



Introduction

The health, safety and welfare of employees and others is of prime importance to Phillips Joinery Ltd and is essential to the efficient operation of its undertaking.

Phillips Joinery Ltd, also referred to as 'the company', will ensure that this policy is pursued throughout the organisation.

The only acceptable standard of health and safety, and for welfare facilities will be full and proper compliance with the requirements of legislation. Where it is possible and sensible to do so, the company will exceed the minimum requirements of the legislation.

The company expects employees to conform to this policy and comply with the relevant sections of the Health and Safety at Work 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 or omissions.

Companies with which we contract, or sub-contract are expected to have a similar high standard.

Enquires relating to the Company's Safety Policy should be addressed to :-

Phillips Joinery Limited
9 Blenheim Road
Airfield Industrial estate Ashbourne
Derbyshire DE6 1HA

Telephone: 01335 343614
Fax: 01335 300674



Issue Record

Issue Number	Amendment	Date of Amendment
1	First Issue	31/03/14
2	Reviewed	06/05/14
3	Reviewed	01/05/15
4	Reviewed – change of CDM version to 2015 – page 13	01/05/16
5	Reviewed	01/05/17
6	Reviewed	16/04/18
7	Policy review: Additions: alcohol and drugs, compressed air, DSEAR, dust, gas cylinders, lead, legionella, LEV, Lone working, RPE, Racking, Smoking, Violence, WRULDs	21/05/19
8	Policy review: Updated: Manual Handling INDG143 to rev4 Additions: COVID-19, Electromagnetic Radiation, Pressure Systems	21/05/20



Health and Safety Policy Statement

Phillips Joinery Ltd will comply with all of its legal duties in pursuance of providing safe and healthy working conditions for all employees and will take positive action to ensure that as far as is reasonably practicable, other contractors, occupiers of buildings, or the public are not adversely affected by our works.

The company will; -

- co-operate with all those with an interest in health and safety, other employers, clients, designers, sub-contractors and the enforcing authorities.
- provide sufficient resources, including financial support for the full implementation of the policy.
- ensure that all employees are competent to carry out the duties asked of them, and will provide all information, instruction, supervision and necessary training.
- ensure all employees are consulted on matters of health and safety and will encourage positive employee participation.
- ensure that all plant and equipment owned, used or hired is safe to use and properly maintained.
- ensure that all equipment, materials and substances used are stored, handled and used properly.
- ensure that accident and ill health prevention is provided the highest priority, commensurate with business objectives, within all company operations.

This policy will be kept up to date and will be amended to suit any changes in the size and nature of the company's activities, work practices or legislation. In support of this intent, the policy will be reviewed annually.

Michael Phillips will monitor and operate this policy and will support all those who endeavour to carry it out. It is agreed, in the interest of commitment to the Policy that all directors are equally responsible to ensure that the Policy is strictly adhered to.

Signed.....

Date: 21.05.20

Signed.....

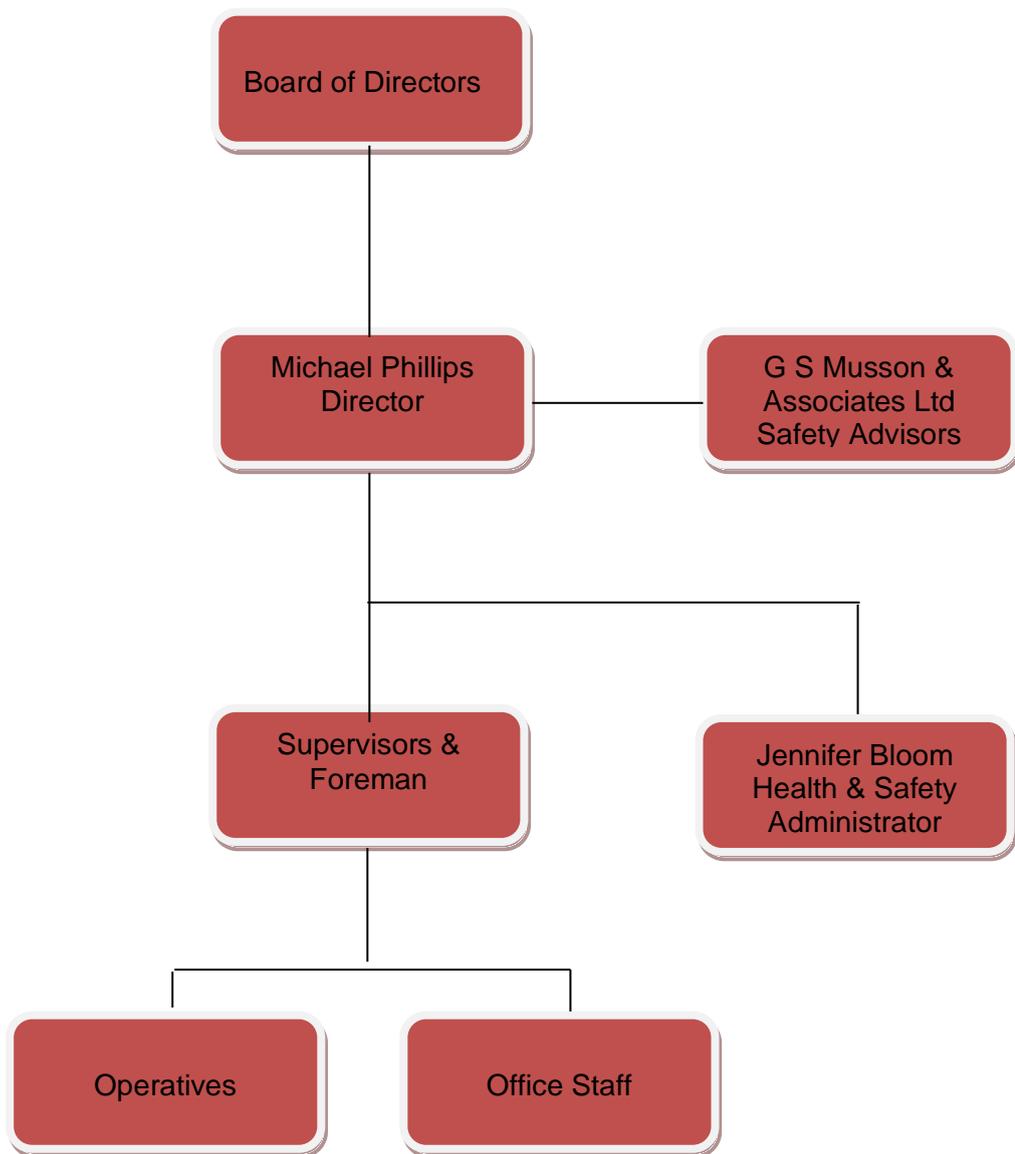
Date: 21.05.20

Signed.....

Date: 21.05.20



Organisational Chart



Roles and Responsibilities

Directors

- Formulate, review and amend as may be necessary from time to time, the company policy and arrangements for health, safety and welfare.
- Ensure that health and safety awareness is constantly at the forefront of company operations.
- Monitor the effectiveness of the health and safety policy.
- Co-ordinate all health and safety activities.
- Liaise with clients and contractors.
- Ensure that risk and other assessments are carried out.
- Ensure that all accidents are properly reported in compliance with RIDDOR and investigated where appropriate.
- Ensure office safety and fire precautions.
- Ensure current employers and public liability insurance is in place.
- Set a good example by wearing the appropriate personal protective equipment etc.

Health & Safety Administrator

- Ensure that all accidents are properly reported in compliance with RIDDOR and investigated where appropriate.
- Ensure that a first aider or person responsible for first aid, as the case may be, is appointed and that first aid equipment is provided.
- Consult employees on Health and Safety matters.
- Ensure that the workforce is properly trained in the use of Display Screen Equipment, offer eyesight tests, where appropriate, conduct and analyse Display Screen Equipment assessments.
- Assess any hazardous manual handling operations that cannot be avoided; and reduce the risk of injury so far as is reasonably practicable.
- Ensure that workforce is briefed concerning any chemicals they use on a day-to-day basis, arrange for COSHH assessments to be conducted and communicate the findings of such assessment to the workforce.
- Arrange for appropriate inspection and testing to ensure that portable electrical equipment is safe to use.
- To ensure that the risk of exposure to harmful vibration is assessed and identify measures to eliminate or reduce the risk accordingly.
- Ensure that all work equipment is suitable for the use it is intended for, is safe to use, is maintained in a safe condition, only be used by people who are trained to use it and is equipped with suitable safety measures.

Department Managers – Administration, Fitters, Ashbourne Production, Derby Production

- Set a good personal example by wearing the appropriate personal protective equipment etc. when working.
- Monitor compliance of health and safety policy, statutory requirements and good working practices.
- Co-ordinate all health and safety activities.
- Ensure that day to day health and safety procedures are implemented.

- Promote health and safety, and good working practices.
- Ensure that all accidents are properly reported in compliance with RIDDOR and investigated where appropriate.
- Liaise with other managers on health and safety issues.
- Ensure induction training is provided for all employees new to the company or site.
- Ensure up to date training is provided for department managers.
- Ensure plant and equipment is regularly and properly inspected and maintained.
- Ensure the competence of users of plant and equipment.
- Consult employees on health and safety matters
- Implement risk assessments and method statements.
- Ensure the correct personal protective equipment is issued and used.
- Utilise the disciplinary procedures for non-compliance on any health and safety requirement.
- Ensure that a first aider or person responsible for first aid, as the case may be, is appointed and that first aid equipment is provided.
- Ensure sub-contractors are assessed for competence prior to their commencement on site.
- Carry out risk assessments of work activities and produce suitable method statements.
- Provide health and safety induction and tool box talk training for workers.
- Maintain adequate welfare facilities.
- Maintain adequate fire prevention and emergency procedures

Foremen

- Set a good personal example by wearing the appropriate personal protective equipment, etc. when working.
- Monitor safety of work equipment.
- Promote health and safety and good working practices.
- Report all site accidents to the Department Managers, Directors and person responsible for health and safety matters.
- Report/record all dangerous occurrences.
- Liaise with managers on health and safety matters.
- Monitor waste disposal procedures, keep areas tidy and clear from hazards.
- Ensure only properly inspected and maintained plant and equipment is used.
- Ensure unsafe or damaged plant is reported.
- Ensure competence of users of plant and equipment.
- Consult employees on health and safety matters.
- Assist in risk assessment of work activities.
- Ensure the correct personal protective equipment is issued and used.
- Ensure workplaces are inspected prior to use.

Operatives(Joiners, Machinists, Site Fitters, Sprayers, Finishing Shop, Drivers

- Comply with all health and safety instructions, information or training given.
- Implement method statements and risk assessments and put into place any preventative measures required.
- Co-operate on all matters regarding health and safety.
- Do not put yourself or others at risk.

- Use the person protective equipment that is provided.
- Use tools and equipment safely in compliance with any training given or instructions provided. Do not use equipment unless suitably trained to do so.
- Report defects in plant and equipment.
- Report to department managers any health and safety issues that may occur.
- Refrain from horseplay and the abuse of welfare facilities.
- Warn new employees of known hazards.
- Do not improvise. Use the correct tools and methods for the job.
- Keep tools and equipment in good condition.
- Report any accidents or dangerous occurrences.
- Do not misuse anything provided for health, safety or welfare.

Office Staff

- Comply with the company safety policy.
- Follow instructions, working methods and any other procedures for safe and healthy working.
- Pay particular attention to fire precautions and emergency procedures.
- Report hazards and defects in equipment.
- Keep offices tidy, free from obstructions and fire risks.
- Suggest ways of eliminating hazards.
- Report any injuries or dangerous incidents.



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Accident/Near Miss Reporting and Investigation

The company shall implement procedures in accordance to the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, and shall report;

- Fatalities and specified injuries
- Injuries resulting in incapacity for more than 7 days
- Specified occupational diseases
- Dangerous occurrences

All employees, self-employed, trainees and other persons injured in or on the works premises, are included within the above arrangements.

Dangerous occurrences, industrial diseases, injuries to members of the public (which result in the person being taken to hospital from the site for treatment), fatalities and specified injuries will be reported immediately either by telephoning the Incident Contact Centre on 0845 300 99 23, or by reporting online at www.hse.gov.uk/riddor, followed up by a written notification within 10 days of the incident. Cases of over-seven-day injuries will be reported online within 15 days of the incident occurring. Cases of disease will be reported online as soon as a doctor notifies the company that our employee suffers from a reportable work-related disease.

In addition, records must be kept of all of 'over-three-day injuries', which are those where a person who is injured at work is incapacitated for more than three consecutive days. Over-three-day injuries do not, however, have to be reported to the enforcing authority.

All accidents on site shall be reported to Michael Phillips who shall make an entry in the accident book which is held in the Company Office. Michael Phillips and Mark Ley will, where appropriate, report the accident to the HSE in compliance with RIDDOR.

All reportable accidents will be investigated thoroughly by Michael Phillips and the evidence clearly recorded. The injured party and witnesses shall be interviewed, and statements documented. The sequence of events shall be established and a root cause for the accident determined. Corrective measures shall be identified and implemented to prevent re-occurrence. A formal investigation report shall be produced. The record in the accident book shall be updated as necessary.

The systems and procedures documented within this safety policy have been developed to actively reduce or eliminate accidents and dangerous occurrences. The company firmly believes accident prevention is the primary objective.

A near miss is a potential hazard or incident that has not resulted in any personal injury. Unsafe working conditions, unsafe employee work habits, improper use of equipment or use of malfunctioning equipment have the potential to cause work related injuries. The company requires all employees to report (and where possible correct) these potential accidents/incidents immediately. Near miss events should be reported to Michael Phillips.

Alcohol and Drugs Policy

The consumption of alcoholic beverages or the use of recreational drugs is prohibited during working hours and on sites upon which the company is undertaking work.

Any employee or sub-contractor found contravening this requirement is liable to instant dismissal, and termination of employment or contract.

Any employee or sub-contractor found or suspected of being under the influence of alcohol or drugs will be sent home and not permitted to return to work until fit to carry out their duties accordingly and given permission to do so by the Directors.

This company operates a zero-tolerance policy in respect of the above.

Drugs taken for medicinal reasons are permissible providing that they do not adversely affect person's abilities to operate plant and machinery or to work safely in any situation. Any person so affected by medicinal drugs will not be permitted to endanger themselves or others by continuing their work activities and will either be sent home until fully recovered from the effects.

Medicinal drugs such as painkillers etc., will not be issued or administered by any person (including trained first aiders) to any other person.

Asbestos

The company is aware of the duties imposed by the Control of Asbestos Regulations 2012 and will take reasonable steps to identify whether asbestos containing materials are present in any non-domestic premises owned or operated by the company. Records shall be kept about the location and condition of such materials where appropriate. Where the materials have been assessed as representing a risk to health suitable control measures shall be put into place.

Any persons or organisation who are to carry out work on company premises and are likely to disturb asbestos containing materials shall be provided with information specifying the location and condition of such materials prior to commencement.

Site workers should note that if they come across materials they suspect of containing asbestos, they should stop work immediately and report to their site supervisor.

The company commits to provide suitable asbestos awareness training to all employees who are likely to come across asbestos containing materials during their normal work activities.

Competent Safety Advice

G S Musson PgCert, CMIOSH, FIIRSM, FInstLM, CMaPS of G S Musson & Associates Limited has been appointed by the company to act as the competent source of general and construction related health and safety advice, to fulfil the needs of Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

Compressed Air

Compressed air equipment may only be maintained and operated by authorized personnel. Statutory inspections of the equipment will be carried out in accordance with our documented inspection and maintenance schedule.

Users should be familiar with the statutory requirements applying to compressed air systems and air receivers. These are principally contained in the Pressure Systems Safety Regulations 2000; further guidance can be obtained from HSE guidance [INDG178](#) (Rev 2).

Compressed air equipment may only be maintained and operated by authorized personnel. For air receivers with a value of pressure times volume greater than 250 bar litres, the nature and frequency of the examination must be contained in a written scheme of examination. The written scheme of examination drawn up or certified by a competent person will normally specify a period between examinations of 24 to 48 months

Consultation

The company commits to involve the workforce in the implementation and development of the safety management system and will fully embrace the letter and the spirit of the Health and Safety (Consultation with Employees) Regulations 1996.

In the absence of an elected Representative of employee safety the company will engage in direct consultation with employees during tool-box talk sessions. The directors will also operate an open-door policy and will treat all concerns raised by workers on health and safety matters with the importance they merit.

Where language becomes a barrier to effective communication the company commits to assess each situation on an individual basis and provide the resources necessary to overcome the obstacle. Arrangements may include the provision of own language or graphical information or translation services.

COVID-19

The company will follow the guidelines as laid down by UK Government and Public Health England. As the Coronavirus situation across the globe continues, we will ensure the wellbeing of our staff, customers and suppliers is at the forefront of our operations.

In order to restrict and reduce the risk of infection in the workplace, the Company will:

- ensure sufficient resources are available to secure effective prevention and control of infection.
- ensure employees, contractors and other persons who directly or indirectly provide work are provided with suitable information, instruction, training and supervision in the precautions to follow.
- protect clinically vulnerable and clinically extremely vulnerable individuals by ensuring that they work from home wherever possible.
- carry out a suitable and sufficient risk assessment with respect to prevention and control of infection.

- ensure an appropriate standard of cleanliness and hygiene is maintained in relation to equipment and premises.
- ensure suitable information is provided to visitors, including the importance of hand washing by visitors.
- provide regular suitable training to all staff on the prevention and control of infection.
- ensure employees work from home where possible.
- comply with the social distancing guidelines set out by the government (keeping people 2 metres apart wherever possible).
- Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, we will consider whether that activity needs to continue for the business to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission between our employees.

Dangerous Substances and Explosive Atmospheres

The company will adhere to the Dangerous Substances and Explosive Atmospheres (DSEAR) Regulations 2002 and undertake a risk assessment covering processes that may involve the use of materials that could cause a risk of harm to employees from fire, explosion or energetic releases. This covers flammable gases, solvents, vapours, dusts, incompatible chemicals and self-heating (spontaneous ignition).

The company will ensure that the risks from dangerous substances and explosive atmospheres are:

- Assessed then eliminated or reduced
- That procedures and equipment are available to deal with accidents and emergencies.
- That employees are provided with the appropriate information and training.
- That places where explosive atmospheres are likely to occur are classified into hazardous zones and suitably protected and marked.
- Identification of hazardous contents of containers and pipes.

Display Screen Equipment

In accordance with The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended) the company will;

- Analyse workstations to assess and reduce risks
- Ensure workstations meet specified minimum requirements
- Plan work activities so that they include breaks or changes of activity
- Provide eye and eyesight tests on request, and special spectacles if needed
- Provide information and training

Dust

The Control of Substances Hazardous to Health Regulations 2002 (as amended) 2,3 require the use of the most effective and reliable control options to minimise the escape and spread of hazardous substances. Where adequate control of exposure cannot be achieved, suitable respiratory protective equipment (RPE) will need to be used as well.

Both hardwood and softwood dusts have a Workplace Exposure Limit (WEL) of

5mg/m³ which must not be exceeded.

Electricity

If not properly managed, electricity can kill or severely injure people and cause damage to property. The company will:

- Ensure that all works involving electricity are assessed for risk
- Only permit competent persons to undertake electrical works
- Use electrical equipment that meets the relevant standard
- Ensure all existing installations within company premises are periodically inspected
- Avoid overloading socket outlets
- Use where needed appropriate safety devices (such as RCD)
- Use low voltage or battery-operated equipment on site (see Portable Electrical Equipment arrangements)

Electromagnetic Radiation

Too much sunlight is harmful to your skin. A tan is a sign that the skin has been damaged. The damage is caused by ultraviolet (UV) rays in sunlight.

You should take particular care if you have:

- Fair or freckled skin that doesn't tan, or goes red or burns before it tans;
- Red or fair hair and light-coloured eyes;
- A large number of moles.

People of all skin colours should take care to avoid damage to the eyes, overheating, dehydration and sunburn.

What can you do to protect yourself?

- Keep your top on.
- Wear a hat with a brim or a flap that covers the ears and the back of the neck.
- Stay in the shade whenever possible, during your breaks and especially at lunch time.
- Use a high factor sunscreen of at least SPF15 on any exposed skin.
- Drink plenty of water to avoid dehydration.
- Check your skin regularly for any unusual moles or spots. See a doctor promptly if you find anything that is changing in shape, size or colour, itching or bleeding.

Fire

Michael Phillips and Jennifer Bloom shall hold the duty as the responsible person/s for the company on fire safety issues.

The company shall risk assess any and all business premises, owned or occupied, in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005. From that risk assessment, appropriate fire precautionary and protection measures shall be implemented, and a fire management plan shall be maintained.

Basic fire safety training will form part of the induction training for new employees.

First Aid

The company shall provide first aid facilities at each work place and work vehicles in accordance with the Health and Safety (First-Aid) Regulations 1981. Provision shall account for the number of persons at the workplace and the inherent risk of the work activities carried out. The assessment of needs shall follow the guidelines in the relevant ACoP.

The names of the designated first aider(s) and the location of the first aid box shall be clearly displayed in the workplace. First Aiders/Appointed persons are identified clearly at the First Aid Station

Simon Robinson, Rikki-Lee Alison and Dom Meah holds the responsibility for checking and maintaining the stock levels in the first aid boxes. Boxes must remain correctly stocked and the contents must not be beyond their expiry date.

Gas Cylinders

All gas cylinders must be designed and manufactured to an approved standard to withstand everyday use and to prevent danger. The company will ensure they are initially inspected before they are put into service to ensure they conform to the approved standard and be periodically examined at appropriate intervals to ensure that they remain safe while in service.

Anyone who examines, refurbishes, fills or uses a gas cylinder will be suitably trained and have the necessary skills to carry out their job safely.

Hazardous Substances

The company will adhere to the requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) and will control hazardous substances at work so they do not cause ill health.

The company will, in order of priority:

- Eliminate the use of a harmful product or substance and use a safer one.
- Use a safer form of the product.
- Change the process to emit less of the substance.
- Enclose the process so that the product does not escape.
- Extract emissions of the substance near the source.
- Have as few workers in harm's way as possible.
- Provide personal protective equipment (PPE).

Workers shall receive COSHH awareness training.

Workers must not use a hazardous substance before a COSHH assessment has been carried out.

Under no circumstances must workers remove or deface labels on containers or decant substances into unmarked containers

Mobile workers will have copies of relevant COSHH assessments within the health and

safety folders retained on the vehicles.

It is the responsibility of Michael Phillips to brief the relevant worker about the safe use of a substance prior to the substance being put into use. The findings of the COSHH assessment will be communicated to the worker in the form of a briefing.

Health Surveillance

The company will be watchful for the early signs of employee ill health caused by exposure to hazardous conditions during work activities. Arrangements will be put in place in accordance with the findings of risk assessments and in compliance with relevant regulations (eg the Management of Health and Safety at Work Regulations 1999 and the Control of Substances Hazardous to Health Regulations 2002 (as amended)).

The company will always primarily aim to control hazards in the workplace and avoid the need for health surveillance.

Lead

The company is aware of the duties imposed by the Control of Lead at Work Regulations 2002. It is the aim of the company to protect workers from significant exposure to lead in their place of work.

The company will:

- Assess the risk to your health to decide whether or not your exposure is significant' (the law defines this), and what precautions are needed to protect your health;
- Put in place systems of work and other controls, such as fume and dust extraction, to prevent or control your exposure to lead, and keep equipment in efficient working order;
- Provide washing and changing facilities, and places free from lead contamination where you can eat and drink;
- Tell you about the health risks from working with lead and the precautions you should take;
- Train you to use any control measures and protective equipment correctly

If employee's exposure to lead is 'significant'. The company will also have to:

- Provide protective clothing;
- Make arrangements for laundering contaminated clothing;
- Measure the level of lead in the air you are exposed to and tell you the results. If your exposure to lead cannot be kept below a certain level – known as the occupational exposure limit – the company will also issue employees with respiratory protective equipment;
- Arrange to measure the level of lead in your body. A doctor does this. Employees must be told the results of your tests.

Legionella

The company will adhere to the requirements of The Control of Legionella Bacteria in

Water Systems (ACOP L8) and the Control of Substances Hazardous to Health Regulations 2002 (as amended). An assessment will be made if in the course of the engineers work in loft spaces Legionella becomes a concern.

Local Exhaust Ventilation (LEV)

The employer will ensure so far as is reasonably practicable that they comply with regulations under the Health and Safety at Work etc. Act 1974, the Control of Substances Hazardous to Health Regulations (COSHH) 2002 (as amended) and the Management of Health and Safety at Work Regulations 1999 (MHSWR) by providing controls that are suitable and sufficient such as local exhaust ventilation and undertaking that everyone in the LEV supply chain is competent.

This will be provided where necessary and implemented by:

- Identifying which jobs and activities cause exposure.
- Providing the right type of LEV to control exposure.
- Involving employees in LEV selection where necessary
- Ensuring the LEV is installed properly and works effectively.
- Ensuring the LEV has airflow indicators (or equivalent).
- Ensuring the supplier provides a User Manual and Log Book (or equivalents).
- Managing the checking and maintaining of the LEV system
- Training employees to use the LEV properly where required (ask supplier for help)
- Fill in the Log Book and get repairs done.
- Get the LEV thoroughly examined and tested 'at no greater than every 14 months' by a competent person
- Use the thorough examination report as an 'audit'. Improve as advised.
- Provide Suitable PPE and RPE

Lone Working

Joiners and other workers are required to undertake lone working on a frequent basis. The company manages the inherent risk in the following way:

- Lone working awareness is covered as a topic in the initial company induction.
- Mobile workers are given company mobile telephones and a telephone list with emergency contact numbers.
- All work to be pre-planned and Supervisors to be aware of Joiners movements.

Keyholders may unlock and lock the premises, however, use of tools, equipment and machinery is strictly prohibited when in the premises alone.

Manual Handling

The company will follow the hierarchy of measures as defined within The Manual Handling Operations Regulations 1992 (as amended) to reduce the risks arising from manual handling activities.

The company will avoid manual handling operations so far as is as reasonably practicable.

The company will assess any hazardous manual handling operations that cannot be avoided; and reduce the risk of injury so far as is reasonably practicable.

HSE publication [INDG143](#) (rev 4) 'Getting to Grips with Manual Handling' shall be issued to all new starters during their induction. Formal training on kinetic lifting techniques will be arranged where necessary.

Monitoring of Safety Systems

To ensure the effectiveness of the safety management system a range of procedures shall be maintained;

- Regular discussions of health and safety matters between management and workers. Time will be set aside during tool-box talks where concerns may be raised.
- Regular formal audit of mobile workers equipment and work practices.
- Annual review of accident statistics.
- Annual safety system audit carried out by the external advisor.
- Annual review of the safety policy and associated documents.

Noise

It is the aim of the company to protect workers from excessive noise in their place of work and avoid the possibility of hearing damage being inflicted. As directed by the Control of Noise at Work Regulations 2005 the company will;

- Assess the risk to employees from noise at work
- Take action to reduce the noise exposure that produces those risks
- Provide employees with hearing protection if the noise exposure cannot be reduced by other methods
- Make sure the legal limits on noise exposure are not exceeded
- Provide employees with information, instruction and training
- Carry out health surveillance where there is a risk to health

Personal Protective & Respiratory Protective Equipment (PPE/RPE)

The company will provide PPE in situations where hazards cannot be adequately controlled by other means. In accordance with the Personal Protective Equipment at Work Regulations 1992 the company will ensure that PPE:

- Is properly assessed before use to ensure it is suitable;
- Is maintained and stored properly;
- Is provided with instructions on how to use it safely; and
- Is correctly used by employees.
- Face fit testing is provided where necessary.

Portable Electrical Equipment

Harold Stubbs and Jennifer Bloom are responsible for the overall inspection and testing regime for portable electrical equipment. Further responsibilities are defined within the company 'Portable Appliance Arrangements' document.

Emphasis is on appropriate inspection and testing to ensure portable electrical equipment is safe to use, and arrangements should reflect the nature of the activities carried out with the equipment and the environment in which it is operated.

Equipment users should be given appropriate guidance on the daily user checks to be carried out.

Pressure Systems

A Written Scheme of Examination must be in place for the autoclave. In-date Certificates of Inspection to be made available for review by relevant parties. All inspections to be carried out by a competent person.

Training and instruction must be given to operators and should cover all the procedures and information they need to operate the system safely.

Refer to: <https://www.hse.gov.uk/pubns/guidance/pm73.pdf>

Racking

Harold Stubbs is responsible for ensuring the inspection of the storage systems.

The racking systems will be properly designed and installed by a competent person and will be suitable for the goods that are being stored on them.

The company will ensure that:

- Visual inspection is carried out on a regular basis
- Immediate reporting of damage and defects are encouraged and effectively communicated
- Expert inspections are carried out at intervals by a competent person
- Only suitable pallet types are used
- Safe working loads are posted on each section and adhered to

Risk Assessment

In accordance with The Management of Health and Safety at Work Regulations 1999, the company will carry out suitable and sufficient risk assessments for all work activities. From these risk assessments, suitable controls will be established, and a safe system of work produced.

Slips, Trips and Falls

Slips and trips are the most common injury at work. These will be minimised by the company by:

- Using entrance matting
- Ensuring any leaks from machinery or buildings are repaired
- Ensuring any loose, damaged or worn flooring is replaced as necessary
- Ensuring lighting is sufficient
- Ensuring any slopes or steps are clearly visible

Employees must assist by:

- Maintaining good standards of general housekeeping and keeping walkways and work areas clear of obstructions
- Quickly cleaning up any spillages
- Wearing appropriate footwear
- Avoiding rushing

Smoke Free Environment

The employer will ensure that all employees and the public are protected from the harmful effects of second-hand smoke by providing a smoke free workplace. This is inclusive of all work vehicles where provided and the external surroundings of the building up to the perimeter of the business grounds and client premises.

Sub-contractors

Prior to commencement all sub-contractors must be assessed for competence. It is the responsibility of Andrew Phillips to ensure that all sub-contractors have satisfactorily;

Completed the company pre-qualification questionnaire and provided all necessary documentary evidence. All information and evidence must be in date.

Demonstrated compliance with one of the member schemes of the Safety Schemes in Procurement scheme.

Competence checks should be based around the requirements of CDM (2015) and the MHSWR (1999).

The Construction (Design and Management) Regulations 2015

Some of the company's core activities are construction related and CDM (2015) will form the cornerstone of the company's arrangements from a health, safety and welfare standpoint.

The company, during the course of its activities, will at times hold various duties. A summary of duties is scheduled as follows:

When assuming contractor duties we will ensure that:

- We will not carry out construction work in relation to a project unless satisfied that the client is aware of their duties under the Regulations.
- We plan, manage and monitor construction work carried out by our workers or workers under our control, to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety.
- Where we are working on a project where there is more than contractor we will comply with directions given by the principal designer or the principal contractor, or parts of the construction phase plan that are relevant to our works.
- Where we are the sole contractor for the project we will take account of the general principles of prevention and will draw up a construction phase plan prior to setting up the site.
- Persons appointed to work on the site have the necessary skills, knowledge,

training and experience to carry out the tasks allocated.

- All workers under our control have the appropriate supervision, instructions and information so that work can be carried out, so far as is reasonably practicable, without risks to health and safety.
- We will not begin work on a construction site unless reasonable steps have been taken to prevent access by unauthorised persons to that site.
- So far as reasonably practicable the requirements of Schedule 2 are complied with so far as they affect us or any worker under our control.

When assuming designer duties we will ensure that:

- The client is aware of their duties (unless there is a Principal Designer on the project who would assume this duty).
- When producing or modifying designs we shall take account of the general principles of prevention.
- Our designs comply with the Workplace (Health, Safety and Welfare) Regulations 1992.
- Our designs consider other factors such as cost, fitness for purpose, aesthetics and environmental impact.
- The level of information we provide to those that need it is proportionate to the risks remaining.
- We will take account of any/all pre-construction information provided by the Client or Principal Designer.
- We cooperate fully with other duty holders.

Note: on a notifiable project, a copy of the notice must be clearly displayed in the construction site office.

Training

The company recognizes the value of having a skilled and motivated workforce and will develop a training culture within the business to maximize the potential of its workforce. It is also acknowledged that suitable health and safety training is a positive step to reduce the number of accidents that could possibly occur.

New employees will undergo a company induction. Details of the company structure and general procedures will be communicated. In addition, the induction will outline the firm's general health and safety policy and how it affects the employee, as well as the responsibilities placed on the employee in respect of health and safety within their employment. The new employee will also be given a copy of the firm's health and safety policy for their retention and reference.

General training direction and co-ordination will be given by the firm's external safety advisor. Suitable courses, updates, and refresher courses will be given to employees from time to time as required. Michael Phillips and Mark Ley will have a responsibility to identify training needs of employees.

Michael Phillips and Jennifer Bloom will hold qualifications in the management of health and safety and will attend updates and refresher courses as required.

Vibration

The company will assess risk of exposure to harmful vibration and will identify measures to eliminate or reduce the risk accordingly. Where a residual risk remains the company will, when required by the Control of Vibration at Work Regulations 2005, provide the necessary health surveillance.

All mobile workers will receive information and training on the potential risks from harmful vibration.

Violence

The employer will safeguard so far as is reasonably practicable all employees and visiting public, and contractors against all forms of violence from other employee's and members of the public. This will include:

- physical
- verbal
- mental abuse
- discrimination
- harassment and bullying
- racial
- threat: verbal or written
- sexual assault or harassment

If any injury results from any form of abuse or violence this must be reported to the HSE under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, and in some instances reported to the police.

Welfare Facilities

The company will ensure that adequate welfare facilities are provided in the company premises and will be guided by the Workplace (Health, Safety and Welfare) Regulations 1992.

These facilities shall include:

- Suitable and sufficient sanitary conveniences.
- Suitable and sufficient washing facilities.
- Adequate ventilation.
- Suitable temperatures in indoor places (minimum 16 deg C where the activity is mainly sedentary and 13 deg C if the work involves physical effort).
- Sufficient lighting to enable people to work and move about safely.
- Suitable cleaning and the removal of waste.
- Enough free space to allow people to move about with ease. Workrooms should provide a minimum of 11 cubic metres of space per occupant.
- Suitable workstations and seating.
- An adequate supply of wholesome drinking water.
- Suitable facilities for changing and storage of clothes where necessary.
- Suitable and sufficient facilities for rest.

Welfare facilities for the mobile worker are generally provided by the main contractor or client.

When working as a contractor (sub-contractor) on a construction project we will ensure that the principal contractor provides welfare to the standards set in Schedule 2 within CDM (2015) prior to commencement on site.

Work at Heights

The company will reduce the potential for injuries from work at height by compliance with the requirements of The Work at Height Regulations 2005 and will ensure that such work is;

- Avoided if it is reasonably practicable to do the job another way
- Carried out using appropriate equipment to prevent falls
- Organised so that the distance and possible consequences of any fall are minimised
- Risk-assessment based
- Properly planned and supervised by a competent person(s)
- Carried out by competent operatives

The use of A frames and step-ladders will be limited to access provision and short-term working where other methods are not practicable. It is company policy that all ladders/step-ladders shall be Class 1 certified to BS 2037, BS 1129 whilst still meeting industry standards. New purchases of ladders/stepladders will meet new standards under EN131 Professional. Under the new EN131 standards any leaning ladder over 3m will require a stabiliser bar. Ladders/step-ladders shall be subject to pre-use checks and shall be formally inspected at six monthly periods.

Tower scaffolds shall be erected, altered and dismantled by a competent person. The company shall adopt the PASMA training scheme as its appropriate qualification. The relevant components show no signs of rust or damage. The mobile tower scaffold must be subject to the appropriate formal inspections prior to the first use after erection, after every 7 days of being erected, following adverse weather conditions and after any alterations. A suitable means of access to be provided inside the tower. Toe boards and guard rails must be provided at suitable heights (toe board 150mm, intermediate guard rail 470mm and top guard rail 950mm). Pre-use checks to be carried out that consider the weather and ground conditions. Guidelines are to be followed in relation to the height to base width ratio.

Work Equipment

Company procedures will reflect the requirements of The Provision and Use of Work Equipment Regulations 1998 (as amended) (PUWER).

The company will ensure that equipment provided for use at work is:

- Suitable for the intended use
- Safe for use, maintained in a safe condition and, in certain circumstances, inspected to ensure that this remains the case
- Used only by people who have received adequate information, instruction and training

- Accompanied by suitable safety measures, e.g. protective devices, markings, warnings.
- Ensure that adequate measures are taken to control the risks from 'kickback', such measures would include ensuring that cutting tools and blades are kept in good condition.
- No tool should be run at speeds greater than the safe working speed marked on the tool itself or specified in information supplied by the manufacturer or supplier of the tool.
- Guarding present on machinery should provide a sufficient degree of protection in the event of the cutter or tool disintegrating or the cutter being ejected.
- Braking devices should be fitted to reduce the rundown time of cutting tools on woodworking machinery, preferably within ten seconds of the machine being shut down, where risk assessment shows that this is necessary.

Further guidance can be found in HSE document 'Safe Use of Woodworking Machinery' Approved Code of Practice (L114).

Harold Stubbs and Mohammed Yasir are responsible for ensuring the proper maintenance for all work equipment is carried out in accordance with regulations or the manufacturer's guidance. They will also ensure that all new equipment purchased shall have reduced noise and vibration output where practicable.

It is the responsibility of Harold Stubbs and Mark Ley to ensure workers have had the appropriate information, instruction and training to operate specialist tools and equipment.

Lifting Equipment

The company will comply with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

All equipment owned or used by the company for lifting or lowering loads, will;

- Be strong or stable enough for particular use and will be marked to indicate safe working loads
- Used safely by competent persons
- Be subject to thorough ongoing examination and, where appropriate, inspection by competent people.

Hired in equipment shall be subject to the same scrutiny and procedures as owned equipment.

Any equipment deemed unsafe for use must be withdrawn from use and brought to the attention of a Supervisor/Foreman.

Work Related Road Safety

Much of the company's work activities involve driving on the public highway. All employees are expected to comply with road traffic legislation, which is managed by the Department for Transport.

The company will ensure that:

Drivers are:

- Competent and capable of doing their work in a way that is safe for them and others
- Properly trained
- Sufficiently fit and health to drive safely and not put others at risk
- Provided with information that will help them reduce the risk (eg. Recommend tyre pressures)
- Provided with appropriate advice on driving posture

Vehicles are:

- Fit for the purpose for which they are used
- Maintained in a safe and fit condition

Journey planning:

- Takes account of appropriate routes
- Incorporates realistic work schedules
- Does not put drivers at risk from fatigue
- Takes sufficient account of adverse weather conditions

Mobile phones whilst driving:

- Never use a hand-held mobile phone when driving or when the engine is running.
- Drivers who wish to use a mobile phone to make a call should safely stop and park before making a call.
- Where a call is received on a hands-free mobile phone whilst driving, the driver should ensure that the call is as brief as possible.
- Office-based staff should avoid making calls to staff who they know are driving.

Smoking is prohibited in work vehicles at all times

Work Related Upper Limb Disorders (WRULD's)

The employer has general duties under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 to manage and control the risks associated with work-related ULDs.

Various factors have the potential to cause ULDs, such as:

- repetitive work
- uncomfortable working postures
- sustained or excessive force
- carrying out tasks for long periods without suitable rest breaks
- poor working environment and organisation.

ULDs will be managed in the workplace by:

- assessing the risks – this means looking around your workplace to see which jobs may cause harm
- deciding how likely it is that harm will occur, ie the level of risk, and what to do about it
- changing the way work is organised to help reduce risk
- helping sufferers when they come back to work.

The company will consult with employees on risks arising from their work and provide clear instructions, information and adequate training on any measures you put in place to control the risks.