



Nationwide Special Interiors

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NATIONWIDE *interiors*

Health and Safety Policy **2015 / 2016**



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General Statement

GENERAL STATEMENT

The health, safety, wellbeing and welfare of employees are of fundamental importance to the Company and its Directors and are essential to the efficient and effective operation of its undertaking.

The responsibility for safety at work rests upon all areas of management. The Company will ensure that this Policy is followed throughout the organisation. The Company will take all reasonably practicable precautions to ensure the health, safety, wellbeing and welfare of its employees by providing:-

- ◆ A safe working environment by the design, construction, operation and maintenance of all plant, equipment and facilities.
- ◆ Safe systems of work.
- ◆ Adequate instruction, information, training and supervision.
- ◆ Control of all situations likely to cause damage to property and equipment.
- ◆ Suitable facilities for the treatment of injuries, which occur at work.
- ◆ Adequate means and facilities for consultation between management and employees.

The Company expects all employees to conform to this Policy and to comply with the relevant sections of the "Health and Safety at Work, etc. Act 1974" and to exercise all reasonable care for their own health and safety and that of others who may be affected by their acts and omissions.

The Company recognises and accepts the responsibilities that it has to all its employees and other people who may be involved in operations / activities on behalf of the Company, also people who may be could be put at risk by activities carried out by or on behalf of the company. The company gives its full support to this Policy and to the Company Health and Safety Representative whose function is to monitor, operate and enforce it.

The purpose of this Policy is, through proper implementation by all employees at all levels, is to promote a positive health and safety culture which will result in the prevention of injury, ill health and dangerous occurrences at work through the elimination of foreseeable risks and the establishment of safe systems of work and compliance with the Health and Safety at Work, etc. Act 1974 and all other relevant and subordinate legislation.

The allocation of duties for Health and Safety matters and the particular arrangements made to implement the Policy are set out within this document.

We seek continual improvement of our Company from all our employees not only through a compliance with this Policy but from their own initiatives to help improve the Company's standards.

The Policy will be kept up-to-date on a regular basis, particularly as the business changes in nature and size.

Signed:-

Date:-



4th December 2015

Thomas Barnes - Director



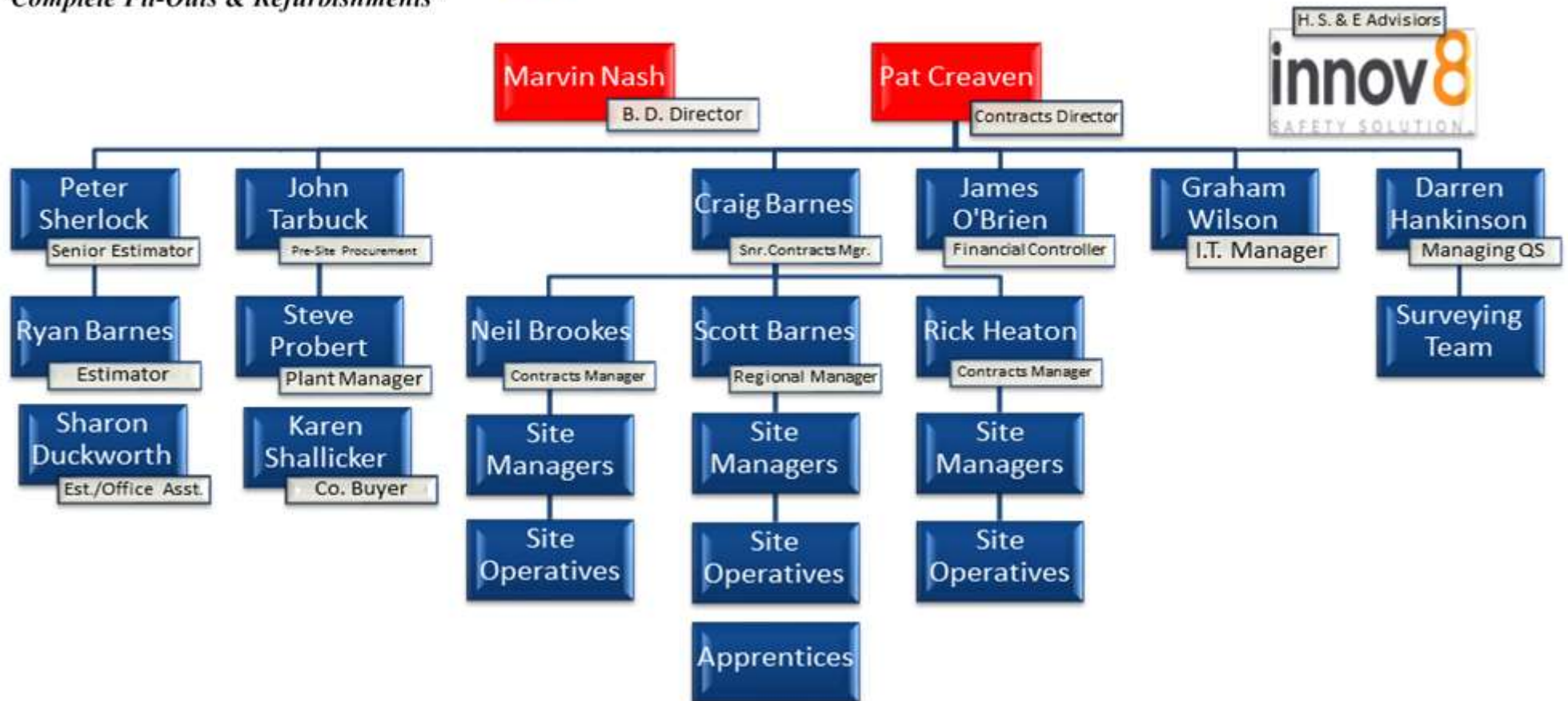
Arrangements Responsibilities



'Complete Fit-Outs & Refurbishments'



Management Structure



RESPONSIBILITIES

0001.03 MANAGING DIRECTOR

The Managing Director has the overall responsibility on behalf of the Board of Directors for the health and safety function and delegation of duties as detailed in this section of the Policy Statement.

He will ensure adequate resources are provided including funds, time, people and facilities to enable the company to meet the requirements of the Policy and that adequate arrangements exist to enable effective management of health and safety matters.

He has responsibility for ensuring the Health and Safety Policy is implemented, comprehensive, effective and kept up-to-date, and will require:-

- ◆ Proper account to be taken of Nationwide Interiors Health and Safety Policy requirements.
- ◆ The Company's "General Statement of Policy" and any subsequent revision to be signed and dated by the Managing Director and brought to the attention of all employees. The Policy will be reviewed and amended if there has been any significant change in organisational structure or arrangements of health and safety.
- ◆ Detailed allocation of duties so that the Company Policy is effectively applied to all Company departments and activities.
- ◆ Specific arrangements to be made on health and safety, including the provision of an effective monitoring system to ensure the Company Policy is properly implemented.
- ◆ Correct co-ordination and co-operation exists between the company and its Sub-Contractors;
- ◆ Set a personal example when visiting sites by wearing the correct personal protective equipment, observing the safe system of work and ensuring others on the site do the same;
- ◆ All reportable accidents, diseases and dangerous occurrences as defined in the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) are submitted to the HSE, all accidents are investigated and suitable remedial measures are taken to prevent recurrence;
- ◆ In the event of prosecution or intimated prosecution or an Improvement/Prohibition notice, ensure it is complied with;
- ◆ Ensure medical arrangements, emergency arrangements and fire precautions are implemented.



0001.04 REGIONAL DIRECTORS/DIRECTORS

The Regional Directors/Directors are responsible for ensuring that the Company's Health & Safety Policy is observed and that all requirements necessary for effective compliance are provided. The responsibility for implementing good working practices rests with Directors/Regional Directors and they shall:

- ◆ Ensure that the Policy is implemented on all sites;
- ◆ Monitor the sites Health & Safety performance;
- ◆ Attend regular Health and Safety meetings;
- ◆ Promote interest and enthusiasm for Health & Safety matters;
- ◆ Give support and encouragement to all staff to enable them to fulfil the duties imposed upon them by this document;
- ◆ Ensure that the proper provision has been made at every stage for the implementation on site of the Health & Safety at Work, etc. Act 1974 and all other relevant and subordinate legislation and approved Codes of Practice;
- ◆ Ensure staff are released for Health & Safety training as required;
- ◆ Ensure all Sub-Contractors appointed are competent both in technical and safety matters.

0001.05 CONTRACTS MANAGERS

Contracts Managers are responsible for ensuring that the Company's Health & Safety Policy is observed and that all requirements necessary for effective compliance, at contract level, are provided and implemented. They shall:

- ◆ Ensure adequate Risk Assessments are carried out where appropriate and the results of the Assessments are brought to the attention of all affected;
- ◆ Ensure full compliance with the Construction Design and Management 2015 Regulations
- ◆ Give support and encouragement to Site Managers to enable them to fulfil their duties;
- ◆ Ensure that all safety correspondence concerning contracts under their supervision are forwarded to the respective personnel and acted upon;
- ◆ Satisfy themselves with the competence of their supervisory staff;
- ◆ Ensure adequate investigation is carried out at the tendering stage to define potential hazards and establish suitable precautionary measures prior to Works commencing;
- ◆ Assess the training needs of persons under their control, including Sub-Contractors and liaise with the Safety Consultancy in providing the necessary instruction, information and training;
- ◆ In conjunction with Directors, ensure Sub-Contractors appointed to carry out Works are competent both in technical and safety matters;
- ◆ Ensure proper co-ordination and co-operation exists between Nationwide Interiors and it's Sub-Contractors.

0001.06 PROJECT / SITE MANAGER

Responsible for applying the principles of the Policy to the operations under their control and its implementation.

They shall:-

- ◆ Delegate, as appropriate the necessary duties and tasks, and ensure that all members of staff and operatives are competent to carry them out.
- ◆ Adequately assess the risk to health and safety of employees under his control and other persons who may be at risk from our undertaking and ensure systems and controls are in place to eliminate, control or mitigate risks.
- ◆ Record in writing the results of the assessments, preventative and protective measures and ensure they are brought to the attention of employees and other persons who maybe at risk.
- ◆ Prepare appropriate written procedures to be followed in the event of serious and imminent danger arising from our undertaking.
- ◆ Appoint a sufficient number of competent persons to implement and maintain those procedures.
- ◆ Bring to the attention of employees and others who may be affected, details of those procedures.
- ◆ Make and maintain proper arrangements to ensure the co-operation and co-ordination between the Company and Sub-Contractors.
- ◆ Obtain from Sub-Contractors copies of risk assessments, safety method statements and environmental assessments relevant to their undertaking.
- ◆ Ensure that the names and details of the following are readily available for inspection on site:
 - ◆ Qualified First Aider or the Person Appointed for First Aid.
 - ◆ Fire Marshal
 - ◆ Authorised user of plant and equipment, i.e.: dumper trucks, forklift trucks, cartridge tools, woodworking machines etc.
 - ◆ Preventative and protective measures.
 - ◆ Procedures for serious and imminent danger.

- ◆ Ensure compliance with the Control of Substances Hazardous to Health Regulations (COSHH) when any toxic or hazardous material or substance is to be used on site, ensure all the requirements of storage, use and disposal are complied with. It is essential that manufacturer's/supplier's technical data notes, together with details of assessment, are available prior to usage on site, copies of which should be sent to the Safety Adviser.
- ◆ Ensure that no toxic, noxious or offensive substance is discharged into the atmosphere or waterways.
- ◆ In the event of a death, specified injury, occupational disease, accident or dangerous occurrence, in the first instance deal with the emergency, then report in accordance with the Policy and manual.
- ◆ In the event of prosecution or intimated prosecution or an Improvement/Prohibition Notice or Abatement Notice being served, report in accordance with the Policy and manual.
- ◆ Ensure that all accidents or dangerous occurrences are reported and investigated thoroughly, and that suitable remedial measures are taken to prevent recurrence.
- ◆ Co-operate with the Company's Safety Adviser, and ensure that any defects or faults brought to their notice are corrected. Inform, in writing, the appropriate Director and Safety Adviser in respect of visits by the Health and Safety Executive, comments made and remedial action taken.
- ◆ Ensure that all lifting operations are carried out safely.
- ◆ Ensure that every item of lifting gear, including tirdors, are properly recorded and a test certificate for each item is obtained, and that all lifting gear is inspected and examined in accordance with the Lifting Operations & Lifting Equipment Regulations and Provision and Use of Work Equipment Regulations.
- ◆ Ensure that all statutory documents and registers are maintained at all times and made available to visiting Safety Advisers and HSE Inspectors.
- ◆ Control and supervise "labour only" Sub-Contractors as our own employees.
- ◆ Ensure all trades foremen and gangers are competent and have received sufficient training to ensure they are capable of supervising safe working methods.
- ◆ **Ensure that Sub-Contractors work in a safe manner and comply in all respects with the statutes, regulations, site policies and procedures, RAMS affecting their particular trade / activity.**
- ◆ Ensure that medical arrangements required by the Health and Safety (First Aid) Regulations are available and implemented, and that the name and location of all first aiders/appointed persons is made known to employees and Sub-Contractors. Ensure that proper care is taken of casualties. Know where to obtain medical help and ambulance in the event of a serious accident.
- ◆ Co-operate with the Fire Brigade on fire prevention and rescue operations. Ensure strict liaison with the Ambulance Authority.

- ◆ Ensure that all work is properly supervised, that the appropriate safety devices, equipment and protective clothing are provided and correctly issued in accordance with statutory requirements, and that persons carrying out the work are fully informed as to any hazards involved and the safe system of work to be implemented.
- ◆ In the event of prolonged absence from site, nominate (in writing) a senior member of staff to take over these responsibilities.
- ◆ Ensure that all work on site carried out by Sub-Contractors, and others over whom the Company has jurisdiction, complies with all statutory and Company safety requirements.
- ◆ When a contract is let to a Sub-Contractor, the Site Manager should obtain a copy of the Sub-Contractor's Safety Policy Statement, Risk Assessments, including those made under the Control of Substances Hazardous to Health Regulations and the Hazardous Waste Regulations, for information and reference. Sub-Contractors and others must be provided with any information concerning site hazards means of access and egress, and of any special safety instructions. In turn, Sub-Contractors and others must notify the Site Manager of any hazards arising out of their operations.



0001.07 SUB-AGENTS AND SITE ENGINEERS

Sub-Agents and Site Engineers shall:

- ◆ Be responsible to the Site Manager for implementing defined aspects of the Company's Health and Safety Policy;
- ◆ In conjunction with the Site Management Team will ensure, for example, that all cranes used on site are correctly documented, suitable for the intended lifts and that a written procedure for safe lifting is in place and has been communicated to all relevant persons;
- ◆ Ensure all work is properly supervised, that the appropriate safety devices, equipment and protective clothing are provided and correctly used and that persons carrying out the work are fully informed as to any hazards involved and the safe system of work to be implemented;
- ◆ Ensure that any faults or defects apparent to them or brought to their attention are corrected immediately or actioned accordingly;
- ◆ Be aware of current legislation, Codes of Practice and Company safety procedures;
- ◆ Report all personal injuries and dangerous occurrences;
- ◆ Ensure that a safe place of work exists with safe access and egress to all places at which work is performed.



0001.08 FOREMEN

They shall:-

- ◆ Ensure that all operatives are competent to carry out their respective tasks and those required to operate plant have sufficient knowledge and training to enable the operation to be carried out safely.
- ◆ Ensure that young persons are not allowed to operate any plant unless in the course of training and under the strict control of a competent and authorised person.
- ◆ Ensure that safe systems of work are implemented and that sufficient information and supervision is available and maintained for all operatives under their control.
- ◆ Ensure that an adequate and safe means of access and egress is provided and maintained throughout the site to each safe place of work.
- ◆ Ensure that a high standard of housekeeping is maintained, paying particular attention to stacking of materials, and general cleanliness relating to offices and cabins.
- ◆ Provide and maintain adequate welfare facilities as required.
- ◆ Ensure that all necessary forms and registers are maintained as required.
- ◆ Acquaint themselves with the hazards arising from the operations and make them known to the operatives, or site management where necessary. Inform Sub-Contractors who may be affected by such operations.
- ◆ Co-operate with the Company's Safety Adviser on all matters pertaining to safety. Co-operate with HSE Inspectors when required.
- ◆ In conjunction with the Site Manager responsible, ensure that all plant and equipment used on site is correctly documented and suitable for the intended use.
- ◆ Set a good example on safety matters - discourage unsafe practices and encourage safe ones.
- ◆ Deliver tool box talks as required.



0001.09 OPERATIVES

Operatives shall:

- ◆ Use the correct tools and equipment for the job, use safety equipment and protective clothing supplied;
- ◆ Report to management any unsafe or unhealthy condition or any defects in plant;
- ◆ Develop a personal concern for Health and Safety, for themselves and others;
- ◆ Avoid improvising which entails unnecessary risk;
- ◆ Refrain from horseplay and the abuse of welfare facilities. Work to the instruction laid down to adhere to safe working procedures;
- ◆ Participate in training when required and implement the knowledge gained. Respond positively to advice;
- ◆ **Actively participate in identifying ways of eliminating hazards;**
- ◆ Not operate an item of plant or equipment unless they have been specifically trained and authorised to do so that they ensure the Plant / Equipment is fully certificated, fit for purpose.
- ◆ Report any injuries sustained at work, including any medical condition, which may affect their ability to work safely.

0001.10 QUANTITY SURVEYORS/ESTIMATORS

They shall:-

- ◆ Consider possible impact on the project by current legislation, Codes of Practice and Company Safety Procedures.
- ◆ Determine at tender stage of contracts, so far as is practicable, methods of working, known hazards and fire precautions in order to make a suitable cost allocation for such matters.
- ◆ **When tendering for work allocate sufficient funds to ensure that all the legal requirements for implementing and maintaining health, safety and welfare on site are adequately met.**
- ◆ Where there is a known potentially contaminated area on site, due account must be taken at tender stage to ensure that adequate funds are in place for protective clothing and equipment, and that the information is passed to the Site Manager at award of contract.
- ◆ Seek advice of the Company's Safety Adviser whenever appropriate.
- ◆ Ensure that all available information is sent to the tendering Sub-Contractor(s) on known or suspected hazards in order that the Sub-Contractor(s) can make appropriate provision for safe working conditions.
- ◆ Ensure that packages let to Sub-Contractors contain all information on known or suspected hazards in order that the Sub-Contractor can make suitable provision.
- ◆ Ensure they comply with the site's Waste Management Plans requirements.
- ◆ Ensure that Sub-Contractors are competent to carry out works for which they are pricing.



0001.11 BUYERS/PLANT DEPARTMENT

Shall:

- ◆ Ensure that, when any item of plant or equipment is sent to site; it complies with the relevant Regulations contained under the HASWA Act 1974, relevant standards and that instructions are supplied to the site covering its correct use and safe operation;
- ◆ Ensure that, when any substance is purchased, the correct Material Safety Data Sheet (MSDS) is supplied to site;
- ◆ Ensure that, when a machine is hired, the order requires the owner to:
 - supply all necessary operating manuals/documentation
 - ensure the machine is in satisfactory working order and complies with the Health & Safety at Work, etc. Act 1974 and all other relevant statutory requirements for its provision and use
 - provide a driver/operator who is trained and competent;
 - provide the site with a copy of the driver/operators CITB Certificate of Competence.



0001.12 HEADS OF DEPARTMENT

Heads of Department are responsible for making sure the Company's Health & Safety Policy is observed and implemented:

- ◆ Ensure that all staff are made aware of the arrangements and emergency procedures in respect of first aid, fire and accident reporting;
- ◆ Ensure all staff is provided with the necessary information, instruction and training and supervision to enable them to carry out their tasks safely.

0001.13 OFFICE MANAGERS/SUPERVISOR

The premises are subject to the appropriate controls deemed necessary to ensure the health, safety and welfare of employees, sub-contractors, visitors and members of the public as defined by legislation. Such controls are the joint responsibility of the Company and its employees. Periodic review and inspection of all matters concerned with health and safety will be undertaken by the Company's Safety Adviser and/or Office Manager.

Shall ensure that:-

- ◆ All employees located at offices are made aware of the Company Health and Safety Policy.
- ◆ Ensure that adequate risk assessments are carried out where appropriate, and the results of those assessments are brought to the attention of employees and other persons who may be affected.
- ◆ The requirements of the Regulatory Reform (Fire Safety) Order are adhered to, particularly in respect of:-
 - ◆ Fire drills
 - ◆ Alarm testing
 - ◆ Maintenance of fire fighting equipment
 - ◆ Fire Safety Training
- ◆ Records of the above are kept and made available when required.
- ◆ A Fire Marshal or Marshals are appointed.

In addition, they should:

- ◆ Ensure that all office accidents or dangerous occurrences are investigated and reported.
- ◆ Ensure that all staff is provided with the necessary information, instruction, training and supervision to enable them to carry out their tasks safely.
- ◆ Ensure that all staff is made aware of the arrangements in respect of first aid. Ensure contents of first aid box are complete.
- ◆ Ensure that all staff is made aware of the arrangements and emergency procedures in respect of fire.
- ◆ Ensure all staff that is classed as "Users" under the DSE Regulations complete a workstation assessment.
- ◆ Carry out regular inspections of their premises and promptly remedy problems that they discover or are brought to their attention by a third party.
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0001.14 HEALTH, SAFETY & ENVIRONMENTAL MANAGER

The Health, Safety & Environmental Manager is the company's representative for all matters regarding health, safety and the environment where our activities could impinge on others.

The HSE Manager will:

- ◆ Have an understanding of the application of the Health & Safety at Work etc. Act 1974, the Management of Health & safety at Work Regulations 1999, the Construction Design & Management (CDM) Regulations 2015 and other relevant legislation to the Company's operations and update others as to this information.
- ◆ Carry out office workplace inspections regularly to ensure that risks to health and safety in the workplace are identified and eliminated or controlled
- ◆ Carry out regular site SHE inspections which will be documented and recommend corrective actions to Site/Project Managers
- ◆ Prepare a monthly Health & Safety Report and issue it to the Construction Director for insertion into the monthly Board Report
- ◆ Maintain all accident records and liaise with insurers regarding any claims against the company
- ◆ Maintain the AFR statistics for the company
- ◆ Maintain an Enforcement Notices Database
- ◆ Review the Company Health & Safety policy on an annual basis and update as required
- ◆ Update the master copies of Site Documentation and the Construction Phase Plan as new procedures are introduced or legislation updated
- ◆ Carry out an annual update of the Environmental Policy
- ◆ Carry out accident / incident / near miss investigations, draft reports then issue to all interested parties. Conclusions and recommendations should also be included in the report
- ◆ Following consultation with the Construction Director, report any injuries, diseases and dangerous occurrences within the meaning of RIDDOR to the Enforcing Authority
- ◆ Ensure that a Fire Risk Assessment has been carried out for any Company premises, and is reviewed as necessary
- ◆ Ensure that all relevant risk assessments are carried out (such as assessments of DSE, manual handling and COSHH risks) and kept up to date. Maintain a set of general risk assessments.
- ◆ Chair the monthly H&S meeting, draft and distribute the minutes
- ◆ Ensure a Fire Officer and adequate numbers of First Aiders or Appointed Persons are appointed, and to store accident book records securely
- ◆ Ensure that Fire Marshals in the office are nominated to report to the Fire Officer in the event of a fire, to confirm that their areas are clear
- ◆ Ensure that an Asbestos Survey has been carried out for the building, or that the building has an exemption

- ◆ Assist in completing the H&S sections of any Pre-Qualification Questionnaires
- ◆ Encourage and respond to suggestions or comments received from interested parties (employees, managers and others) on ways in which Company health and safety performance can be improved
- ◆ Ensure that new starters who work in the office are properly inducted
- ◆ Assist the Training Coordinator in maintaining Health & Safety training records for the company
- ◆ Maintain records of inspection of electrical equipment and the electrical installation of the building
- ◆ Promote the safe conduct of work generally
- ◆ Set a personal example in complying with all Company Health and Safety rules and general responsibilities

0001.15 ALL EMPLOYEES

- ◆ All employees, irrespective of their position or job title, must comply with health and safety legislation in accordance with the Health and Safety at Work etc. Act 1974, with particular reference to Section 7, which states that the duty of every employee while at work is:-
 - ◆ *To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work;*
 - and*
 - ◆ *As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.*
- ◆ In addition, Section 8 of the Health and Safety at Work etc. Act 1974 states
 - ◆ *that no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.*
- ◆ In addition, Section 12 of the Management of Health and Safety at Work Regulations states that:-
 - ◆ *Every employee shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided to him by his employer in accordance both with any training in the use of the equipment concerned which has been received by him, and the instructions respecting that use which have been provided to him by the said employer in compliance with the requirements and prohibitions imposed upon that employer by or under the relevant statutory provisions.*

- ◆ *Every employee shall inform his employer or any other employee of that employer with specific responsibility for the health and safety of his employees:-*
 - ◆ *of any work situation which a person with the first mentioned employee's training and instruction would reasonably consider represented a serious and immediate danger to health and safety;*
 - and*
 - ◆ *of any matter which a person with the first mentioned employee's training and instruction would reasonably consider represented a shortcoming in the employer's protection arrangements for health and safety, insofar as that situation or matter either affects the health and safety of that first mentioned employee or arises out of or in connection with his own activities at work, and has not previously been reported to his employer or to any other employee of that employer in accordance with this paragraph.*

To report to their supervisor all accidents/dangerous occurrences at work and any dangerous or unhealthy conditions, including any medical condition, which may affect their ability to work safely.

0001.16 SUB-CONTRACTORS

- ◆ All Sub-Contractors will be expected to comply with the Company's Health and Safety Policy and must ensure that their own Company Policy (where relevant) is made available on site while work is carried out.
- ◆ All work must be carried out in strict accordance with all the relevant statutory provisions and taking into account the safety of others on site and the general public.
- ◆ All Sub-Contractors must provide in writing to the Site Management full details of their risk assessments of significant hazards.
- ◆ All Sub-Contractors must provide details of procedures arising out of his undertaking, which must be followed in the event of serious and imminent danger to persons.
- ◆ All Sub-Contractors must provide details of the competent persons they have appointed to assist them in implementing the necessary protective and preventative measures.
- ◆ All Sub-Contractors must ensure that proper co-ordination and co-operation exists between them and the Company, and that they attend the site safety meetings.
- ◆ Sub-Contractors are responsible for observing statutory duties for the reporting of accidents and dangerous occurrences arising from their operations to the Project Manager/Site Management, and the Health and Safety Executive.
- ◆ All Sub-Contractors are required to co-operate and assist the Company with investigations, should the need arise.
- ◆ The Policy insists that all Sub-Contractors strictly comply to the Personal Protective Equipment Regulations. Safety helmets will be worn at all times, except in areas where there is little or no possibility of a person's head being injured – Contact the Site Management for advice.

- ♦ Sub-Contractors are not permitted to alter any scaffold provided for their use or interfere, misuse any plant, equipment or apparatus on site, unless authorised and competent.
- ♦ All plant, equipment or apparatus brought onto site by Sub-Contractors must be safe and in good working condition, fitted with any necessary guards and safety devices, regularly maintained and with any necessary certificates available for inspection.
- ♦ Sub-Contractors must not allow any plant, equipment or apparatus to be used unless by a trained and competent person. Certificates of training/competence must be available for inspection.
- ♦ No power tools or electrical equipment exceeding 110 volts may be brought onto the site, unless the Company grants permission. All electrical equipment and apparatus must comply with the relevant legislation and a recent Portable Appliance Test (PAT) in evidence.
- ♦ Sub-Contractors are responsible for the provision and maintenance of all items of protective clothing and equipment associated with their operatives.
- ♦ Adequate and suitable welfare facilities and first aid provision in accordance with the appropriate regulations must be provided by Sub-Contractors, unless arrangements have been made to have use of this Company's facilities, in which case a certificate will be issued, detailing those facilities provided.
- ♦ All Sub-Contractors are legally responsible for their employees and others they may control in ensuring that their work is carried out in a healthy and safe manner.



Arrangements

ARRANGEMENTS

The Health & Safety Policy details the arrangements.

The policy outlines the company's principles for effective safety management, which are based on best health and safety practices to prevent accidents, and ill health at work by the elimination and/or control of hazards identified.

This company has an on-going programme for developing practical health and safety management procedures and/or guidance based on a continual review of hazards/risks arising out of the Company's operations, activities and processes.

0001.17 INFORMATION, INSTRUCTION AND TRAINING

Information brought to the notice of the Company concerning safety and health will be monitored by the Managing Director and, if relevant to the Company's operations, appropriate advice and/or instructions will be circulated for the information of employees and any additional control measures considered necessary will be introduced.

Training needs are the subject of on-going monitoring and review, and the Company's Safety Training Programmes utilise both in-house and external facilities for specific job training, on-site training sessions for operatives, and safety training courses for management which are held periodically.

All supervisory staff will receive training, information and instruction in their responsibilities as outlined in this Policy.

Operatives required to carry out key tasks, e.g.: forklift truck driving, scaffolding, timbering excavation, abrasive wheel mounting, cartridge tools etc., will be provided with the necessary training, information and instruction.

Consultation with Employees

The Health and Safety (Consultation with Employees) Regulations 1996 requires the Company to consult with employees on matters affecting their health and safety.

Company Policy is to consult all relevant employees on matters affecting their health and safety via information on noticeboards, memos, email, Safety Circulars and direct contact.

Regular safety meetings are to be held and attendance is required from the following:

- Health & Safety Manager
- Managing Director (or a suitable representative at Board Level)
- Office Manager
- 1 x Contracts Manager
- 1 x Site Manager
- 2 x Site Operatives
- Authorised nominated Union safety representatives (where applicable)



Where workers have little or no understanding of English arrangements must be made by the Site Manager to ensure that all health & safety information is provided in the native language of the workers. This would include (but not be limited to) site induction, emergency arrangements (such as the fire plan and traffic management plan) and health & safety signage. Where a specific sign does not require words and its meaning can be easily understood by a picture (i.e. the compulsory wearing of safety helmets) the site manager has a responsibility to ensure that the sign is still understood. This can be carried out by a short question and answer session.

Ideally, each group of workers will have a supervisor/manager who can understand English well enough to converse between the site manager and the workforce and must be present on site at all times. Where this is not possible, the above arrangements must be followed.

There is no requirement to stockpile foreign language signage or paperwork on site but it must be provided on an "as required" basis.

0001.18 ALL ACCIDENTS, DANGEROUS OCCURRENCES, POLLUTION INCIDENTS

Reporting Procedures – General

The Company's procedure for reporting injury accidents, dangerous occurrences and pollution incidents is designed to ensure compliance both with the statutory duties governing notification and recording, and to provide for adequate investigation and enquiry in order to establish the measures which may be necessary to prevent recurrence.

All accidents involving injury, no matter how slight, must be reported and entered in the Company Accident Report Book. This includes accidents to Sub-Contractors, visitors and members of the public.

Reporting Procedures – Pollution Incidents

Incidents involving accidental pollution of ground, air or water through the uncontrolled emission of material(s) likely to be classified as contaminants should be verbally reported to the Company Safety Manager by the Safety Adviser or Site Manager as quickly as possible. A comprehensive report of the incident must follow as soon as it is reasonably practicable.

Reporting Procedures – Fatal and Major Injuries, Dangerous Occurrences

In the event of a death, Specified injury, accident or a dangerous occurrence, gas incidents as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), the Site Manager, or in his absence, another responsible person will:-

- ♦ Ensure that all has been done to ensure the appropriate medical treatment has been given to the injured person, the area made safe and all site personnel have been informed of the circumstances of the emergency what their action should now be.

- ♦ Notify the Health and Safety Executive as soon as is reasonably practical by TELEPHONE. (In the case of a fatality the Police must be informed immediately through "999" system.)



- ◆ Notify the Company immediately with the information required
- ◆ Nominate a responsible person to investigate the incident until the arrival of the Investigation Management Team.
- ◆ Do not disturb the scene of the incident unless it is considered necessary to avoid further accidents. If possible take photographs.
- ◆ Complete Report Forms and F2508. Form F2508 must be sent to the HSE within 10 days of the incident. A copy of F2508 should be sent without delay to the Health & Safety Manager and Construction Director. (Be aware that there is a form – F2508A.)

The above procedure applies whether the Company employed the injured person or not.

Lost Time Incident (*Commonly referred to as a "7 days lost time accident"*) including weekends

Accidents resulting in more than 7 days absence from work – not including the day of accident - occurring to an employee (either Sub-Contractor's or own). The Site Manager or other responsible person will:-

- ◆ Complete Form F2508 on the third day the injured employee is absent from work or cannot resume their normal duties (not including the day of the accident). This must be sent to the HSE within 10 days. A copy should be sent to the Company's Health & Safety Advisor or Construction Director within 5 days.
- ◆ Where a Sub-Contractor's employee has sustained a lost time accident, his employer is responsible for completing the F2508 and sending it to the HSE. However, the Site Manager must obtain a copy and send it to our Company Safety Adviser.

NOTE

It is important that accurate records are kept, and that these records, together with the accident book, are returned to the Company Health & Safety Advisor at the end of each contract.



0001.19 FIRE PRECAUTIONS

Site Operations

The Company is aware of and follows the advice published by the Loss Prevention Council. All potential fire hazards will be identified in the site risk assessments and steps will be taken to remove the hazards from site or to minimise the risks.

“No Smoking” areas will be established (this includes areas for E cigarettes) and constantly reviewed in connection with our Permit To Work System (PTWS) for tasks involving hot work and hazardous materials/substances activities.

Site accommodation will be provided with adequate fire extinguishers, which will be located internally adjacent to entry/exit doors and will only be used in emergency. The equipment provided within the site accommodation must not be removed for site use. Additional extinguishers will be provided for tasks, which require fire watch duties or if the assessment identifies a need.

Site works may require specific type of extinguishers relevant to the risk and additional extinguishers/hoses will be provided if required.

All fire equipment will be maintained / serviced at least annually. Any discharged extinguishers should be immediately withdrawn and returned to Head Office for recharging.

If Contractors have to carry out work, which increases the risk of fire, then fire extinguishers may be required local to the task site.

The Contractor doing the work should ensure all flammable materials are moved away from the area and have their own suitable fire extinguisher close-by and available for immediate use, should the need arise.

Following Hot Works, a period of ONE HOUR must elapse before leaving the site and regular fire checks must be performed during this time.

Office Facilities

For all office facilities, designated persons will visually check all fire escape routes and extinguishers on a monthly basis.

All fire alarms will have an audibility test on a weekly basis.

The fire alarm and fire extinguishers will be tested and findings recorded on an annual basis by a competent organisation.



0001.20 HEALTH AND WELFARE FACILITIES

Where it is incumbent upon Nationwide Interiors to allocate suitable health and welfare facilities at sites under their management and/or where the Company has this obligation, the following requirements will be adhered to:

- ◆ All health and welfare facilities required on site will be allocated appropriately.
- ◆ All site canteens allocated for site use will be adequate and suitable for the total number of persons likely to use them at any one time. They will be provided to site in a clean and tidy condition.
- ◆ The toilets and washing facilities will be provided at an adequate and suitable ratio to the number of persons employed on site.
- ◆ There will be provided running warm water to the facilities – mains supplied (potable) or header tank.
- ◆ Means of heating food and making hot drinks.
- ◆ When in use, all site facilities will be maintained in a clean and tidy condition.
- ◆ A person will be appointed to ensure that:
 - ◆ Canteen floors are swept and mopped;
 - ◆ Tables are washed after each use with soapy water;
 - ◆ Cooking equipment is cleaned after use;
 - ◆ Canteen waste is properly disposed of on a daily basis;
 - ◆ The area around the site office, canteen and toilets is kept free from obstructions, waste material and rubbish.

0001.21 SMOKING POLICY

The Company is mindful of its legal duties to maintain a healthy environment for its employees, not only on the contracts on which we are engaged but also in respect of all the Company's office locations.

The Company adheres to smoke-free premises as directed by the Health Act 2006 in respect of its office locations, subject to the Directors' approval who may at their discretion define smoking areas and make it clear to visitors and employees alike which areas have been designated as such. These areas will be away from regular pedestrian routes and assessed for fire hazards.

0001.22 UNSAFE OR UNHEALTHY CONDITIONS

If any unsafe or unhealthy condition is found by, or reported to, (either written or verbally) any employee of the Company, that condition must be made safe. Access to the area affected must be prevented until the requisite remedial action has been taken.



0001.23 CONTROL OF THIRD PARTIES

There will be occasions when it is necessary to engage Sub-Contractors to carry out work or to allow visitors or members of the public onto premises/sites controlled by the Company. These persons must be informed about any possible risks and the precautions needed to prevent accidents and ill health. This may be done verbally or in writing. Sub-Contractors must furnish us with information regarding any work activity carried out by them that may adversely affect the health of any other person.

0001.24 FIRST AID

Trained and certificated first aiders are appointed on the Company's site and offices. Adequate supplies of approved first aid materials are available at all sites and office locations.

On small sites or operations where the attendance of a qualified First Aider is not required, a trained and appointed person will be nominated to take charge of the first aid arrangements.

Appointed Persons/First Aiders will be responsible for maintaining first aid equipment. Adequate and suitable signs will be displayed throughout the site informing personnel of the name, location, and telephone number of the Appointed Person/First Aider.

0001.25 EMERGENCY PLANNING

Risk assessment of company workplaces undertaken by a competent assessor will identify the need to prepare emergency plans, e.g.: fires, explosions, release of toxic substances etc. A competent person, fully setting out the emergency procedures and competent persons to take charge and deal with such emergencies, must prepare such plans. The Site Manager will ensure the procedure is properly implemented, tested and reviewed, and that all persons who may be affected are given the necessary instruction, information, training on the emergency procedure.

0001.26 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Based upon risk assessments carried out by a competent person, the Company will provide adequate and suitable PPE for the use of employees. PPE will be issued under controlled conditions and records will be kept and maintained as appropriate in accordance with statutory and Company requirements. Site Managers will be responsible for the provision and maintenance of PPE for all site personnel and visitors.

0001.27 SAFE SYSTEMS OF WORK, INCLUDING METHOD STATEMENTS

Where an operation, process, activity has been assessed by a competent person and a substantial risk exists, then a suitable and sufficient safe system of work must be prepared and written by a competent person, clearly detailing how risks will be controlled and managed and identifying any residual or new risks arising from control measures. It must detail the information, instruction, training and supervision to be given to all persons at risk. The safe system of work must be monitored, regularly reviewed and revised by the Site Manager/Company Safety Adviser whenever necessary.

0001.28 PERMITS TO WORK

Risk assessments must be carried out by a competent person, they will identify the need to introduce strict controls on the method of work, e.g.: entry into confined spaces, sewers, tanks, work on gas, steam, electrical installations. It is essential the Site Manager/Company Safety Adviser designs and prepares a clear and comprehensive Permit To Work procedure to properly control the work activity and its associated risk. The procedure to be monitored reviewed and, where necessary, revised by the Site Manager.

0001.29 CONTROL OF SUBSTANCES HAZARDOUS to HEALTH (COSHH)

The Control of Substances Hazardous to Health Regulations require us to identify all substances and materials that are hazardous to health, to assess the hazard and monitor controls.

All the necessary information, instruction and training must be given to operatives who will use the substance. Sub-Contractors must provide Site Managers with details of their materials and COSHH Assessments prior to commencement of work. (Further information is to be found later in this document.)

The Company uses a range of materials, such as paints, wood treatment chemicals, adhesives, hardwoods, cement, plaster and many more. Some of these substances and materials have the potential to cause recognised occupational health illness and disease, but if handled properly and with due regard for the risks involved, the chances of harm can be minimised.

The assessment should include but not be limited to the following:

1. Identify the problem.
2. Can it be eliminated?
3. Assess it thoroughly – do not allow long-term familiarity/complacency to interfere
4. Plan the method of reducing the hazard, therefore the risk.
5. Implement the chosen method.
6. Regularly check that the method is being implemented properly.
7. Evaluate the assessment and monitor the outcome.

The aim is the protection of health, in which everyone has an interest in ensuring success. When planning and before it is implemented, the operatives will be consulted and agreement sought. Everyone has experience and knowledge and this should be recognised during the consultation stage.

1. A high risk would result from spraying solvent based paint in a small room with the doors and windows closed, which you could expect to result in a lot of solvent vapour being breathed in and the high risk of fire or explosion.
2. A low risk would be brushing water based paint outside where any vapour given off as the paint is applied or dries, will be blown away and hardly any breathed in by the operative or anyone else.

Procedure

Appropriate COSHH Assessment sheets will be compiled for all contracts.

0001.30 HEALTH AND SAFETY INSPECTIONS

A competent person will regularly inspect All Company premises and sites, e.g.: Company Safety Adviser/Contract Manager/Site Manager, *et al.* The results of the inspection and remedial action plan will be distributed to:-

Director of Construction

The Site Manager will ensure that defects are promptly rectified. In such cases where they cannot do so, the Site Manager will inform the Contract Manager and, if necessary, the Company Safety Adviser, and ensure that the operation, process or area is put 'out of bounds' or stopped.

0001.31 DSE ASSESSMENTS

An assessment must be carried out on display screen equipment (including microfiche display screens) as defined by the Regulations. "Users" of display screen equipment are defined by the Regulations.

Assessors

Nominated Managers, having undertaken suitable training in the fundamental requirements and techniques of assessment will be the only persons authorised by the Company to conduct assessments

Assessors who have satisfactorily completed a course will be regarded as "competent" assessors in accordance with the requirements of the appropriate Regulations.

Should the assessor see a potentially dangerous operation, process or activity he/she should immediately bring it to the attention of the supervisor/manager so that action may be taken immediately.

The assessors should remember that it is their responsibility to record the information and offer advice only on that which they are competent to give.

0001.32 MANUAL HANDLING

Where possible manual handling of goods and materials around construction sites should be avoided and ideally should be carried out by suitable mechanical means. Mechanical means will include, but not be limited to, rough terrain forklifts, excavators, dump trucks, material winches, tile hoists, trolley jacks, kerb lifters and conveyors.

Typical task that these mechanical means will carry out will be the movement of bricks & blocks, movement and placement of kerbs, positioning of large concrete drain sections, movement of mortar tubs, lifting of roof tiles from ground to roof level, movement of materials from ground level to upper floors within buildings under construction.

Manual Handling Risk Assessment

Where manual handling cannot be avoided and there is a risk of injury to an operative, a manual handling risk assessment (HS3.31) must be carried out. This risk assessment incorporates the T.I.L.E. elements of manual handling including Task, Individual, Load & Environment.

0001.33 GENERAL RISK ASSESSMENTS

The purpose of risk assessments is to assist the Company in determining what measures should be taken to safeguard our employees and visitors and comply with the relevant statutory provisions.

Risk Assessments should identify the significant risks of injury/illness/damage to a person or equipment/building/environment arising out of work activities.

Risks can go unrecorded (but not ignored) when it is obvious they fall under the umbrella of everyday activities.

0001.34 VISITORS TO SITE

The safety and well being of visitors to the Company must be considered at all times. The following actions must be undertaken to ensure visitors are accounted for and protected from danger.

- a) Visitors must be escorted at all times whilst on the Company's premises.
- b) Protective clothing must be made available to the visitor where necessary.
- c) Visitors must not be allowed to touch or operate any equipment unless this is the specific reason for their visit and they are suitably certificated.
- d) Visitors must sign in and out of the Company's premises and, if required, must wear a badge detailing that they are authorised to be on the premises.

0001.35 EXCLUSION OF CHILDREN AND OTHERS FROM SITE

A security fence is provided to enclose the site. The fence will be at least 2 metres high and difficult to climb. Where total enclosure may not be always possible, e.g. on a partly occupied housing site special precautions apply, particularly in the case of children.

Because of the various hazardous scenarios associated with children and building sites, the precautions will not be mentioned in this document but a full assessment will be made available.

0001.36 PROVISION OF SCAFFOLDING

As work may be required to be done at heights, which cannot be reached from the ground, means will be provided to raise the operative to a suitable working level and platform(s) will be built from which the job can be completed safely. There is a variety of scaffold equipment available to erect a platform to suit most kinds of works that need to be done. It is vital that all working platforms should be properly constructed and provides adequate space for the operative, tools and materials. There is a need to assess every task to determine if a person could fall causing serious injury. If this is the case then suitable and sufficient edge protection and fall arrest equipment must be provided - irrespective of the height.

Independent Tied Scaffolding

Scaffolding is a specialised construction and must be inspected and certificated as 'fit for purpose' by a person qualified in scaffold inspection. However, simple but necessary checks can and should be made by anyone attempting to access scaffolding and these checks should be made from the ground before that access is attempted:

You should ask yourself, "Does this scaffold look right?"

1. Base soundness; adequate spread of load, avoidance of street lights and other street furniture, overhead power cables, manhole covers, no nearby excavations, pedestrian and vehicular access, etc.
2. Line of standards (the vertical tubes) and ledgers (the horizontal tubes) – Do they appear straight and level?
3. Staggering of joints (vertical and horizontal).
4. Spacing of transoms.
5. Evenly supported and lines of boards – boards not overhanging too far.
6. Guardrails with correct spacing between top rail, intermediate rail and toe-boards.
7. Diagonal bracing - sufficient.
8. Means of access (If by ladder - is the ladder secured top and bottom, is access to landing stage adequate and guarded, is the ladder of the correct length with sufficient extension beyond the landing (e.g.: 5 rungs)?).
9. Is the scaffolding tied to the building or does it require rakers (diagonal/horizontal supports)?
10. Condition of tubes and fittings (bent, rusted or damaged in any way).
11. A weekly inspection will be carried out by the Scaffold Contractor or qualified Scaffold Inspector and the results logged in the form provided.

Mobile Scaffolding Tower

There are a number of different types of prefabricated towers available. The manufacturer should provide an adequate instruction manual or erection guide for his particular type. The supplier of hirer should pass this information on to the user of the tower. No attempt should be made to erect a tower without this information and a competent trained person erecting tower (PASMA). The manufacturer's erection guide/instruction shall be closely followed. If information on the maximum height to base area ratio is not available, assume a lower ratio of about 3:1.

Where the scaffold is sheeted or is likely to be exposed to strong winds or where the base is too small for the height of the platform needed, the tower must be rigidly supported using the 'outriggers' provided for that equipment. Ties may be necessary if the tower is to be used for heavy drilling, water jetting or a similar operation, or if it is necessary to lift materials and equipment up the outside of the tower.

Access

The platform shall be provided with a safe means of internal access.

DO NOT CLIMB THE FRAME UNLESS IT HAS BUILT-IN LADDER SECTIONS WITH RUNGS NO MORE THAN 300mm APART AND STILES NO MORE THAN 480mm APART.

If the frame can be used, climb it from the inside. If not, use internal ladders or stairways fixed firmly to the tower. **NEVER CLIMB UP THE OUTSIDE.**

Checks to be Carried Out before the Tower is Used

1. Swivelling castors with brakes are secured to uprights.
2. Foot ties as close to wheels as practicable.
3. Horizontal members fixed to uprights with load bearing couplers (except on working lift).
4. All bracing connected to horizontal members with right angle couplers.
5. Spacing of uprights minimum 1.2 m, maximum 2.5 m, unless specially designed.
6. Working platform: least base to height ratio external 3:1, internal 3,5:1.
7. Working platform: size within base dimension; close boarded and evenly supported; guard rails and toeboards.
8. Correct fittings used.
9. Ladder access properly positioned and secured clear of ground lashed with wire.
10. Ballast properly positioned and secured where necessary.
11. Not overloaded.
12. Security of stacked material – brick guards to be fitted
13. No riding on (mobile) scaffold when being moved.
14. Board on ladder, when not in use, to make access difficult.
15. Wheels locked correctly when tower is in use.
16. Plan brace at base, every alternate lift and under working platform.

Moving the Tower

Before attempting to move a mobile tower, check that there are no powerlines in the way or obstructions or holes in the ground. Only push the tower from the base and **DO NOT ALLOW PEOPLE OR MATERIALS TO REMAIN ON THE PLATFORM.**

0001.37 SAFE USE OF LADDERS

Work, such as the removal of cast iron guttering, extensive high level painting, or any work, which cannot be comfortably reached from a ladder, shall not be undertaken from a ladder. The risk involved calls for a better method (mobile scaffold tower, etc.).

- The foot of the ladder should be supported on a firm level surface and should not rest either on loose material or on the equipment to gain extra height.
- The top of the ladder shall be securely fixed to the structure so that it cannot slip. While lashings etc. are being secured, the ladder shall be footed.
- Ladders fitted with a proprietary spreader arm may be used, provided certain conditions are met:
 - Fitted with non-slip feet
 - Based on a firm level surface which is not slippery
 - Erected at a safe angle (1:4)
- Where it is not practicable to lash the ladder a person should foot the ladder until the user has returned to the bottom. However, footing is not considered effective for ladders longer than 5 m.
- Different grades of ladders are available. Make sure that the ladder in use is the correct strength for the work to be carried out.
- Before using a ladder, inspect the ladder to ensure it is in good condition. Do not use a damaged ladder (cracked stiles and rungs, missing reinforcing wires) nor a ladder that has been painted (the paint might be hiding a defect).
- The ladder shall be of the correct length, unless there is a suitable handhold to reduce the risk of overbalancing.
- Never rest the top of the ladder against plastic gutters or other such surfaces. The tip of the ladder must rest against a solid surface or fit stand-off bracket.
- Never work off the last three rungs.
- Always maintain three points of contact while on ladders.
- Never carry heavy items such as propane cylinders etc. up a ladder. Heavy or awkward loads shall be raised to the working platform by other means.

Stepladders

Stepladders and folding trestles shall not be used for any degree of side loading. The top platform shall not be used for work (unless it is designed with special handholds).

Consider a sensible 'rule of thumb': The HSE recommends that a ladder deemed suitable to use as a means from which to work shall not be used for longer than 30 minutes.

Further information on the safe use of ladders and step ladders is available by visiting the HSE website and viewing their guide INDG455 use of ladders and step ladder.



0001.38 ASBESTOS

The company recognises that work with Asbestos and certain asbestos containing materials (ACM's) can result in serious ill health effects or death from related asbestos related cancers on people working with it or people who could come into contact with it through activities carried out by Barnes PLC or their sub-contractors. Every precaution must be taken to ensure that anyone who may be affected by such work is protected. A potentially dangerous environment can be prevented if the correct precautions are carried out.

It is important that if an employee discovers material that they suspect are ACM's, they should immediately inform their Supervisor or Head Office. Barnes PLC will inform the Client and work will be suspended until the product is tested and the results (safe) made known to the persons who will be asked to work in the area.

When inadvertent cutting or drilling, asbestos products and asbestos cement products will give off considerable dust and it is the air borne asbestos fibres within the dust that presents a health hazard, remember there is no safe amount of asbestos fibres it only takes one fibre to cause asbestosis or the deadly mesothelioma.

. The amount of air borne asbestos fibre is dependent on the type of material, its age, how it is handled and whether or not the work is undertaken inside or outside a building. Provision will be made by the Company to ensure that only licensed, Specialist Contractors are appointed to remove asbestos.

0001.39 ROOF WORK

As a high-risk activity, it is important that any roofwork operation is pre-planned. As falls are a major cause of accidents, precautions must be taken to prevent a worker from a fall, which, may result in a serious injury.

- ◆ The particular hazards of each job and the best means of overcoming them must be considered so that a safe method of work can be established.
- ◆ With complex jobs, a detailed written method statement shall be prepared.

The safe system of work should take into account but not be limited to:

- The task/project – to include the means of transporting and storing the materials
 - The person carrying out the work – their personal capabilities
 - The type/suitability of work equipment
 - Others who may be affected by the work (other employees or members of the public).
- Suitable equipment shall be provided to give safe access to the roof (ladders, tower scaffolds, independent scaffold, mobile work platforms, etc.).
- ◆ Appropriate precautions against falls will be determined by the type of roof and the nature of work to be carried out. Roofs with a pitch of less than 10° shall be considered to be flat.
 - ◆ Non-fragile roofs perimeter edge shall be protected as follows:
 - Barriers and platforms shall be high and strong enough to stop an operative falling from the roof.
 - An intermediate guardrail or other barrier shall be needed where a person needs to kneel or crouch near the edge.
 - A barrier at the gable edge shall also be considered.
 - ◆ Fragile roofs – before any roof is used as a means of access or as a place of work during any operation, whether it is construction repair, maintenance, it is essential to identify parts covered with fragile materials and decide on the precautions to be taken. The appearance of some roof coverings is misleading and can give a false sense of security to those that are working on or passing across them even when such coverings may be capable of carrying a significant distributed load or a person.

0001.40 USE OF ABRASIVE WHEELS

- ◆ The Director, Foreman, shall be responsible for selection and supervision of equipment to be used.
- ◆ Operatives shall be instructed and trained in the use of equipment.
- ◆ All abrasive wheels shall be mounted by a competent person and shall be suitable for the type of work carried out.
- ◆ All flat wheels and discs shall be fitted with two blotters.
- ◆ All wheels and discs shall be marked with maximum running speeds in RPM.
- ◆ All wheels and discs shall be fitted with the correct size guard. Guards must be correctly adjusted and secured.
- ◆ Correct locking nuts shall be used.
- ◆ Grade 1 impact eye protection/goggles shall be supplied for operatives when using wheels/discs.
- ◆ The working area shall be kept clean and tidy at all times.
- ◆ When wheels are not in use they shall be locked in adequate storage facilities provided
- ◆ Defects shall be reported immediately to the Site Manager or Supervisor.
- ◆ Never use defective equipment.

0001.41 CARTRIDGE OPERATED TOOLS

Cartridge tools are potentially lethal if used recklessly or incompetently. Proper training (by HILTI or other similar manufacturers) and continual care in their issue and use is therefore essential. All tools shall incorporate a safety device, which prevents them being fired unless the muzzle is pressed hard against the workface. Cartridge tools must not be used in areas where a flammable atmosphere may exist. Consider these tools to be firearms and keep isolated and locked away when not in use – never leave them lying around your worksite.

All operatives using cartridge operated tools on site must provide a certificate of competence (training) before first use.

0001.42 THE OPERATION OF WOODWORKING TOOLS

Where woodworking machinery is in use on site, the Provision and Use of Work Equipment Regs (PUWER) will apply. It is the legal duty of the employee and the employer to comply with these Regulations.

All woodworking machinery falls within this legislation.

The following general procedures shall be observed to ensure the safety of the operator and those around him.

- ◆ Knives, saws and cutters shall be properly sharpened and correctly set. Circular saw blades shall be checked for cracks, particularly near the gullet at the root of the teeth. Defective items shall not be used.
- ◆ Before a machine is started, a check shall be made to see that cutters, etc. are of the correct type and are securely fixed, and that guards are properly adjusted and secure.
- ◆ The area around the machine shall be clear of waste material and there shall be space to stack work safely before and after machining.
- ◆ The floor must be clean and free from oil, grease, or anything else, which might cause the operator to slip or trip.
- ◆ Multi-speed machines must be started at the lowest speed.
- ◆ Guards shall be set to give the minimum clearance necessary for the material being worked. They shall always be in position.
- ◆ The operator shall not wear loose clothing, and shall wear the correct PPE as directed by the task and the machine operated.
- ◆ Workplaces shall have adequate heating and be well lit.
- ◆ Adjustments must never be made to a machine while it is in motion.
- ◆ Push sticks must be available and used at all times. Off-cuts, chips and sawdust shall not be removed from the machine table with the hands while the machine is in motion.

0001.43 PLANT AND EQUIPMENT

The term 'Plant and Equipment' has a wide application. Some kinds of plant and equipment have already been dealt with under their own headings. Others are better considered as a part of general construction activity, and are dealt with here. The following categories may be used for the purpose of summarising the types of plant and equipment dealt with in this section.

Mechanical Plant and Equipment

Includes vehicles used to transport materials onto or around sites, and plant used in actual construction work.

Plant used in construction operation on site can be static plant moved at intervals to different locations, as compressors, pumps, mixers, etc., or mobile plant such as diggers, dumpers, fork lifts, etc.

Powered Plant and Equipment

Includes power tools and other equipment, whether powered electrically or by internal combustion engines, hydraulically or by compressed air.

Manually Operated Mechanical Equipment

Includes equipment, which makes use of the principles of leverage or torque, i.e. jacks and various cutting and bending tools involving mechanisms.

Non-mechanical Plant and Equipment

Includes hand tools, ladders, etc. It can also include huts and other temporary structures, and fuel and materials stores.

Safety Procedures

When plant is constantly moving on or around a site, or being relocated, the factors, which create hazards, and cause accidents, may be more difficult to anticipate and eliminate. This is a good reason for restricting the movement of site traffic to fixed routes and access points.

It should be borne in mind that fixed plant may deteriorate and can develop faults, and that following the same procedures in the same location, or doing repetitive work with the same equipment does not exclude the unplanned event or occurrence, and can lead to a lack of awareness on the part of operatives, to carelessness and accidents.

The importance of safety instruction and on-site planning for safety must be emphasised by the Site Manager.

All plant will be subject to a documented weekly inspection as required by the PUWER Regulations.

0001.44 SUMMARY OF MANDATORY INSPECTIONS ON SITE

The following is a list of mandatory inspections that must be carried out on site. The list is not exhaustive and will be added to from time to time.

Item	Frequency	Inspector
Health & Safety Inspection	Monthly <i>(2 weekly where required)</i>	Health & Safety Manager
General Site Inspection (including security & welfare)	Daily	Site Manager
Scaffolding	Before first use Every 7 days After inclement weather After alteration After being struck by plant	Competent Scaffolding Inspector <i>(Site Manager can perform this inspection where competent)</i>
Lifting equipment	Every 7 days	Operator
General Plant	Every 7 days	Operator
Tools & Equipment	Every 7 days	Operator
Excavations	Before first use Every 7 days (if still open)	Competent Groundworker <i>(Site Manager can perform this inspection where competent)</i>

0001.45 ELECTRICITY

Unlike most other hazards, which can be seen, felt or heard there is no advance warning of danger of electricity.

Electricity can Kill

Electricity and electrical installations on site shall be treated with the utmost care and be under the control and supervision of experienced competent persons. An authorised supplier or a site generator shall supply electricity.

Written application to the Local Electricity Board shall be as soon as possible at the planning stage.

When a generator is used, attention shall be given to it's siting in order to minimise noise and fumes.

Overhead Power Lines

Generally, electricity supplies above 33,000 volts are routed overhead, below this voltage they may be overhead or underground. Overhead lines are normally uninsulated and can be lethal if contact or near contact is made. Electrical charges can jump a considerable distance (arcing).

In order to obtain safe working distances the local electricity authority should be contacted in order to assess each situation on its own merits. Care shall be taken when dumping, tipping waste, regarding or in unplanned storage areas, etc., not to reduce these minimum clearances. If work is required to be carried out near overhead power lines, the Area Electricity Board shall be consulted before work commences and a safe system of work, including Permit To Work (PTW) devised and implemented.

Portable Electric Tools

There is a constant risk of electric shock whilst on site. Therefore, 110V systems, tools, temporary lighting and other equipment shall be used at all times. Where this is not practicable, Residual Current Devices shall be provided for use with 240V mains supply and associated electrical work will require a PTW.

Routine inspection and preventive maintenance are essential. A competent person shall inspect all tools and equipment for signs of damage or deterioration. A copy of all contractors' tools certification should be obtained before they are used on site. (PAT tested at the very least.)

0001.46 THE CONSTRUCTION DESIGN & MANAGEMENT(CDM) REGULATIONS 2015

The Construction Design and Management (CDM) Regulations place wide ranging duties on specified persons involved in the various stages of a construction project.

The Regulations apply to construction work, including the construction, alteration, conversion, fitting out, commissioning, renovation, repair, maintenance, de-commissioning, demolition or dismantling of a structure. It also includes preparation for an intended structure, such as clearing the site, excavations and foundation work, the assembly/disassembly of prefabricated units, the removal of wastes arising from commissioning maintenance, repair or removal of certain services that are normally fixed in or to a structure.

Clients must appoint a Principle Designer and principal contractor for the duration of every construction project that falls within the scope for notifiable projects, although it need not necessarily be the same person in each position throughout the project. The same person may be appointed as both the Principle Designer and the principal contractor provided that they are competent to fulfil the duties of both appointments.

Principle Contractor

Where Nationwide Interiors are appointed as a Principal Contractor, our duties will be to Plan, manage, monitor and co-ordinate the construction phase of a project. This will include:

- liaising with the client and principal designer
- preparing the construction phase plan
- organising co-operation between contractors and co-ordinating their work.

Ensure that:

- suitable site inductions are provided
- reasonable steps are taken to prevent unauthorised access
- workers are consulted and engaged in securing their health and safety welfare facilities are provided.



NB

Information to be included in the Construction Phase Plan (as a minimum) includes: -

A description of the project.

Information about restrictions which may affect the work (e.g. neighbouring buildings, utility services, vehicular and pedestrian traffic flows and restrictions from the work activities of the client).

Contractor

Where Nationwide Interiors are appointed as a Contractor to the Principle Contractor, our duties will be to

- Plan, manage and monitor construction work under our control so that it is carried out without risks to health and safety.
- Where projects involve more than one contractor, we will co-ordinate our activities with others in the project team – in particular, comply with directions given to us by the principal designer or principal contractor.
- For single-contractor projects, prepare a construction phase plan.

Management

The details and responsibilities of the various members of the project team whether based at site or elsewhere.

Extent and location of existing records and plans

Communications

The telephone numbers of all personnel involved in the project including the numbers of the local emergency services.

Regular Liaison Between Parties

Means for informing contractors about risks to their Health and Safety arising from the environment in which the project is to be carried out and the construction work itself.

Arrangements for:

Site Security
Site Induction
Housekeeping
Site Compound
Welfare Facilities
Storage
Training

Reporting of Accidents & RIDDOR

Arrangements for informing the principal contractor about accidents, ill health and dangerous occurrences which need to be notified to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

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Risk Assessments & Method Statements

Production & approval of risk assessments & method statements to ensure safe systems of work by subcontractors.

Site Rules

Arrangements for making site rules and for bringing them to the attention of those affected. The rules should be set out in the plan. There may be separate rules for contractors, site workers and other specific groups. If required, these rules may be translated into other languages to ensure all personnel on site are informed especially where English is not their first language.

Fire & Emergency Procedures

Emergency arrangements for dealing with and minimising the effects of injuries, fire and other dangerous occurrences.

Arrangements for Controlling Significant Risks to Health and Safety

- Temporary services
- Work on or near fragile structures
- Control of lifting operations
- Maintenance of plant & equipment
- Poor ground conditions
- Traffic management
- Hazardous materials
- Unstable structures
- Work at height
- Asbestos
- Contaminated land

Clients Requirements

Any specific additional safety arrangements as requested by the Client.

Health and Safety File

Arrangements for passing information for the preparation of the Health and Safety file and the contents of. The format to which it should be drafted as required by the Client.



0001.47 HEALTH SURVEILLANCE

As part of active monitoring, the company will ensure that the health of all staff members is monitored by the use of the HS-HD-01 [Health Declaration](#). This will be completed by all employees on recruitment and annually thereafter.

If any condition that has been previously identified worsens or a new condition presents itself, the operative has a duty of care to inform his/her Line Manager so that an updated Health Declaration can be completed.

The Health Declaration forms are confidential documents and must be kept securely so that unauthorised persons cannot view personal information without the permission of the subject. The Health & Safety Manager will collect Health Declarations from site and store them securely in the office.

Health and Safety File

List of Legislation (including new additions)

The following list is of legislation, which has been referred to in this document. Other legislation, which may affect our operations, is also included for reference

- Health & Safety at Work, etc. Act 1974
- Reporting of Diseases and Dangerous Occurrences Regulations 2013
- **The Control of Vibration at Work Regulations 2005**
- **Construction (Design and Management) Regulations 2015**
- Control of Substances Hazardous to Health 2012
- Lifting Operations and Lifting Equipment Regulations 1998
- Provision and Use of Work Equipment Regulations 1998
- The Noise at Work Regulations 2005
- The Management of the Health & Safety at Work Regulations 1999 (Amended 2000)
- Personal Protective Equipment Regulations 1992
- Construction (Head Protection) Regulations 1989
- Working at Height Regulations 2005
- **Health & Safety (First Aid) Regulations 1981(Amended October 2013)**
- Control of Asbestos Regulations 2012
- Electricity Equipment (Safety) Regulations 1994
- Health & Safety Information for Employees regulations 1989
- Safety Representatives and Safety Committees Regulations 1977
- Working Time Regulations 2001
- Health & Safety (Safety Signs & Signals) Regulations 1996
- Confined Spaces Regulations 1997
- Display Screen Equipment Regulations 1992
- The Electricity at Work Regulations 1989
- Manual Handling Regulations 1992
- The Waste (England and Wales) Regulations 2011
- The Waste Electrical, Electronic Equipment Regulations 2006
- Regulatory Reform(Fire Safety) Order 2005