aider shall:

- a) Treat the injury as per their training.
 - b) Call for assistance if required.
 - c) Ensure that details are entered into the accident book.
 - d) Ensure that Line Management is informed as soon as is practicable.
- 2.4 Under no circumstances should first-aiders dispense painkillers, tablets, proprietary preparations or any other form of medication.

3. PERIPATETIC AND LONE WORKERS

- 3.1 Every employer has the duty to ensure that peripatetic and lone workers are suitably trained and equipped to deal with emergency treatment.

FIRST AID POINT MAINTENANCE LOG

FIRST AID POINT LOCATION				
DATE OF INSPECTION				
CONTENTS REQUIRED				
COMMENTS				
DATE OF INSPECTION				
CONTENTS REQUIRED				
COMMENTS				
DATE OF INSPECTION				
CONTENTS REQUIRED				
COMMENTS				
DATE OF INSPECTION				
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COMMENTS				
DATE OF INSPECTION				
CONTENTS REQUIRED				
COMMENTS				

FORKLIFT TRUCKS, PLANT AND VEHICLES

1. SCOPE

- 1.1. To establish and set out the safety procedure for the safe management and control of forklift truck and movement of vehicles by the company or its sub-contractors.

2. WHAT MUST BE DONE

OPERATION OF FORKLIFT TRUCKS, PLANT AND VEHICLES

The safe system of work includes the following general arrangements and procedures which shall be implemented by Management and complied with by all persons entering the site

- ☒ All traffic access and exit routes shall be clearly marked and kept free from obstruction
- ☒ All traffic operating routes and areas provide sufficient visibility for pedestrians and drivers of mobile plant.
- ☒ All traffic routes, both for mobile plant and pedestrians, shall be unobstructed, even and trip free.
- ☒ All storage areas and traffic routes shall be wide enough to ensure that mobile plant and vehicles required to use them can operate safely
- ☒ Pedestrian access to vehicle and plant operating areas shall be limited to authorised persons only and all access gates shall bear appropriate warning signs
- ☒ All persons on foot in goods vehicle and mobile plant operating areas shall wear high visibility outer garments
- ☒ Loading and unloading operations must be controlled to ensure the health and safety of both drivers and other staff who may be affected.
- ☒ Operating areas will be subject to site specific risk assessment by Management and appropriate safe systems of work including road safety systems will be implemented.
- ☒ In the case of Company owned road transport vehicles all test, inspection and repair operations and record keeping are the responsibility of Management

SAFETY POLICY DOCUMENTATION

PLANT, VEHICLE AND FORKLIFT TRUCK OPERATION SHALL BE SUBJECT TO THE FOLLOWING RULES AND PROCEDURES:

- ✚ Only trained and authorised persons will operate vehicles and forklift trucks on company sites and contracts
- ✚ Training records and competence certificates will be checked by site management before authorisation and lists of authorised persons will be retained on the premises
- ✚ All forklift trucks and vehicles will be selected as appropriate for the site and job involved and will be maintained in a safe condition
- ✚ All forklift trucks will be subject to daily inspection by operator and monthly by the Managing Director
- ✚ All vehicles/ forklift trucks will be made safe and securely locked when not in use and keys will not be left in unattended plant or vehicles
- ✚ No passengers will be carried on forklift trucks and lifting of persons on forks is forbidden unless in the cage provided.

GAS SAFETY PROCEDURES

Any Company activity that involves the removal or installation of gas services or equipment shall be carried out in accordance with the Gas Safety (Installation and Use) Regulations 1984.

All work carried out on gas fittings or installation shall only be carried out by competent persons i.e. persons registered as competent by the Confederation of Gas Installers (CORGI).

No self-employed person or subcontractor shall be employed by the Company for gas fitting or installation purposes unless proof of competence has been provided

GENERAL EMPLOYEE WELFARE

Pregnancy

The Managing Director shall ensure that risk assessments are undertaken of work process, conditions or physical, biological or chemical agents to ensure health and safety of the member of staff and that of the child. The Company can only do this once notified of the pregnancy, subsequently confirmed by a certificate from a registered medical practitioner or midwife.

Nursing Mothers

Staff may have returned to work after having a child and the Company are required to ensure that adequate rest breaks are taken if they are a nursing mother. Breaks should be arranged with Managers as / if required.

Young Persons

Young workers are particularly at risk because of their lack of awareness of existing or potential risks, immaturity and inexperience. Unless an approved course of training has been completed dangerous machinery must not be operated. Risks involved in tasks, which may be undertaken by Young Persons, will be assessed and information provided to young persons, in particular regarding work activities they must not undertake.

Disabled Persons

The Company will not discriminate against disabled persons and when employed, risk assessments and method statements will consider any additional Health & Safety needs of these persons. Particular attention will be given to ensuring safe means of access to and egress from workplaces and action in emergencies to protect such persons.

Bullying, Violence, Racist, Sexist and Derogatory Actions or Remarks

The Company aim to foster good working relationships between all its employees and encourages a sense of humour to enhance morale and to encourage all employees to take care of their own safety and that of others.

Harmless jokes and friendly banter does not fall within this category or minor arguments between two persons or employees receiving disciplinary action against them.

It is the policy of this Company not to tolerate any bullying, violence, threatening behaviour, racist, sexist and any action or remark that is derogatory to any person. Horseplay and initiation tests are hurtful, dangerous and humiliating. Disciplinary action in accordance with current Employment, Safety and other relevant legislation will be taken against any individual organising or participating in any such activities.

Employees who feel they are being subjected to any such treatment are encouraged to contact any member of management to whom they can relate and with whom they feel comfortable.

Where possible all such complaints will remain in the strictest of confidence save for any investigation to ascertain the allegations and undertake the appropriate action.

SAFETY POLICY DOCUMENTATION

Stress

Stress provides motivation and achievement. However, if staff become over-stressed a range of medical symptoms may appear together with low performance, irritability and depression etc. Stress can be caused by environmental factors such as noise, heat, humidity, cold or lighting as well as work relationships, workloads and tight deadlines, where routine tasks may appear major problems.

It is Company Policy to address all stress related issues to ensure the health, safety and welfare of its employees and staff will be encouraged to contact their immediate Manager or any member of management who they feel comfortable with. Any such consultation will be kept in the strictest of confidence.

Working Time

All employees have rights relating to working time, rest breaks, daily and weekly rest periods and paid annual leave

Where it may become necessary for any person to work time in excess of the average of 48 hours as averaged over a reference period of 17 or 26, the Company will seek to enter into a personal agreement with them subject to the Regulations that apply.



Should staff wish to discuss their individual rights or any group averaging or monitoring systems, they should contact their Manager.

The **Managing Director** will be responsible for monitoring and reviewing working time for employees.

Alcohol and Drugs

The use of alcohol and / or drugs at work can cause a serious threat to Health and Safety not only to the person taking the substances but also their work colleagues. The long-term physical and psychological effects of substance abuse are well documented and so are road accidents attributed to the overindulgence in alcohol.

The Company Policy is to identify any member of staff who has a drink or drugs problem.

-  NO EMPLOYEE is allowed to be at work under the influence of drink or drugs.
-  ANY EMPLOYEE who notices a work colleague under the influence of drink or drugs must report the same to Management. This will be treated in the strictest confidence.

Any employee under the influence of drink or drugs can endanger their own health and safety and that of others. An employee taking prescribed medication that will affect his ability to work safely will inform Management of the situation prior to commencing work.

SAFETY POLICY DOCUMENTATION

Environment

It is Company Policy to protect the environment and as such all its employees and / or Contractors are to ensure that where practicable items are recycled and nothing is discharged into the atmosphere, drains, water or land which may damage it. Any such occurrence, process or activity is to be reported to Company Management for action.

Employee Consultation, Ideas and Suggestions

Employees will be consulted in good time in all matters relating to health and safety. All employees are encouraged to submit ideas for improving the health, safety, welfare and efficiency of the Company to their immediate **Manager**. Should they feel that their concerns have not been properly addressed they should contact the **Managing Director**.

Employees may at any time appoint a Representative of Employee Safety should they wish to be represented by one of their number, rather than consulted individually. The **Managing Director** will consult employees or their representative at regular intervals, to discuss matters of health and safety or any proposed new services or technology or working methods.

Non-English-Speaking Employees & Contractors

The company will ensure that non-English-speaking employees or contractors are given suitable health and safety information by using a translator or will have written information translated into their language. The company will endeavour to ensure they fully understand their responsibilities, site rules and the precautions to take to keep themselves and others who may be affected by their acts or omissions safe.

GENERAL PREMISES & SITE POLICY

The Managing Director is responsible for ensuring that all Company premises and work areas / sites are maintained in a safe condition.

In particular they shall ensure that: -

- ✚ All offices, work areas, stores, walkways, public areas access roadways, paths, and fire escape routes are adequately lit and that their fabric is maintained in a safe condition
- ✚ Suitable means of heating and ventilation be available to ensure reasonable working conditions be provided in all work areas, or suitable means of heating staff be provided where outdoor working is carried on e.g. heated rest area.
- ✚ Lighting in all areas is suitable for the work being undertaken and that emergency lighting for evacuation purposes is in working order. Where outside work is involved then suitable external lighting systems must be provided.
- ✚ All wastes are regularly removed from all areas and removal of waste from the premises complies with the Environmental Protection Act and the law on the Duty of Care. Where waste skips are in use these shall be safely sited, clearly marked and with warning lights as required in place during hours of darkness
- ✚ That all work rooms and areas are suitable for the numbers of persons working in them
- ✚ Workstations be arranged to be suitable for the tasks being carried out with sufficient clear and unobstructed space
- ✚ That stacked materials & objects be safe and without risk of falling
- ✚ That all traffic routes be organised in a way whereby pedestrians and vehicles can circulate safely
- ✚ That sliding doors and upward opening doors are safely constructed
- ✚ That suitable sanitary and washing facilities are provided
- ✚ That suitable clothing accommodation and provision for changing if required is provided
- ✚ That suitable facilities be provided for rest purposes and the eating of food, with protection for non-smokers

All visitors to sites must sign the Visitors Register at the site accommodation on arrival and departure. A member of the Company staff must always accompany a visitor except in the case of Contractors staff working on authorised projects.

HEALTH AND SAFETY TRAINING

We recognise that competent employees at all levels within the organisation can make a far more effective contribution to health and safety, whether as individuals, teams or groups, by participating actively in improving safety standards, problem solving and hazard identification.

Competence of individuals through training helps individuals acquire the necessary skills, knowledge and attitude which will be promoted by managers and supervisors throughout the organisation.

Our training objectives will cover three areas, that of the organisation, the job and individuals.

All employees will need to know about:

- 🔗 the health and safety policy
- 🔗 the structure and system for delivering this policy

Employees will need to know which parts of the system are relevant to them, to understand the major risks in our activities and how they are controlled.

Managers and supervisor training needs will include:

- 🔗 leadership and communication skills
- 🔗 safety management techniques
- 🔗 skills on training and instruction
- 🔗 risk assessment
- 🔗 health and safety legislation
- 🔗 knowledge of our planning, measuring, review and audit arrangements

All our employees training needs will include:

- 🔗 health and safety principles
- 🔗 the health and safety arrangements relevant to them
- 🔗 communication lines to enable problem solving

Furthermore, all employees will receive induction training. Such training will cover: -

Fire procedures, warning systems, actions to be taken on receiving warning, locations of exits/escape routes, evacuation and assembly procedures, first aid/injury reporting procedures, names of first aiders/appointed persons, instruction on any prohibition areas (i.e. no smoking), issue of protective clothing/equipment, and its use, instruction under COSHH, and asbestos awareness, thorough instruction applicable to their particular duties at work etc.

Training needs will be reviewed as a result of job changes, promotion, as a result of new activities or new technology, following an accident/incident and as a result of performance appraisal. Records of training will be kept for all employees.

HAND ARM VIBRATION SYNDROME

1. SCOPE

- 1.1 To establish and set out the safety procedure for the safe management and control of hand arm vibration syndrome (HAVS) at work to the company's employees or its sub-contractors.

2. WHAT MUST BE DONE

- 2.1 Every employer should endeavour to minimise the vibration created by his Work activity. Where the work activity produces vibration in excess of 2.5m/s^2 , he has a duty to reduce the exposure of his employees to noise so far as is reasonably practicable.
- 2.2 Protection of the work force from hazardous vibration, which may cause "hand Arm vibration syndrome", is a statutory duty under the Health and Safety at Work etc Act 1974 with additional guidance contained in HSG 88.
- 2.3 The key requirements can be summarised as follows.
- Identify if there is a vibration problem
 - Assess the vibration levels and compare with the "Action Levels" established in the guidance (see below)
 - Take measures to reduce vibration at source, as far as is reasonably practicable.
 - Where vibration levels cannot be reduced below the action levels, establish a vibration management programme
 - Provide employees with information regarding all stages of the assessment and the vibration management programme
 - Keep control measures and procedures under review to ensure that they are adequate, working and maintained

3. CARRYING OUT AN ASSESSMENTS

- 3.1 Initial information on vibration levels is to be sought and provided by manufactures/suppliers of equipment that is a source of vibration at work.
- 3.2 This information is to then be assessed initially to determine what further Assessment is required. These initial assessments can be carried using The chart available in the guidance or the HAVS exposure calculator on the HSE website.
- 3.3 Should exposure to vibration at work be identified as being a significant risk. Further and more detailed assessments should be carried out by a competent person using calibrated vibration-measuring equipment.
- 3.4 Where the company have identified exposure to vibration at work as being a significant hazard, then the company must be in receipt of information to

ensure that:

- ☒ An adequate assessment is provided identifying activities as a source of vibration and assessments for these activities.
- ☒ Results of vibration assessments are available.
- ☒ Each employer is taking appropriate action.
- ☒ Each individual employers' activities do not put others at risk.
- ☒ Where it appears from information provided or from his own assessments that employees or others are at not put at risk,

They are provided with information about the risk and that steps are taken to prevent damage from vibration.

4. STRATEGY FOR THE CONTROL OF VIBRATION

4.1 Control of Vibration at Source

- 4.1.1 When purchasing new or hiring equipment, the company shall specify that where practicable, such machinery does not produce a vibration level more than $2.5/s^2$ whilst in normal operation.
- 4.1.2 Where existing equipment or processes have been shown to expose workers to vibration levels in excess of $2.8m/s^2$. The equipment or process will be examined to establish whether engineering controls will reduce vibration levels. Specialist subcontractors may be used to advise on available technology.
- 4.1.3 Equipment shall be correctly and adequately maintained.

4.2 Education and Enforcement

- 4.2.1 Managers and Supervisors shall be trained to a basic understanding of the effects of vibration.
- 4.2.2 All members of the work force shall be given Toolbox Talks on the effects of vibration.
- 4.2.3 Managers and Supervisors shall ensure that workers under their Authority comply with the requirements of this vibration management programme.

4.3 Health Surveillance

- 4.3.1 Regulation 6 (MHSWR) requires employers to provide employees with Appropriate health surveillance in relation to the risks identified by the risk assessment. Employees who are exposed to vibration levels above $2.5/s^2$ may be the subject of medical surveillance to ensure the effectiveness of the vibration management programme.

4.4 Assessment Reviews

- 4.4.1 A review of vibration assessments will take place following any change in circumstances that affect either the noise levels generated or when a piece of equipment or process has changed significantly.

5.

RESPONSIBILITIES

- 5.1 It is the employer's responsibility to undertake all such vibration assessments
- Where the company are employing directly employed labour the responsibility shall lie with his line manager
 - Where the company engage contractors it is the responsibility of the contractor to undertake the assessment and provide the company with copies of all such assessments.

INDUCTION

1. SCOPE

- 1.1 To set out the safety procedure for ensuring that induction training is carried out in an effective and efficient manner.
- 1.2 As an employer the company must ensure that all those working on its premises under its control are informed of health, safety and welfare issues.







2. WHAT IS TO BE DONE

- 2.1 All those who visit or work on a managed premises are to receive health safety and welfare information in the form of an induction.
- 2.2 All those attending an induction are to complete an employee information form, provide copies of training and achievement and sign the induction form.

3. INDUCTION CONTENT

- 3.1 The following is a minimum core content of a premises induction which can be supplemented with premises specific issues:

- 3.2 **VISITORS** – are those who do not work on the premises/office full times. All Visitors shall receive the very basic induction upon their arrival at reception. They are to be informed typically of the following.

-  Emergency procedures
-  Accident reporting
-  First aid
-  Smoking policy
-  Any specific hazards
-  All visitors must be accompanied

- 3.3 **CONTRACTORS** –

Prior to commencement on new sites where Huddersfield Interiors is the Principal Contractor, the Managing Director will give a site safety induction talks. The induction will cover: -

- 1) The Details of the Contract
- 2) The Details of the Subcontractors to be used
- 3) The Site Address
- 4) Contract Information such as the Start Date, Contract Period ...
- 5) A description of the constructional work
- 6) A list of Personnel and their responsibilities
- 7) Fencing/Hoarding requirements and Safety matters regarding signage
- 8) Details of surrounding land users
- 9) Details of Mains Service where available

SAFETY POLICY DOCUMENTATION

- 10) Details of Site Establishment
- 11) Details and locations of site accommodation
- 12) Storage and unloading requirements
- 13) Restrictions on site and Details of Clients operations
- 14) Site rules
- 15) Dealing with unforeseen eventualities
- 16) Sequence of Operations
- 17) Lists of known hazards and precautions
- 18) Safe methods of working

All operatives who work on the site or visitors to Site will be given a site safety induction and will sign an acknowledgement that the induction was given. In the first instance the induction will be given by the Managing Director, Thereafter the Site Agent will give the induction talk to new personnel on site.

Additional safety requirements and directions will be given as the need arises by either the Managing Director or on site by the Site Agent. On every occasion operative will acknowledge that the safety measures have been conveyed.

As the works proceed it may be necessary to revise certain practices on site. This will be carried out after consultation with the Managing Director, and operatives with respect to the proposed different method. The impact of the alterations and risks will be assessed accordingly and a decision based upon the merits and safety of the revised method will be taken.

LIFTING EQUIPMENT

1. SCOPE

- 1.1 To establish and set out the safety procedure for the safe management and control of lifting equipment at work by the company or its sub-contractors.

2. LIFTING EQUIPMENT

- 2.1 The Lifting Equipment and Lifting Operations Regulations (LOLER) define lifting equipment as ***“any equipment that is used for lifting or lowering of loads and includes attachments for anchoring, fixing or supporting it”***.
- 2.2 This also includes attachments for lifting i.e. chains, shackles, lifting beams etc. The regulations apply to all lifting equipment across all industry sectors i.e. passenger lifts in general office buildings.
- 2.3 All items of lifting equipment are also items of work equipment

3. WHAT MUST BE DONE

- 3.1 ***Employers must ensure that work equipment provided by them, or available for their employees to use, is suitable for the purpose for which it is used or provided.***
- 3.2 To do so they must:
- ☒ Have regard for the working conditions and risks that exist where the equipment is to be used:
 - ☒ Ensure that lifting equipment is only used for operations and in conditions for which it is suitable
 - ☒ Ensure that lifting equipment is maintained in efficient working order. Where any machinery has a maintenance log, that log must be kept up to date.
 - ☒ Ensure that staff are suitably trained in the correct use of the equipment.

4. HOW IS THIS TO BE DONE

- 4.1 Any item of lifting equipment must be bought or hired from a recognised and approved supplier.
- 4.2 All new equipment must be accompanied with its EC Conformity documentation, working load limit/safe workload documentation and inspected by a Senior Manager before being put into use.
- 4.3 All hired equipment must be accompanied by its last inspection report and should be inspected by a senior manager before being put into use.

5. INSPECTION AND MAINTAINACE

- 5.1 **ALL** lifting equipment shall be inspected and maintained as required manufacturers/supplier’s instructions with records maintained. These

SAFETY POLICY DOCUMENTATION

inspections will involve daily inspections by users before use, weekly inspections by supervisors and periodic inspection by a competent person.

- 5.2 This requires all items to be entered onto lifting equipment register and being assigned a serial/asset number for identification purposes.
- 5.3 Small items of lifting equipment i.e. slings, chains should be micro-tagged or similar to show last and next inspection dates.

6. TRAINING

- 6.1 Employers have a general duty to provide suitable health and safety training. This duty becomes specific with regards to lifting equipment.
- 6.2 Staff will require specific training to approved standards for certain items of lifting equipment, whilst other training could be part of their skills training. Whatever the need the employer must identify the need and provide the necessary training.

7. SUBCONTRACTOR'S EQUIPMENT

- 7.1 Subcontractor's equipment, owned by and brought to site by a subcontractor, remains within his undertaking so long as he and his employees are sole users of the equipment. If it is borrowed, lent or used by another employer, then it would be considered as having transferred to another undertaking and the requirements for used equipment set out above will apply.

SAFETY POLICY DOCUMENTATION

LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS 1998

REPORT OF INSPECTION

Site Address Inspection carried out for (co):.....

Inspection carried out by: Position

Date of Inspection	Description of Equipment and means of Identification	SWL	Result of Inspection	Signed

MANUAL HANDLING

An assessment of the risks from manual handling of loads has been carried out and where reasonably practicable hazardous manual handling has been eliminated.

All site work will be assessed, and manual handling risks will be minimised and controlled by: -

- ✚ Changing systems of work
- ✚ Provision of lifting, handling equipment
- ✚ Instruction and training for employees
- ✚ Issue and use of appropriate PPE

A Pro-Forma sheet is contained within the generic risk assessments, together with a tick sheet and checklist for carrying out Manual Handling Risk assessments. It is the responsibility of the **Managing Director** to undertake the risk assessments for Manual Handling.

Information is given to employees regarding safe manual handling techniques in the Employee Health and Safety Handbook

Employers Responsibilities

- ✚ Avoid the need for hazardous manual handling, as far as is reasonably practicable
- ✚ Access the risk of injury from any hazardous manual handling that can't be avoided
- ✚ Reduce the risk of injury from hazardous manual handling as far as reasonably practicable.

Employees Responsibilities

- ✚ Follow appropriate systems of work laid down for their safety
- ✚ Make proper use of equipment provided for their safety
- ✚ Co-operate with their employer on matters of health and safety
- ✚ Inform the employer if they identify hazardous handling activities
- ✚ Take care to ensure that their activities do not put others at risk

Lifting Procedure

Adopt a good posture.

When lifting from a low level, bend the knees. But do not kneel or over flex the knees.

Keep the back straight, maintaining its natural curve (tucking in the chin helps).

Lean forward a little over the load if necessary to get a good grip.

Keep the shoulders level and facing in the same direction as the hips.

Get a firm grip.

Try to keep the arms within the boundary formed by the legs. The best position and type of grip depends on the circumstances and individual preference; but must be secure. A hook grip is

less tiring than keeping the fingers straight. If you need to vary the grip as the lift proceeds, do it as smoothly as possible.

Good Handling Technique

Here are some important points, using a basic lifting operation as an example.

- ✚ Stop and think
- ✚ Plan the lift. Where is the load to be placed?
- ✚ Use appropriate handling aids if possible.
- ✚ Do you need help with the load?
- ✚ Remove obstructions such as discarded wrapping materials.
- ✚ For a long lift, such as floor to shoulder height, consider resting the load mid-way on a table or bench to change grip.
- ✚ Position the feet apart, giving a balanced and stable base for lifting (tight skirts and unsuitable footwear make this difficult).
- ✚ Leading leg as far forward as is comfortable and if possible, pointing in the direction you intend to go.
- ✚ Keep close to the load.
- ✚ Keep the load close to the trunk for as long as possible. Keep the heaviest side of the load next to the trunk. If a close approach to the load is not possible, slide it towards you before trying to lift.
- ✚ Don't jerk.
- ✚ Lift smoothly, raising the chin as the lift begins, keeping control of the load.
- ✚ Move the feet.
- ✚ Do not twist the trunk when turning to the side.
- ✚ Put down, then adjust.
- ✚ If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

METHOD STATEMENTS

1. SCOPE

- 1.1 To establish and set out the safety procedure for the production, review and communication of safety method statements produced directly by the company or by its sub-contractors.
- 1.2 Modern health and safety legislation is based upon the concept that Managers should identify the hazards faced by those they put to work and then, by developing safe systems of work, eliminate or minimise those risks to the lowest reasonably practicable level.

2. WHAT MUST BE DONE

- 2.1 It is the responsibility of the company to ensure that safe systems of work are developed to ensure the safety of their employees and this included the production of safety method statements.

3. PRODUCTION OF SAFETY METHOD STATEMENTS

- 3.1 Where the company are carrying out construction work a safety method statement is to be produced for the activity.
- 3.2 The attached form is principally intended for use by the company, but it is available for contractors to utilise and the form should be fully completed with associated specific risk assessments attached for reference.
- 3.3 In general, the approach of carrying out a safety method statement is preferred as it leads to a concise set of control measures for each operation. However, care must be taken to ensure that each aspect is addressed in sufficient detail.
- 3.4 The onus must always be to do more rather than less to minimise the risk. The Health and Safety at Work, etc. Act 1974 requires employers to prevent their employees and others affected by their business from being exposed to risk ***so far as is reasonably practicable***.

4. APPROVAL OF SAFETY METHOD STATEMENTS

- 4.1 All method statements are to be approved before work is to commence, this includes those produced for the company activities and those of its contractors.

5. REVIEW OF SAFETY METHOD STATEMENTS

- 5.1 Safety Method Statements should not be seen as a one-off process. Safety Method Statements must be kept under review and revised if there is any substantive change in the system of work, work environment or personnel.

6. COMMUNICATION OF SAFETY METHOD STATEMENT

6.1 Safety Method Statement, or the relevant parts thereof, must be adequately communicated, in a comprehensible manner, to those likely to be affected by the work activity. This will include

- Other contractors, or employers, whose employees may be affected by the works covered in the assessment
- Employees and supervisors who will be expected to carry out the activity covered by the assessment.
- Other employees working in the vicinity of the activity

NOISE

1. SCOPE

- 1.1 To establish and set out the safety procedure for the safe management and control of noise at work.

2. WHAT MUST BE DONE

- 2.1 The Company should endeavour to minimise the noise created by his work activity. Where the work activity produces noise in excess of 85 dB(A), he has a duty to reduce the exposure of his employees to noise so far as is reasonably practicable, by means other than the provision of personal hearing protection.
- 2.2 Protection of the work force from hazardous noise which may cause “noise induced hearing loss” is a statutory duty under the Noise at Work Regulations, 2005.
- 2.3 The Company should endeavour to minimise the noise created by his work activity. Where the work activity produces noise in excess of 85 dB(A), he has a duty to reduce the exposure of his employees to noise so far as is reasonably practicable, by means other than the provision of personal hearing protection.
- 2.4 The key requirements of the regulations can be summarised as follows.
- Identify if there is a noise problem (e.g. if people have to shout or have difficulty being understood by someone about 2m away).
 - Assess the noise levels and compare with the "Exposure Action Values" established in the regulations (see below)
 - Take measures to reduce noise at source, as far as is reasonably practicable.
 - Where noise levels cannot be reduced below the action levels, establish a hearing protection programme (this may include exclusion zones around the noise source).
 - Provide employees with information regarding all stages of the assessment and the hearing protection programme.
 - Keep control measures and procedures under review to ensure that they are adequate, working and maintained.

3. CARRYING OUT AN ASSESSMENTS

- 3.1 Initial information on decibel level is to be sought and provided by manufactures/suppliers of equipment that is a source of noise at work.
- 3.2 This information is to then be assessed initially to determine what further assessment is required. These initial assessments can be carried using the chart available in the Noise at Work Regulations or the Noise exposure calculator on the HSE web site.

- 3.3 Should exposure to noise at work be identified as a significant risk further and a competent person using calibrated noise measuring equipment should carry out more detailed assessments.
- 3.4 Where sub-contractors have identified exposure to noise at work as being a significant hazard, then the Contract/ Site Manager must be in receipt of information to ensure that:
- An adequate assessment is provided identifying noisy areas and operations.
 - Results of noise assessments are available.
 - Each employer is taking appropriate action.
 - Each individual employers' activities do not put others at risk.
 - Where it appears from information provided or from his own assessments that employees or others are at risk, they are provided with information about the risk and that steps are taken to prevent damage to the hearing of those persons.

4. STRATEGY FOR THE CONTROL OF NOISE

4.1 Control of Noise at Source

- 4.1.1 For existing machinery and processes an initial noise assessment will be made by a competent noise assessor. Where such initial assessment indicates that the noise levels are at or in excess of 85 dB(A) or where engineering controls (see below) are impractical a detailed assessment shall be made.
- 4.1.2 When purchasing new or hiring equipment, the Company shall specify that where practicable, such machinery does not produce a noise level more than 80 dB(A) whilst in normal operation.
- 4.1.3 Where existing equipment or processes have been shown to expose workers to noise levels in excess of 85 dB(A), the equipment or process will be examined to establish whether engineering controls will reduce noise levels. Specialist subcontractors may be used to advise on available technology. Equipment shall be correctly and adequately maintained.

4.2 Hearing Protection Zones

- 4.2.1 Where it is not possible to reduce the noise levels below 85 dB(A), a survey shall be made to identify areas of noise risk. Such areas shall be designated Hearing Protection Zones and be clearly identified by appropriate signs. Only workers with specific duties shall enter hearing protection zones.
- 4.2.2 Workers who have need to enter a hearing protection zone must be provided with and wear suitable personal hearing protection devices. Such devices may include helmet mounted muffs or plugs for insertion in the ear canal. The choice of hearing protection devices shall be made following consideration of the type and level of noise; the type of work being carried out and the

individual requirement of the employee

4.3 Education and Enforcement

- 4.3.1 All members of the work force shall be given Toolbox Talks on the effects of noise on hearing and the use and maintenance of hearing protection devices.
- 4.3.2 Managers and Supervisors shall ensure that workers under their authority comply with the requirements of this noise reduction strategy, as well as wearing suitable hearing protection when in Hearing Protection Zones.

4.4 Health Surveillance

- 4.4.1 Regulation 6 (MHSWR) requires employers to provide employees with appropriate health surveillance in relation to the risks identified by the risk assessment. Employees who are exposed to noise levels above 85 dB(A) may be the subject of periodic audiometric testing to ensure the effectiveness of the noise control strategy.

4.5 Assessment Reviews

- 4.5.1 A review of noise assessments will take place following any change in circumstances that affect either the noise levels generated or when a piece of equipment or process has changed significantly.

PERSONAL PROTECTIVE EQUIPMENT

1. SCOPE

- 1.1 To set out the procedure for the assessment of PPE needs and its subsequent issue, and to ensure that all legislative requirements are being met.

2. INTRODUCTION

- 2.1 Under the Personal Protective Equipment at Work Regulations 1992, every employer shall ensure that suitable PPE is provided to his employees who may be exposed to a risk to their health and safety whilst at work in all situations that cannot be controlled, so far as is reasonably practicable, by other means.

THE ISSUE OF PPE SHOULD ALWAYS BE THE LAST RESORT.

3. WHAT SHOULD BE DONE?

- 3.1 Line Managers should assess the PPE needs of all their staff using the assessment form in the attachment.
- 3.2 Once the assessment has been completed, Line Managers should arrange for the purchase and issue of all PPE needs as identified by the assessment.

NOTE: THE ISSUE OF PPE SHALL BE FREE TO EMPLOYEES.

- 3.3 Upon issue, the employee shall be required to sign the appropriate issue form (part of the assessment checklist), and these records are required to be kept.
- 3.4 At the time of issue of any item of PPE, Line Managers shall give relevant information, instruction and training as may be required, dealing with the following issues:

- ☒ When to wear the equipment.
- ☒ Where to wear the equipment.
- ☒ How to wear the equipment.
- ☒ How to clean/maintain the equipment.
- ☒ Procedures for replacement of the equipment.
- ☒ Sanctions for not complying with this procedure.

PERSONAL PROTECTIVE EQUIPMENT ISSUE RECORD

Issued to:	
By:	
Date:	
Items issued: (Delete as applicable)	Safety boots,
	Safety glasses
	Disposable dust /vapour masks
	Nitrile/ welding/ latex Gloves
	Ear plugs/Ear defenders
	High visibility vest/ jacket
	Safety helmets

Processes / areas for which Personal Protective Equipment is issued:

1. Safety helmet to be worn where there is a risk of injury to the head or where site rules require it.
2. Safety boots to be always worn in the warehouse and on construction sites
3. Gloves to be worn when there is a possibility of any substance contacting the skin
4. Safety glasses are to be worn when there is a risk of any flying particle or substance contacting the eyes.
5. Disposable dust masks are available when working in a dusty environment
6. High visibility clothing to be worn on site where there is a risk of contact from moving vehicles or where site rules require it.
7. Ear plugs/ defenders to be worn where it has been identified work is to be conducted in a noisy environment.
8. Barrier cream used where necessary.

I certify that I have been issued with the Personal Protective Equipment listed above and that I have received instructions in:

1.	Use and testing of the equipment
2.	Processes for which the Personal Protective Equipment is required to be used.
3.	Cleaning, storage, and maintenance procedures for the equipment

Signed:

Date:

RISK ASSESSMENTS

1. SCOPE

- 1.1 To set out the procedure for carrying out risk assessments to comply with the requirements of modern safety legislation.

2. INTRODUCTION

- 2.1 The requirements of all modern safety legislation require employers to ensure that appropriate risk assessments have been undertaken and suitable control measures implemented ***prior to any hazardous task commencing.***

- 2.2 All risk assessments should:

- ☒ Identify hazards.
- ☒ Assess the level of risk that those hazards present.
- ☒ Select suitable and sufficient control measures.

A **HAZARD** is a condition or practice with the potential to cause harm.

A **RISK** is the likelihood that the harm or damage will occur.

3. PROCEDURE

- 3.1 There are five distinct stages in a risk assessment, and all five must be given consideration.

1. identify all hazards i.e. those conditions or practices that have the potential to cause harm or damage.
2. identify who might be harmed, or what might be damaged.
3. evaluate a level of risk for each possible event.
4. select appropriate control measures.
5. confirm that those control measures shall be effective.

4. HOW TO CARRY OUT RISK ASSESSMENTS

- 4.1
- ☒ Clearly detail the place of work and the task to be carried out.
 - ☒ Identify the hazards of the job.
 - ☒ Identify who could be harmed, or what could be damaged.
 - ☒ Achieve a risk rating figure by using the tables, LIKELIHOOD x SEVERITY.
 - ☒ Select appropriate control measures which are considered to reduce the risk rating figure.
 - ☒ Recalculate to demonstrate that the controls are appropriate.

4.2 Communicate the results of the risk assessment to *ALL* who may be affected.

LIKELIHOOD of EVENT	
Rare	1
Unlikely	2
Possible	3
Likely	4
Certain	5

SEVERITY of the OUTCOME	
Insignificant injury	1
Minor injury or illness	2
RIDDOR reportable – 3 days or illness	3
Major injury or illness	4
Fatality, disabling injury etc	5

Allocate numbers to the two elements and multiply them together, thus achieving a **“risk rating value”**, and table below gives information on actions to be taken.

Risk rating value	Risk rating	Action to be taken
1 – 5	Insignificant	No further action required.
6 – 10	Low	Reduce where reasonably practical
11 – 15	Medium	Adequate supervision/control required Recommendations for reduction must be made where practicable.
16 – 20	High	Immediate action required to amend working practice.
21 – 26	Unacceptable	Unacceptable working practice - alternative working method to be established

SELECTION OF CONTRACTORS

1. SCOPE

- 1.1 To establish the safety procedure for the assessment, selection and control of contractors working for the company.

2. INTRODUCTION

- 2.1 As an employer the company has a duty to: -
- ☒ ensure the safety of our own staff from hazards created by contractors.
 - ☒ ensure the safety of contractors who may be affected by our actions.

3. WHAT MUST BE DONE

- 3.1 As a company we will only engage those contractors who are specialists in their fields and those who are deemed competent.
- 3.2 All contractors engaged by the company are to be drawn from a register of competent contractors.
- 3.3 All contractors are to complete and return the attached questionnaire for inclusion into the register. All returned questionnaires are to be reviewed to ensure satisfaction before inclusion onto the register.
- 3.4 Before any contractor commences work, he shall provide the company with health and safety documentation that may be applicable for the works. The following is a guide of what information may be required
- ☒ Risk assessments
 - ☒ Method statement
 - ☒ COSHH Assessments not just MSDS
 - ☒ Training records
 - ☒ Inspection records for plant and equipment

		SELECTION OF SUB-CONTRACTORS		TENDER/ CONTRACT No.	
		SUB-CONTRACTOR QUESTIONNAIRE			
PROJECT:					
<p>This questionnaire, duly completed, must be returned to: _____ (name)</p> <p>by: _____ (date)</p> <p>At this address:</p>					
<p>Note to Potential Sub-contractors</p> <p>a) Existing legislation places responsibilities upon Main Contractors and Management Contractors to ensure that subcontractors engaged in construction and maintenance work are competent and perform their duties with due regard for health and safety.</p> <p>FAILURE TO PROVIDE THIS INFORMATION WILL RESULT IN REMOVAL FROM THE SELECTION PROCESS!</p>					
1.0	Details of Company:				
1.1	Name:				
1.2	Address:				
1.3	Contact:				
1.4	Tel:		Fax:		
1.5	Email:				
1.6	Work type:				
2.0	Previous Experience:				
2.1	Please state how many years your company has been in business:				
2.2	Has your organisation worked previously for MPH? If yes, please give project name(s) and dates.				
	Project:		Year:		
	Project:		Year:		
3.0	Management Systems:				
3.1	Is a formal Quality Management System operated within your organisation? If yes, does your system comply with a British Standard or similar code?				YES <input type="checkbox"/>
					NO <input type="checkbox"/>
3.2	Has your Quality Management System been accepted and registered?				YES <input type="checkbox"/>
					NO <input type="checkbox"/>

SAFETY POLICY DOCUMENTATION

4.0	Health, Safety and Welfare:		
4.1	Please attach a copy of your current written statement of general policy regarding health and safety at work of your employees.		
4.2	Please identify the person in your company responsible for co-ordinating health and safety matters and reporting on these to the directors. Name: _____ Title: _____		
4.3	Please identify your professional safety adviser or consultant. Name: _____ Title: _____ Qualification: _____ Address: _____ Tel. No: _____		
4.4	What safety training is given to your managers and supervisors? Attach evidence of their achievements.		
4.5	What safety training do you give your operatives.		
4.6	Provide examples of how you monitor your own Health & Safety Performance (e. g. weekly records)		
4.7	Provide the following information for the last 3-years:		
	No. of reportable accidents		
	No. of notifiable major injuries		
	No. of fatalities		
	No. of HSE Improvement Notices		
	No. of HSE Prohibition Notices		
	No. of convictions for offences under Health & Safety Legislation		
	Total fines for the above		
	Accident incidence rates, i.e. No. of accidents per 1000 persons employed		
	Please attach a copy of your procedure for investigating accidents, dangerous occurrences and near misses.		
4.8	Please give details, with dates of any Safety Performance awards received.		

SAFETY POLICY DOCUMENTATION

4.9	Is your company a member of or involved in any occupational safety groups.	
4.10	What procedures does your company use to ensure that plant, equipment and vehicles supplied to site are provided and maintained in a safe condition.	
4.11	Please provide samples of recently developed safe systems of work, e.g. risk assessments, method statements. (List enclosures)	
4.12	How do you assess the health and safety competence and resources of companies with whom you place contracts?	
4.13	How do you brief the working gang to ensure that they work in accordance with the Safety Method Statement?	
4.14	What is the proportion of the operatives working for you on this project that hold CSCS (Skilled Workforce)	
5.0	Environmental:	
5.1	Does your company operate a formal Environmental Management System? If yes, does your system comply with ISO 14001 or EMAS? Standard:	YES <input type="checkbox"/> NO <input type="checkbox"/> (Note: other standards may be acceptable)
5.2	Has your Environmental Management System been accepted and registered? (If yes, please enclose copy of certificate and scope of registration.) Assessor:	YES <input type="checkbox"/> NO <input type="checkbox"/>

8.0	Please give any other information that you feel relevant to support your submission.
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SAFETY POLICY DOCUMENTATION

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PLEASE INSERT A CROSS TO SHOW THAT THE FOLLOWING HAVE BEEN ATTACHED:

- | | | |
|---|--------------------------|------------|
| 1. Q A Certificate and Scope of Registration | <input type="checkbox"/> | Refer 3.1 |
| 2. Certificate of Environmental Registration | <input type="checkbox"/> | Refer 5.2 |
| 3. Health & Safety Policy | <input type="checkbox"/> | Refer 4.1 |
| 4. Procedures for investigating Safety, Health and Environmental accidents, dangerous occurrences and near misses | <input type="checkbox"/> | Refer 4.7 |
| 5. Sample Method Statement | <input type="checkbox"/> | Refer 4.11 |
| 6. Sample Risk Assessment | <input type="checkbox"/> | Refer 4.11 |

I certify that the details given in this questionnaire and in any supporting documentation are correct.

Signed: _____ Date: _____

Name (Block capitals): _____

Position Held by Signatory: _____

Telephone No: _____

For MPH use only:

Questionnaire checked and responses acceptable:

Signed: _____ Date: _____

Name: _____

Position: _____

DO NOT SIGN IF RESPONSES ARE UNACCEPTABLE – TAKE ACTION

TOOLBOX TALKS

1. SCOPE

- 1.1 To set out and establish the safety procedure for the delivery and recording of tool box talks to Huddersfield Ceilings Ltd employees and site sub-contractors.

2. INTRODUCTION

- 2.1 As an employer the company have a statutory duty to provide its employees with Information instruction and training. It is widely recognised that the use of short regular training sessions in the form of toolbox talks is a valuable means to comply with legislation.
- 2.2 Toolbox talks can cover briefings on
- ☒ Specific issues
 - ☒ General issues
 - ☒ Contents of risk assessments
 - ☒ Contents of method statements
 - ☒ Contents of permits to work
 - ☒ Accidents and incidents
 - ☒ Findings of inspections

3. WHAT SHALL BE DONE

- 3.1 Toolbox talks shall be undertaken at least once per week by the site supervisor.
- 3.2 Records of all toolbox talks shall be recorded on the attached sheet.
- 3.3 Before a new operation is undertaken or a new employee starts the Contract Manager or Contract supervisor shall deliver a toolbox talk on the relevant risk assessment, method statement etc.

TOOLBOX TALK RECORD

DATE:	
SUBJECT:	
ATTENDEES:	
Name	Signature
Signed:	
Position:	

NOTE: Talks are to be given by the Contract Supervisor or Contract Manager

WORK AT HEIGHT

1. SCOPE

All work above ground/ floor level is subject to site specific risk assessment and the application of relevant method statements to prevent falls from height, falls through fragile surfaces and falling objects.

All access equipment will be erected by competent persons and examined at regular intervals in accordance with the requirements of the Work at Height Regulations 2005.

The Managing Director will ensure they will do all that is reasonably practicable to prevent anyone falling, avoid work at height where they can; use work equipment or other measures to prevent falls where they cannot avoid working at height; and where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

Specifically, they will ensure:

- ✚ all work at height is properly planned and organised.
- ✚ all work at height takes account of weather conditions that could endanger health and safety.
- ✚ those involved in work at height are trained and competent.
- ✚ the place where work at height is done is safe.
- ✚ equipment for work at height is appropriately inspected.
- ✚ the risks from fragile surfaces are properly controlled; and
- ✚ the risks from falling objects are properly controlled.
- ✚ ensure that no work is done at height if it is safe and reasonably practicable to do it other than at height.
- ✚ ensure that the work is properly planned, appropriately supervised, and carried out in as safe away as is reasonably practicable.
- ✚ plan for emergencies and rescue.

LADDERS

Management will assess the need for ladders, stepladders and access equipment and will arrange provision of suitable types.

All access equipment will be erected by competent persons and examined at regular intervals in accordance with the requirements of the Work at Height Regulations 2005.

Ladders will only be considered where a risk assessment has shown that the use of other more suitable work equipment is not appropriate because of the low risk, short term duration of the task or restrictions where the work is located.

Short term duration is deemed to be 15 to 30 minutes

If the nature of the work, dictates that many of the tasks are of longer-term duration an alternative method of working at height will be considered.

- All ladders shall be in good working order with

- ✚ all rungs intact
- ✚ no movement between stiles and rungs

- ✚ no cracks
- ✚ no lashings or bindings
- ✚ light tools should be carried in a shoulder bag or on a belt to free both hands for climbing.
- ✚ where a ladder is to be used for work of a short duration one hand must be free to always hold onto the ladder.
- ✚ stretching must be avoided.
- ✚ ladders and step ladders will be subject to pre-use inspection by the site supervisor and to regular inspection by users.
- ✚ ladders will be angled correctly 1 in 4
- ✚ the top of the ladder will rest against a solid surface
- ✚ it is Company policy that no ladders are used unless securely footed and tied or footed by a second person.
- ✚ the ladder will be tied at the top and protrude at least 1 metre above the platform level.
- ✚ all timber ladders are stored correctly to prevent warping and / or rungs loosening
- ✚ aluminium ladders must **not be used** near any overhead power lines.
- ✚ step ladders must be fully opened before use and checked for defects.
- ✚ timber ladders shall never be painted as this may cover defects.
- ✚ clear varnish or preservative is allowable.
- ✚ only one person is on a ladder at any one time.

LADDER REGISTER

ID No	DESCRIPTION OF LADDER	STORAGE LOCATION	DATE OF INSPECTION	SATISFACTORY - (S) NOT SATISFACTORY - (N/S)	COMMENTS IF NOT SATISFACTORY	DEFECTS COMPLETED / ACTION TAKEN - DATE	SIGNATURE

WORK EQUIPMENT

1. SCOPE

- 1.1 To establish and set out the safety procedure for the safe management and control of work equipment at work by the company or its sub-contractors.

2. WORK EQUIPMENT

- 2.1 The Provision and Use of Work Equipment Regulations (PUWER) define work equipment as ***“any machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not)”***
- 2.2 PUWER therefore applies to a wide range of everyday things used at work. From items used in the office such as copiers and binding machines up to heavy equipment used on site including hand tools; ladders; circular saws; hoists; dumpers; tower cranes; etc. Almost everything we use is work equipment.

3.0 WHAT MUST BE DONE

- 3.1 ***Employers must ensure that any work equipment provided by them, or available for their employees to use, is suitable for the purpose for which it is used or provided.***
- 3.2 To do so they must:
- ✚ Have regard for the working conditions and risks that exist where the equipment is to be used:
 - ✚ Ensure that work equipment is only used for operations and in conditions for which it is suitable
 - ✚ Ensure that work equipment is maintained in efficient working order. Where any machinery has a maintenance log, that log must be kept up to date.
 - ✚ Ensure that staff are suitably trained in the correct use of the equipment.

MACHINERY AND WORK EQUIPMENT SAFETY

It shall be the responsibility of **management** to ensure that all machinery and work equipment in all work areas / sites is suitable for the use to which it is put in terms of: -

- ✚ construction
- ✚ electrical safety
- ✚ physical dimensions and weight
- ✚ guarding / fencing of moving parts
- ✚ suitability for the environment in which it is to be used
- ✚ ease of operation and maintenance
- ✚ protection for users and others who may be affected

Where relevant European or British Standards apply these shall be checked in relation to the equipment specifications.

All machinery and work equipment shall be subject to inspection schedules and planned preventative maintenance, in accordance with manufacturers or suppliers' guidance regarding frequency of use and the risks involved in its use.

Where specific inspections are required under the Provision of Use of Work Equipment and Lifting Operations and Lifting Equipment Regulations or Approved Code of Practice for Health and Safety purposes, such requirements shall be adhered to.

All employees must be adequately trained on the work equipment they use and be provided with all relevant health and safety information and training. This health and safety information and training must also be provided, along with any written instructions on the use of equipment, to employees supervising work equipment use.

All work equipment must be provided with readily accessible and clearly marked means of isolation from power.

Sufficient lighting must be available for the activity being carried out.

Suitable controls and at least one emergency stop facility must be available for all powered equipment.

All work equipment purchased / leased / hired by the Company will comply with relevant standards.

All machinery and equipment which has moving parts which may entrap or entangle limbs, hair or clothing etc., or which involves cutting, grinding or other hazardous operations e.g. impact, must be effectively guarded.








Guards must be properly fitted and prevent entanglement, entrapment, cutting, grinding or impact with any part of the body.

Such machinery must only be operated by trained and competent persons and must be regularly inspected and maintained.

Operation of any machinery, to which guards must be fitted, without guards in place is to be treated as **GROSS MISCONDUCT** and will render the operator, and / or the person issuing any instruction for operation without guards, liable to summary dismissal.

Guarding of Equipment

The following machinery shall be fitted with guards which shall protect operators from risk of entanglement, traps, contact with moving parts and / or ejection of solids or liquids. Guards shall be regularly inspected, and equipment **shall not** be operated unless guards are in position and in a safe condition:

-  Abrasive wheel equipment
-  Pillar drills
-  Cut-off wheels
-  Circular saw bench
-  Band saw
-  Compressor drive wheels and belts
-  Relevant handheld equipment e.g. portable circular saw

SAFETY POLICY DOCUMENTATION

Staff must not use equipment without guards (where fitted) in place and must immediately report any defective equipment to Management who will ensure that the equipment is withdrawn from service until repaired, and that a notice "DO NOT USE" is prominently displayed on the equipment.