

# Chris Jones and Son Decorators Health and Safety Policy

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## Statement of intent

Chris Jones and Son Decorators, fully accept their responsibilities to their employees to ensure, so far as is reasonably practicable, their health, safety and welfare at work, and any other persons who may be affected by the company's work operations and to: -

1. Provide and maintain plant and systems of work which are, so far as is reasonably practicable, safe and without risk to health.
2. Make arrangements for ensuring, so far as is reasonably practicable, safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances.
3. Provide information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of our employees.
4. Maintain in a condition that is safe and without risks to health, so far as it is reasonably Practicable, any place of work under our control.
5. Provide means of access to and egress from any place of work under our control which is, so far as reasonably practicable, safe and without risks to health.
6. Provide and maintain for our employees a working environment that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work. The directors accept that health and safety are management responsibilities but they depend on the co-operation of all employees to make the policy successful. It is the duty of all employees to comply with the safety policy at all times, and to act responsibly and do everything that they can to prevent injury to themselves, other employees and the public at large. The Directors of the company will monitor the operation of this policy. The organisation and arrangements of this policy will be displayed in the company office and work place for inspection by all employees.

Signed .....

**Organisation the responsibilities of Chris Jones and Son Directors shall be responsible for the following matters:-**

1. The provision and maintenance of safe and healthy working conditions for the workforce, and any others who may be affected by their operations. These conditions will conform at least to the minimum laid down by statute.
2. The preparation of instructions for the organisation and administration of this policy.
3. Ensuring that sound and safe working practices are both understood and observed (via appropriate training) and that regular contract site safety inspections are carried out, by the Company Health and Safety Co-ordinator or his nominee.
4. Ensuring each person is aware of their individual responsibilities and duties (via appropriate training), and providing instructions on and easy access to, this policy.
5. The provision of the necessary instruction to enable employees and sub contractors to perform their work safely
6. Ensuring that all quotations allow for the cost of the provision of adequate welfare facilities, safe working methods, adequate and safe storage of dangerous equipment, materials and substances, adequate sanitation and waste disposal and adequate access as far as is reasonably practicable.
7. Ensuring, that liaison between the Company's main office and all its contracts, is co-ordinated with the Health and Safety Executive (where notification is required by statute). This liaison shall be undertaken by the Health and Safety Co-ordinator in consultation with the directors.
8. The provision of appropriate safety equipment and protective clothing, as set out in the Personal Protective Equipment Regulations 1992, and ensuring that all Company employees use the equipment correctly.
9. To consult with the employees of the company, and the Company Health and Safety Co-ordinator, on matters relating to health, safety and welfare in all the company activities.
10. The setting up and administration of an adequate system of accident reporting and investigation (see later).
11. Ensuring that regular and frequent workplace inspections of equipment, materials and working methods are carried out. This will be achieved via the regular health and safety inspections undertaken by the Company Health and Safety Co-ordinator.
12. The implementation of appropriate discipline for cases where a breach of this policy occurs, or where duties are not properly carried out.
13. Setting a personal example by wearing suitable personal protective clothing where appropriate, when visiting a workplace.
14. Modifying this policy, as required, and in conjunction with the Company Health and Safety Co-ordinator, at least annually, or as when required.
15. The appointment of a competent Company Health and Safety Co-ordinator to arrange and undertake risk assessments, and to devise and apply control measures deemed to be necessary, as a result of the written assessment.

16. Putting into operation effective arrangements and resources for the implementation of adequate protective and preventive measures resulting from risk assessment.

17. To liaise with the Company Health and Safety Co-ordinator in all matters affecting health and safety.

**The Responsibilities of Managers and Supervisors Managers and supervisors within the Company shall have responsibility:-**

1. To read and understand the Company's Health and Safety Policy and to ensure that its provisions are being effectively carried out at all times.
2. To communicate the contents of the Health and Safety Policy, to all personnel under the control of particular managers via "in house" training and induction, or, where appropriate, by external training.
3. To inspect plant and equipment on a regular basis to ensure that any defects discovered are rectified forthwith, having followed the correct procedures for such rectifications.
4. To prevent access and usage of any defective plant / equipment until rectification work has been carried out.
5. To ensure that employees are adequately instructed in the safety operation of equipment and plant, via appropriate training and in accordance with the Company plant operation manuals.
6. To ensure that any areas of the workplace, to which the general public or visitors may have access, are maintained sufficiently to ensure their safety, by the use of suitable barriers, fencing, marking, etc.
7. To immediately report all incidents to the Company Directors, and where appropriate the Health and Safety Co-ordinator.
8. To ensure that adequate first aid facilities are available and adequately maintained.
9. To ensure that all accidents are reported in accordance with the provisions of the Health and Safety Policy.
10. To ensure that no unnecessary risks are taken by the employees in pursuance of their duties.
11. To set a personal example, and always wear the appropriate personal protective equipment.
12. To give advice on this Policy when requested by the Directors, Company Health and Safety Co-ordinator and / or workforce.
13. To implement the appropriate disciplinary measures, where the Health and Safety Policy is breached.
14. To co-operate with the Company Health and Safety Co-ordinator in all matters affecting health and safety.

## **The Responsibilities of Workplace supervisor/ Foreman Workplace supervisor/ Foreman shall have the responsibility:-**

1. To understand and apply the Company Health and Safety Policy to the workplace for which they have responsibility.
2. To organise the workplaces in such a way that tasks are carried out with the minimum of risk to employees and other persons who may be affected.
3. In appropriate circumstances, to issue written working instructions in conjunction with the Health and Safety Co-ordinator to all operatives, and other persons who may be affected.
4. To maintain and supervise the Workplace accident Record Book and such other registers as shall be required by statute.
5. To ensure that inspections of equipment, plant and materials are carried out at the required frequency, and in conjunction with the Health and safety Co-ordinator, when appropriate.
6. To ensure that supervisors under their control are aware of their duties and obligations, and that they do not permit employees and other persons who may be affected to take any unnecessary risks.
7. To make arrangements for the safe off-loading of plant, equipment and materials from vehicles and it's safe and secure storage.
8. To ensure that the necessary utilities are connected and that they are maintained in a safe and secure manner for each workplace.
9. To plan and maintain a tidy workplace.
10. To communicate with, and allocate responsibility to, sub contractors and others having reason to visit the workplace from time to time.
11. To check, in conjunction with the Health and Safety Co-ordinator at his safety inspections, that all workplace machinery, powered tools, plant and safety equipment is properly used and maintained.
12. To ensure that supplies of protective equipment are adequate, and that the equipment is properly used and maintained and available when required.
13. To ensure that first aid facilities are provided and clearly identified, and that all persons in the workplace are aware of their location.
14. To ensure that adequate liaison and communication is established with local emergency services and that appropriate access to the workplace is available to the services.
15. To accompany the HSE Inspector on any visit and arrange for compliance with any notice issued.
16. To ensure that adequate fire precautions are taken, and that adequate fire fighting equipment is maintained and accessible.
17. To set a personal example by wearing protective clothing when required.
18. To ensure that any accident, resulting in an injury to any person, is suitably dealt with, and is reported immediately to the Directors and the Health and Safety Co-ordinator.
19. To ensure that appropriately produced risk assessments, for the work activities, are made available prior to work commencing, and are understood by the appropriate company Operative/ sub contractor.
20. To consult with the company Health and Safety Co-ordinator to devise and apply control measures, identified by risk assessment to be necessary.
21. To put into operation effective arrangements for the implementation of adequate protective and preventive measures resulting from produced risk assessment, and reporting their effectiveness to the Company Health and Safety Co-ordinator. 922 To co-operate with the Company Health and Safety Co-ordinator in all matters affecting health and safety.

## **Responsibilities of the health and Safety Co-ordinator The Health and Safety Co-ordinator shall :-**

1. Advise the Company on all health and safety matters.
2. Regularly inspect all workplaces and plant/ equipment to ensure that the Health and Safety Policy is being complied with, and make recommendations direct to Management and employees concerning health and safety.
3. Review any safety recommendation received from the Health and Safety Executive or management, and to verify its implementation. To also arrange and attend Safety Meetings when necessary.
4. Assist in and advise on the safety training of all current and new employees.
5. Arrange the circulation and publicity of suitable information relating to health and safety.
6. Investigate accidents and damage to company property and recommend corrective action.
7. Inspect new and unusual processes for potential hazards.
8. To implement all recommendations issued by the Health and Safety Executive on new Company safety rules in the light of legislation or on past performance.
9. In the event of reportable injuries, diseases or dangerous occurrences at work, complete forms F2508/F2508 (A)
10. Ensure that all registers and forms are kept up to date.
11. Assist and advise on the training of new employees, when necessary.
12. Inspect and investigate all new machinery/ equipment before commissioning.
13. Examine and review all Company accident books regularly.
14. Ensure that first aid boxes, accident books, registers and posters are in accordance with current regulations.
15. Ensure that any unsafe plant/ equipment is immobilised.
16. Maintain contact with Official and Professional Bodies, e.g. Health and Safety Executive, Local Authorities, etc.

The Health and Safety Co-ordinator must:-

17. Foster within the firm, an understanding that injury prevention and damage control are an integral part of business and operation efficiency.
18. Set a personal example, and always wear appropriate personal protective equipment at all times.
19. Ensure the appropriate regulations are complied with, and take responsibility for monitoring their implementation.

20. Assist when required with the preparation of written risk assessment and with protective measures shown to be necessary as a result of the assessment.

#### **Responsibilities of Tradesmen/ Labourers Tradesmen shall have the responsibility:-**

1. To read and understand the Company Health and Safety Policy.
2. To work in accordance with its provisions.
3. To inspect all machines and plant frequently and report any defect to the workplace supervisor.
4. To use ear protection, as appropriate, in order to prevent hearing damage.
5. To use the equipment and plant only for the purpose for which it was designed and in accordance with the operating manuals. Guidance and advice shall be sought from Supervisors in this matter.
6. To use such appropriate safety equipment and wear protective clothing as may be necessary in carrying out their duties.
7. To suggest ways in which working practices can be made safer.
8. To ensure that employees and others within the vicinity of the equipment they are operating, are not endangered by its use.
9. To report all accidents or damage to the Workplace Supervisor or his/her assistant and ensure that details are entered in the Accident Record Book.
10. To inform the Supervisor of any medication which they are currently taking, and which would affect their ability to work safely or would react with any treatment they may receive in the event of an accident.

#### **Labourers have a duty to:-**

- (1) Read and understand the Company Health and Safety Policy.
- (2) Carry out the requirements of the Policy and work in a safe manner at all times.
- (3) Wear protective clothing and use safety equipment at all times as appropriate, and in accordance with the Personal Protective Equipment Regulations 1992.
- (4) Report defects in equipment, machinery or materials immediately to the workplace Supervisor or his/her assistant.
- (5) Maintain workplace machinery and equipment in good condition.
- (6) Use equipment only for the purpose for which it is intended, in accordance with the operating manual.
- (7) Use only the equipment on which they have been instructed or are experienced.
- (8) Not to take part in "horseplay" or dangerous practical jokes in the workplace.
- (9) Report to the Supervisor, any injury to themselves which result from an accident at work even if it only appears to be very minor and does not stop them working.
- (10) Make suggestions whereby the safety of current working arrangements could be improved.
- (11) Inform Management or the Supervisor of any medication which is currently being taken and which would affect their ability to work safely or would react with any treatment they may receive in the event of an accident. Employees are reminded that they have a duty under Section 7 of the Health and Safety at Work Act 1974, to take reasonable care for their own safety, and the safety of others who may be affected by their acts or omissions. Also to co-operate with the Company in its arrangements to perform or comply with statutory safety obligations, which includes adherence to the Company Safety Policy.

## Responsibilities of Subcontractors All Sub contractors are:-

- (a) Expected to comply with, and read the provision of this policy, which will be discussed prior to their appointment.
- (b) To ensure that any operatives under their control or employed by them have knowledge of, and will comply with, the Company Health and Safety Policy.
- (c) To demonstrate that they are competent and have appropriate resources available to carry out their work.
- (d) Not entitled to modify, alter or otherwise interfere with any workplace, equipment or materials for which they have no responsibility or a requirement to use, unless otherwise authorised by a Supervisor or his/her assistant.
- (e) To ensure that any injury sustained or damage caused by them is reported to the workplace Supervisor immediately.
- (f) To arrange for suitable welfare facilities and first aid equipment to be provided for their employees unless arrangements have been made on their behalf by .....
- (g) To observe all statutory provisions concerning dangerous, explosive, inflammable or other volatile substances and materials, which they may bring into the workplace.
- (h) To keep all work places for, which they are responsible, clean and tidy, and to clear them periodically as work progresses.
- (i) To wear appropriate personal protective equipment, and use safety equipment appropriate to the operation, in accordance with the Personal Protective Equipment regulations 1992.
- (j) To provide information as requested by the Health and Safety Co-ordinator prior to commencing their works.

## ARRANGEMENTS

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First Aid Arrangements. The first aid facilities provided by the company shall be:- 1 The provision of the appropriate qualified first-aiders on contracts and in the main office. The first aider may not necessarily be TSC staff. 2 The provision of adequate first aid facilities on all contracts and in the main office which shall comprise:- (a) First aid kits appropriate to the size of the workplace/ workforce as described by statutory regulations. (b) An occupational first aider where required and defined by statute. A2 First aid Training the company shall ensure that first aid training is given by persons or organisations qualified to do so (HSE approved). This shall be made available to any members of the workforce expressing an interest, provided that there is a need for additional first aiders in the first aid contingent. A3 Accident Reporting – reporting any Injury or Dangerous Occurrence. In the event of an injury or dangerous occurrence, the supervisor shall ensure that he reports the incident immediately to the Directors and or Company Health and Safety Co-ordinator who shall be contracted via the office. Upon receiving a detailed appraisal of the incident, the appropriate members of staff detailed shall be responsible for the following:- .

Reporting by telephone the details to the appropriate enforcing authority, followed up within ten days by a full written report of the incident, using form F2508, or F2508A in the case of a disease, copies of which are retained by the Directors or Company Health and Safety Co-ordinator .

Ensuring that the Company Accident Book is addressed and the following details are recorded. (i) Date (ii) Time (iii) Location of incident. (iv) Personal details of those involved and a brief description of the nature of the incident. NOTE: 17 Every incident is to be thoroughly investigated by the Company Health and safety Co-ordinator in order to identify the cause of the incident and to plan and implement measures to prevent recurrence.

Events which are reportable. 1 The death of any person as a result of an accident arising out of or in connection with work - including the death of an employee, if this occurs some time after the reportable injury which led to that employee's death (but not more than one year afterwards). 2 Any of the following major injuries to a person at work as a result of an accident arising out of or in connection (a) Any fracture of any bone other than finger, thumb or toes; (b) Any amputation; (c) Dislocation of the shoulder, hip, knee or spine; (d) The loss of sight (whether temporary or permanent) (e) A chemical or hot metal burn to the eye or any penetrating injury to any eye: (f) Any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours. (g) Any other injury -- leading to hypothermia, heat-induced illness or to unconsciousness; - requiring resuscitation; or - requiring admittance to hospital for more than 24 hours. (h) Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent; (i) Either of the following conditions which result from the absorption of any substance by inhalation, ingestion, or through the skin :- (j) Acute illness requiring medical treatment where there is a reason to believe that this resulted from exposure to a biological agent or its toxins or infected material. 3 Incapacitation of a person at work (i.e. an employee, a self employed person or a person receiving training for employment) from his or her normal work for more than 3 days as a result of an injury (an over 3 day injury) caused by an accident at work- written report to be sent to the enforcing authority within 10 days of the accident.

Any injury to a person not at work, e.g. public, resulting from an accident arising out of or in connection with work, which results in them being taken to hospital, from the accident premises, for treatment in respect of that injury.

Any dangerous occurrence as defined in the Reporting of Injuries and Dangerous Occurrences Regulations 1995 (RIDDOR).

Any disease as defined in the Reporting of Injuries and Dangerous Occurrences Regulations 1995 (RIDDOR).

Specific accidents involving moving vehicles on public roads – exposure to conveyed substances, loading / unloading activities, construction work alongside public road. Note ; For the purpose of the Reporting of Injuries and Dangerous Occurrences Regulations 1995 (RIDDOR), an accident includes an act of non-consensual physical violence done to a person at work. The Person responsible for Reporting the Reportable Injury- Managing Director A record must be made and kept of all reportable injuries and dangerous occurrences.

The record must contain in each case :- 1 The date and time of the accident causing injury.

The following particulars about the person affected :- (a) Full name. (b) Occupation. (c) Nature of injury or condition. (d) Place where the accident happened. (e) brief description of the

circumstances. The nature of the record is not stipulated by "RIDDOR". It is left to the responsible person to use the appropriate recoding system.

**Health and Safety Training.** The Directors, in conjunction with the Health and Safety Co-ordinator, will carry out annual assessments to ascertain what training is required. All employees will be interviewed to establish their training needs. Records will be kept and a training programme will be established giving priority to the most hazardous areas, and the needs of young and / or new employees. No person will be permitted to drive any company vehicle or article of plant unless they are selected, trained and competent to do so. In addition they will not be permitted to operate any machine, apparatus or plant until appropriate training has been provided.

All employees are required to assist and co-operate with the Company in any arrangements made for their training requirements. The Directors in conjunction with the Company health and Safety Co-ordinator will maintain a record of all training that is undertaken.

**Fire and Emergency Procedure.** The Directors and the Company Health and Safety Co-ordinator will be responsible for providing and having maintained, all fire fighting equipment, fire doors, fire blankets and fire notices. A6 Highly Flammable Liquids. The Highly Flammable Liquids and Liquefied Petroleum Gases Regulation 1972.

Highly flammable liquids stored or used at the workplace will be handled strictly according to the instructions of the manufacturers. No materials will be allowed to be stored at the workplace unless they have a current instruction sheet from the suppliers. The Directors will ensure that such instructions are supplied and each member of staff is familiar with its contents. These instructions shall be maintained by the Health and Safety Co-ordinator. Only such amounts as are in use, of highly flammable liquids, will be allowed out of the store and then not to exceed 50 litres.

The highly flammable liquid store will be a strong metal container, located away from any building and clearly marked "NO SMOKING- HIGHLY FLAMMABLE" 20

**Plant and Equipment / Electrical Appliances & Power Tools.** The Lifting Operations and Lifting Equipment Regulations 1998 The Construction ( Health, Safety and welfare) Regulations 1996 The Abrasive Wheels Regulations 1989. The Provision and Use of Work Equipment Regulations 1998(a) All plant and machinery used and operated by the company is manufactured to approved safety standards, and must be used in accordance with the manufacturer's instructions and the guidance notes contained in the Company Health and Safety Documentation. It is the responsibility of the relevant Site Manager / Supervisor to ensure that plant and equipment are only operated by those employees who have the authority to do so, and are sufficiently trained and competent in the handling / operation of the particular machine. (b) Any machine fitted with a guard or guards to protect moving parts must not be operated if any guards have been removed. (c) Machines must not be adjusted when they are running, unless the manufacturer has made specific provision for such adjustment. (d) The purpose and method of action of all switches must be clearly marked. (e) All electrical equipment which the company uses in all workplaces will be supplied, installed, maintained or used in accordance with current regulations. (f) The Directors will ensure that all power tools provided for use on site or other workplace, are in accordance with British Standards. (g) No power tool or electrical equipment of voltage greater than 110 volts (CTE) shall be used on sites. Relevant information :-The I.E.E. Regulations for Electrical Equipment of Buildings. British Standards 7430:1991 Code of Practice for "Earthing".

**Welfare Facilities** The Company shall ensure that welfare facilities for company offices, workshops, stores, etc meet the requirements of the workplace (health, safety and Welfare) Regulations 1992. Arrangements shall be made for welfare facilities on construction sites to meet the requirements of the Construction (Health, Safety and Welfare) Regulations 1996. In particular, adequate sanitary, washing, clothing storage facilities shall be provided. Welfare facilities shall be maintained in good condition, regularly cleaned and controlled at a satisfactory temperature. The Company Health and Safety Co-ordinator will inspect all such facilities to ensure that they are all in good order and well maintained. The requirements of the above regulations will be made known to all staff.

All employees will be encouraged to make pertinent suggestions as to the safe use of such facilities and will be required to keep them clean at all times. No materials are to be stored in the rest room / canteen. Those who desire to smoke must do so only in the designated smoking areas.

**Personal Protective Clothing and Equipment.** Personal Protective Equipment at Work Regulations 1992 The Directors will ensure that adequate supplies of all necessary protective clothing or equipment are available in all workplaces for issue as required, and that when these are issued to employees, a record is kept in the safety Equipment and Protective Clothing Issue Register. The Site Manager will ensure that, before employees are set to work, they are provided with any necessary protective clothing. Any person in a workplace who is observed not wearing protective clothing while carrying out a process which requires the use of protective clothing or equipment, will be informed of statutory or company policy requirements, and instructed not to continue working until protective clothing or equipment is obtained. This applies to any sub-contractors as well as direct employees. The Site Manager will ensure that the protective clothing or equipment is suitable for the specific process which it is provided. Information and advice on the correct equipment to be issued will be provided by the Company Health and Safety Co-ordinator. All personal protective equipment will be maintained, serviced, and replaced where necessary. Facilities will be provided for the storage of PPE. 22

**Safe Place of Work** Workplace (Health, Safety & Welfare) Regs 1992. Construction (Health, Safety & welfare) Regulations 1996 In line with the above regulations, the company will provide and maintain a safe place of work and working environment for all employees and others who may be required to visit the offices, yard, site, etc. Safe means of access and egress shall, so far as is reasonably practicable, be provided and maintained to every place of work. Every such place shall, so far as reasonably practicable, be made and kept safe for persons using the facilities by regular inspection and, where necessary, corrective actions. The Company Health and Safety Co-ordinator shall be responsible for ensuring that the workplace is regularly inspected.

**Consultation and Communication.** The Health and safety (Consultation with Employees) Regulations 1996. The Company will encourage the active participation of all employees and sub-contractors in promoting good health and safety practice. To this end Company employees will be represented by an "Employee Safety Representative", who will be responsible for expressing all company employees' views with regards to Health and Safety. He or she will also be responsible for informing all employees of agreed decisions of company safety meetings. Company safety meetings will take place at appropriate intervals in order to discuss the effectiveness of the policy and procedures and to review all safety reports and any recommendations received by the Health and Safety Representative. Such discussions are intended to improve the overall safety performance of the company. Use will be made of all means of communication to ensure that health and safety issues are brought to the attention of all staff- notice boards, circulars, site meetings, face to face discussions, toolbox talks etc.

Out of Hours Working. Where operatives are required to work outside normal working hours, special attention will be paid to the need for their safety in respect of lighting access and egress, first aid and need for supervision of employees working on their own in isolated areas of the workplace. 23

Waste Management. Environment Protection Act 1990. The Environmental Protection (Duty of Care) Regulations 1991.

The Site manager will ensure that all waste is disposed of in line with the above legislation. The Company shall fulfil its duties under the legislation by -preventing anyone from dealing with its waste illegally -Prevent the escape of waste -Ensure waste is only transferred to an authorised person -Ensure an accurate description of waste is provided when the waste is transferred, and a transfer note is completed. Suitable skips and disposal equipment shall be used to contain waste materials, and the waste shall be disposed of regularly. In adverse weather conditions, arrangements shall be put in place to prevent waste from blowing around site or contaminating surroundings. The Company Health and Safety Co-ordinator shall be responsible for the systems and arrangements for the safe disposal of waste.

Noise Noise at Work Regulations 1989 British Standard 5228:1984, "Code of Practice for Noise Control on Construction & open Sites". The Company will assess all processes and operations carried out so as to ensure that the requirements of the Noise at Work Regulations 1989 are complied with. Where the noise levels exceed the action levels specified in the regulations, appropriate arrangements will be put in place to ensure that no employee, or others affected by the work activity, are subjected to injurious conditions. The Site Manager will ensure that all plant provided is fitted with silencers, mufflers, doors, canopies etc and that all equipment and noise reducing facilities, etc are used.

Supplies of ear defenders or other hearing protection will be made available on the site/ workplace for any operations where it is not practicable to reduce the noise levels to a safe limit- in line with the action levels specified in the Noise at Work Regulations 1989.

These will be issued to operatives and others in the work area, as required and must be worn at all times when such persons are exposed to noise. All operative will ensure that all noise control items fitted to plant, or premises are kept in good order and that any defects noted are reported to the director or hire company immediately.

A15 Asbestos The Control of Asbestos At Work Regulations 1998. The Asbestos (Licensing Amendment) Regulations 1998. All work involving asbestos in any form will be carried out in accordance with the Control of Asbestos at Work Regulations 1998 and Approved code of Practice. Removal of asbestos from work sites will be carried out by a licensed contractor and disposed of in accordance with the relevant legislation. A16 Hazardous Substances Control of Substances Hazardous to Health Regulations 1994. The Control of Substances Hazardous to Health Regulations 1994 (COSHH), requires assessment to be made wherever substances hazardous to health are used, processed, manufactured, given off or produced. The Company will carry out assessments of all hazardous materials used and record the findings accordingly. Information on the nature of the materials will be compiled and any emergency procedures for spillage and storage established. Any new substances being brought into the Company will be assessed before being put into use. All operatives will be instructed in the requirements of the C.O.S.H.H Regulations and the nature of the materials being used. Assessment / data sheets, which are retained by the site Manager, will be

made available to all staff , and information, instruction and training in the operation of the assessment will be given. Contract specific C.O.S.H.H assessments will be identified at contract review, and developed by the Site Manager in conjunction with the Company Health and safety Co-ordinator. It is the responsibility of the relevant operative to ensure that all work involving a hazardous product or process is carried out strictly in accordance with the assessment sheet and instructions. Where additional information is required on a product or process, the site manager must contact the Company Health and Safety Co-ordinator. 25

A17 Risk Assessment Management of Health and Safety At Work Regulations 1992 In line with Regulation 3, the company will undertake to make a “suitable and sufficient” assessment of the risk to workers and any others who may be affected by its undertaking, and to record the significant finding of that assessment. This record should represent an effective statement of the hazards and risks, which then leads management to put in place the relevant control measures to ensure the health and safety of its workforce, Sub contractors, visitors and , when appropriate, the general public. This will involve :- 1Identifying the significant risk arising out of the work activity. 2Identifying and prioritising the measures that need to be taken to comply with the relevant statutory provisions. 3Ensuring that all relevant risk and hazards are addressed. 4Addressing what actually happens in the workplace or during the work activity. 5Ensuring that all groups of employees and others who might be affected are considered and informed of the risk.

Identifying groups of workers who might be particularly at risk.

Taking account of existing preventive or precautionary measures.

The risk assessment will be used positively by the company to change working procedures and improve health and safety performance.

Safe Systems of Work Where the risk assessment for work activities identify residual high risk situations, written safe systems of work shall be provided.

The Company Health and safety Co-ordinator will provide the safe systems of work and to this end will ensure that detailed instructions and information is made available to operatives and sub-contractors and that adequate instruction and training is provided to ensure compliance with the system.

Competent Persons Management of Health and safety at Work Regulations 1992 In line with Regulation 6 of the Management of Health and Safety Regulations 1992, the company will appoint competent persons to assist in undertaking the measures needed to be taken to ensure compliance with the requirements and prohibitions imposed under current, relevant statutory provisions. Sufficient time and resources will be allocated to the competent persons to allow them to properly undertake the measures necessary.

1 Name..... 2 Name..... A20 Manual Handling Operations The Manual Handling Operations Regulations 1992 Further to the risk assessment requirements under the Management of Health and Safety Regulations 1992, the Company shall ensure that all manual handling operations are identified and addressed according to the requirements of the Manual Handling Operations Regulations 1992. All activities carried out by operatives and staff shall be examined and the requirements for manual handling operations established. As far as is reasonably practicable, manual handling operations shall be avoided, but where this is not possible, the operations shall be assessed and the risk of injury reduced by the use of mechanical means or the provision of other suitable means. All aspects of manual handling involved in the Company's operations shall be examined, including any areas where pushing, pulling, lifting, carrying, supporting, etc, are part of the expected work. Manual handling assessments shall be suitably documented. The findings of all assessments and the control measures to be adopted shall be fully communicated to the respective employees via the information, instruction and training aspects of the businesses operations. A21 Confined Spaces The Confined Spaces Regulations 1997 Suitable arrangements shall be put in place to ensure that all work to be carried out in confined spaces is done so in line with the requirements of the Confined spaces Regulations 1997, e.g., sewers, ducting, silos, etc. No person shall be allowed to enter a confined space unless an adequate assessment of the conditions has been made and suitable control measures introduced. Air sampling and monitoring shall be carried out and suitable rescue and escape arrangements put in place. 27

Construction (Design and Management) Regulations (1994). As potential Contractors under the C.D.M Regulations, the company is aware of its responsibilities. The Site manager in conjunction with the Health and safety Co-ordinator shall be responsible for the preparation and maintenance of secured contracts Health and Safety documentation. The Site manager shall co-ordinate the activities of all operatives to ensure they comply with the contract Health and Safety requirements and legislation, and shall check on the provisions of information and training of all employees, where appropriate, as well as sub-contractor's health and safety, when appointed by Chris Jones and Son Decorators.