



HEALTH AND SAFETY AND ENVIRONMENTAL POLICY

FOR

APEX OFFICE INTERIORS LIMITED

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Prepared by

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SECTION 1

APEX INTERIORS LIMITED

POLICY STATEMENT

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year.

It is the company policy to ensure and recognise that the health, safety and welfare at work, of all employees, whether on the company's premises or carrying out company business elsewhere, is primarily the management's responsibility, and that a duty of care extends to other persons whilst they are on company premises.

The company will ensure that adequate resources including funds and time are provided to maintaining a high level health and safety culture.

James Grylls, a director of the company has ultimate authority and responsibility in relation to health and safety topics and has been appointed by the board as the director responsible for health and safety.

He will be responsible for considering the health and safety issues of all policy decisions taken by the board, and for liaison with the company's external Health and Safety Advisor.

Health and safety will be included on the agenda at board meetings.

Signed.....

Date.....

SECTION 2

MANAGEMENT TEAM RESPONSIBILITIES

Everyone in the organisation who is responsible for other people, carries as a primary job function, the duty to safeguard their welfare, health and safety whilst at work. The management team will do all in their power to ensure as far as it is practicable, the following:-

- The provision and maintenance of a safe place of work with proper access
- The provision of equipment, materials, clothing and methods of work incorporating safety precautions, which are thereby without risks to health
- That the processing, handling, storage and transport of materials and equipment can be achieved without hazard
- That periodic checks are carried out to monitor and control adherence to statutory requirements, Codes of Practice and company standards
- The provision of such information, instruction, training and supervision necessary to ensure the health and safety at work of employees
- The thorough investigation of all accidents and near-misses, with a view to preventing their recurrence
- That contractors and other visitors to the company premises and sites are made fully aware of and comply with the company's safety policy, standards and regulations
- That first aid facilities, fire precautions, firefighting equipment and the emergency evacuation procedures are regularly examined and if necessary, improved

Individual responsibilities are as follows:-

Directors

- Initiate, administer and interpret the effective implementation of the company Health and Safety Policy
- Have an understanding of the application of The Health and Safety at Work etc. Act 1974 to the company's operations and a general knowledge of all current health and safety legislation, in particular The Construction (Design and Management) Regulations 2015
- Arrange for funds and facilities to meet the requirements of the policy
- Liaise with the Health and Safety Advisor to ensure the proper reporting, investigation and analysis of accidents and/or dangerous occurrences, ensure adequate training is given, be aware of changes in legislation which affect the company and promote the safe conduct of work generally
- Ensure that training is arranged for all levels of management and employees, and that records of employees' training are maintained
- Co-ordinate health and safety information and disseminate such information throughout the company
- Promote the safe conduct of work generally, by monitoring activities in the offices and on site, review site safety reports, and ensure that unsatisfactory conditions not previously resolved are rectified
- Set a personal example, including the wearing or use of personal protective clothing or equipment on site visits, as appropriate
- Direct management under their control that the policy (supplemented by special agenda prepared as necessary by the Board of Directors) is fully implemented at all times
- Promote good liaison between site personnel, and office management with the Health and Safety Advisor to ensure the fullest and most effective use of their services
- Encourage good safety practice on contracts and discourage indifferent management by such means as are deemed necessary
- Show understanding of their personal responsibilities and current legislation to treat the health and safety of persons under their control as a matter of importance equal to the other functions of a Director

- Demonstrate their commitment to health and safety by including an item on the agenda of all board and management meetings, and by discussing the topic with all personnel
- Make recommendations to the Board for improving the safety performance of the company and its employees and co-operate with the Health and Safety Advisor in arranging safety training for management and operatives

Estimators/Quantity Surveyors

- Understand the company policy for health and safety
- Ensure that the requirements of The Construction (Design and Management) Regulations 2015 (CDM) are complied with as they apply to the company activities
- Ensure tenders are adequate to cover sound methods of work and suitable welfare facilities and other control measures identified in the Health and Safety Plan are developed to meet the requirements of CDM
- Report on unsafe practices when visiting sites, and non-compliance with the requirements of the Health and Safety Plan
- Have a knowledge of the various statutory requirements governing the company's work
- Set a personal example by wearing appropriate protective equipment when visiting sites
- Ensure that subcontractors are made aware of all health and safety requirements and make due allowance in their prices for compliance with the Construction Phase Health and Safety Plan

Contracts Managers

- Understand the company's Health and Safety Policy and appreciate the responsibility for health and safety allocated to each grade of employee under his control
- Have an understanding of The Health and Safety at Work etc. Act 1974 and other current legislation and liaise with the Directors on the arrangement of funds and facilities to meet the requirements of the policy.
- Reprimand any member of staff who is failing to discharge satisfactorily the responsibilities allocated to him/her
- Discuss the adoption of safe working practices with the Health and Safety Advisor, Site Manager, Foreman and Sub-Contractors and ensure that these are maintained
- Set a personal example, including the wearing or use of personal protective clothing or equipment on site visits, as appropriate
- Organise the contract to fully comply with the company safety policy and current legislation
- Be familiar with and observe all regulations applicable to the construction and related industries
- Arrange control of all sub-contractors in order to ensure safe and healthy systems of work, low fire risk, proper use of facilities and co-operation between companies and/or trades
- Set up and maintain an efficient and adequate safe system for high risk activities, good reporting procedures and assimilation and use of information from the Health and Safety Advisor
- Where medium or high risk activities or procedures are involved, ensure safe systems of work in written form are available
- Organise sites so that work is carried out to the required standard of safety with minimum risk to persons, equipment and materials
- Ensure that the needs for personal protective equipment are assessed and that all sub-contractors do the same
- Obtain the sub-contractors' Risk Assessments, COSHH Assessments and Method Statements prior to work commencing and ensure copies are retained on site
- Ensure that site induction procedures are in place
- Monitor health and safety as part of their normal duties
- Ensure that all accidents reportable under RIDDOR are properly notified
- Ensure that hazards from all operations are eliminated or controlled
- Plan and maintain a clean, tidy and healthy site

- Make sure that suitable protective clothing is available where appropriate and that it is used
- Ensure that all machinery and plant, including power and hand tools, is checked and that it is in good condition
- Ensure that appropriate fire-fighting equipment is maintained on site
- Ensure that adequate first aid facilities, welfare/hygiene facilities are established and are available
- Co-operate with the Health and Safety Advisor and act on his recommendations and accompany HSE Inspectors making site visits
- Review work hazards and methods with new or transferred employees
- Ensure that statutory notices are displayed and that statutory registers are maintained up to date
- Set a personal example, including the wearing or use of personal protective clothing or equipment on sites, as appropriate
- Ensure that Method Statements are complied with
- Ensure that personnel receive a site induction
- Monitor health and safety as part of their normal duties
- Update the Construction Phase Plan as projects progress
- Record all accidents

Site Managers/Foremen

- Read and understand the company's Health and Safety Policy and ensure that it is brought to the notice of operatives under your control. Carry out all work in accordance with its requirements and those of any Health and Safety Plan developed for the site
- Understand the construction regulations applicable to the work on which operatives are engaged and insist that these regulations are observed and that they are incorporated into the requirements of the site's Health and Safety Plan as they affect the work
- Incorporate safety instructions into routine orders and see that they are obeyed
- Do not allow operatives to take unnecessary risks
- Ensure that new employees, particularly apprentices and young people, are shown the correct method of working and all safety precautions
- Ensure that young employees (under 18 years) do not drive any item of plant or operate any type of tool or equipment except under direct supervision
- Commend operatives who by action or initiative, eliminate hazards
- Do not allow 'horseplay' or dangerous practical jokes and reprimand those who consistently fail to consider their own safety or that of others around them
- Report immediately any defects of plant or equipment
- Report any accident, however minor, immediately
- Set a personal example by wearing protective clothing and by carrying out your own work in a safe manner
- Look for and suggest ways of eliminating hazards. Bring to the notice of management any improvements or additions to the company safety policy which you feel should be made
- Organise and undertake as appropriate any on-job training requirements for personnel requiring enhanced job competence

Health and Safety Advisors

- Advise the company on all matters relating to the safety and health of employees and others as appropriate, relevant legislation, codes of practice and guidance material, fire precautions, the suitability of safety equipment and accident reporting procedures
- Monitor as required the inspection of sites and premises, safety and health performance and report on such inspections
- Promote good working relations with the HSE and other enforcing authorities and strive at all times to achieve, with the co-operation of site management, compliance with current legislation

SECTION 3

EMPLOYEE RESPONSIBILITIES

Every employee (including subcontractors) is expected to conform to company policy and regulations on health and safety topics and to recognise their responsibility in law for their own safety and that of colleagues.

Employees are expected to help and co-operate in achieving safe and hazard free areas and operations. Specifically, employees must comply with the following:-

- All precautions, protective clothing and equipment prescribed in an approved method of work must be applied as directed
- Only personnel who are trained and authorised to use equipment or vehicles may do so, provided that any equipment or vehicle is in a safe and proper working condition, and that all guarding and other precautions are operating
- All equipment, work and storage areas, gangways and staff facilities should be maintained in a clean and tidy condition
- All equipment and power supplies must be left in a safe condition when unattended or when working ceases
- Repairs and adjustments to equipment may only be carried out by those who are qualified and authorised to do so
- All accidents, dangerous or injurious incidents must be reported at the earliest opportunity to the Project Manager, and appropriate details recorded in the Treatment and/or Accident Book
- Misuse or interference with any items provided in the interests of safe and healthy working conditions will be treated as serious misconduct
- Practical joking, horseplay or reckless behaviour is forbidden
- When working at a client's premises, employees must comply with all safety policies, procedures, rules or precautions laid down by customers
- In conclusion, each employee is required to conform to company policy and regulations on health and safety topics, and to be responsible for his or her own safety at work, and that of colleagues
- Senior management welcomes employees' suggestions designed to eliminate potential hazards and to improve safety standards at work. The Directors will give full backing to this policy and will support all those who endeavour to carry it out

SECTION 4

LOCAL SAFETY ARRANGEMENTS, ADVICE AND INFORMATION

FIRST AID

The company will ensure that trained Appointed Persons are appointed for first aid, and the names of such persons are displayed in the offices. Appointed Persons will be appointed for construction sites.

First Aid Equipment is located	In administration office and company vehicles
Accident Record Book is located	In administration office
Local Hospital - 24 hour Casualty Department	Luton and Dunstable University Hospital Lewsey Road Luton Bedfordshire LU4 0DZ Tel: 01582 491166

FIRE PRECAUTIONS

Fire extinguishers are maintained by specialist contractor

ADVICE AND CONSULTANCY

For Head Office	Environmental Services Luton Borough Council Town Hall Luton LU1 2BQ Tel: 01582 510330
For construction sites	HSE Woodlands Manton Lane Manton Lane Industrial Estate Bedford MK41 7LW Fax: 01234 220633

The Company retains Vance Miller Associates as Health and Safety Advisors.

TRAINING

Training Courses can be arranged by	James Grylls
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SECTION 5

HAZARDS - OFFICES

Fire Prevention

Ensure that paper and other combustible materials are cleared away regularly.
Ensure that fire extinguishers are maintained and in correct locations.

Electrical Equipment

Regularly check electrical equipment and leads for fraying or other defects.
Always switch off equipment when not in use.
Test all portable electrical equipment on an annual basis and repair or remove any defective equipment.
Maintain a register of tests.
Test the fixed wiring in the offices at maximum intervals of five years and correct any defects.

Good Housekeeping

Tidy up as you go, replacing files, catalogues, materials, tools or equipment in their proper places, when you have finished with them.
Clean up any spillages immediately.
Regularly sweep up all rubbish and remove.

Lifting

Be very careful when lifting heavy objects.
Use both hands, bend knees and keep back straight.
Do not twist when lifting.
Get help when lifting heavy goods.

Slips and Falls

Do not wear unsuitable shoes to work.
Do not run and always make sure that gangways, work areas and stairways are kept clear.
Beware of the danger of trailing cables.

Filing Cabinets

Beware of the danger of opening more than 1 drawer on a filing cabinet as this may cause the filing cabinet to topple forward.

Hazardous Substances (COSHH)

A range of chemical and airborne substances are used in connection with our operations, all of which have clear and officially defined hazards.

Hazards include short term effects such as skin burns, inflammation of eyes and throat, dizziness, vomiting, itches and rashes.

Long term effects could be permanent scarring, lung problems or loss of sight.

COSHH Data Sheets for all materials used are maintained in a separate file.

Any hazardous substances must be used and disposed of in strict accordance with the manufacturer's instructions, detailed either on the product or on an associated product data sheet. Do not use anything unless you are clear what to do if something goes wrong, i.e. if you spill it, splash it on your skin or eyes, swallow it or inhale its fumes.

All necessary controls must be implemented.

SECTION 6

COMMON HAZARDS - CONSTRUCTION SITES

The following pages detail hazards that are commonly encountered on construction sites and list the controls that should be put in place to mitigate the associated risks.

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NOISE
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VIBRATION
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WORKING WITH CEMENT
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LEGIONELLA
FIRE

HAZARD - WORKING ALONE

Notes

Working alone is not in itself a hazard but could increase the risk factor of certain hazards. Operatives can work alone in designated areas. Any accidents or injury could remain undetected for several hours.

Control

Always ensure that the site foreman is aware of your presence on site.
Where appropriate, required personal protective equipment must be worn.
Working alone in confined spaces is not permitted.

Refer to: HSE Leaflet IND (G) 73(L) Working Alone in Safety Guidance Note for the Management of Lone Working.

HAZARD - LIGHTING LEVELS

Notes

Lighting levels themselves are not a hazard but increase the risk factor for other hazards. Low lighting levels are common and increase the risk from tripping/bumping into materials, pipework, debris, equipment and other obstacles and general injury from hand tools etc.

Control

Do not enter any area where there is little or no illumination without sufficient supplementary illumination for the task in hand.

Notes

Report all low levels of illumination or defective luminaries, which provide the general illumination to the Site Manager.

Task lighting must be provided to work areas.

Lead lamps must never be run from a 240V supply. They should be used on 110V or lower, and preferably from a safety extra low voltage supply (SELV).

Lamps should be insulated or double insulated to BS4533 Class 2.

HAZARD - NOISE

Notes

If you are working in a location where the noise level is above the first action level, as defined under The Noise at Work Regulations 2005, action must be taken or your hearing may be permanently damaged.

Be aware that the length of time you are subjected to noise and its pitch may also have damaging effects.

Control

Do not enter any area where noise levels exceed the limits without the required protection.

If you consider the noise level to be high ask for a risk assessment to be carried out **before** carrying out work in that area.

Always wear suitable ear protection to reduce the risk of damage to your hearing

Notes

Identify any possible cause of high noise and report for remedial action.

If noise continues in spite of controls, other measures must be taken such as:-

- a) Reduced personal exposure times e.g. by shifts, quiet refuges, job rotation.
- b) Provide ear protection. Any areas where ear protectors are required must be clearly marked and entry strictly controlled.

Excessive noise is a hazard in the use of many power tools, particularly pneumatic. Noise should be reduced at source where possible, compressors should be of the quiet type or at least have sound reducing covers, which should be kept closed when running, and suitable silencers should be fitted to tools. Where persons are exposed to noise levels exceeding 80dB (A), hearing protection will be provided and should be worn. Where noise exceeds 85dB (A), hearing protection must be worn by law.

Refer to: The Noise at Work Regulations 2005. HSE Leaflets IND363 (Rev 1) and INDG 362 (Rev 1)

HAZARD - MANUAL HANDLING

Notes

Some of the most common injuries are caused by the improper handling/lifting of equipment. All manual handling tasks should be assessed before they are undertaken.

Control

Risk Assessments must be carried out for all manual handling tasks. Complex or heavy work requires a written method statement to be prepared prior to commencement of any works.

Notes

In the case of every day manual handling tasks, the assessment is likely to consist of nothing more than some initial thoughts and planning. Some of the items to consider are as follows:-

- When lifting heavy items from low down, there is a risk of strain if the back is bent and the legs kept straight.
- A burden may be reduced if two people share it.
- Two journeys are better than one.
- Anyone carrying a load must be able to see over the top.
- Use trolleys/rollers where applicable.
- Opening doors is not compatible with carrying things; arrange for these to be open ready.
- Think about each carrying job beforehand, e.g. has a space been created at the point to which you are carrying the item.

**Refer to: The Manual Handling Operations Regulations 1992 and Guidance Ref L23
HSE Books.**

HAZARD - FALLS FROM HEIGHT (ACCESS EQUIPMENT)

Notes

Falls from height are another major cause of injury. When working from heights extreme caution must be exercised, not only in ensuring that the apparatus is safe, sound and suitable for the purpose, but also that its proximity to other dangers does not place unacceptable additional risks on the work task.

Control

Adequate and appropriate equipment must always be provided. Scaffold towers must be erected, by trained personnel in accordance with the manufacturer's instructions and always be fitted with a double handrail and toe boards. Stepladders must always be of adequate length for the task being carried out.

Notes

All working at height must be risk assessed and an appropriate safe method of working be established.

Ladders and stepladders must be viewed as the last resort for working at height and only to be used when all other means of working at height have been considered and eliminated, for practical reasons, not financial reasons.

In any event ladders and stepladders must only be used for short duration working.

Always check that the equipment to be used is in no way defective and that it is suitable for the job. Take no chances by trying to work outside the safe bounds of the equipment. If you think you will have to stretch out to reach something - don't! Move the access equipment to accommodate.

Safeguard your work zone by the provision of additional barriers, to prevent scalding from hot pipes, injury from contact with local sharp objects etc. Be aware also of the consequences of dropping tools or equipment. If someone is below holding your ladder, they must have hard-hat protection.

Could a dropped object come into contact with rotating machinery, or short circuit electrical equipment? Always place sufficient safety barriers and warning notices to warn other personnel that access equipment is being used.

Pay particular attention to areas around open floor access traps and post warning notices for hazards behind doors.

Refer to: The Working at Height Regulations 2005. Construction Information Sheet No 49 'General Access Scaffolds and Ladders' INDG 401 'A Brief Guide to the Work at Height Regulations'. INDG 402 'Safe Use of Ladders and Stepladders'

HAZARD - CONFINED SPACES

Notes

Confined spaces are defined as any enclosed space above or below ground, where a hazard to health may exist due to lack of oxygen, the presence of suffocating, toxic or flammable atmosphere or any actually potential hostile environment. Places coming within this definition include cellars, pits, chambers, vats, process vessels, tanks, flues, underground boiler houses, manholes, sewers, drains, pipes, boilers, shafts, tunnels, sumps and some excavation. The list is not exhaustive, but gives an indication of the range of potentially hazardous confined spaces.

Where work involves entry into a confined space, it is necessary to be able to recognise and assess the potential dangers and plan the work to take account of them. Assumptions based on lack of knowledge or awareness may have disastrous consequences.

Control

All works within confined spaces are restricted by Permit to Work Certification only. The Project Manager will only issue permits after receipt of an acceptable method statement.

Notes

If you have any doubts about classification of confined spaces, always consult the Project Manager or your supervisor before entry.

Refer to: The Confined Spaces Regulations 1997. Approved Code of Practice Regulations and Guidance (HSE Books L101).

HAZARD - HAZARDOUS SUBSTANCES (COSHH)

Notes

Hazardous substances are those likely to cause injury or illness. An orange label bearing a warning sign relevant to their particular hazard(s) usually identifies them.

A wide range of chemical and airborne substances is used in connection with general duties, all of which have clear and officially defined hazards. Hazards include short-term effects such as skin burns, inflammation of eyes and throat, dizziness, vomiting, itches and rashes. Long term effects could be permanent scarring, lung damage or loss of sight.

Hazardous substances may also be present in the equipment you work on: e.g. refrigerator gasses within cooler equipment, dosing chemicals within piped systems and their associated tanks, and dust within air filters, being typical examples.

Control

Material Safety Data Sheets for all hazardous substances must be obtained and COSHH risk assessments carried out for the use of the substances.

ALL necessary controls must be implemented.

Notes

Any hazardous substances must be used and disposed of in strict accordance with the manufacturer's directions, detailed either on the product or the material sheet. Do not use anything unless you are clear what to do if something goes wrong, i.e. if you spill it, splash it on your skin or eyes, swallow it or inhale its fumes.

Refer to: The Control of Substances Hazardous to Health Regulations 2013 (COSHH)

HAZARD - WORKING WITH ELECTRICITY

Notes

All electrical equipment possesses the potential to cause serious injury or death. Faulty equipment and installations increase this potential for service engineers in particular, as they will be working on faulty equipment as part of their normal duties. It is not always possible to diagnose faults on electrical dead equipment, which increases the risks considerably. Be aware that electrical systems and equipment are all around you in the normal plant areas and will range from XLV to HV.

Control

No one may work with electricity if they are not competent. The Electricity at Work Regulations 1989 and The IEE Wiring Regulations (current edition) both give very specific rules for working with electricity and must be adhered to.

Particular care must be taken to ensure that circuits that appear dead are not controlled by time clocks and work only periodically.

All retained circuits must be labelled.

All temporary electrical systems must be installed in accordance with the Electricity at Work Regulations 1989 and the current edition of the IEE Regulations.

Refer to: The Electricity at Work Regulations 1989. Current Edition of IEE Wiring Regulations. The Provision and Use of Work Equipment Regulations 1998.

HAZARD - MECHANICAL HANDLING

Notes

The storage and transportation of materials and equipment on construction sites requires planning and safe execution. Hazards can be created by poor stacking and by poor selection of lay down areas. Using the wrong lifting and carrying equipment or equipment that has not been adequately maintained and repaired when necessary can result in serious injury. Site personnel may be injured by transportation equipment particularly in congested or poorly lit areas.

Unstable ground or weak spots when used for storage or a base for lifting may fail and cause injury.

Control

Carefully plan site storage and set down areas. Where applicable, mark out areas and provide signs, lighting etc. Check soil bearing capacity to ensure materials or equipment do not become unstable and topple.

Ensure drivers are trained and competent and can see clearly. Consider high visibility clothing, audible alarms and lighting.

Check vehicles daily and rectify faults promptly.

Designate level parking areas and leave vehicles in a safe state - apply the handbrake, switch off the engine and remove the keys. Check the wheels as necessary, e.g. when trailers are parked overnight.

Ensure plant is set on level firm ground, outriggers are fully extended and loading charts employed correctly to plan and execute a safe lift. Do not lift in high winds.

Agree signals between driver and signalman prior to lifting and manoeuvring.

**Refer to: The Provision and Use of Work Equipment Regulations 1998.
The Lifting Operations and Lifting Equipment Regulations 1998.**

HAZARD - VENTILATION DURING DECORATION, USE OF ADHESIVES, CLEANING PROCESSES

Notes

The hazards of substances used during decoration, joining using adhesives, and cleaning can have an immediate effect and repeated exposure can damage lungs, liver or other organs. Some substances may cause asthma and many can damage the skin.

Control

Read labels and material safety data sheets and carry out all safety advice listed.

Notes

Consider the use of alternatives and changing the process.

Reduce the amount used and the number of people exposed and the time for which they are exposed.

Provide natural ventilation and circulation of fresh air to dilute minor contamination.

Use mechanical ventilation systems where recommended and necessary and consider monitoring air to ensure exposure limits are not exceeded.

Applicators should wear appropriate PPE or BA dependent upon substances and safety data sheets.

Refer to: HSE Information Sheets 24 (Revision 1) and 27 (Revision 1).

HAZARD - ASBESTOS

Notes

Works in connection with Asbestos must be carried out in accordance with The Control of Asbestos at Work Regulations 2012 (and associated Approved Codes of Practice).

It is well known that exposure to asbestos dust can result in asbestosis, a disease of the lungs due to the inhalation of asbestos particles. Lung cancer, Mesothelioma cancer and Laryngeal cancer are other diseases that can be suffered from after contact with asbestos dust.

The three main types of asbestos used/found are:-

- a) CHRYSOTILE - commonly known as 'white' asbestos.
- b) CROCIDOLITE - commonly known as 'blue' asbestos.
- c) AMOSITE & MYSORITE - commonly known as 'brown' asbestos.

Colour must not be relied upon for positive identification.

Crocidolite 'blue', Amosite and Mysorite 'brown' asbestos are prohibited in the manufacture of new materials under The Asbestos (Prohibitions) Regulations 1985

The manufacture and use of Chrysotile has been prohibited since 1999

There can be no guarantee that asbestos-containing materials will not be found in more recent applications.

If asbestos is found/suspected at the workplace where it is likely to be disturbed, then it must be analysed. This will determine the type of asbestos and the precautions, which will need to be taken.

Asbestos can be found blended with cement and similar materials. It has been widely used in building materials such as roof sheets and pipes. In combination with calcium silicate and magnesia it forms a thermal insulation material for boilers, steam pipes and similar applications. Asbestos based compounds have in the past been applied by spray techniques to provide fire-resistance to walls and ceilings.

Safe Method of Work Statements are required from persons working with asbestos. The statements should clearly state precautionary measures to be taken.

Asbestos must only be removed by licensed contractors.

Should material suspected of containing asbestos be discovered, all work in that area must cease immediately, all personnel must vacate the area, which must be sealed off, and the client or Principal Contractor notified. No materials tools or equipment must be removed until the area is confirmed as clear of asbestos.

Refer to: The Control of Asbestos Regulations 2012

HAZARD - DAMAGE TO SERVICES

a) Electrical Cables

Should any electrical cables be damaged, then everyone in the vicinity must evacuate the area immediately and position themselves so that nobody can approach the damaged cable. Management should then be notified so that they can inform the local Electricity Company to deal with the matter.

b) Gas Mains

In the event of the presence of gas being detected during operations, either as a result of damage to gas mains or for any other reason, the following emergency action must be taken immediately:-

1. The person in charge must order immediate cessation of work and clear all employees and personnel from the area of possible danger.
2. Employees should be stationed at a safe distance to prevent the general public from entering the affected area and to warn against smoking and the presence of naked lights. Barriers and signs should be erected wherever possible.
3. All machines, excavators, compressors, dumpers, pumps etc. in the area must be switched off immediately and left standing. Naked lights and fires must be extinguished.
4. Notification of an escape of gas, and precise details of the location must be conveyed immediately to the Management who will arrange for the local Gas Company to be informed.
5. The Foreman should remain on the scene in order to ensure that the area is kept clear until the arrival of the Gas Board employees and officials.
6. The Gas Company will make arrangements if Police assistance is required but this should not deter Site Management from requesting Police assistance at the outset if the situation is considered sufficiently serious.

c) Other Services

Should any other services be damaged, i.e. British Telecommunication cables, sewers etc. then Management must be notified immediately.

HAZARD - GLAZING INSTALLATIONS

Notes

The handling, storage and fixing of glass presents many obvious and also many less obvious hazards, particularly with toughened and heat strengthened glass.

Edges of glass are particularly vulnerable and should be treated with particular care.

Glass can be adversely affected by heat from sunlight prior to installation.

Control

All operatives working with glass must be adequately trained and competent and be wearing the appropriate PPE.

Notes

Store glass in near vertical position, set on edge on strips of wood, felt or other relatively soft material. It should not be stacked horizontally and should be kept dry.

Store glass out of sunshine in a ventilated place to prevent thermal fracture.

On solar control glass, no indicator or advertisements should be allowed because the local heating they cause would increase the risk of thermal fracture.

Keep the glass surfaces dry and clean.

HAZARD - VIBRATION

Notes

Regular or frequent use of hand held power tools such as road drills, power hammers, demolition picks, hand held grinders, can cause permanent damage to hands and arms. The risk of permanent damage can depend on a number of things-

- how high the vibration levels are
- how long the equipment is used for
- how awkward it is to use the equipment
- how tightly the equipment needs to be gripped
- how cold and wet you get when using the equipment.

Employers have a duty to reduce the risks of injury from using vibrating equipment and must carry out an assessment to identify if employees will be exposed above the action level.

Vibration levels of equipment should be available for the manufacturer.

Where there will be a higher level of exposure, the risk must be eliminated or controls introduced. Possible controls are as follows:-

- find alternative ways of working
- make sure the most appropriate equipment is used
- limit the time individuals use of the equipment by introducing job rotation
- break up by introducing other tasks
- when hiring tools or equipment specify that low vibration types are required

Symptoms

Loss of sense or touch, severe pain or numbness, pins and needles, loss of grip strength or painful wrist.

Notes

If you have any of the above symptoms, advise your employer immediately.

Refer to: The Control of Vibration at Work Regulations 2005, Control the Risks From Hand Arm Vibration Advice for Employers HSE Books INDG175 (Rev 2) Hand Arm Vibration Advice for Employees and the Self – Employed HSE Books INDG296 (Rev1) Power Tools -How to Reduce Vibration. Healthy Risks HSE Books -INDG 338

HAZARD - FALLS FROM HEIGHT (WORK ON ROOFS)

Notes

Falls from roofs are a major cause of accidents. Precautions must be taken, either to prevent a person falling, or if that is not practicable, to prevent the fall from leading to serious injury.

Control

All work on mechanical/electrical plant located on flat roofs will be strictly limited to those items where access to the roof area is via doors opening directly on to the roof area and where the roof area itself is protected by parapets and/or guard rails. All other cases must be assessed in particular. Additional safety measures will be required and a written method statement provided.

Notes

When access equipment is required, particular attention must be paid to the possibility of the additional dangers, e.g. if you require to use a stepladder to gain access to wall mounted equipment. If any possibility exists that a fall from the stepladder may result in a subsequent fall from the roof over parapets/guard rails **DO NOT ATTEMPT THE OPERATION.**

Refer to: Health and Safety in Roof Work HSG33.

HAZARD - WORKING ADJACENT TO WATER

Notes

Persons can drown in very shallow water, particularly if they are unconscious when they enter the water or become unconscious when entering the water due to striking their head on the bottom or on adjacent structures.

Building materials can cause pollution.

Control

Make sure all persons employed on the site are aware of the hazard.

Ensure drag ropes are positioned downstream to provide handhold for person in water.

Provide lifeline with buoyancy aid.

Do not allow horseplay in or adjacent to water.

To prevent pollution keep hazardous building materials away from water and totally enclose scaffold in debris netting.

HAZARD - WORKING WITH CEMENT

Notes

Cement can cause ill health by coming into contact with the skin. The most likely effects are:-

a) Cement burns

Cement burns can occur if freshly mixed concrete or mortar gets trapped against the skin e.g. by falling inside boots or gloves. Serious skin burns or ulcers can result which can take several months to heal.

b) Dermatitis

Dermatitis takes two forms, irritant or allergic, both of which can cause long term skin problems.

c) Eye damage

Eyes can be damaged by cement splashes, which will irritate and inflame the eyes.

d) Inhalation of cement dust

There is still uncertainty about the-term effects of inhaling cement dust but it is likely that chronic chest problems are possible.

Control

Always wear waterproof boots, gloves, full-length trousers and long sleeved tops (preferably overalls) that can be removed when task is complete.

In the event of exposed skin becoming splashed, wash immediately with cold running water.

**Refer to: HSE Construction Information Sheet No 26 (revised) CIS 26 (rev)
Published October 1996**

HAZARD - LEPTOSPIROSIS

Notes

Leptospirosis is also known as Weils disease and is a severe jaundice caused by a germ carried in the urine of rats.

It can cause long term health problems and in the worst cases can be fatal.

Symptoms

The symptoms are similar to 'flu', but it will not cure itself.

Personnel working in areas likely to be infested with rats, who suffer flu like symptoms must consult their doctor and be sure to tell them that they have possibly been in touch with rats.

Controls

In the event of it becoming apparent that rats are present in the working area, immediately notify the Site Manager who must contact a pest control company.

Wear gloves if at all possible.

Do not pick up rats, dead or alive, by the tail as rats urinate down their tail and doing so would immediately put you in contact with the disease.

Do not carry food or sweets in your working area.

Do not touch food until hands have been thoroughly washed.

Keep hands away from the mouth and face.

Wash hands regularly and scrub nails.

Ensure all open wounds are covered.

If bitten by a rat, go immediately to the nearest Accident and Emergency Unit.

HAZARD - LEGIONELLA

Notes

Legionella bacteria occurs in natural water sources but can also be found in re-circulating hot water systems, reservoirs, open tanks, and cooling towers.

The main method of entry into the body's systems is through inhalation of water spray and/or aerosols, but it can occur by contact with the skin.

When contact with likely sources of infection is possible, arrangements will be made for the water to be sampled by trained personnel and for samples to be tested by a recognised laboratory.

If the bacteria is identified as being present, a risk assessment will be carried out in conjunction with specialist advice to determine the safest method of removing the contaminated water, without exposing other parties to the risk of infection.

All contaminated tanks will then be sterilised by competent, trained personnel before any work is carried out.

Records of the results of all sampling and sterilisation procedures will be maintained.

HAZARD - FIRE

Notes

Fire is a major hazard on construction sites and all necessary controls must be put in place to mitigate the risk.

Controls

On arrival at a client's premises the site foreman must always ask for details of the client's Emergency Procedures, and ascertain if hot work permits are required for any work using naked flame or causing sparks.

All personnel will be made aware of the Emergency Procedures and the Assembly Point.

If hot works permits are required all personnel will comply fully with the requirements.

When a project is being carried out under the CDM Regulations, a Fire Safety Plan will be included in the Construction Phase Health and Safety Plan.

Refer to: HSE Publication HSG 168 Fire Safety in Construction Work

SECTION 7

GENERAL ARRANGEMENTS

COMMUNICATION OF HEALTH AND SAFETY INFORMATION

It is our policy to ensure that all employees and sub-contractors are made fully aware of our health and safety policy and procedures.

All persons employed in our offices will receive an induction on joining the company, which will include information on emergency procedures and details of the first aid facilities.

All personnel employed on construction sites will receive a site specific induction, either from our own management personnel or from the Principal Contractor.

All employees will receive updates on health and safety as legislation changes.

All employees and sub-contractors will be made aware of the company's 'open door' policy on health and safety and will be advised to raise any issues of concern to them with senior management.

EMERGENCY PROCEDURES

Emergency procedures will be established and displayed in our offices.

When we are working on clients' occupied premises our personnel will comply fully with existing emergency procedures.

Where we are appointed as Principal Contractor and or we are working in empty premises we will establish emergency procedures which will be included in the site induction and displayed in suitable locations.

FIRST AID

It is our policy to have one Appointed Person for first aid duties in our offices and for there to be at least one Appointed Person on our sites unless cover is provided by the Principal Contractor or the client.

The names of Appointed Persons in our office are displayed in the office and the location of the first aid kit is identified by signage

CONSTRUCTION SITES PLANNING AND LAYOUT

This section provides a checklist of items, which should be taken into account to achieve a good standard of health and safety in site planning and layout.

Following a preliminary appraisal, the checklist is sub-divided into Administrative and Operational Sections and both are presented in logical sequence.

Preliminary Appraisal

Examine contract documents and specification and establish constraints which affect planning of site layout and methods of construction.

The Construction (Design and Management) Regulations 2015 apply to all projects and it will be necessary to prepare and issue Construction Phase Plan, which needs to be proportionate to the nature of the project.

Define logic of constructional sequence.

Define areas of site, available for plant, access, temporary building and services, materials, storage and welfare requirements.

Once the basic appraisal is complete, the contract should be planned with due regard to the principles established by the Health and Safety at Work etc. Act - in particular that the employer shall provide under Section 2 of the Act:-

- a safe system of work
- safe plant and equipment, safe erection and testing

- safe handling, storage and transport of materials
- safe place of work, safe access
- safe working environment
- information, instruction, training and supervision
- adequate welfare facilities
and, under Sections 3 and 4 of the Act:-
- protection of all persons likely to be affected by work activities, including the public, particularly children.

Administrative Matters

If the project is notifiable to the HSE a copy of the F10 notification will be requested from the client and a copy displayed in the site office.

Request in writing location of existing services, including gas, water, electricity, cable television, telecommunications, sewers etc.

Request a copy of a Refurbishment and Demolition Asbestos Survey of the property or areas of the property which will be affected by the works.

Arrange for temporary earthed supplies for electricity.

Permits to Work

Check whether Permit to Work systems exist or are required.

First Aid

First Aid requisites and attendants will be provided in accordance with the regulations.

Fire Precautions

Fire precautions will be established to comply with statutory requirements.

All works will be carried out in compliance with the latest edition of The Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation.

Telephone

Arrangements for summoning emergency services to be displayed.

Other emergency numbers to be displayed.

Storage and use of Explosive and Flammable Substances

Comply with the requirements of the relevant statutory provisions, e.g. Petroleum (Consolidation) Act, Explosives Act, and Highly Flammable Liquids Regulations.

LONE WORKING

When personnel are required to work alone on construction sites a procedure will be put in place to ensure that regular contact is made. This may be by the contracts manager contacting the operative at agreed regular intervals, or by some other suitable means.

WELFARE FACILITIES

Suitable welfare facilities will be provided on all sites to comply with Schedule 2 of The Construction (Design and Management) Regulations 2015. These will include running hot and cold water, a means of heating food and drinks, tables and chairs, heating, lighting and ventilation. Toilets will include running hot and cold water for hand washing.

VISITORS AND THIRD PARTIES

The company has a responsibility not to jeopardise any person. This covers our employees, the client's employees, subcontractors' employees, visitors, e.g. suppliers, delivery men, representatives and other contractors.

Even trespassers may have to be protected from danger. There is a particularly strong liability towards children who may be attracted to a building site after working hours.

Every reasonable precaution must be taken to keep children out of sites and also to avoid hazards to them if they do gain entrance, e.g. ladders should be removed or 'planked' to hinder climbing, and machinery and plant should be left disconnected and in a safe condition.

The precautions to exclude children depend on circumstances. If it is reasonably foreseeable that a child might gain access, the precautions, which have been taken may not be sufficient.

Where visitors are invited on site, they should undergo a site induction and be provided with safety helmets and other protective clothing/equipment where appropriate.

COMPANY DRIVERS AND VEHICLES

Company vehicles are vital pieces of equipment and must be treated with respect. Road accidents are one of the largest causes of death in this country and as it is the company's policy to promote an accident-free safety culture, all drivers are required to make every effort to avoid road accidents and to comply fully with current legislation at all times. Company vehicles can only be driven by persons authorised to do so by the directors. Regular checks of driving licences will be made and records kept. All authorised drivers are required to notify the company of any convictions and penalties for driving offences and this information will be added to the driver's personnel records. Directors and managers are required to schedule drivers' journeys to eliminate the need for drivers to work for long hours or periods without a break, particularly those driving vehicles that are not classed as LGV, whose hours are legally restricted. Company vehicles must only be used for their intended purpose. Passengers must not be carried in vehicles that are not designed for that purpose. The directors will not tolerate misuse of company vehicles and any person found to be under the influence of drink or drugs whilst in charge of a company vehicle will be subject to the company's disciplinary procedure.

Mobile Telephones

It is the company's policy to discourage the use of mobile telephones when driving. Mobile telephones not fitted with a hands-free kit must be switched off when the vehicle is mobile. Those fitted with a hands-free kit can be left switched on. Under no circumstances is a driver to make a call from his mobile telephone whilst driving the vehicle. Any driver not adhering to this policy will face disciplinary action.

Maintenance

Company vehicles should be checked daily by the drivers to ensure their vehicle is in good, safe, roadworthy condition. Particular attention should be given to the legal tread limits of tyres, tyre pressures, lights, brakes, brake fluid levels, water and oil levels. Vehicles must be serviced in accordance with the manufacturer's instructions. Vehicles should be kept clean and tidy. Items being transported in or on company vehicles must be adequately secured in position and must not overhang the vehicle. Vehicles carrying potentially dangerous substances must have the appropriate warning signs displayed on them so that in the event of an emergency, potential dangers will be known. If highly flammable substances are transported in vehicles, i.e. LPG gas bottles, petrol cans, solvents etc, appropriate fire extinguishers must be carried in the vehicle. Petrol cans must be spillage/anti-explosive type.

Vehicle Accidents

Damage to vehicles, no matter how slight, must be reported immediately to senior management and on the driver's next scheduled visit to the office they are to ensure that they complete an appropriate claim form giving all details of the occurrence. In the event of a road traffic accident, the following procedures must be adhered to:- Obtain the following information:-

- name and address of driver and owner
- make, model and registration number
- details of their insurers
- names and addresses of any witnesses
- details of damage to all vehicles involved.

YOUNG PERSONS

Under The Management of Health and Safety at Work Regulations 1999 the company has specific duties to safeguard the health and safety of young persons (those under 18years of age) over and above those duties to adult employees.

Before a person under 18 years old starts work, a risk assessment must be carried out which must take into account their inexperience, lack of awareness of existing or potential risks, and immaturity. Any specific risks related to their proposed tasks must be addressed.

Persons below 13 years of age cannot be employed.

If persons between 13 and 16 years of age are to be employed during holiday periods, their parents must be advised of the risks to which they will be exposed, before they commence work.

Company management must be informed if any young persons are brought onto the site.

No person under the age of 18 is allowed to drive or operate any mechanical vehicle or plant unless being trained under the close supervision of a competent person.

No person under 18 is permitted to use a circular saw.

Any person under the age of 18 must be registered with the Careers Officer and the relevant documentation completed, i.e. General Register (Form 36) and Form 2404.

Specific risk assessments must be carried out for any Young Person employed under a Work Experience Programme in conjunction with their training officer.

PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT

In order to comply with The Personal Protection Equipment Regulations 1992

all personnel must wear/use protective clothing and equipment where and when required, e.g. safety helmets, safety footwear, gloves, goggles, waterproofs, earmuffs/plugs, high visibility clothing and masks, must be worn where relevant.

Safety harnesses, lifelines, gas detectors, emergency breathing apparatus, underground service detectors, should always be used where required by risk assessments.

It is the company's policy that where required by risk assessments, employees, self-employed persons, all subcontractors' employees and all visitors must wear personal protective equipment specified.

The company will provide all necessary personnel protective equipment as required for the tasks to be carried out, and will provide suitable accommodation for storing the equipment when it is not in use.

Every employee is responsible for regularly inspecting the equipment and for maintaining it in good condition.

Should any defect be noted or any item be lost, the employee must immediately advise his manager.

POWER TOOLS

The company does not own power tools with the exception of battery operated hand tools.

Any other power tools required for a task will be hired in from a reputable hire company.

Copies of current test certificates will be requested from the hire company and checked before use.

However it is the responsibility of management to provide the right kind of tool for the job and to see that it is properly used. Information concerning the safe use of tools should always be provided by the manufacturers/suppliers.

See the Site Electricity section with regards to electricity voltage of power tools.

Tools should be regularly checked on issue from and on return to the store.

All tools with exposed cutters should be switched off and held until they have stopped moving, before being set down. Operators should not wear any items of loose clothing, which could become caught in moving parts of power tools.

The following are matters that will be taken into account when using mechanical plant.

Excessive Noise

Excessive noise is a hazard in the use of many power tools, particularly pneumatic. Noise should be reduced at source where possible, compressors should be of the quiet type or at least have sound reducing covers which should be kept closed when running, and suitable silencers should be fitted to tools, for example fitting exhaust mufflers to a concrete breaker. Where appropriate, only tools conforming to EEC special directives on the sound power level of airborne noise should be used. Where persons are exposed to noise levels exceeding 80dB (A), hearing protection should be provided and should be worn. Where noise exceeds 85dB (A), hearing protection must be worn by law.

Vibration

Vibration of certain types of tools can cause health problems with the nervous system, (known as Vibration White Finger). Certain tools are available in anti-vibration form and these should be used where possible.

It is our policy to reduce the exposure to vibration to below the action level wherever possible. When this is not possible controls will be introduced to minimize the risk to personnel.

Pneumatic tools

Compressed air is delivered at high pressure. If it enters the body it can rupture internal organs and cause death. Any form of horseplay or misuse should be expressly forbidden.

Compressors

Compressors should always be under the supervision of a competent person who should be responsible for ensuring that hoses and couplings are maintained in good order and that regular checks are made to ensure that the oil feed to the airline is properly topped up. Air receivers must be marked with a safe working pressure and distinguishing number. They must also be fitted with safety valves, pressure gauge and drain cock. Hose connections must be properly clamped - it can be dangerous to have loose or over-tightened connections.

Cartridge Operated Tools

Cartridge operated tools should only be used by properly trained and certified persons over the age of 18 years. Supervised test runs are always advisable before the methods of using cartridge operated tools are put into general practice on site. When operating cartridge tools, operators should wear head, ear and eye protection. Major hazards in using cartridge tools, apart from malevolent firing, are as follows:-

- where material is of a soft nature, the fastener can puncture and emerge from the side like a bullet
- where the material is brittle or of uneven constituency, the fixing device may turn back on itself and injure the operator
- the material may splinter at the point of impact
- recoil, which can throw the operator off balance

Hand Held Circular Tools

Before using the saw ensure that:-

- the blade is of the correct kind for the materials being cut
- it is in good condition with no cracks or damage and that the teeth are sharp
- it is properly and securely fixed in the machine
- it will rotate in the correct direction, the sharp edge of the tooth must cut upwards from the bottom to the top of the material when the saw is in use
- if the direction of rotation is marked on the face of the blade and the body of the saw, the marks are both in the same direction
- the depth of cut is adjusted so that the saw blade only just projects through the underside of the material being cut
- the guard which covers the saw blade below the shoe is operating properly and retracts as the blade enters the material
- never tie back the saw blade or render it inoperative whilst sawing

- never adjust guards whilst the saw blade is in motion or the machine connected to the power supply
- never operate the machine with a defective on/off switch and never secure the switch in the 'on' position
- always ensure that the supply cable is sufficiently long and so restrained that it cannot be damaged by the saw before starting to cut
- whenever possible, cut to a fence to guide, to minimise the risk of saw binding in the cut.

Abrasive Wheel Machines

Only trained persons may change the disc, maintain or operate abrasive wheel machines. All abrasive wheels must have the maximum speed clearly marked and each machine must have the spindle speed marked. Lower speed wheels must not be mounted on a faster rated spindle.

The trained person must ensure that the wheel being used is the correct type, size and speed.

Operatives must wear all necessary PPE which will include as a minimum, goggles/face mask, dust masks and gloves.

Only machines fitted with dust-suppression system are to be used.

PURCHASING

Persons purchasing must apply the principles of the Policy to the operations under their control.

Be familiar with and to observe all regulations applicable to their industry and to related industries.

Ensure that all suppliers are asked to provide full information on any hazards associated with the equipment or materials supplied and any precautions required and that this information is passed to relevant supervision.

Be responsible for vetting materials/substances to be used by operatives via the company's management.

Be responsible for ensuring the COSHH records are kept in order and up to date.

Ensure that a good stock of protective clothing and safety equipment is provided when and where required.

Ensure that materials delivered to the company's premises or work areas are stacked and stored in a position/manner, which does not create a hazard.

TRAINING

It is the company's policy to arrange training by suitably qualified trainers for all personnel. Training needs will be assessed by the directors and contract managers in conjunction with our Health and Safety Advisor, and arrangements made for personnel to attend training courses as appropriate. All new personnel will receive an induction on joining the company at which time their training needs will be assessed. Arrangements will be made for any additional training that is required in order for them to carry out their tasks safely.

Personnel working on all sites will be given a site specific induction on the first day they attend the site.

Health and Safety training will be reviewed at regular management meetings and refresher training arranged as necessary.

ASBESTOS

It is the company policy to provide asbestos awareness training for all site personnel.

Prior to commencing any project the client will be requested provide information on the location of any asbestos-containing materials. If this information is not available, and the premises were constructed before 2000, the client will be asked to commission a Pre – Demolition and Refurbishment asbestos survey (formerly a Type 3) to comply with MDHS 100.

Removal of asbestos-containing materials will be carried out in accordance with The Control of Asbestos at Work Regulations 2012. Licensed asbestos removal contractors will be employed to remove asbestos- containing materials.

Should any suspect materials be located, work in that area will cease and the client/project manager notified immediately.

FIRE

A Fire Risk Assessment will be carried out for our premises which will be reviewed on an annual basis, or when there have been any material changes.

Fire Risk Assessments will be carried out for all our construction sites and a Fire Safety Plan will be prepared to identify escape routes, location of fire points and the assembly point.

Fire extinguishers will be provided at our premises and on all construction sites and will be serviced by an appointed specialist company.

MECHANICAL PLANT

The company does not own any mechanical plant. Plant is hired in as required from reputable plant hire companies

Only trained personnel will be permitted to operate mechanical plant. No person under 18 years of age will be permitted to operate plant unless they are being trained under supervision.

ACCESS EQUIPMENT

The company owns step ladders and ladders which are regularly inspected for damage and a record of inspections is maintained.

LIFTING OPERATIONS

It is the company's policy to employ crane hire companies on a contract lift basis for all works which involve the use of mobile cranes.

All other lifting operations will be properly planned and a lifting plan prepared by a competent trained person.

MANUAL HANDLING

In accordance with the Manual Handling Operations Regulations 1992, a suitable and sufficient risk assessment will be carried out in order to identify possible risks of injury as a result of manual handling operations and where reasonably practicable mechanical assistance or other safeguards will be adopted. The Company will determine measures to reduce risk of injury to the lowest level reasonably practicable

All employees should exercise due care when lifting loads, and should where appropriate seek guidance from their Manager. Those who are involved in manual handling operations will be given sufficient information, instruction and training to perform the task safely in accordance with the risk assessment carried out.

WORKING AT HEIGHT

It is the company policy to avoid working at height wherever possible. However where working at height cannot be avoided it will be risk assessed and the most appropriate form of access equipment will be utilized. Ladders and step ladders will only be used for short term working or as a last resort when other forms of access equipment cannot be used.

Where scaffolding is required the company will employ scaffolding companies who are registered with NASC. Scaffold towers will only be erected and dismantled by persons who have received PASMA training and all works on scaffold towers will be supervised by PASMA trained personnel.

Where mobile elevating works platforms (MEWPs) are to be used they will be operated by personnel with suitable IPAF training

VETTING OF SUBCONTRACTORS

It is our policy to only use known sub-contractors whose experience, competence and resource has been established. Before new sub-contractors are employed they are required to complete a health and safety competence questionnaire, which is reviewed by the directors and, if necessary our Health and Safety Advisor.

MONITORING HEALTH AND SAFETY

The site supervisor is responsible for monitoring health and safety on a daily basis as part of his normal duties. Senior management will also monitor health and safety when visiting sites, and will require any shortcomings to be dealt with immediately. The directors may decide to arrange for the Health and Safety Advisor to carry out unannounced inspections on larger projects.

HEALTH SURVEILLANCE

It is not anticipated that our normal operations will involve tasks requiring health surveillance except for noise and vibration, and skin problems.

Risk assessments will be carried out for all tasks involving noisy work and the use of vibrating equipment and the tasks monitored to reduce exposure to a minimum. Site personnel will be made aware of the restrictions placed on them in respect of these tasks, and provided with the required personal protective equipment.

Site personnel will also be made aware of skin problems that can be caused by some construction materials, and in particular the use of cementitious products and will be provided with the relevant personal protective equipment. They will be advised to report signs of dry skin, rashes or irritation.

PERMITS TO WORK AND HOT WORKS PERMITS

Permits to Work and Hot Work Permits will be issued as necessary by the Site Manager, or obtained from the Principal Contractor or Client, as appropriate.

The Site Manager will monitor the relevant permit as necessary to suit the circumstances.

Hot work is defined as any process that involves the generation or application of heat either directly or indirectly, such as soldering, welding, burning off paint, grinding etc.

The main hazards arising from hot works are as follows:-

- explosion and fire resulting from the direct or indirect application of heat to plant or equipment containing flammable substances
- asphyxiation by gases or vapour generated by the hot work process
- ignition of flammable substances or combustible materials adjacent to hot work
- fire resulting from heat applied which may cause concealed elements to smoulder and later ignite
- All hot work must be properly planned in advance and a method statement prepared.

`Hot Work Permits' must be issued by the Site Manager before work commences.

The following guidelines should be followed:-

- ensure all combustible materials are cleared from work areas
- ensure adequate ventilation
- fire extinguishers to be located adjacent to work areas
- combustible elements of the structure should be protected where possible by the use of non-combustible blankets or screens
- no hot work should be carried out within one hour of the end of the working day
- a thorough inspection of the work area should be carried out one hour after completion to check for any smouldering or other signs of fire

A sample `Hot Work Permit' follows this page.

HOT WORK ASSESSMENT AND PERMIT

SITE..... DATE.....

1. ASSESSMENT

EXACT LOCATION OF 'HOT WORK'

.....
.....

NATURE OF WORK TO BE DONE

.....
.....

TYPE OF HEAT SOURCE

.....
.....

HAZARDS ASSESSED

.....
.....

CONTROL MEASURES REQUIRED

.....
.....

SIGNED..... NAME.....

2. AUTHORISATION

.....is authorised to carry out the above hot works.

SIGNED.....NAME (Block letters).....

Person issuing permit

3. RECEIPT

The contents of the hot work assessment have been explained and I understand the requirements and responsibilities placed upon me.

Signed.....Name (Block Letters).....
Person carrying out the hot work

4. COMPLETION

Hot Work has been completed and all sources of ignition removed. The work area and all adjacent areas to which sparks and heat may have spread were thoroughly inspected upon completion/cessation of hot work and no source of ignition or smouldering was discovered.

Signed.....Name (Block Letters).....
Person carrying out the hot work

Time.....Date.....

5. INSPECTION

An inspection has been completed..... (time period)
following the last application of heat and no sources of ignition or smouldering fires were discovered.

Signed.....Name (Block Letters).....
Person issuing permit

Time.....Date.....

SECTION 8

THE CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015

Under the CDM Regulations 2015, our company may be appointed as 'Principal Contractor'. In all cases it is the policy of the company to employ experienced suitably qualified/trained and experienced people with sufficient resources at their disposal to adequately fulfil these roles. All Site Managers and Contracts Managers have attended suitable training courses.

Appointment as 'Principal Contractor'

Where the company's expertise represents the majority of the total works on a project, our company may be appointed as Principal Contractor. This role brings with it certain requirements and obligations.

Before being appointed as Principal Contractor, the company will demonstrate to the satisfaction of the client, its competence to fulfil the appointment.

The Contracts Manager will undertake the role of running the project in accordance with the CDM Regulations 2015 and the Health and Safety Policy of the company.

The Contracts Manager is responsible for preparing issuing and updating the Construction Phase Health and Safety Plan.

Under CDM the company has a duty to only to employ personnel and contractors who have the necessary skills, knowledge and experience in health and safety and have adequate resources to carry out the project safely. It is our policy only to employ contractors whose competence and resource are known. All new contractors are required to complete a competence questionnaire before being appointed.

Appointment as 'Contractor'

Where our company's expertise represents only part of the total works on a project, our company may be appointed as Contractor. This requires our company to provide the Principal Contractor (PC) with certain documentation prior to arrival on site and to work under the site rules and procedures of the PC when on site.

The PC requires our company to produce risk assessments and specific method statements based upon identified hazards. Competent trained personnel will prepare these documents with reference to Health and Safety Advisor, if necessary, for approval by the PC before arrival on site.

Site personnel will perform all tasks in accordance with these method statements and the company's Health and Safety Policy.

Site personnel will comply fully with the PC's site rules and procedures at all times.

SECTION 9

ACCIDENT RECORDING AND REPORTING PROCEDURE

Introduction

The following notes reflect the current legal requirements prescribed by The Health and Safety (First Aid) Regulations 1981 with The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

These notes give a brief summary only of the legislative requirements and more information must be sought if there are any doubts.

Note also that in addition, Schedule 3 of RIDDOR lists diseases or medical conditions, which are notifiable.

First Aid Treatment

Any Injurious Accident or Dangerous Incident

These must be reported immediately to a Supervisor or Manager so that a thorough investigation can take place with a view to preventing their recurrence.

Any injury must be treated at once by a trained First Aider. If none is available, an appointed person will take charge of the situation and ensure that suitable treatment is speedily arranged for the injured parties.

Accidents

Whenever an accident occurs on company premises or on site full details must be entered into the Accident Book located with each First Aid Box, and senior management notified.

Additionally when an accident occurs on a site under the control of a Principal Contractor his site manager must be informed and a suitable entry made in his Accident Book.

Recording of Accidents Resulting in Three Days Incapacity from Work

Full details of any accidents at work which result in incapacity from work of more than three working days must be recorded in the Accident Book and a record preserved for a minimum of three years.

"Three days" includes any days not normally worked, such as weekends or bank holidays but excludes the day the accident occurred.

A record must be made of all reportable injuries or of the dangerous occurrence. The record must contain in each case the following information:-

- a) The date and time of the accident causing the injury or of the dangerous occurrence
- b) The following particulars of the person affected-
 - i. Full name
 - ii. Occupation
 - iii. Nature of injury or condition
- c) Place where the accident or dangerous occurrence happened
- d) A brief description of the circumstances
- e) The date on which the event was first reported to the relevant enforcing authority
- f) The method by which the event was reported. The nature of the record is not stipulated by RIDDOR. It is left to the responsible person to use a form of record, which best suits the purpose. A photocopy of each complete form F2508 kept in a file would suffice.

Notifiable Accidents and Dangerous Occurrences

Serious body injury, accidents that result in the injured person being absent from work for more than seven days, or conditions defined dangerous occurrences need to be notified directly to the Health and Safety Executive. This must occur immediately by telephone to:-

The Incident Contact Centre
Caerphilly Business Park
Caerphilly
CF83 3GG
Tel: 0845 300 9923
Fax: 0845 300 9924
e-mail: riddor@natbrit.com. - www.riddor.gov.uk

Note: For the notification of reportable diseases, Form F2508A should be used.

The following injuries or conditions affecting any person must be notified and a record of the details made and kept by the employer for three years.

Injury to body or health resulting in:-

- 7 day incapacity from normal work including Saturday and Sunday but excluding the day of the accident
- Death
- Subsequent death caused by notifiable mishap during past year
- A fracture other than to a finger thumb or toe
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Permanent loss of sight or reduction of sight
- Crush injuries leading to internal organ damage
- Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs)
- Scalpings (separation of the skin from the head) which requires hospital treatment
- Loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which lead to hypothermia, heat induced illnesses or requires resuscitation or admittance to hospital for more than 24 hours.
- Injuries to members of the public or persons who are not at work if they are injured through a work related incident must be reported.

Reportable Occupational Diseases

- carpal tunnel syndrome
- severe cramp of the hand or forearm
- occupational dermatitis
- hand-arm vibration syndrome
- occupational asthma
- tendonitis or tenosynovitis of the hand or forearm
- any occupational cancer

Notifiable Dangerous Occurrences (General)

[The following simplified list is given as a guide only]

- Collapse, overturning or failure of lifting appliance.
- Explosion, collapse or bursting of pressure vessel.
- Electrical short circuit or over-loading resulting in work stopped more than 24 hours.
- Explosion or fire resulting in work stopped more than 24 hours.
- Uncontrolled release of one tonne or more of highly flammable liquid.
- Collapse of scaffold more than 5 metres high.
- Unintentional collapse of building or structure under construction or demolition of any building used as a place of work.
- Accidental release of dangerous substances or pathogens.
- Unintentional ignition of explosives.
- Failure of freight container during lifting operations.
- Bursting of a pipeline or ignition of contents.
- Accidents involving road tankers conveying dangerous substances.
- Accidents involving vehicles conveying dangerous substances.
- Failure of breathing apparatus.
- Incidents involving overhead electrical lines over 200 volts.
- Collisions between locomotives or trains and vehicles at work place.

SECTION 10

SUPPLIERS' COSHH DATA REGISTER

Notes

OFFICE

COSHH Data Sheets are retained in a separate file in the administration office.

CONSTRUCTION SITES

COSHH data sheets for construction sites are included in the relevant section of the Construction Phase Health and Safety Plan for each site.

SECTION 11

RISK ASSESSMENTS

We will fully comply with all legislation that requires risk assessments to be carried out and risk assessments for our company offices are included in this section.

Risk assessments for construction sites are carried out by the site manager or contracts manager and are retained on site in the Construction Phase Plan.

All contractors employed by the company are required to provide risk assessments for their operations before they are permitted to commence work on site. These will be reviewed before works commence and their operations monitored to ensure compliance.

OFFICE RISK ASSESSMENTS

HAZARD

Tripping hazards - trailing appliance leads, damaged floor coverings, boxes/files stored on the floor

RISK

Sprained or twisted ankle

PERSONS AT RISK

All office personnel

LEVEL OF RISK

Medium – Low if controls in place

REQUIRED CONTROLS

Route appliance leads separately from walkways
Repair damaged floor coverings
Remove boxes/files into storage rooms
All leads which cross walkways must be covered
Ensure staff are aware of tripping hazards

FURTHER ACTION

Regular inspection by a competent person

Reference: The Workplace (Health, Safety and Welfare) Regulations 1992

HAZARD

Overturning of filing cabinet

RISK

Serious injury to legs and lower abdomen

PERSONS AT RISK

Office personnel

LEVEL OF RISK

Medium – low if controls in place

REQUIRED CONTROLS

Ensure cabinets are fitted with anti-tilt device, which allows only one drawer at a time to be opened
Where this is not possible, anchor cabinet to floor or wall, if reasonably practicable
If none of the above measures are reasonably practicable, then post notices on filing cabinet drawers - 'only one drawer at a time to be opened'.
Staff to be made aware of hazard

FURTHER ACTION

Regular inspection by a competent person

Reference: The Workplace (Health, Safety and Welfare) Regulations 1992

HAZARD

Contact with live electrical conductors due to poor maintenance of electrical equipment

RISK

Death

PERSONS AT RISK

Office personnel

LEVEL OF RISK

Medium –low if controls in place

REQUIRED CONTROLS

Ensure staff are aware of the hazards and report damaged plugs and leads immediately

FURTHER ACTION

Routine examinations of electrical appliances, leads and plugs, and annual examinations by a competent person

Records of annual examinations to be maintained

Reference: The Electricity at Work Regulations 1989

HAZARD

Poor floor coverings, wet or slippery surfaces, poor lighting

RISK

Falls could cause broken limbs, head injury and bruising

PERSONS AT RISK

Office personnel and visitors

LEVEL OF RISK

Medium – low if controls in place

REQUIRED CONTROLS

All floor coverings to be in acceptable condition

Adequate lighting

FURTHER ACTION

Regular checks by competent person

Reference: The Workplace (Health, Safety and Welfare) Regulations 1992

HAZARD

Use of electrical equipment and tools

RISK

Electric shock, possibly death

PERSONS AT RISK

Office personnel

LEVEL OF RISK

Medium – low if controls in place

REQUIRED CONTROLS

Equipment maintained in good condition

Staff made aware of possible hazard and instructed not to use damaged equipment

FURTHER ACTION

Regular inspection of equipment for damage

Equipment examined and tested annually by a competent person

Records of annual testing maintained

Reference: The Electricity at Work Regulations 1989

SECTION 12

ENVIRONMENTAL POLICY

Our Environmental Policy is subject to continuous control and improvement.

The Environmental Policy presently in operation includes the following:-

1.0 Heating and Ventilation

- 1.1 Regular checks are carried out on thermostatic settings as overheating causes discomfort and wastes money
- 1.2 Settings on time switches are checked regularly as heating an unoccupied building is wasteful
- 1.3 All doors should be kept closed to minimise draughts and conserve heat

2.0 Lighting

- 2.1 Lights are turned off when they are not needed except in the reception area
- 2.2 The last member of staff to leave the premises in the evening is responsible for ensuring that all lights, except those needed for security purposes, are switched off before they leave the building

3.0 Ancillary Equipment

- 3.1 Staff are requested to switch off equipment which may safely be switched off when not in use.
- 3.2 A "switch-off" policy is in operation whereby the last member of staff to leave is responsible for switching off equipment at the end of the day

4.0 Vehicles

- 4.1 Company vehicles are serviced regularly to save money and reduce exhaust emissions
- 4.2 Where possible vehicle journeys are planned in advance to minimise travel times and reduce costs
- 4.3 Employees with company vehicles are expected to ensure the tyres are checked regularly and arrange for steering to be realigned if non-symmetrical tyre wear is noticed in order to reduce additional fuel usage
- 4.4 Employees with company vehicles are advised to check tyre pressures regularly as under-inflated tyres increase fuel consumption and operating costs and over-inflated tyres have a shorter life and can be dangerous

5.0 Staff Suggestions

- 5.1 The company encourages staff to make suggestions to their head of department or to the person in charge of environmental matters
- 5.2 The company will consider all such suggestions made

6.0 Construction Sites

- 6.1 The company regard protection of the environment to be as important as health and safety and fiduciary matters
- 6.2 The company will comply with any environmental requirements specified in Health and Safety Plans and tender documentation
- 6.3 The company will where possible avoid, minimise or mitigate significant environmental impacts due to construction and other work activities
- 6.4 The company will provide training of the workforce concerning their environmental responsibilities
- 6.5 The company will endeavour to use only environmentally friendly materials and chemicals during the construction process.
- 6.6 In the event of an accident that could affect the environment site personnel will immediately take the necessary steps to mitigate the impact by implementing the site emergency plan.

SECTION 13

DRUGS AND ALCOHOL POLICY

The use of drugs and alcohol by personnel working on our projects and premises may negatively affect our business, reduce our health & safety standards, and undermine public and client confidence in the safety and efficacy of projects. This statement establishes the company approach to dealing with the potential impact of drugs and alcohol.

All personnel working on company projects or premises -

- are prohibited from using, possessing, distributing, manufacturing, being under influence of, or otherwise being involved with illegal drugs and from the abusive use of chemicals or controlled substances while on company projects
- will not consume alcohol whilst working for the company
- who take medically prescribed or “over the counter” drugs should be aware of and inform their supervisor or contracts manager of the likely side effects
- will not drive or operate machinery, vehicles or equipment whilst under the influence of drugs or alcohol

Screening for drugs and alcohol may be undertaken, as follows:-

- after a work related accident
- on reasonable suspicion based on behaviour

Failure to comply with this policy is a disciplinary offence and may result in disciplinary action leading to dismissal.



2nd February 2016

To whom it may concern

We are the insurance brokers for Apex Office Interiors Ltd and we arrange the following Liability & Contract Works covers for them

Contract Works

Insurer: National Insurance & Guarantee Corporation
Policy Number: LTV 6045370
Period of Cover: 20th January 2016 to 19th January 2017
Contract Works: £200,000
Permanent & Temporary Works: £200,000
Hired in Plant: £5,000
Maximum Contract Period: 12 months
Excess: £750 increased to £1,000 in respect of Theft or Malicious damage

Employers Liability

Insurer: National Insurance & Guarantee Corporation
Policy Number: LTV 6045381
Period of Cover: 20th January 2016 to 19th January 2017
Limit of indemnity: £10,000,000 any one occurrence

This section provides cover for the insured's legal liability for their employees for death, injury or disease sustained during the course of their employment in the business and is required by law and includes indemnity to principal

Public & Products Liability

Insurer: National Insurance & Guarantee Corporation
Policy Number: LTV 6045381
Period of Cover: 20th January 2016 to 19th January 2017
Limit of indemnity: £5,000,000 any one occurrence but in the aggregate in respect of Products Liability

This section provides cover for the insured's legal liability for members of the public for accidental death, injury or damage to their property arising out of goods or services supplied

Business Activities: - Office Furniture Suppliers, School Fitters, Space Planning, Designers, Installers & Refurbishment. Property owners & Lessees

Should these covers be cancelled, reassigned or altered during the policy period in such a manner as to affect this document there is no obligation to inform the holder of this document by TRS Hertfordshire

We trust this information is of assistance but please advise if further information is required

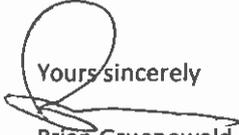


Towergate Insurance
Unit 2, Grovelands Business Centre, Boundary Way, Hemel Hempstead, Herts HP2 7TE
Tel 01442 232 326 Fax 01442 251 568
www.trshertfordshire.co.uk



Disclaimer

Details of the policyholder's insurance cover as set out is provided for information purposes only. Under no circumstances should this information be used in whole or in part for any other purpose, including but not limited to commercial gain. Whilst the information has been prepared in good faith, no representation or warranty, express or implied, is or will be made and no responsibility or liability is or will be accepted by Towergate Risk Solutions or any of its holding or subsidiary companies or by any of its respective officers, employee or agents in relation to the accuracy or completeness of the same to any third party

 Yours sincerely

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