



Health and Safety Policy

Organisation

And Arrangements

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1.1 Company Policy Statement

Graham Turner Commercial Interiors recognises that high standards of Health, Safety and Welfare are an integral part of efficient business management and contribute to the operational efficiency and profitability of the company. For such standards to be achieved, adequate financial and physical resources will be made available to ensure continuing development of the competence of employees, the provision of any necessary expert advice and provide a safe and healthy working environment.

Health and Safety is a management responsibility of equal importance to production and quality, thus managers will pursue progressive improvements in health and safety performance by establishing and maintaining control, communicating the necessary information and encouraging co-operation between individuals and groups, thereby ensuring a positive health and safety culture is promoted and developed.

Equally, it is recognised that employees and sub contractors have a duty of care to themselves and others by avoiding hazards, preventing accidents and co-operating with the company by complying with all instructions and recommendations, this is essential if the aims and objectives of this policy are to be achieved.

The company will ensure so far as is reasonably practicable that:

- Safe and healthy conditions of work are provided and safe working methods adopted.
- Statutory requirements are the minimum standards to be observed in all company activities.
- Adequate Information, Instruction, Training and Supervision will be provided to ensure that all employees understand the potential hazards present in their work and the precautions to be taken to eliminate or minimise these hazards.
- All accidents will be investigated to identify the immediate and underlying or hidden causes so that action can be taken to prevent a reoccurrence and identify where improved preventative measures are needed.
- Employees at all levels are encouraged to participate in the development of health and safety arrangements and put forward their ideas for further improvements.

This policy will be updated as a result of periodic reviews to make sure it remains relevant and effective. All employees will be informed about changes to this policy.

Any employee who wilfully disregards the health and safety policy will be subject to summary dismissal.

Graham Turner
Partner

2 Organisation

2.1 The Partners

The Partners have a responsibility for ensuring that this policy is effectively and fully implemented and for keeping the person responsible for safety fully informed on issues affecting health and safety within the company.

The Partners will discuss and decide policy and issue instructions regarding implementation to management accordingly.

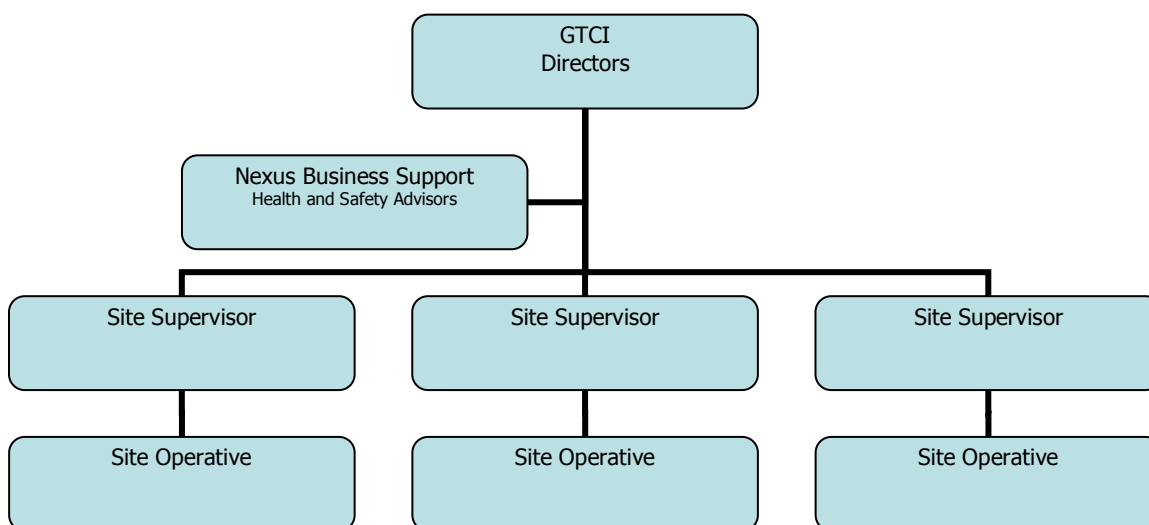
2.2 Information, Instruction and Training

Adequate information, instruction and training will be given to employees at all levels as decided by operational management. Induction training will be the start of this process for each new employee. This will ensure that the continuing development of competency of all employees is achieved.

Management will identify training needs and evaluate the outcome of the training measured against the stated objectives (the advice of the company's safety advisers to be obtained on these issues). Any deficiencies in training delivered to be identified and improvements to the training to be put in place to achieve the required performance standards.

Where other persons are exposed to the same hazards as company employees, then the company will provide them with the same information and instruction. This provision does not relieve other employers of their statutory obligations and responsibilities.

2.3 Health and Safety Organisation Structure



2.4 **Health and Safety Responsibilities;**

Graham Turner will have the responsibility for co-ordinating and monitoring health, safety and welfare standards will:

Keep the other company Partners informed of any necessary improvements to the health and safety management system by ensuring that sound policies and procedures are formulated so that realistic safety performance standards can be achieved and maintained.

Be assisted and advised upon those matters by obtaining expert advice where necessary.

Ensure that policy and procedures are clearly understood and effectively pursued. Foster an understanding in all employees that health and safety is an integral element of efficient business management and contributes to the operational efficiency, productivity and profitability of the company by reducing accidents, damage and financial loss.

Ensure adequate information, instruction and training is provided at all levels so that sufficient knowledge exists for implementation of procedures and protective measures. Ensure that the management of health and safety within the company is periodically audited so that high standards of health and safety performance are maintained in offices, on sites, and areas where improvement is required are identified.

Ensure adequate planning, preparation and construction time, financial and physical resources are allowed for all work in order to ensure its organised and safe completion.

Ensure that risk assessments are carried out for all relevant tasks, activities and operations required under various pieces of legislation.

Chair safety review meetings with Nexus Business Support, Foreman, and any other relevant person present and ensure the preparation and distribution of minutes of said meetings.

Ensure that the employees are consulted on matters affecting their Health, Safety and Welfare. This will be achieved through direct contact with supervisors.

Ensure the duties of all in the company are being fulfilled.

Site Supervisors will:

Be conversant and ensure implementation and compliance with the safety management systems and procedures.

Establish and maintain control, promote co-operation, ensure communication of any necessary instructions and information, which leads to positive improvements in health and safety performance standards on site.

Ensure that persons have sufficient knowledge and are competent to undertake the work tasks safely.

Ensure that the employees are consulted on matters affecting their Health, Safety and Welfare.

Evaluate work activities to identify hazards and implement any necessary protective measures to ensure safe and healthy working conditions are maintained.

Monitor and review work activities to ensure that safe work methods and conditions are being achieved.

Ensure everyone on site receives precise instructions in respect of health and safety.

Ensure that construction sites under their control are maintained in accordance with all relevant codes of practice and statutory provisions.

Control and co-ordinate work to sub-contractors on site.

Employees will:

Comply with the policy and procedures of the company.

Co-operate with management in developing safe systems of work and a personal awareness towards preventing injuries at work either to themselves or to others.

Wear and take care of any personal protective equipment provided and report any defects, damage or loss immediately.

No employee shall intentionally interfere with or misuse anything provided for Health Safety and Welfare. These acts would be deemed to be a gross breach of safety requirements and may lead to summary dismissal.

Report to their line management immediately any hazards or conditions which develop, including any defects in plant, machinery or other equipment or materials.

Comply with the health safety and welfare responsibilities that are defined within their terms and conditions of employment and/or specific job descriptions.

3 Arrangements

The organisation structure outlined in this document clearly establishes that primary responsibility for implementing policy rests with management at all levels.

How this responsibility will be accomplished is detailed as follows and includes:

3.1 Health and Safety Co-ordination and Assistance

Suitably trained and competent persons with responsibilities for co-ordinating health and safety will be appointed by operational management at work locations where the potential exposure to hazards and risks to employees has been identified.

Such appointments will be made by the person responsible for health, safety and welfare and be duly recorded.

Nexus Business Support employed by the company will give additional advice and support when necessary. They have authority to cause management action to be taken or have work stopped in any situation, which in their opinion involves a risk of imminent serious personal injury.

3.2 Auditing and Reviewing

The company recognises that auditing and reviewing its health and safety management systems are essential elements in ensuring that the necessary compliance and improvements of health and safety standards and performance are being achieved.

The Partners will ensure at periodic intervals that such audits and reviews are undertaken and where deficiencies are identified take the necessary action to rectify them.

3.3 Consultation with Employees

The Company recognises its duties under the Health and Safety Consultation with Employees Regulations 1996 and the Company undertakes within its procedures to include consultation with employees on the following matters:

- Notification to employees of any measures in the workplace which may substantially affect their health and safety. This includes the provision of both induction training and ongoing training to keep persons aware.
- Notification to all employees of who is appointed as the 'competent person' to advise the employer of health and safety issues together with the representative of the employees appointed to represent the view of the employees.
- Notification to employees of the risk identified by the Risk Assessments for the works together with both the preventative and protective measures.
- Emergency procedures to include procedures for evacuation will also be advised to all employees.
- Representative of employee safety elected under the Health and Safety Consultation with Employees Regulations 1996 will be provided with relevant training to enable them to undertake their task.

Summary

Information provided will be enough to allow our employees to understand:

- What the likely risk and hazards are arising from their work together with any changes that are made to their work procedures.
- The measures in place, or will be introduced, to reduce them.
- What employees should do when encountering risks and hazards?

3.4 **Standard Conditions for Sub-contractors Regarding Health, Safety and Welfare at Work.**

Sub-contractors are subject to the same conditions as the company and will comply with all relevant statutory requirements, codes of practice and guidance notes.

Sub-contractors will be vetted prior to selection to ensure their competence. They will be required to confirm when submitting their tender that they have examined, understood and will comply with the 'standard conditions for sub-contractors' which forms part of the company's policy documentation.

Failure, after warning, to comply with company standard conditions will be regarded as breach of contract.

3.5 **Reporting, Recording and Investigation of Accidents, Diseases and Dangerous Occurrences**

- In the event of an injury or incident on site, advice will be sought from Nexus Business Support. This applies to injuries by contractors, members of public, visitors etc, as well as company employees.
- In the event of a fatal or major injury to any person or dangerous occurrence as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995, the local office of the Health and Safety Executive and Nexus Business Support, must be notified by telephone immediately by the Site Supervisor. In the case of any employee fatality or injury of another company the duty is placed on his/her employer. However, in order to ensure that this Company has fully complied with legal requirements, the Site Supervisor will notify the Health and Safety Executive and Nexus Business Support for all other accidents.
- Nexus Business Support will check that the Health and Safety Executive have been informed of fatal or major injuries, accident or notifiable dangerous occurrences by telephone and will carry out an investigation as soon as possible. Details of accidents will be confirmed by Site Supervisor in writing to the Health and Safety Executive within 10 days on form F2508.

- An accident book must be available on each site and workplace to ensure any injured employee can record details of his/her accident.
- Where any injury to any employee, self-employed operative or person undergoing training (other than those reported in the above paragraphs) results in the injured person being absent from work for more than 3 days, the operations manager will inform the HSE on a completed F2508, by e-mail to riddor@natbrit.com or by telephoning the accident reporting centre on 0845 300 99 23 within 10 days of the incident.
- Nexus Business Support only on request from Graham Turner will investigate these incidents.
- If a medical certificate or written diagnosis from a doctor has been received in respect of an employee who is absent from work and the disease diagnosed is one of those listed in the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995, then Site Supervisor will complete and send form F2508A to the Health and Safety Executive. A copy of this form F2508A will be sent to Graham Turner Commercial Interiors.
- Nexus Business Support will send a full report of any incident investigated to the Company together with any photographs, statements or other relevant material for use by company insurers or legal advisors. This investigation report is privileged information and must not be issued to any other person without the permission of the Company's insurer or legal advisors.
- All fatalities, major injuries, reportable disease, dangerous occurrences and other notifiable injuries will be recorded in a register. These records will be kept by the Company for who is responsible for ensuring that all details are entered and that records are kept for at least 3 years from the date of last entry.
- If a form B176 is received from the DSS in respect of a claim for Industrial Disablement Benefit this will be completed by the Head Office and returned as required. A copy of the completed form will be kept for record purposes.
- If any employees die as a result of an injury within 1 year of the incident Nexus Business Support must be contacted.
- It is the company policy to also report near misses; near misses are to be reported to line managers who are then to document the near miss.
- Near miss reports are to be sent to Graham Turner at the head office.
- Graham will also under the following headings will collate all accident, incidents and near miss reports:-
 - Contact with moving machinery
 - Struck by moving, including flying/falling, object
 - Struck by moving vehicle
 - Strike against something fixed or stationary
 - Injured while handling, lifting or carrying
 - Slips, trips or falls on same level
 - Falls from a height
 - Trapped by something collapsing/overturning
 - Drowning or asphyxiation
 - Exposure to, or contact with, a harmful substance
 - Exposure to fire
 - Exposure to an explosion
 - Contact with electricity or electrical discharge
 - Acts of violence
 - Injuries not classified

Management will review accident, incidents and near miss statistics collated by Graham Turner periodically. Reviews of statistics will be used to tighten existing control measures.

4. Safe Working Procedures

Detailed procedures and guidance are contained within this policy document and the GE700 safety manual which forms part of the safety management system for The Company.

Specific procedures and guidance will also be provided where the hazards and risks that may arise from specialist work activities have been identified.

A copy of the policy documentation will be available at work locations where the potential exposure to hazard and risk to employees has been identified by management.

A GE700 Manual will be issued to those persons appointed by management with responsibility for co-ordinating health and safety requirements at the workplace, or other persons in a management/supervisory role as necessary.

4.1 Welfare and First Aid

The following Regulations and statutory guidance will be used to set the required standards for welfare and first aid at all workplaces:

1. The Health and Safety (First Aid) Regulations 1981
2. The Construction (Design and Management) Regulations 2007

Advice will be sought from the health and safety consultants as to how to achieve acceptable standards.

At the tender/negotiating stage of a contract, allowance will be made to achieve acceptable compliance with the statutory regulations on welfare and first aid.

First Aid boxes are to be available as follows:

The following confirms the minimum requirements for the contents of First Aid boxes at all work locations:

Item	Number Of Employees				
	1-5	6-10	11-50	51-100	100-150
Guidance on general first aid	1	1	1	1	1
Individually wrapped sterile dressing	10	20	40	40	40
Sterile eye pads with attachment (Standard Dressing No 16 BPC)	1	2	4	6	8
Triangular Bandages	1	2	4	6	8
Sterile Covering for serious wounds (Where applicable)	1	2	4	6	8
Safety Pins	6	6	12	12	12
Medium sized sterile unmediated dressings (Standard Dressing No8 and No13 BPC)	3	6	8	10	12
Large sized sterile unmediated dressings (Standard Dressing No9 and No14 and the Ambulance Dressing No1)	1	2	4	6	10
Extra Large sized sterile unmediated dressings (Ambulance Dressing No3)	1	2	4	6	8

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300ml and should not be re-used once the sterile seal is broken. At least 900ml should be provided. **Eye baths/eye cups/refillable containers should not be used for eye irrigation.**

4.2 Electricity

Unlike most other hazards which can be seen, felt or heard there is no advance warning of danger from electricity: *and electricity can and does kill!* Electricity must always be treated with utmost care and be under the control and supervision of competent personnel.

Consideration must be given at the tender or negotiation stage to the necessary allowances to work around existing electrical services and the standards required for new and temporary electrical installations. The Electricity at Work Act Regulations 1989 must be complied with at all times.

Further information and advice can be obtained by consultation with the Area Electricity Board, Nexus Business Support, or the Site Manual.

4.3 **Housekeeping**

A number of Regulations deal with the need for workplaces and accesses to be kept clear of debris and other materials.

Notwithstanding the requirements of statutory Regulations, a tidy site and workplace results in increased efficiency and better public relations. Therefore, tidiness is to receive priority on Company sites and in Company workplaces.

With estimated works, allowances will be made for the necessary labour and plant to maintain the required standards of housekeeping and site tidiness.

The Supervisors will ensure that operatives are aware of the need to keep sites and workplaces in a tidy condition at all times.

The Supervisors will ensure that arrangements exist for the removal of accumulated waste in skips etc, from sites and workplaces.

The Supervisors will ensure that provision is made for safe and defined staking of materials and storage of equipment.

Any openings in floors or access ways must be, either securely covered or guarded off.

4.4 **Electrical Equipment**

All electrical equipment, power tools etc used at offices, workshops, sites or other workplaces must comply with the Electricity at Work Regulations 1989, the IEE Regulations and other applicable regulations, Codes of Practice and HSE Guidance Notes.

All installations, whether permanent or temporary, fixed equipment and portable electric tools and equipment must be inspected and tested at intervals stated or recommended in Regulations. The result of such inspections and tests must be kept in suitable logbooks or similar method of keeping a record.

Any installation, whether permanent or temporary, must be carried out by a fully trained and competent electrician.

The supervisor will ensure that all power tools provided and used at site locations and other workplaces are in accordance with Regulations and relevant Standards.

No power tools or electrical equipment of greater voltage than 110 volt (CTE) shall be used at site locations and other workplaces unless special arrangements are made. Lower voltage tools, lighting etc. may be required in damp or confined situations.

All contractors must be informed of the Company Policy on the use of electricity on site and will be expected to comply with these requirements.

Immediate action will be taken against any employee or contractor abusing or incorrectly using electrical equipment at site locations or other workplaces.

Any portable generator or other electrical equipment fitted with an earth rod must have the earth rod connection maintained in good condition.

Only authorised persons (trained and competent electricians) are permitted to repair or alter electrical equipment. Any defects noted on electrical equipment must be reported to a representative of The Company so that immediate arrangements can be made to have the defects rectified by either an electrician or the hire company.

4.5 **Abrasive Wheels**

Any work relating to the provision and use of abrasive wheels machines or portable tools must be carried out to comply with the Provision and Use of Work Equipment Regulations 1998, British Standards and HSE Guidance Notes.

The Site Supervisors will ensure that any abrasive wheel machine hired or owned by the company will be provided and maintained in accordance with the applicable Regulations.

The Site Supervisors will ensure that sufficient operatives have been trained in accordance with the Provision and Use of Work Equipment Regulations 1998 in the mounting of abrasive wheels and discs on the type of machine to be used, and that names of the persons appointed are entered in the site register.

Nexus Business Support or a similar organisation will provide training and issue certificates to all operatives who demonstrate during the training course that they are competent to mount abrasive wheels or discs on the equipment used.

Suitable storage facilities for abrasive wheel and discs will be made available. The Site foreman will ensure that sufficient quantities of suitable eye protection and other protective equipment is provided and used.

Supervisory staff will ensure that any abrasive wheel machine or tools being used with any defect, which could give rise to injury, is taken out of use immediately.

4.6 **Work at height**

Ladders & Steps

It is company policy to use podiums where ever possible however as a last resort we will use ladders and steps.

All ladders must be provided and used in accordance with the Work at Height Regulations 2005.

When planning works where ladders are to be used, allowance will be made to ensure the required number and types of ladders are provided for safe use and compliance with Regulations.

Ladders will not be used to provide access or a working position if the type of work cannot be carried out safely from a ladder (e.g. carrying large items, work requiring **both** hands etc).

The means of securing ladders will be planned as far as possible and sufficient materials made available.

Operatives using ladders should habitually make a visual inspection of the ladders before using them. If training is required on inspection technique and safe use it will be arranged.

Where a defect is noted or a ladder is damaged, it will be taken out of use immediately.

Ladders will be removed to storage or made inaccessible by some means at the end of each working day to ensure that unauthorised use by others, particularly children is prevented.

Proper facilities for storage must be provided for ladders, i.e. under cover, where possible, and properly supported throughout its length.

All stepladders, trestles and staging will be provided and used in accordance with the Construction (Health, Safety and Welfare) Regulations 1996.

Only equipment constructed in accordance with BS EN 131 or BS2037:1994 (Aluminium) will be used.

When planning works where stepladders, are to be used, allowance will be made to ensure the required numbers and types of equipment are provided for safe use and compliance with regulations.

Operatives using stepladders should habitually make visual inspections of the equipment before using it.

If training is required on inspection technique and safe use it will be arranged. Where a defect is noted, or the equipment is damaged, it will be taken out of use immediately. Any repairs will be carried out by competent persons only.

Where staging are being used in roof areas, supported from roof members, Supervisors will ensure that only experienced operatives are permitted to carry out this work and that all necessary safety harnesses, anchorage points, etc are provided and used.

Proper facilities for storage must be provided for stepladders. This should be undercover where possible.

Mobile Tower Scaffolds

Mobile tower scaffolds will be constructed from either tubular steel scaffolding, system scaffolding or proprietary pre-fabricated sectional scaffolding, all of which have additional standards for their safe use and construction by way of Codes of Practice, HSE Guidance Notes, Trade Codes of Practice and Manufacturers/Suppliers specifications and instructions.

All works involving mobile tower scaffolds will be tendered or negotiated for taking into account the need for compliance with the respective Regulations, Codes of Practice, etc.

When planning works the Site Supervisor will ensure that mobile towers can be used safely and efficiently taking into account floors, ceiling heights, roof members, type of work, etc. If there is any doubt Nexus Business Support should be consulted.

All mobile towers will be erected by trained operatives or by operatives under direct supervision of a competent person.

No person is permitted to erect, alter or dismantle any mobile tower scaffold unless authorised by Site Management.

All mobile towers provided for Graham Turner Interiors employees, or persons under the control of the Company, will be checked before use by a representative of Graham Turner's to ensure they are in accordance with applicable Regulations and Standards. Personnel in charge with the duty to inspect mobile tower scaffold must be competent to do so. When necessary, training will be arranged to enable the respective personnel to be deemed competent.

All operatives required to use mobile tower scaffolds will be instructed in the safety construction, use and movement of scaffold.

A competent person must inspect mobile tower scaffolds erected for period in excess of 7 days duration, at 7 day intervals and the result of the inspection must be recorded in the weekly inspection register.

Lifting Operations

Any Lifting Appliance used in connection with The Company operations will comply fully with the provision of the Lifting Operations and Lifting Equipment Regulations 1998 and other applicable regulations and Codes of Practice and HSE Guidance Notes.

If a hire crane is needed, they will be hired in complete with a fully trained, certificated and competent operator.

Any person required to act as a slinger/signaller for crane operations will be suitably trained and certified to ensure competency. All operations where cranes are to be used will be suitably planned by the Site Supervisors in conjunction with a competent representative of the crane hirer. This planning will take into account any environmental restrictions at the work location e.g. type of ground, overhead power lines etc and the safety of the public or others affected by the works.

A representative of Graham Turner's will check to ensure that all necessary certification of the cranes, lifting gear and operator are up to date and available for inspection at the workplace if required. A weekly inspection register should be kept up to date by the hire company and available at the workplace.

Training will be provided to Site Supervisors to make them aware of what certification is required and what consideration is necessary for compliance with the statutory legislation

4.8 Safe Plant, Tools and Equipment

The company recognises it has a legal duty under the Provision and Use of Work Equipment Regulations to ensure that all plant, tools and equipment supplied to employees for use in the workplace are safe to use and maintained in a safe condition.

The company does own most of the plant but hires-in plant and equipment as required for specific works undertaken. All plant hired for use by the company in its undertakings shall be obtained from a reputable hire company and shall be required to be supplied with;

- CE Marking/Specification requirements
- User instructions where appropriate
- All component parts and ancillary tools as required
- Full service/maintenance records as appropriate
- Records of inspection/test and/or thorough examination as appropriate

Where employees are required to employ and/or operate plant and/or equipment they shall be provided with suitable and sufficient training and instruction in the use of the plant and/or equipment prior to use, and/or shall have up to date relevant qualification/certification to establish their competence for the safe use and operation of the plant and/or equipment concerned.

Where the company (or any employee) supplies handheld tools for use in the Workplace, the company shall undertake regular and routine inspections of those handheld tools to ensure they are maintained in good condition and are safe for use. Where it is apparent that any hand-held tool has not been maintained and is not in a safe for use, the company (or employee where the hand-held tool has been supplied by an employee) shall require the tool to be immediately withdrawn and a suitable safe replacement tool provided.

Where any plant, tools or equipment are found to be defective or otherwise unsafe for use, it shall be reported immediately to Graham Turner. All such plant, tools and equipment must be clearly labelled as being unsafe for use before being taken out of service and until the plant, tools or equipment have been satisfactorily repaired, maintained or replaced and the repaired, maintained or replaced plant, tools or equipment deemed safe for use by a competent person.

Graham Turner who is responsible for health and safety, if available, shall be responsible for checking and ensuring all new plant, tools and equipment meet the required certification standard and is CE marked before being purchased or hired, and is safe to use for its intended purpose

4.9 Control of Substances Hazardous TO Health (COSHH) Regulations

Introduction

The COSHH regulations require that all potentially hazardous substances are assessed and suitable and sufficient control measures put in place. Typical hazardous substances are likely to include; chemicals, wood dusts, other dusts (e.g. concrete and cement) and biological agents.

General Procedure

The company shall obtain Material Safety Data Sheets (MSDS) and undertaken COSHH Assessments for all hazardous products/substances it employs on site. The assessment shall be made available to all operatives coming into contact with the products/substances and used to inform operatives of the hazards particular to the product/substance in use and the control measures to be taken. Personal protective equipment (PPE) shall also be provided to employees, as necessary, and shall be used as required.

All substances received on site shall be stored and used in accordance with the manufacturers/suppliers instructions. In the event of a spillage, appropriate action must be taken in accordance with instructions detailed in the COSHH Assessment.

Empty containers and waste material must be disposed of in accordance with the approved procedures, as noted on the COSHH Assessment for the product concerned.

Copies of COSHH Assessment may form part of the Company's Work Method Statement. The Company Representative should request the Main Contractor to supply details of any other substances on site that could affect the Company's employees or their sub-contractors.

Asbestos

All work involving asbestos in any form will be carried out in accordance with The Control of Asbestos regulations 2006 and Approved Code of Practice.

Work involving the removal of asbestos materials covered by The Control of Asbestos regulations 2006 will be carried out by licensed contractors only in accordance with the current Approved Code of Practice for Work with Asbestos Insulation and Asbestos coatings and Asbestos Insulating Board.

Various other guidance notes on working with asbestos products are contained in the HSE Guidance Notes and trade guidance literature.

Prior to commencing works on any building which was built prior to year 2000, asbestos may be present. When we have successfully tendered for a project, the first thing we will request is a copy of the asbestos register for the building which we have been contracted to carry out works in. On receipt of the asbestos register, the contracts manager (with the help of our external health and safety consultants) will assesses the document for relevance to the works being carried out.

If asbestos is present in the work areas we are being employed to carry out works in, then the client will be requested to remove or make safe this area prior to our employees commencing work. In such cases, no works are to be carried out until an asbestos clearance certificate has been received

How asbestos can affect you

Asbestos fibres can pass into the lungs where they can stay for many years. These tiny fibres can remain in the lungs for so long that they can lead to the development of asbestos-related diseases such as asbestosis (breathing difficulty) and mesothelioma (a type of cancer). There is no way to remove the fibres once they have reached the lungs and no cure for the diseases they cause.

What is Asbestos?

Asbestos is the name for a group of naturally occurring silicate materials that can be separated into fibres. The fibres are strong, durable and resistant to heat and fire. They are also long, thin and flexible so that they can even be woven into cloth.

Asbestos has been used in consumer, industrial, maritime, automotive, scientific and building products. This includes uses in commercial and industrial buildings, schools and hospitals.

There are three main types of asbestos, all of which are potentially dangerous:

Brown – amosite
Blue – crocidolite
White – chrysotile

Where are you likely to find Asbestos?

Asbestos is more likely to be found in buildings built or refurbished before the year 2000. Anyone who is involved in building maintenance is potentially at risk if they disturb asbestos. The danger lies in any activity that disturbs the asbestos fibres, including removal, drilling, sanding and cutting.

Asbestos can be found in many parts of a building including:

- Fire protection of structural steel
- Thermal and acoustic insulation
- Some paints and textured coatings
- Insulating boards used as fire protection on doors, around structural steel, wallboards and ceiling tiles
- Asbestos cement used as corrugated roof panels
- Flat asbestos sheets used in partitioning
- Water tanks, pipes and gutters.

Actions following Asbestos Discovery

Should Asbestos be suspected in an area which an employee is working, all work should cease immediately. The Main Contractor and the immediate work supervisor must be informed so that action to seal off the area can be taken. A licensed contractor will then be contacted by the Main Contractor to test, examine and ultimately remove the Asbestos.

Should Asbestos removal be required by Graham Turner's they will appoint a Specialist Contractor. The Specialist Contractor will be employed and as such will have to carry out removal in line with a method statement. This will be obtained from the contractor for items such as cement sheet removal or working in the vicinity of asbestos. Method statements will be prepared and advice sought from Nexus Business Support.

The Site Supervisors will ensure that any requirement to give notice of the work to the Health and Safety Executive is complied with, seeking written proof if it is the duty of a third party.

Where any work involving asbestos materials not subject to the licensing requirements is to be carried out by employees, the working methods, precautions, safety equipment, protective clothing, special tools etc will be arranged by the Site Supervisor.

Work in areas where asbestos has been removed will not be allowed to continue until written confirmation has been received that the statutory monitoring and clearance tests are complete and it is safe to do so. It is Company policy that all monitoring of smoke tests and clearance tests are carried out by independent accredited analysts.

Lead

The Control of Lead at Work Regulations 2002 applies at all work, which exposes persons to lead in any form such that it may be ingested, inhaled or otherwise absorbed. Inhalation is the major source of absorption; therefore many of the Regulations are orientated towards preventing the inhalation of lead dust, fumes and vapour.

Ingestion of lead can usually be controlled by the provision and use of strict hygiene arrangements, which not only includes good washing facilities, but restriction on smoking when working with lead. Examples of construction and maintenance operations where these regulations apply are plumbing, soldering, lead smelting and casting, demolition works where lead based products are present, painting involving lead based paints etc.

Any works that are covered by these Regulations must be suitably planned by Site Supervisors to ensure that there are control measures, health surveillance and the provision of necessary information, instruction and training to all affected personnel. Where Regulations require the retention of records of health surveillance etc, they must be forwarded to the respective department for retention in accordance with Company procedure.

Leptospirosis (Weil's disease)

Weil's disease is a serious and sometimes fatal infection that is transmitted to humans by contact with urine from infected rats. Workers at risk are those that come into contact with canal or river water or that carry out work in rat infested buildings or sewers.

The symptoms of Weil's disease start with a flu-like illness with a persistent and severe headache.

The bacteria can get into the body through cuts and scratches and through the lining of the mouth, throat and eyes after contact with infected urine or contaminated water such as sewers, ditches, ponds and slow-flowing rivers.

Preventive measures are:

- Always get cuts and grazes properly cleaned and treated immediately and keep covered with waterproof dressing at all times.
- Always wash hands thoroughly on leaving sewers, buildings or other possibly infected workplaces and before eating, drinking or smoking.
- Always use protective clothing, gloves and respiratory protection provided and ensure that they are in good working order. Replace damaged items immediately.
- Use barrier creams
- Always carry out work in a safe and proper manner, do not endanger persons with practical jokes.

If a person working in risk situation feels unwell or has symptoms of influenza they must consult a doctor immediately explaining the type of work being carried out. If a cut or graze becomes infected it must be treated by a doctor. Weil's disease may be much less severe if treated promptly.

If Weil's disease is diagnosed it must be reported to the Health and Safety Executive accordingly.

All operatives that may be at risk of contracting Weil's disease will be given a card giving guidance to them on the subject. This card also provides information to medical practitioners.

4.10 Noise at work

The Noise at Work Regulations 2005 requires employers to protect their workers hearing. This can be achieved by a strategy based on assessment of workers exposure to noise and subsequent implementation of control measures to solve any problems that exists.

The Regulation refers to various action levels which are:

Lower exposure Action value

- A daily personal noise exposure of 80dB(A) peak 135 dB(C)

Upper exposure Action value

- A daily personal noise exposure of 85dB(A) peak 137 dB(C)

These are raw risk levels disregarding ear defenders

Also an exposure action values of 87 dB (A) peak 140 dB(C) at the ear which is never to be exceeded.

At the First Action Level assessments must be made, staff must be informed and hearing defenders must be made available to those who want to wear them. At the Second and Peak Action Level control measures must be implemented to either reduce the noise produced or provide protection to reduce the employees' exposure to the noise. If they are the only reasonably practicable means, hearing defenders must be provided and worn.

Basic guides to the Action value are:

If you have to raise your voice to be understood by someone standing 3 metres away, you may be at or above the lower exposure Action value.

The Peak Action Level is achieved when using equipment such as cartridge tools.

When planning all works consideration must be given by the foreman to ensure these Regulations are complied with and allowance made for the provision of any necessary controls or protective equipment before works commenced.

Suitable information, instruction and training will be provided by those expected to carry out and supervise works affected by these regulations.

These are requirements within the Regulations for monitoring and medical records to be kept. These records must be forwarded to the respective department for retention in accordance with Company procedures.

4.11 **Vibration in the workplace**

The control of vibration at work regulations 2005 requires employers to protect their workers from excessive vibration. This can be achieved by a strategy based on assessment of workers exposure to vibration and subsequent implementation of control measures to solve any problem that exists.

Definitions:

Hand-arm vibration means mechanical vibration which is transmitted into the hands and arms during a work activity.

Whole-body vibration means mechanical vibration which is transmitted into the body, when seated or standing, through the supporting surface, during a work activity.

Exposure action value (EAV) means the level of daily exposure for any worker which, if reached or exceeded, requires specified action to be taken to reduce the risk.

Exposure limit value (ELV) means the level of daily exposure for any worker which must not be exceeded, except in certain defined exceptions.

Daily exposure (represented as A (8)) means the quantity of mechanical vibration to which a worker is exposed to during a working day, normalised to an 8-hour reference period, which takes account of the magnitude and duration of the vibration.

Regulation 4 refers to exposure limit values and action levels:

- Exposure action value (EAV). This is the daily amount of vibration exposure above which employees are required to take action to control exposure. For hand-arm vibration the EAV is 2.5 m/s A(8).
- Exposure limit value (ELV). This is the maximum of vibration an employee may be exposed to on any single day. For hand-arm vibration the ELV is 5 m/s A (8).
For hand-arm vibration the ELV is 1.15 m/s A (8).

An individual assessment will be carried out on all existing vibration tools in stock and all new mechanical tools will be sourced with the vibration output of the tool as the key factor for the procurement of such items as hammer drills, wall chasers and electric breakers.

When planning all works consideration must be given by Site Supervisors to ensure these Regulations are complied with and allowance made for the provision of any necessary controls or protective equipment before works commenced.

Suitable information, instruction and training will be provided by those expected to carry out and supervise works affected by these regulations.

These are requirements within the Regulations for monitoring and medical records to be kept. These records must be forwarded to the respective department for retention in accordance with Company procedures

4.12 **Manual Handling**

The following Regulations apply to the manual handling or lifting of materials:

- The Manual Handling Operations regulations 1992, Regulation 4 – Duties of Employers. These regulations state 'A person shall not be employed to lift, carry or move any load so heavy as to be likely to cause injury to him'.

Guidance on the recommendations regarding handling and lifting are contained in Manual Handling Guidance on Regulation ISBN 0 11 886335 5.

Copies of the relevant regulations will be kept on site and information on the requirements of the regulations and recommendations contained in advisory literature will be provided by the Company's Health and Safety Consultants.

All work will be tendered for or negotiated taking into account the above standards.

The Site Supervisors will ensure that materials are handled as far as possible by machine. Where the use of a machine is impracticable, sufficient labour must be available to handle any heavy or awkward loads and instructions must be issued to site on the handling of these loads. All supervisory staff will be given training in the correct methods of handling and lifting loads as part of their normal site safety training. Supervisory staff will instruct any operative in the correct handling and lifting of loads as required.

Where necessary, operatives will be trained in the correct handling and lifting of loads.

The Site Supervisors will ensure that a supply of suitable gloves are available for issue as required for the handling of materials which could cause injuries to the hands.

The Company will ensure the wearing of safety footwear and supervisory staff will caution any employee or contractor wearing unsuitable footwear.

The Site Supervisors will not require any operative, particularly a young person, to lift without assistance a load which is likely to cause injury.

The main injuries associated with manual handling and lifting is:

- Back strain
- Hernias
- Lacerations, crushing of hands or fingers
- Tenosynovitis, heat conditions
- Bruised or broken toes or feet
- Various sprains, strains etc

The selection of persons to carry out manual handling or lifting will be based on the training given, age, physical build etc.

Where loads have to be manually handled, the need to ensure that accesses are safe is especially important. The training provided should be based on the physical structure of the body and effect of attempting to handle loads in various positions.

The Nexus Business Support will arrange suitable training as required.

4.13 **Confined Spaces**

A 'Confined Space' can be defined as any space which has limited means of access and egress, restricted natural ventilation and is not intended for continual occupancy by persons e.g. storage tanks, holds on ships,

pits, trenches, ducts, some areas or rooms within buildings, particularly below ground level, sewers, tunnels, boilers etc. Hazards associated with confined spaces fall into two categories:

- 1) Hazards associated with conditions which exist in the confined space before work takes place e.g. lack of oxygen, toxic chemicals, explosive gases etc
- 2) Hazards which can be introduced into the confined space by the work to be carried out e.g. fumes from welding operations, unsuitable electrical equipment etc.

Work in confined spaces must be carried out in accordance with the provisions of the Confined Spaces regulations 1997 and any other applicable Regulations, Codes of Practice or HSE Guidance Notes.

Careful and precise planning of work in confined spaces is necessary and this should be Co-ordinated by the Site Supervisor. Allowance must be made for all necessary surveys, sampling, equipment, monitored, working procedures, training etc to carry out the works in full compliance with all applicable statutory legislation.

All necessary information, instruction and training will be given to persons responsible for working in confined spaces and supervising those works.

Safety equipment must be regularly checked and maintained before, during and after use. Any defects in equipment must be attended to immediately.

The systems or work should be documented in the form of a method statement prior to commencement of the works, with all supervisory personnel being issued with a copy.

4.14 Personal Protective Equipment at Work Regulations

The company considers PPE to be a last resort and preference shall always be given to the elimination or reduction of risks at source, and PPE only used to guard against residual risks that cannot be removed.

The company shall carry out an assessment for the provision of required personal protective equipment (PPE) and shall provide all employees with the respective CE Marked PPE.

All employees shall be required to wear the PPE issued, maintain it in a clean and serviceable condition and store it in accordance with manufacturers recommendations.

Basic PPE issued to employees shall consist of:

- Hard hat
- Protective safety footwear
- High visibility clothing
- Suitable gloves
- Weatherproof clothing

Records shall be maintained for individual employees of the type and issue of PPE.

Wherever possible, the company shall consider the views and physical attributes of their employees when deciding upon particular types of PPE. Employees who have specific requirements (e.g. physical characteristics that require special consideration) shall be matched as closely as is practicable to any PPE. Personal protective equipment requirements shall be assessed for compatibility with other PPE where required (e.g. wearing hearing, eye, face protection and head protection etc).

The Company shall, through regular inspections, ensure that all protective clothing and equipment issued is fit for use and being using in a proper manner.

The company shall also ensure that all employees receive adequate instruction and training regarding the proper use and storage of PPE.

The requirements for the use of PPE shall be identified within specific risk assessments and method statement (where the method statement is separate from the risk assessment) and shall be available prior to commencement of the works.

Employees shall regularly inspect their PPE and report any missing or defective items to their line manager for replacement and/or repair as required.

No PPE should be altered or worn in other way than it designed to do so.

4.15 **Monitoring**

The Company recognises that unannounced spot checks, inspections, audits and safety reviews are an essential element of performance improvement and Nexus Business Support is responsible for said inspections and checks. This ensures that safe working practices are being followed.

Nexus Business Support, who act as Health & Safety Advisors for The Company is responsible for investigating accidents, recording the findings and reporting these back to the Graham Turner . Graham is responsible for investigating work-related ill causes of sickness absence and recording his findings. All employees and sub-contractors are responsible for acting on investigation findings to prevent a recurrence.

4.16 **Fire Precautions and Emergency Procedures on Site**

Each site will be assessed in accordance with the Construction (Design & Management) Regulations 2007 in requirement to provide an adequate level of both fire precautions and emergency procedures in the event of a fire, explosion or spillage.

Our company policy is to establish fire precaution arrangements to take into account the total amount of flammable substance or material to be stored on site. This then will determine the storage arrangement requirements to include positioning from the site boundary together with evacuation procedures.

These will be clearly described and displayed on site as part of the health and safety plan where the Construction (Design & Management) Regulations 2007 are applicable, and where not this will be documented on our health and safety method statements for the works to be undertaken.

Our plans and procedures for containment of the spillage of substances will be that all substances will be either stored on the vehicle which will be used for the transport and where permanent facilities are required this will be in a bunded area to contain 110% of the total amount stored.

4.17 **Alcohol and Drugs Policy**

All persons employed by the company either directly or as a sub-contractor will be subject to the following rules concerning the use / misuse of alcohol and drugs.

No operative will report for work whilst under the influence of either alcohol or drugs. In the case of alcohol the term "influence" is defined as that laid down by statutory or contract requirements, or as decreed by the employers supervisor.

No operative shall consume alcohol on or off the premises during working hours, and if found in breach of this will be subjected to the appropriate disciplinary action.

The use of drugs by an employee will only be permitted if they are prescribed or instructed by a medical practitioner, and in the opinion of that specialist, will not impair the performance of the employee.

The use of illegal substances at any time is not permitted and any person contravening this will be subject to disciplinary action.

Any person previously dismissed or suspended for contravening the above terms will be required to provide medical confirmation of their state of health prior to being considered for re-employment.

Any operative involved in safety critical activities for a Client will be required to satisfy that Clients policies in relation to alcohol and drug screening which includes random screening and their disciplinary procedures.

Any person found or suspected of being under the influence of alcohol or drugs at work will be required to immediately vacate the site or premises controlled by the company.

4.18 New Employees

The procedure is to be carried out by the Supervisor where the new employee will be required to work.

- Explain to the new employee what he/she will be required to do and to whom he/she will be directly responsible.
- Issue the new employee with a copy of the Company Statement of Safety Policy and details of their responsibilities for safety matters. Also show them where the complete Company Policy for Health Safety and Welfare is kept and explain its purpose.
- Ascertain if the new employee has any disability or illness, which could prevent him/her carrying out certain operations safely, or require additional protective measures.
- Show them where copies of Regulations are kept.
- Warn them of any potentially dangerous areas of operation on jobs or in the workplace.
- Warn them of any prohibited actions e.g. entering specific areas without a safety helmet, operating plant unless authorised etc.
- Ascertain whether there is any training or instruction required and liaise with Nexus Business Support as appropriate, to arrange e.g. abrasive wheels, Plant or any associated Training requirements.
- Issue them any protective clothing or equipment necessary e.g. safety helmet, eye protection, ear defenders/plugs, wet weather clothing etc, and obtain their signature for the items issued.
- Where necessary, inform the new employee of vehicle servicing procedures etc.

Additional Procedure for New Employees Under 18 Years of Age

- Inform them that they must not operate any plant, give signals to any crane driver or use any power tools or equipment unless being trained under the direct supervision of a competent person.
- Enter the employee's name in the General Register (F36) and complete form 2404 that is in the General Register and send it to the local careers office.

4.19 Management of Subcontractors and Suppliers

Suppliers or Hire Companies providing any material, plant or equipment to The Company will be expected to comply with the requirements of Section 6 of the Health and Safety at Work Act 1974 and the Provision and Use of Work Equipment Regulations.

To meet this requirement they will be asked to confirm that any article or substance supplied is, so far as is reasonably practicable, safe and without risk to health whilst being prepared for use, used, cleaned and maintained. They will also be requested to supply details of any tests or examinations carried out and full instructions for the safe use etc of the article or substance.

The responsibility to pass on the information received to those employees carrying out the work is that of the Site Supervisor.

Our procedures for the supply of contractors include the completion of the Contractors Assessment Form.

4.20 DSE Workstations

For all office premises of Graham Turner Commercial Interiors a separate DSE policy will be made available to all employees. The master copy will become part of the office Health and Safety file.

The Company is committed to complying with the statutory requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health therefore the Company Policy to ensure that all employees are aware carried out on all employees.

Introduction

These regulations apply to the use of display Screen Equipment and Workstations, Both of which terms are defined in the regulations. The regulations require every employer to perform a suitable and sufficient analysis of those workstations (assessments) which are used in their undertaking or have been provided assessment is to enable the employer to reduce the risks identified to the lowest extent as is reasonably practicable.

Legislation

The health and Safety (display screen equipment) Regulations 1992 came into force on the 1st Of January 1993. These regulations describe the minimum health and safety requirements for working with display screen equipment.

Regulation 1 – Interpretation and application of the regulations

This details the scope of the regulations and provides definition of display screen equipment, Workstations, and users, together with exceptions to the regulations.

Definition of a 'user'

An employee who habitually uses the display screen equipment as a significant part of their normal work. For example: for more than two hours a day.

4.21 Health Surveillance

Health surveillance is required to protect workers who are at an increased risk, Identify work related ill health at an early stage so that steps can be taken to treat the condition and prevent further damage and also give early warning that protective control measures are no longer effective.

With the above in mind, Employees of Graham Turner Commercial Interiors are asked to be proactive with regards to health issues and report all known illness and decease to their line manager immediately (e.g. epilepsy, heart conditions, diabetes (particularly insulin-dependent diabetes)

We will consult at all times with our workforce and tell them why health surveillance is important.

Due to the type of works and substances/ materials that Graham Turner Commercial Interiors employees carry out and use, we do not at this time deem health surveillance as a requirement within the company. Health Surveillance requirements will be reviewed with the Company's no longer deemed effective.

Graham Turner Commercial Interiors

Health and Safety Policy, Arrangements and Management.

I _____ (print name and Initials) have received, Read and understand my obligations under the Health and Safety at Work Act 1974 outlined in this policy.

Signed _____ Job Title _____

Date _____

Please detach this section and return to Head Office:

Graham Turner Commercial Interiors

