



*joinery ltd*

## **HEALTH, SAFETY & WELFARE POLICY & PROCEDURES**

### **GENERAL STATEMENT**

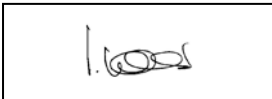
It is our policy to provide and maintain safe and healthy working conditions, equipment and systems of work for all our Employees, Contractors & Other Parties involved in our work, and to provide sufficient information, training and supervision required for this purpose.

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

All Employees, Sub-contractors & agents acting on our behalf will be made aware of the company's arrangements with regard to Health and Safety, including being given a copy of this Policy. Clients, Principal Contractors & their Agents may also be given a copy to ensure that all are very clear about how seriously we take our responsibilities towards everyone we have contact with during our work. Additional guidance will be given to all persons working for this Company which outlines our rules & other information relating to working for our organisation.

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

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

Signed: 

Ian Walker (Managing Director) Date: 23<sup>rd</sup> September 2016

***Scheduled date of next review of this Policy: September 2017 unless required earlier.***

### **WORKSAFE POLICY**

Everyone has the "right to refuse to work" if doing so would endanger anyone at the time or in future.

In such circumstances this must be reported to the relevant Manager immediately, who will investigate & take improvement actions until a suitable resolution is agreed.

Should the need arise then the "right to refuse" report can be made to other senior Managers or Directors if the person making the report believes that the matter is not treated with sufficient importance.

People who make such reports are to be thanked for their efforts in making our workplaces safer for all without risk of disciplinary action.

## **OTHER DOCUMENTS & PROCEDURES IN PLACE:**

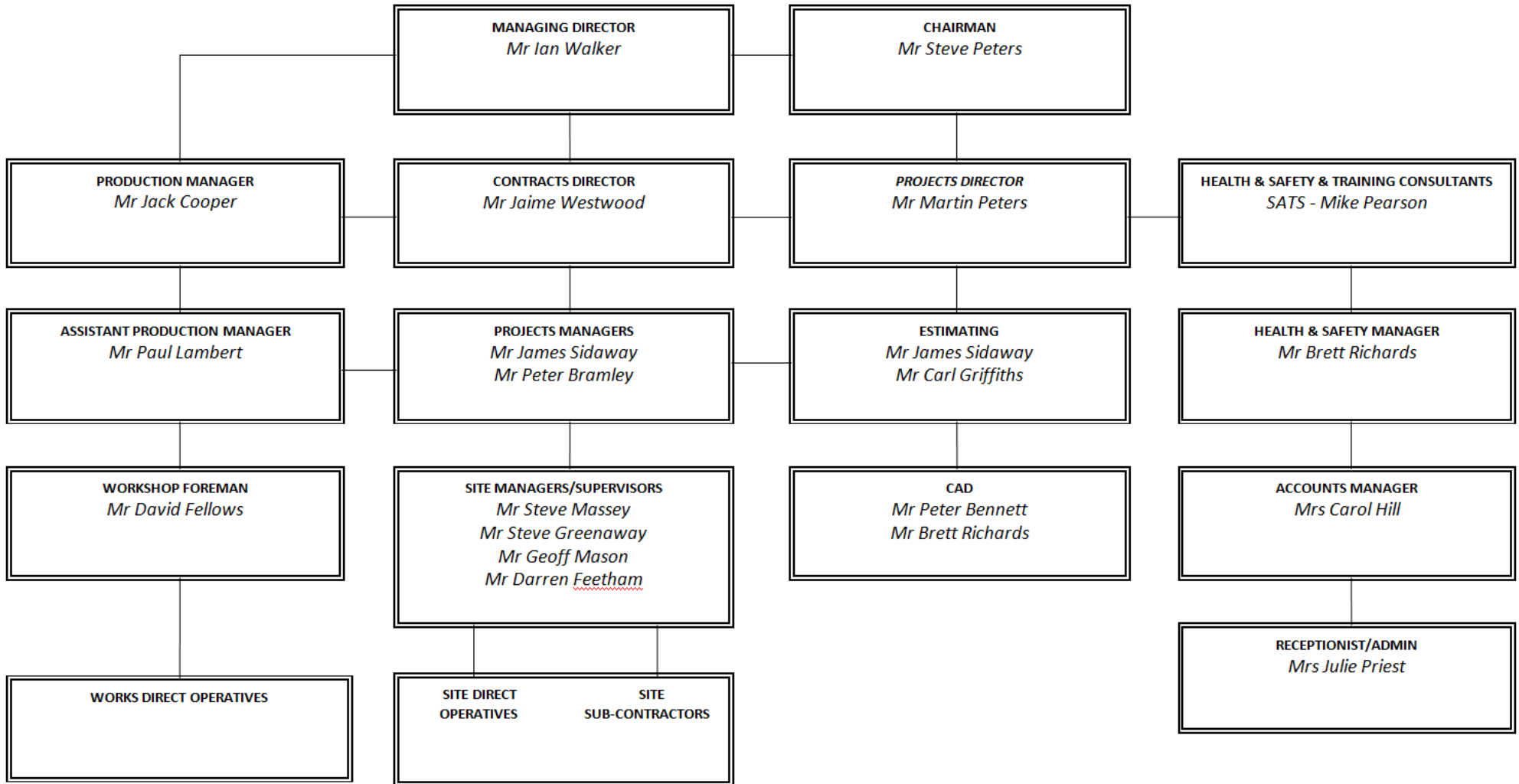
In order to effectively manage our work we utilise the following in addition to this policy:

- *Environmental, Sustainability & Waste Management Policy*
- *Equal Opportunity, Harassment and Bullying Policy*
- *Quality Policy & Procedures*
- *Capability Policy*
- *Management Review Procedure*
- *Disciplinary and Grievance Policy*
- *Work at Height Standards & Procedures*
- *Construction Phase Plans, Risk Assessments & Method Statements*
- *Site rules - our own & clients*
- *Third Party Accreditations – CHAS, Constructionline and Safe Contractor*

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

1. SAFETY ORGANISATIONAL CHART
2. KEY RESPONSIBILITIES OF ALL- Management, Supervisors, Employees & Contractors
3. ADVICE & ASSISTANCE
4. RISK ASSESSMENTS, METHOD STATEMENTS & WORK INSTRUCTIONS
5. CONTRACTORS, CUSTOMERS AND VISITORS
6. TRAINING & TRAINEES
7. CONSTRUCTION DESIGN & MANAGEMENT REGULATIONS - CDM 2015
8. ACCIDENTS
9. REPORTABLE ACCIDENTS & DANGEROUS INCIDENTS
10. FIRST AID
11. EMERGENCY PROCEDURES
12. FIRE SAFETY
13. PERSONAL PROTECTIVE EQUIPMENT
14. GENERAL WORK EQUIPMENT
15. MACHINERY & PLANT
16. ELECTRICAL EQUIPMENT
17. HOUSEKEEPING AND WORK AREAS
18. CONSULTATION & COMMUNICATION
19. HAZARDOUS/DANGEROUS SUBSTANCES
20. ASBESTOS
21. WORKING WITH LEAD CONTAINING MATERIALS
22. USE OF LPG, GASES, FLAMMABLE LIQUIDS & COMPRESSED AIR
23. MANUAL HANDLING
24. WORKING AT HEIGHT
25. WORKING IN CONFINED SPACES
26. WELFARE
27. YOUNG PERSONS AT WORK
28. CONSTRUCTION SITE SPECIFIC ARRANGEMENTS
29. COMPUTERS & DISPLAY SCREEN EQUIPMENT
30. HEALTH SURVEILLANCE
31. MONITORING OF COMPLIANCE & SAFETY
32. NOISE AT WORK
33. VIBRATION
34. STRESS AT WORK
35. COMPANY VEHICLES
36. LONE OR LATE WORKING, PERSONAL SAFETY
37. PROHIBITED ACTIONS
38. LOG OF REVIEW & AMENDMENTS TO THE COMPANY POLICY
39. LOG OF ISSUE OF THIS POLICY

# 1. SAFETY ORGANISATION CHART



## 2. KEY RESPONSIBILITIES:

### **Ian Walker, on behalf of the company:**

- Will have overall corporate responsibility for Health, Safety & Welfare, supported by our Designated Competent Person: Staff at **SATS (Site Assessment & Training Services) Ltd.**

### **Management – On behalf of the Company:**

#### **The Directors will:**

- Ensure that suitable & sufficient strategy, resources & expertise are utilised to comply with relevant legislative requirements & to carry out all of the activities contained within this policy.
- Effectively delegate key responsibilities to others throughout the Company to carry out company business activities on their behalf, providing sufficient time, information, training & ongoing support to do so.

#### **The Management Team will:**

- Monitor arrangements, procedures, performance & compliance regularly to ensure that everyone is working safely.
- Ensure that everyone working on behalf of the Company is Competent to do so, providing suitable Development & Certification where required.
- Ensure that corrective or improvement actions are taken as & when required in order to promote good practices throughout the business activities.
- **The Contract Management Team** are responsible for the production & issue of proportionate Construction Phase Plans, Risk Assessments (with resultant control measures), Method Statements & the provision of work instructions. This will cover all aspects of our work where Significant Risks may exist. It will include: Manual Handling; Hazardous Substances; Tools, Equipment & Machinery; Driving at work; Fire and Office Premises. Where such information is provided by others, we will check that the information is valid & meets our needs. All such relevant information will be issued to all as part of daily & ongoing work controls.

#### **All Managers Must:**

- Act as a “Role Model” to others, demonstrating positive safe actions, knowledge & behaviour.
- Ensure that all works are carried out following safe systems of work.
- Utilise the “principles of prevention” at all times as in **Appendix 1 of L153**. In summary they are to:
  - a. avoid risks where possible;
  - b. evaluate those risks that cannot be avoided; and
  - c. put in place proportionate measures that control them at source.
- Have in place suitable Emergency arrangements for each workplace with regular reviews of their effectiveness. These must be recorded.
- Ensure that adequate and suitable welfare facilities are provided throughout the duration of each project.
- Effectively manage, monitor & review the performance of all at work to ensure compliance & to seek continuous improvement throughout. As a minimum an annual review of self-employed & sub-contractors must be carried out to prove effective monitoring of performance.

- When applicable, carry out due diligence to enable initial & ongoing approval of Contractors for each contract, taking into account previous knowledge, experience, qualifications & work done.
- Keep up to date with instructions, legislative requirements & procedures, then cascading key information to others under their control.
- Ensure the recording of accidents, incidents & near misses.
- Coordinate, cooperate & consult with all others involved in our work, from planning at pre-start to post completion.
- Ensure that everyone shall have equal access to employment & to develop with this company - discrimination of any sort is not permitted and must be challenged if suspected.
- Regularly check on the Health & Well Being of all employees to monitor the welfare of our team.

### **Supervision**

- Each workplace shall have a Designated Person / Supervisor with day to day safety responsibilities on behalf of the Company. This includes checking that work conditions are safe, resulting in NO additional risks to any persons carrying out the works. All persons carrying out this role shall be aware of their overall responsibilities. This is done via regular support & guidance from the Management team with additional information, support & training when identified to meet the legislative criteria.

### **Each Supervisor must:**

- Ensure that Risk Assessments, Method Statements & work instructions provided are effective to cover the work & that all risks are effectively controlled.
- Check & maintain sufficient First Aid provision, Fire & Emergency procedures in each workplace, reporting & taking immediate action to correct any deficiencies found.
- Maintain a record of regular weekly checks on the issue, use & condition of Tools, Equipment & Personal Protective Equipment (PPE) in accordance with the PUWER Regulations 1998.
- Ensure the effective delivery of Inductions, Briefings & Tool Box Talks - these must be recorded & kept in the workplace records.
- Assist the management in monitoring the performance of all involved, investigating any deficiencies or non-conformities & ensuring that corrective action is taken when required.
- Liaise with the Company, Client Management & Co-contractors regarding all workplace progress, Health, Safety & Training matters.

### **Employee & Contractor responsibilities (To include all Site, Office & Workshop Staff):**

- Everyone must co-operate fully with any arrangements made both by our Organisation & those made by our Clients on their sites or in their premises.
- All persons working on our behalf have a duty to report any breaches of this Health and Safety Policy or any unsafe work circumstances promptly to their respective Supervisor or the Management Team. Work affected should cease until remedial action has been taken  
NOTE: Anyone reporting such events will be thanked, with their concerns recognised as a positive action to benefit all.
- Everyone must expect to receive an effective Induction covering: Workplace Risks, Rules, Safe Working Methods, Emergency Procedures & their own responsibilities.
- All persons working for the company must promote a safe working environment to take reasonable care of themselves and all others that could be affected. Special arrangements will be required to allow for young persons who may be in the work location.
- Everyone has a duty of care to look after themselves & anyone who may be affected by any actions or omissions. As such all people working for the Company are expected to contribute to safe working practices by reporting any dangerous situations & being consulted on future practices.

- We all have a responsibility to carry out our work taking into account that our workplace may be occupied premises, thus at all times work must be done with utmost consideration for occupants & visitors who may not be aware of the risks in the area.
- Every workplace shall have in place suitable Emergency procedures to ensure the Safety of all in the event of an Emergency - everyone has a responsibility to know what arrangements are in place & to follow them in an emergency.
- Our work must not in any way harm the environment- use and disposal of materials will follow manufacturer's/supplier's instructions or as indicated in the COSHH documents.
- Suitable & sufficient Information, Training & Development will be made available to all persons to ensure that people are able to perform their duties correctly.
- Failure by anyone to act according to the company policies, rules or safe systems of work will lead to disciplinary action, including possible dismissal.
- **Approved Sub-Contractors** must agree to & comply with all of the arrangements herein & have completed a "Sub Contractor Terms, Conditions & Qualification document" requiring them to supply proof of Competence. This forms an integral part of their contract to work with us & to ensure compliance with the duties of all under the current CDM Regulations. This process must be fully completed prior to starting work & then reviewed annually in order to retain the "Approved Contractor Status". NOTE: Scaffolding Contractors must supply additional information relating to their ability to comply with the Industry expected standards of the current TG20 & SG4.

### **3. ADVICE & ASSISTANCE**

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

The following may be contacted in this respect, **Ian Walker** on either the main office number: **01384 265888** or call mobile: **07801 529537**.

**SATS Ltd: Mike Pearson on 07824 390746, John Sneath on 07824 514584 or Stephen Pearson on 07913 607252**

The HSE Local office on - **0121 6076200** or web site: [www.hse.gov.uk](http://www.hse.gov.uk)

### **4. RISK ASSESSMENTS, METHOD STATEMENTS & PERMITS TO WORK - (Management Regulations 1999)**

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

Method Statements & Work Instructions will show how to complete tasks in the safest manner. We will convey information of any such matters to all staff & others who may be affected, as part of the Workplace Documentation & during workplace Inductions as appropriate. **NOTE: For minor works a combined Minor Works Plan & Method Statement or simple Job Sheet will be used for this.**

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

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

A Permit to Work will be required for the following:

- Hot works- using blowlamps or heat guns, soldering, welding
- Entry to unsupported excavations or confined spaces (**See Confined Spaces Section**)
- Work on live electrical systems or where part or circuits remain live
- Permits to dig where services may be nearby or when the client requires this
- Gas, water or underground sewer systems

- **Work at height where deemed to be “High Risk” or where “collective fall prevention is NOT suitable e.g.: use of harnesses, fall restraints, air bags or crash decks”.**

The Permit to Work procedures must be followed in full without exception by our own managers & the operatives carrying out the works, including agreed sign off at completion.

Records of permits must be retained within the project files & returned to the office upon project completion.

The purpose of these strategies is to minimise the risk of injury, ensure that safe systems of work are adopted and prevent unsafe acts.

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

All systems in place must be briefed to those involved in the work by the person in charge.

## **5. CONTRACTORS, CUSTOMERS AND VISITORS**

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

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

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

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

Visitors must be warned of any dangers associated with the workplace upon arrival & escorted throughout. The Supervisor must be aware of who is on site at all times either via a sign in process or knowledge of attendance for very small numbers or people.

## **6. TRAINING & TRAINEES - (Health & Safety at Work Act 1974 & CDM Regulations 2015)**

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

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

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

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



## **7. CONSTRUCTION DESIGN & MANAGEMENT REGULATIONS—CDM 2015**

Every project must comply with the whole of the CDM Regulations no matter how minor or the duration. When the construction phase of a project is likely to exceed 30 working days with more than 20 on site simultaneously at any stage the project, or 500 person days total time on site, then it is “Notifiable” to the HSE via an online form.

We shall take the following actions relevant to the precise nature of each project based on the requirements of the **HSE guidance document L153** & other available guidance:-

- Ensure that the Client & Designer are aware of their duties as required by the CDM 2015 Regulations, this may involve us asking our engaged consultants to advise them. NOTE: Domestic Clients are duty holders, although excused from responsibility other than to appoint a Principal Designer & Principal Contractor (if more than one Contractor is involved) or Contractor. We are expected to take on the Domestic Client duties & in the absence of an Appointed Principal Designer take of their duties to Plan, Manage & Coordinate works. \*This would only apply for minor maintenance, repairs or like for like replacement works, otherwise a Principal Designer must be appointed. **We have no intention of taking on Design duties as we are not Designers or Specifiers. We may offer our expert advice as constructors only.**
- Work with the Client & their appointed Principal Designer to establish the required details for Health & Safety Plans for both the Pre- Construction & the Construction Phase.
- Ensure that form F10 is submitted & displayed when appropriate-although notification should be done by the Client or Principal Designer as they should have been involved in the project before we are?
- Inform the Client & their Appointed Principal Designer of any variations to the planned works at any stage.
- Ensure that we comply with Organisational Competency & Safe Working procedures throughout.
- Provide suitable resources to plan, manage, supervise & carry out the work, using people with the right: Skills, Knowledge, Experience & Training to do so.
- Ensure that a proportionate Construction Phase Health & Safety Plan/Minor Works Plan or Job Sheet is in place & work in accordance with the work plan throughout. NOTE: Construction Phase Plans may be put in place by others, if so we will be aware of & contribute to it.
- Cooperate & coordinate with all other parties involved throughout via regular communication, both formal & informal with consideration given to the planning & organisation of works.
- Upon completion of the works, provide information to be included within the Project Health & Safety File (O & M Manual) to be prepared by the Principal Designer to be passed to the Property Owner/Client.

## **8. ACCIDENTS- (RIDDOR Regs 2013)**

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

All accidents or incidents - including those thought of as being “minor” or dangerous in any way, are to be reported & recorded with an investigation carried out using our “Accident, Incident & Near Miss Form”. Our team will be advised of the need to take photos & report what they have seen immediately after any such event. All will be required to assist with any enquiry by Company Management or other agent involved. An initial investigation must be instigated by line managers within 24 hours, collating information from: injured persons, witnesses, photos of the location, injuries & equipment involved. This will result in a formal report, to be produced or approved by our Safety Advisor within 5 working days of the event.

Information gathered will provide valuable knowledge in order to help prevent future occurrences.

## **9. REPORTABLE ACCIDENTS & DANGEROUS INCIDENTS- A Statutory requirement**

Overall responsibility resides with: **Ian Walker**. All incidents should be reported to the HSE under RIDDOR online using form F2508 within 5 working days of the event.

**The reporting forms are available at:** <http://www.hse.gov.uk/riddor/report.htm>

Others to be notified are: Our Health & Safety Advisor & our Company Insurers.

Reportable accidents & incidents include all occurrences where 7 or more possible working days are lost, or for serious accidents & dangerous occurrences.

A telephone service is to be used for reporting fatalities and major injuries only as below:

Incident Contact Centre - **0845 300 9923** (opening hours Monday to Friday 8.30 am to 5 pm).

The Out of hours number for the duty HSE Officer is **0151 922 9235**.

## **10. FIRST AID- (First Aid Regulations 1981)**

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

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

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

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

## **11. EMERGENCY PROCEDURES-(Management Regulations 1999)**

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

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

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

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

## **12. FIRE SAFETY- (Fire Safety Order 2005)**

- All staff will receive instruction in fire prevention & safety, including the importance of keeping a clean and tidy workplace.
- Each workplace shall have at least one nominated "Fire Warden" who shall monitor the fire arrangements & take the lead if an emergency situation arises.
- When working in workplaces controlled by our own organisation, including our commercial business office premises, we shall carry out our own Fire Risk Assessment as required by the Fire Safety Order 2005. This will be done annually unless changes dictate that this be done earlier.
- When working in Commercial Customers premises we shall ask them for details of their Fire Risk Assessment which they are required to have by Law - this should inform us of their Emergency arrangements in the event of a Fire & all precautions that they take to prevent & control Fire Risks, we will then use this to confirm our site arrangements.
- Everyone must ensure that escape routes are kept clear and are known to all that may require their use.

- Fire extinguishers should be placed where there is a fire risk, and must be periodically checked by a qualified person for suitability & be fit for purpose.
- “Hot Working” involving heat generation and the like shall be carried out in accordance with Approved Codes of Practice (ACoPs). \*No work involving this shall be done within 1 hour prior to leaving the work location in order to reduce the risk of fire.
- Transportation & storage of gas containers & allied equipment shall be in accordance with manufacturer’s instructions.
- Burning of rubbish materials shall not be permitted on sites.

### **13. PERSONAL PROTECTIVE EQUIPMENT- (PPE at Work Regulations 1992)**

Selection of PPE & RPE are as detailed within our “**PPE Equipment Log & Standards**” document.

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

Face fit tested P3 filtered Respiratory masks shall be used for all operations when silica or metal particles will be produced E.G.: when using disc cutters or when other hazardous dusts such as hardwoods & MDF are likely to be produced. We shall do all that we can to ensure that workers who wear tight fitting RPE masks are clean shaven to achieve effective protection.

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

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

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

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

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

All equipment must be checked before use by the user for its overall condition, and suitability for intended purpose. ANY DEFECTS FOUND MUST BE REPORTED IMMEDIATELY with effective action taken prior to its use. All equipment shall be maintained in accordance with ACoPs, manufacturers/supplier’s instructions & normal industry practise; in particular the following shall apply:

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

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

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

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

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

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

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

Routine visual inspection is required by all operatives prior to use, followed by checks on all connections, plugs and extension cables. Use of Battery operated or 110-Volt equipment is preferred.

Where 240 Volt supply is used for portable items a residual current device (RCD) must be used at source. NOTE: 240 volt equipment can only be used in dry areas with Management permission.

**The Management Team** are responsible for ensuring that all portable electrical equipment is regularly PAT tested at between 3-12 months based on the risk as stated within Table 1 on page 17 of HSG 107 by suitably qualified persons; any hired equipment must have been tested prior to accepting the hire agreement. Office based items will be tested every 2 years.

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

**Dave Fellows** will maintain company records for this & arrange annual retesting or earlier if items may have been damaged or misused.

\*Equipment used & supplied by other Contractors or hirers must also comply with this Testing requirement. Our Management & Supervision are required to check that this is done.

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

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

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

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

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

#### **18. CONSULTATION & COMMUNICATION- (Consultation with Employees Regs 1996 & CDM 2015)**

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

Everyone is encouraged to discuss & have responsibility towards maintaining a happy safe workplace.

Through effective consultation & feedback we must ensure that our team fully understand all matters relating to the Health, Safety & Welfare of all. We will record key details when exchanging information between parties to ensure that we are able to prove that effective consultation takes place.

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

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

**Managers and Supervisors must check to confirm that people do understand key information.**

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

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

Material Safety Data Sheets (MSDS) supplied by manufacturers are kept on file either in the Company Offices or site files & are provided to relevant persons for information purposes. Where the MSDS indicates that any substance that may pose a "significant risk" to people during & after use, a formal COSHH Assessment must be completed to identify, minimise & control risks. A copy of the COSHH assessments relevant to any project must be available for workers to refer to.

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

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

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

PPE & RPE requirements for each task will be determined by risk assessments & the work circumstances. Fit testing is required for the users of RPE to ensure effective protection.

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

## **20. ASBESTOS-(Control of Asbestos Regulations 2012)**

**All of our team who may come into contact with Asbestos Containing Materials will receive Awareness Training to meet the Regulations & HSE Training document em2.**

We have inspected our own premises for ACMs (Asbestos Containing Materials) with the results showing that none are present that may affect us.

Should we suspect that ACMs may be present on site, and as a matter of course for any building constructed prior to 2000, we will ask Commercial clients to provide us with confirmation that they have carried out a survey by a competent person and with details of the reported findings; we will use this to guide us in our work.

**The following will apply in ALL circumstances:**

Should we suspect or find Asbestos based products in existence in any workplace, we must treat the material as if it is Asbestos until a Licensed Expert has assessed the material & a safe method of work is established to deal with it. In such situations NO ONE MUST disturb the material; access to the area MUST be prevented to all except Appointed Personnel for Non Licensed (Lower Risk) Asbestos or Accredited Licensed Contractors for other (Higher Risk) works.

\* If Asbestos is identified in a workplace a Project Briefing will be given to inform everyone of the dangers posed & the safe working practices based on the Method Statement supported by the HSE Guidance as applicable.

## **21. WORKING WITH LEAD CONTAINING MATERIALS - (Control of Lead at Work Regulations 2002)**

Lead can be a hazardous substance if absorbed, handled or if fumes are breathed in.

When the planned work may produce lead dust, fume or vapour we are most at risk.

This can include:

- Removing, cutting, dressing & welding of lead sheeting.
- Blast removal and burning of old lead paint finishes.

Should our work involve such work we shall take the following steps:

- Assess the risks to health to see if it is likely to be significant, if so the resultant control measures will be used to determine safe work practices.
- Use the HSE document - "Lead & You INDG305" & the "ELSIA-Leadworker Safety" Doc to guide us in formulating a safe system of work to prevent any exposure to our staff or other who may be affected.
- Share all relevant information with people who may be affected by explaining the specific work arrangements prior to starting the work.
- Monitor compliance & check if there are any ill health effects.
- Remind our employees of the need to wear the appropriate PPE/RPE and ensure they wash all exposed skin after any potential contact with Lead Containing Materials.

NOTE: This type of work is a very rare occurrence as we normally refinish such surfaces without removing or disturbing the integrity of the old paint.

## **22. USE OF LPG, GASES, FLAMMABLE LIQUIDS & COMPRESSED AIR - (Dangerous Substances & Explosive Atmospheres Regs 2002)**

### **LPG, Gases & Flammable Liquids**

- Transportation and storage of Gas Containers and Flammable Liquids will be in accordance with Manufacturer's instructions, away from heat and sources of ignition.
- Use shall be controlled by Method Statements, site rules and Permits to Work.
- Stored Containers must be kept upright, with adequate ventilation and in limited quantities.
- Storage must be secure to prevent misuse or unauthorised access, with gas bottles stored outside within a locked cage when not in use.
- All joints, pipes and installations will be inspected regularly for defects, with pressure tests carried out & purging of pipes to remove fuels before any parts are removed or for storage.

- Qualified engineers must carry out inspection and maintenance works as required by Regulations and Manufacturer's instructions.

### **Compressed Air Use**

- The same storage, inspection & maintenance arrangements apply as above.
- Users must also be aware of the dangers of the release of pressure and the risk of personal injuries in case of misuse.

### **23. MANUAL HANDLING- (Manual Handling Regulations 1992)**

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

Individuals **must not** Risk injury by lifting weights exceeding their own capability.

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

Training will be provided within Tool Box Talks to cover all aspects of Manual Handling with regular reminders given during briefings.

All Site staff will receive a formal training session delivered by our Advisor or other competent expert - this shall include reference to the control measures within our Manual Handling Risk Assessment (which will be reviewed for each Project).

### **24. WORKING AT HEIGHT- (Work At Height Regulations 2005)**

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

All Work at Height **MUST** follow the hierarchy of control within the Work at Height Regulations - the first key point is to "avoid work at height wherever possible".

In order to enable work at height to be controlled effectively, all of our Construction site team must be aware of, understand & follow risk assessments, method statements and our "**Work at Height Standards & Procedures**" document.

Permits to Work may also apply when the work is likely to affect others in the workplace.

These documents inform all of our safe working arrangements, use of equipment & competency in order to minimise the risk of falls

In addition to the above we will specifically:

- Properly plan & proactively manage all work where a fall from height is possible.
- Use work equipment & other measures to prevent falls.
- Ensure that persons do not reach out or over-stretch whilst at height.
- Limit items being carried to keep one hand free at all times when climbing ladders or inclines.
- Observe site rules regarding the choice & use of equipment.
- Mitigate distances & consequences of falls by using equipment or other measures to limit potential harm should a fall occur.
- Collective fall prevention systems shall be used in preference to individual measures.
- When scaffolding is required, we shall take all reasonable steps to ensure that it is correctly ordered, erected & dismantled in accordance with the current versions of TG20 (Design & Compliance Standards) & SG4 (Scaffolders working practices). NOTE: All Scaffolders must declare compliance with TG20 & SG4 within their work plans & RAMS.
- Ladders are a means of gaining access or for work of a short duration of time only.
- Ladders must be used correctly, at the correct angle, on a suitable surface & checked regularly for defects - any defective equipment must not be used in any circumstances.
- All Work at Height equipment shall be inspected by the user prior to use, with regular weekly inspections carried out and recorded by a "Competent person" in accordance with regulatory or

industry standards as a minimum. Supervisors must do likewise at the start & end of each shift, also checking that unauthorised use is prevented at all times.

## **25. WORKING IN CONFINED SPACES- (Confined Spaces Regulations 1997)**

Work in confined spaces is infrequent during our routine activities.

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

The following specific actions must take place:

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

## **26. WELFARE- (Workplace-Health, Safety and Welfare-Regulations 1992 & CDM 2015)**

The wellbeing of all is vital; our workplaces will have suitable facilities to ensure the Health, Safety & Welfare of all at work. Specifically all should have access to: Clean toilets, washing facilities, hot & cold running water, drinking water, rest places, a dry place to shelter, and, where workers have to wear special clothing for the purposes of their work and cannot be expected to change elsewhere, a changing room will be provided.

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

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

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

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

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



## **28. CONSTRUCTION SITE SPECIFIC ARRANGEMENTS - CDM 2015 & Management Regs 1999)**

All work must be properly surveyed, planned & carried out using all available knowledge & expertise. As such all levels of management & specialist advice will be used in order to control operations.

This requires allowing sufficient time to prepare, notice of start on site, research & sharing of information to enable works to be delivered safely.

The quality of detailed information gathered during our initial enquiries will have a direct impact on the success of delivery, thus our management must be thorough in their attention to detail, requesting & collating key information.

**Site Controls & Security:** Every construction site or premises we work on will be “deemed to be within our Control” once we have taken possession by starting work. As such we will be responsible for the safety & security of everyone who is on site or within the vicinity during work times & when unoccupied. Our work plans will describe how we are to control these aspects, including: hoardings; fencing; management actions & inspections required.

**Other arrangements:** In addition to the other matters within this Policy, the following may be applicable:

- Occupied premises.
- Work over or near to power lines, overhead obstructions, over or near to water e.g.: Canals, rivers or streams.
- Work in public areas, highways & affecting neighbouring facilities.
- Potential for disease caused by contaminated land, structures or waste products.
- Historic buildings or protected land - permissions & licenses to be sought.
- Areas subject to subsidence or omitting gases E.G: mine workings or near waste tips leaking methane etc.
- Vulnerable people or children in the workplace - CRB checks are likely to be required.
- High security premises requiring government security clearances.
- Protected species of plant or animals.
- Preventing spread of plants & environmental hazards such as Japanese Knotweed.

**Should any such issues be prevalent, then we must include them within our written work plans to be shared & where appropriate gain permission from any authorities prior to starting the work. Any permits obtained must be displayed for all involved to see.**

## **29. Health and Safety (DISPLAY SCREEN EQUIPMENT) -(1992 Regs, amended 2002)**

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

Regular users will also be required to have their eyesight tested on an annual basis. Continuous use shall also be restricted to a maximum of 2 hours; users must take regular breaks from “screen work” of 10 minutes per hour, for example by undertaking other work.

## **30. HEALTH SURVEILLANCE--(Management Regulations 1999)**

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

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

On an Annual basis, a questionnaire will be sent to all staff to ascertain if any health related issues are affecting them. This will cover what we consider to be "Safety Critical" to their role as well as stress & other "Well Being" topics.

Responses will be assessed with remedial action taken if required.

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

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

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

### **31. MONITORING OF COMPLIANCE & SAFETY - (Management Regulations 1999 & CDM 2015)**

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

- Our recruitment procedures will include undertaking mandatory checks on eligibility to work in the UK under the Immigration, Asylum & Nationality Act 2006 and as a Company we condemn Human Trafficking and will report any suspected cases to the proper authorities. Those in our supply chain will be required to meet these requirements.
- Providing regular support to our team on safe working, including ongoing daily contact.
- Managers & Site Supervisors shall complete regular supervisory checks with any corrective or improvement actions taken urgently. Resultant actions will be reviewed by company management to ensure that improvements are put in place.
- Sub-contractors & self-employed people will be subject to an annual review to monitor their performance over a range of compliance matters. Once done each contractor is to be issued with a copy of the review as well as the "Terms & Conditions" they must comply with.
- Obtaining feedback from our customers throughout projects.
- Health & Safety compliance & improvements will be an agenda item for all site meetings with any improvements put in place following consultation with our Health & Safety Advisor.
- Periodic safety audits to be carried out by our engaged NEBOSH Qualified Advisors **SATS Ltd**. Identified improvements shall be undertaken with the required level of urgency & our team briefed via tool box talks on corrective actions put in place.

### **32. NOISE AT WORK - (Control of Noise at Work Regulations 2005)**

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

- Know of the DbA-decibel rating for each tool or machine being used & ensure that we control any risk as in the points below:
- For noise **up to 85 DbA** we will prevent unnecessary contact with the noise & suggest the wearing of Hearing protection for those in the work area- including non-users of equipment.
- For noise **over 85 DbA** we shall look for an alternative method of working if possible, if we cannot provide this then Hearing Protection **MUST BE WORN WITHOUT EXCEPTION**.
- When purchasing machinery we shall take into account noise levels produced.
- We shall continuously monitor our team for any potential Hearing damage caused by noise at work, taking preventative action if we believe that the risk is unacceptable. NOTE: We may provide periodic hearing tests for people who are regularly exposed to high levels of noise. Decisions regarding this will be taken based on advice received from our Health & Safety Advisor or other Occupational Health experts.

### **33. VIBRATION-(Control of Vibration at Work Regulations 2005)**

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

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

**High risk** employees are those who regularly operate:

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

**Medium risk** employees are those who regularly operate:

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

### **34. STRESS AT WORK-(Management Regulations 1999)**

The Health and Safety Executive defines stress as 'the adverse reaction people have to excessive pressure or other types of demand placed on them'. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

The effects of long-term stress can be seen in physical, intellectual, emotional and behavioural signs. In order to reduce the possibility of stress causes & their effects Managers shall be aware of & carry out the following:

- Conduct and implement recommendations of risks assessments within their control.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure that Employees & sub-contractors are fully trained to carry out their duties.
- Ensure staff are provided with purposeful developmental opportunities.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure staff are not overworking.
- Monitor holidays to ensure staff are taking their full entitlement.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment are not tolerated within their jurisdiction.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside of work e.g.: bereavement or separation.

### **35. COMPANY VEHICLES - (Road Traffic Act)**

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

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

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

Drivers have a duty to make sure that vehicles are checked, cleaned & maintained regularly to ensure that the vehicles are roadworthy & serviceable. The use of Mobile handsets whilst driving is prohibited. All occupants must comply with all road traffic regulations.

### **36. LONE or LATE WORKING, PERSONAL SAFETY - (Management Regulations 1999)**

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

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

### **37. PROHIBITED ACTIONS**

- **Anyone ignoring or not following correct working methods, safe working documents or work instructions.**
- **Not adhering to this policy & other company rules.**
- **Anyone putting themselves & others at risk.**
- **Using tools, equipment or machinery without proper safeguards.**
- **Leaving tools, equipment or machinery in an unsafe condition or able to be used by unauthorised persons.**
- **Failing to use or damaging PPE/RPE.**
- **Failure to report incidents, accidents or near misses to us immediately.**
- **Failing to maintain workplace security thus allowing unauthorised access.**
- **Personnel being transported without proper seating or wearing safety belts.**
- **Drinking alcohol or being under the influence of alcohol whilst at work, including being in charge of vehicles/machinery during the course of work that could increase risks to anyone.**
- **Taking any drugs or substances that are illegal or may affect the ability of persons to work safely. Where medications are prescribed by a Doctor, the individual must check whether any potential side effects may affect their ability to work and notify their Supervisor before starting work. NOTE: Random Drug & Alcohol tests may be carried out by some of our clients. Everyone must comply with this upon request.**
- **Using personal audio & personal mobile phones that may cause distractions or a lack of awareness in the workplace.**
- **Wearing of loose, ill-fitting clothing or inappropriate jewellery items that could pose a risk to safety or offence to others.**
- **Driving any company vehicle if any recent event may lead to the loss of insurance cover or no longer being legally entitled to drive.**
- **Failure to inform the company management of any matter that may compromise the good name & reputation of the company.**
- **Acting or behaving in a manner that is non-compliant with legislation E.G.: Horseplay or causing offence to others in the workplace.**
- **Smoking in an enclosed area of any workplace - smoking must be in defined areas only.**

**NOTE: Disciplinary action may be taken for any failure to follow company policy, procedures, rules or for failing Drug & Alcohol tests.**

**For serious non-compliance or if found to be involved in prohibited actions, immediate suspension or summary dismissal may result.**

### **38 - Log of review & amendments to the Company Policy**

Filename, inc version	Sections amended	Issue date	Issued by
Health, Safety & Welfare Policy 02 12	Amended various sections with minor changes.	03/02/12	SATS Ltd
Health, Safety & Welfare Policy 01 13	Amended sections on RIDDOR, asbestos with other minor changes.	17/01/13	SATS Ltd
Health, Safety & Welfare Policy 04 14	Amended sections for Permits, RIDDOR 13 and Consultation with other minor amendments. New sections added to cover: Lead based Materials, Construction Site Specific, Stress at Work, Log of Review section.	03/06/14	SATS Ltd
Health, Safety & Welfare Policy 12 14	Amended sections: RIDDOR, Asbestos, Work at height, & number of other headings linked to regulations with other minor changes to various other sections	02/12/14	SATS Ltd
Health, Safety & Welfare Policy 06 15	Amended sections for CDM 2015 as well as other minor changes to various sections	02/06/15	SATS Ltd
Health, Safety & Welfare Policy 05 16	Annual review of contractors within sections 2 & 30 added, additional scaffolder controls added within sections 2 & 24. Timescales for incident reporting added in sections 8 & 9. Reference to need to be clean shaven in section 13. PAT testing frequencies as defined by HSE guidance. Insertion of new Section 22 – Use of LPG, Gases, Flammable Liquids & Compressed Air. Specific reference to the Manual Handling RA within section 23. Additional bullet added to section 31 regarding checks on eligibility to work in the UK and Human Trafficking. Additional details added to section 32 regarding monitoring of noise affects. Change of order for sections 38 and 39.	18/05/16	SATS Ltd
Health, Safety & Welfare Policy 09 16	Update to reflect revised organisational structure and key responsibility holders	23/09/16	Sats Ltd

**39 - LOG OF ISSUE**

THE **WOODCRAFT JOINERY LTD 2016-17** HEALTH, SAFETY & WELFARE POLICY DOCUMENT HAS BEEN GIVEN TO THE FOLLOWING PERSONS TO READ & CONFIRM THEIR UNDERSTANDING OF THE CONTENT:

**NOTE: Each person is expected to ask questions, particularly if there is anything they do NOT understand**

Name	Signature	Date

A record of the issue of this document will be kept of file in the office