

PC Flooring Ltd

HEALTH & SAFETY POLICY DOCUMENT

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1 Policy Statement

HEALTH & SAFETY AT WORK ETC, ACT 1974

It is the Policy of the Director of PC Flooring Ltd, to comply with the terms of the Health & Safety at Works Etc, Act 1974 and subsequent legislation to provide and maintain a healthy and safe working environment. The Objective for Health & Safety is to minimise the number of occupational accidents and illnesses and ultimately achieve an accident free workplace. All employees will be provided with such equipment, information, training and supervision as is necessary to implement the Policy and achieve the stated objective.

The Director recognises and accepts his duty to protect the Health & Safety of all visitors to the Company premises, including contractors and temporary workers, as well as any members of the public who may be affected by our operations.

While the Company will do all that is within its powers to ensure the Health & Safety of its employees and contractors, it is recognised that Health & Safety at work is the responsibility of each and every individual associated with the Company. It is the duty of each employee and contractor to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of any other person.

The Company will provide employees with the training necessary to carry out their tasks safely, however if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job, then it is the employee's duty to report this to their supervisor or the Director.

An effective Health & Safety program requires continuous communication between operatives at all levels; it is therefore the responsibility of all operatives to report immediately any situation which could jeopardise the well being of themselves or any other person. All injuries, however small, sustained by a person at work must be reported to the Director. Accident records are crucial in the effective monitoring and revision of the Policy and must be accurate and comprehensive.

The Company Health & Safety Policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The Policy will be updated at least every 12 months.

Signed:

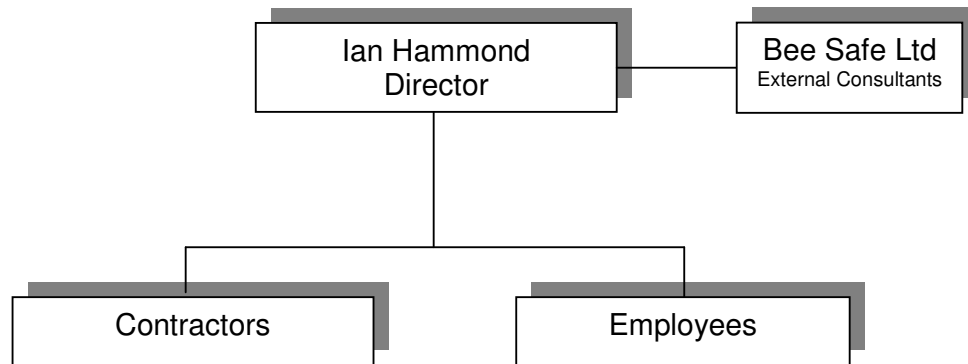
Director
PC Flooring Ltd

Date:

2 Organisation

2.1 Specific Responsibilities

PC Flooring Ltd intends to comply with the spirit, as well as the letter, of the Health and Safety at Work etc, Act 1974 and subordinate legislation and has therefore developed an organisation shown below which is designed to produce speedy recognition, avoidance and resolution to Health and Safety problems. While each employee has a responsibility for Health and Safety, the prime responsibility rests with the Director. Additionally, the Company recognises the contribution to Safety that can be made by the involvement of all employees and their representatives.



2.1.1 Director

The Director for PC Flooring Ltd, Ian Hammond, will maintain executive accountability for the Company's Health & Safety.

Responsibilities will include but are not limited to:

- Ensuring provisions for Health, Safety and Welfare are planned at pre-contract stage and method statements are made available where possible.
- Carrying out initial risk assessments to identify any hazards that may need to be eliminated before the site set up.
- Ensuring that necessary resources, in terms of manpower are available for implementing Safety on site.
- Ensuring that when appropriate the Health & Safety Plan as required by the CDM Regulations is prepared and available on site.
- Ensuring before they start work on site, that sub-contractors and self employed persons have knowledge of the Company's requirement for Safety & Health and are notified of any breaches of statutory provisions or the Company Safety Policy throughout the duration of the works.
- Ensuring that Risk Assessments are completed and distributed to all relevant parties.
- Ensuring that Health & Safety courses are included in staff training programs and make arrangements for such training whether general or specific to the task of the individual, records must be kept of such training.
- Ensuring that periodic audits, changes of legislation, and recommendations are carried out.
- Ensuring that prompt attention is given to all persons who have comments or concerns about Health & Safety.
- Ensuring that first aid facilities are available to operatives on site.
- Consult or procure the services of competent persons or specialist Health & Safety professionals including matters relating to environmental or occupational Health.
- Monitor Health & Safety performance.
- Ensuring that the Health & Safety Policy is reviewed and updated as necessary.
- Setting a personal example on site visits by observing Safety precautions and practices.

2.1.2 Site Employees

Site employees have a legal duty under the Health & Safety at Work etc, Act 1974 to:

- Take all reasonable care to ensure that their own Health & Safety and that of others, is not adversely affected by anything that they do, or fail to do, at work.
- Take a mature and intelligent attitude towards Health & Safety.
- Do all in their power to minimise the possibility of any accident occurring.
- Not intentionally or recklessly misuse anything provided in the interests of Health, Safety and Welfare.
- Co-operate with their employers and others to enable them to comply with statutory duties and requirements.

Employees should report anything they consider being a serious danger or any shortcomings in the protection arrangements for Health & Safety to their site supervisor or Director.

All accidents and incidents that result in injury or damage must be immediately reported to the Director. Subsequent investigations may prevent future accidents or incidents occurring. The Company has a legal duty to report certain accidents or incidents to the HSE, even though they may not result in injury.

Employees must comply with Safety rules, instructions and any special measures that are introduced in the interests of Safety. These may include the correct use of protective equipment, clothing and machine guarding where required.

They are also required to:

- Comply with all Safety rules, and risk assessments/method statements particular to their area of activity.
- Attend a Health & Safety site induction.
- Report any work situation defects, or shortcomings in Health & Safety arrangements, which might endanger themselves or others, who might be affected by what they do. These defects are to be reported to the site supervisor
- Ensuring that their area of responsibility is checked to identify hazards and potential hazards, unsafe acts or practices, and take appropriate corrective action.
- Ensuring that equipment and tools are safe to use for the purpose intended, and are regularly checked and maintained.
- Use proper means of access and follow designated pedestrian routes.

2.1.3 Sub-contractors

The sub-contractor shall at all times observe and apply the requirements of the Health & Safety at Work etc, Act 1974 and shall comply with the Health & Safety practices and procedures of PC Flooring Ltd, and in particular all requirements laid down in this Policy document.

Whilst each sub-contractor may have their own Health & Safety Policy, it is necessary that they adhere to this Policy whilst working for this Company and to ensure that their employees are aware that they must follow the instructions and requirements of the site supervisor on all matters regarding Health & Safety. It is the sub-contractors obligation to ensure that all aspects of legislation regarding statutory notices, certificates, registers, etc, are satisfied and shall make this documentation available for inspection by the Company as and when required.

If this Health & Safety Policy in any way conflicts with the Policy of another contractor, then it is important that this be brought to the attention of the management in order that it may be discussed and the differences resolved.

The Director of PC Flooring Ltd or their representative has the authority to stop any activities, operation, erection of plant or equipment, or the action of any of the sub-contractor's employees if it is considered that there is a breach of the Health & Safety at Work etc Act, its Regulations, Codes of Practice, this Health & Safety Policy or if Health & Safety Guidance Notes are not being adhered to. If a sub-contractor does not comply with the requirements of this Policy, then his non-compliance shall be deemed to be legitimate grounds for cancellation of his contract without extra remuneration.

Sub-contractors shall maintain a safe route for access/egress to the works and shall establish and maintain an emergency evacuation procedure.

All sub-contractor's operatives must be provided with adequate supervision to enable their work to be carried out safely and correctly.

All sub-contractors must have attended a Safety Awareness course and hold appropriate certification.

Sub-contractors may not use or operate any of the company's tools, tackle, plant or other equipment without prior consultation and agreement. If such tackle or equipment is used, the sub-contractor must take responsibility for checking that it complies with statutory requirements and holds the relevant safety certificates for its use.

2.1.4 External Health & Safety Advisors

The Company Health & Safety advisors are Bee Safe Ltd, who report to Ian Hammond.

Bee Safe Ltd will be responsible for:

- Advising on all matters relating to Health & Safety and Statutory compliance.
- Carrying out such on-the-job training as requested.
- Advising on such training and the implementation of systems as may be necessary to ensure that all places of work are made and kept safe.
- Advising management on their responsibilities for ensuring that workers comply with all statutory requirements in Health & Safety matters.
- Ensuring that management are aware of their responsibilities in achieving the above objectives.
- When requested carry out site inspections or audits of the Company premises, making sure that all persons are complying with statutory requirements and the Company Safety Policy.
- Investigate any accident, ensuring that they are reported correctly when requested to do so.
- Annual review and updating of the Health & Safety Policy document.

3 Communication

3.1 Effective Health & Safety Management

The Director sees communication between employees at all levels as an essential part of effective Health & Safety management and will endeavour to communicate to employees the Company commitment to Health & Safety and to ensure that they are familiar with the contents of this Health & Safety Policy. The Company will communicate with its employees orally, in the form of directives from this Policy, in the form of method statements and risk assessments and by example.

Further information regarding Health & Safety can be found as follows:

- The approved poster “Health & Safety Law – What You Should Know” which is displayed at the head office and in site offices.
- Through our Health & Safety Advisors.
- The Company Health & Safety Policy document.

3.2 Consultation

Consultation will be facilitated by on the job talks and on site meetings. Employees are encouraged to attend Health & Safety meetings.

Consultation will take place monthly in the form of tool box talks and at regular intervals not exceeding 3 months for the on site meeting.

3.3 Co-operation and Care

Co-operation from workers at all levels is essential in maintaining a safe and healthy working environment.

All employees are expected to co-operate with the Director who is responsible for Health & Safety and to accept their duties under this policy.

Disciplinary action may be taken against any employee who violates safety rules or who fails to perform their duties under this Policy.

3.4 Training

Safety training is regarded as an indispensable ingredient of an effective Health & Safety program. It is essential that every worker in the Company is trained to perform their job effectively and safely. It is the opinion of the Director that if a job is not done safely then it is not done effectively.

Training sessions will be held as often as is deemed necessary and will provide an opportunity for staff to express any fears or concerns they might have about Health, Safety and Welfare.

3.4.1 Induction Training

All operatives will receive induction training either when they are first introduced to the Company or on attendance to a new site.

Topics covered under the induction training will be as follows:

- The Company Health & Safety Policy and individual responsibilities of all concerned.
- Details of hazards specific to the task, e.g. manual handling, COSHH.
- Procedures to follow in the event of a fire; means of escape, assembly areas and the use of fire extinguishers.
- Current first aid arrangements.
- Procedures for reporting hazards and near misses.
- Correct use of personal protective equipment where provided.
- Sources of Health and Safety information.
- The role and function of the Company Health & Safety advisors.

4 Arrangements

4.1 Construction Design & Management Regulations 2007 (CDM)

It is the Policy of P C Flooring Ltd to comply with the requirements set out in the Construction, Design & Management Regulations 2007, and to carry out its duties under these regulations where ever necessary.

As a sub contractor, we will comply with the principal contractor by preparing Risk and COSHH Assessments; we will also provide written method statements for carrying out the work of any high risk activities where adequate controls cannot be identified by a risk assessment alone.

The Company will ensure that sub-contractors are competent and adequately resourced.

All necessary information or additions will be passed to the principal contractor to be included in the safety plan. All employees and contractors on site will be informed of the contents of the Health & Safety plan and will be made aware of any risks on site.

Risk Assessments and COSHH Assessments will be kept at the Company head office and on every site for viewing at any time.

We will maintain a high level of compliance with regard to the following sections which are applicable to our works:

4.1.1 Traffic and pedestrian Routes

Wherever possible the Company will plan sites to protect pedestrians from moving plant and vehicles. The Company will provide where conditions permit:

- Safe entry and exit points to the site and working area;
- Segregated pedestrian footways between the site welfare area and work area;
- A suitably qualified member of staff to act as banksman for unavoidable reversing manoeuvres of vehicles.
- Suitably identify pedestrian routes on site with signs.

4.1.2 Welfare Facilities

The Company will ensure that suitable welfare facilities exist on site from the first day that work begins, this will include:

- Suitable toilet facilities for the number of persons working on site;
- Suitable washing facilities to include hot and cold running water, hand basins large enough to wash, face, hands and forearms. Soap and towels or hand dryers;
- A suitable rest area to include tables and chairs, a kettle or urn for boiling water and a means for preparing food i.e. gas ring or microwave oven.
- A suitable supply of fresh drinking water;
- An area for the storage of clothing and drying room for drying wet clothing.

4.1.3 Protection of the Public

The Company will do everything in its power to protect the public from activities on site that may present a risk. Assessments will be carried out in order to determine the risk and subsequent measures that need to be implemented in order to protect the public. This may include but is not limited to:

- Protecting passers-by from falling materials from working platforms, by providing brickguards, netting, fans or covered walkways;
- Ensuring visitors report to the site supervisor, and book in where necessary;
- Provide and maintain suitable fencing around storage areas;
- Suitable warning signs displayed on the site fencing;
- At the end of each working day:
 - Removing access ladders;
 - Immobilise equipment and vehicles;
 - Lock away any hazardous substances;

4.1.4 Emergency Procedures

Emergency procedures will be implemented on each site according to the risk and activities being carried out. Precautions will be taken to ensure that the likelihood of emergencies arising is as low as possible, and will ensure:

- Workers on site are aware of the emergency procedures, what the alarm sounds like, and how to raise the alarm in an emergency;
- A trained employee will take responsibility and co-ordinate procedures;
- Emergency escape routes are maintained and kept clear;
- Arrangements are set up for calling the emergency services;
- Adequate access is maintained to the site for emergency vehicles;
- Provision of adequate first aid equipment and trained persons are available on site to treat those injured.

4.2 Management of Health & Safety at Work Regulations 1999

Under the Management of Health & Safety at Work Regulations the Company is required to carry out a suitable and sufficient risk assessment for all work activities. The assessment will involve finding out what hazards are associated with the activity and thereby evaluating the extent of the risks involved. Whenever a work activity alters, then a new risk assessment will be made.

A risk assessment must:

- Identify the hazards;
- Evaluate the risks arising from such hazards;
- Record the significant findings;
- Identify any specific group of employees or individuals who are especially at risk, e.g. temporary workers, new or expectant mothers, young persons (under 18yrs);
- Identify others who may be at risk, e.g. visitors or members of the public;
- Evaluate current control procedures, including the provision of information, instruction and training;
- Assess the probability of an accident or incident occurring as a result of uncontrolled risk;
- Record any circumstances arising from the assessment where there is a potential for serious or imminent danger;
- Specify information requirements for employees, including precautionary measures and emergency arrangements;
- Provide an action plan giving information on the implementation of additional controls, in order of priority, and with an appropriate time scale for such implementation.

Copies of risk assessments will be held at the head office, and also in the site Health & Safety plan, job specific assessments will be carried out for any high risk activities and copies held on site. All persons required to carry out work activities will be given information from the assessments applicable to the task, to keep them aware of any safety issues and the controls needed in order to reduce any identified risk.

4.2.1 Health Surveillance

The Company will also ensure that where a risk has been identified that could affect the health of an employee health surveillance will be provided. It is important for employees to monitor their own health, paying particular regard to the hands and skin and to report any unusual effects.

Where the need has been identified Health Surveillance will be arranged and records maintained by Ian Hammond. All records will be kept in the personnel records and remain confidential at all times.

4.2.2 Co-operation and Co-ordination

The Company will co-operate with others that occupy any building or part of a site where the Company is carrying out work, this will include the passing of relevant information between occupants regarding the Health, Safety & Welfare of persons entering the premises.

Co-ordination between the occupants is essential in maintaining Health & Safety. Where risks have been identified which could affect others then the hazard will be identified to others and appropriate controls put in place, all parties should be satisfied that the arrangements are adequate.

Health & Safety meetings will be set up as often as is deemed necessary in order for information to be passed between occupants.

4.2.3 Employers Liability

The Company will ensure against their liability for personal injury to their employees by virtue of the Employers Liability (Compulsory Insurance) Act 1969. The Company will maintain Insurance with one or more approved policies with an authorised insurer against liability for bodily injury or disease sustained by an employee, and arising out of and in the course of their employment. Under the above Act the Company will display the certificate of insurance for employee information.

The Company will provide the minimum level of employers' liability under the Employers' Liability (Compulsory Insurance) Regulations 1998, which is set at £5,000,000. Under the 1998 Regulations the Company will also keep all certificates for 40 years.

4.3 Work Equipment

Legislation: Provision and Use of Work Equipment 1998

All work equipment used on construction sites falls within the scope of the Provision and Use of Work Equipment Regulations 1998 (PUWER).

The Company will ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used, and will endeavour to:

- Install and locate work equipment in such a way as to reduce risks to the user and others around the equipment
- Provide all workers with adequate information and training to enable them to use the equipment safely
- Maintain all work equipment in good working order and repair
- Implement suitable maintenance programs and where necessary obtain guidance from the manufacturer regarding the frequency of the maintenance
- Maintain records of all plant, to include statutory inspections, planned maintenance and thorough test and examination inspections
- Carry out safety inspections of all equipment where deterioration of the equipment may affect its safety

All controls for work equipment will be clearly visible and identifiable, equipment will be provided with one or more stop controls and where appropriate emergency stop controls. All work equipment will be clearly marked with Health & Safety warning signs where appropriate.

Whenever machines require guarding, The Company will refer to BS5304 – ‘Safe Guarding of Machinery’ for guidance. In essence the Company will ensure measures are taken in order to:

- Prevent access to any dangerous part of machinery.
- Stop the movement of any dangerous part of machinery before any part of a person enters a danger zone.

All guards and protection devices provided shall be suitable for the purpose for which they are provided, and will be inspected at regular intervals to ensure that guards are adequate. Employees are forbidden to tamper with guards to machinery with the intent to bypass them so that the machine can be operated, disciplinary action will be taken against any person who has deliberately tampered with any guards on any equipment.

4.4 Personal Protective Equipment

Legislation: The Construction Head Protection Regulations 1989
The Personal Protective Equipment at Work Regulations 1992

All workers who may be exposed to a risk to their Health & Safety while at work will be provided with suitable, properly fitting and effective personal protective equipment, if the risk cannot be eliminated or reduced by any other means. The Company will carry out an assessment before the use of any PPE to ensure that it is suitable, that it is used as a 'last resort' and that the risk cannot be eliminated by other means which are practical. Wherever the task or place of work changes, a reassessment shall take place, records will be kept of the assessments and use of PPE.

The Company will provide PPE which is adequate for the task and compatible to other PPE that may be worn, all PPE provided by the Company will be properly assessed prior to its issue.

All workers provided with PPE will receive comprehensive training and information on the use, maintenance and purpose of the equipment. All PPE provided by the Company will be maintained in good order; the recipient of the equipment will be expected to maintain the equipment in good condition by treating it with care. Operatives are reminded that:

“PPE MAY SAVE YOUR LIFE SO RESPECT IT”

The Company will endeavour to ensure that all PPE provided is used correctly by its employees, disciplinary action may be taken against any person found misusing any item of personal protective equipment.

All PPE issued to workers on site will be recorded in the site PPE register.

4.4.1 Hard Hats

The Company expects all operatives to conform to the Construction (Head Protection) Regulations 1989. It is Company policy that all operatives will wear hard hats while working on site, access may be denied to any worker who does not comply with this policy. Where the risk of injury is low, and the Site Supervisor deems the area safe, then hard hats may be taken off, so long as they are kept with the operative at all times.

4.5 Manual Handling Operations

Legislation: Manual Handling Regulations 1992

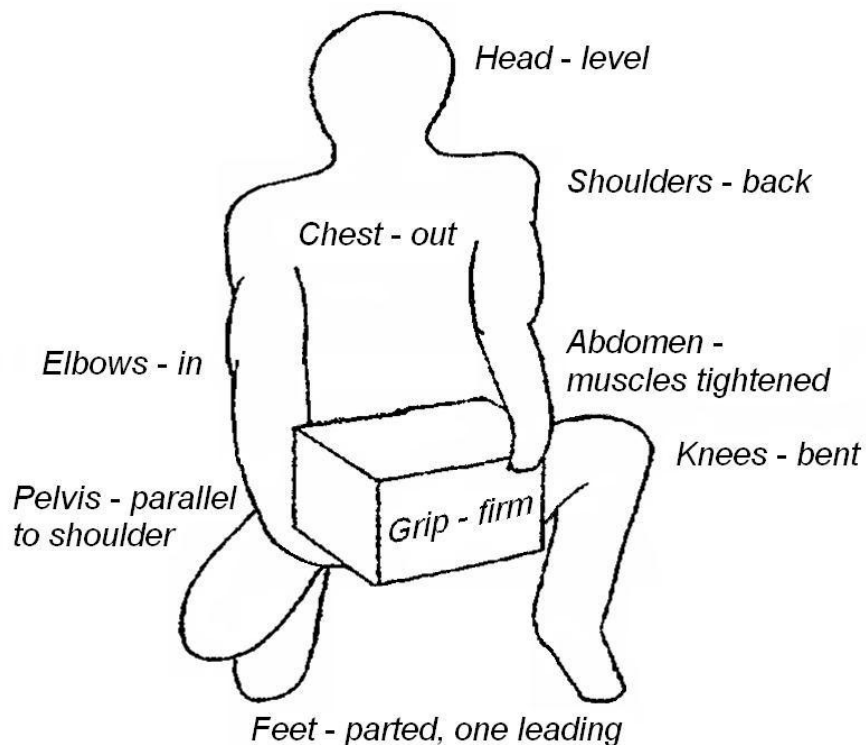
It is the Policy of the Company to comply with the requirements set out in the Manual Handling Operations Regulations 1992.

All loading and unloading involves lifting and handling to some extent. Although mechanical equipment will be used whenever practicable, much of the work will inevitably be carried out manually. The risk of injury can be greatly reduced by a knowledge and application of correct lifting and handling techniques.

The Company will comply with these Regulations by carrying out the following:

- Manual Handling operations will be avoided as far as is reasonably practicable where there is a risk of injury.
- Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the individual concerned.
- All possible steps will be taken to reduce the risk of injury to the lowest level possible.
- An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

Where the nature of the load or environment dictates, PPE will be issued, and will be expected to be used by the employees.



4.6 Display Screen Equipment

Legislation: Health & Safety (Display Screen Equipment) Regulations 1992

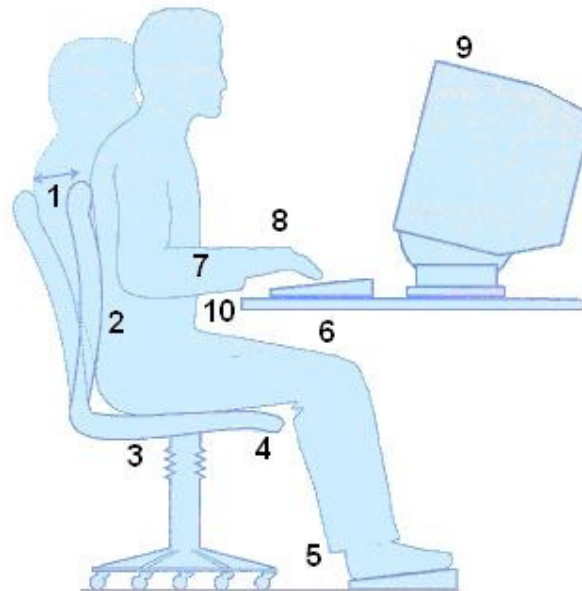
The Company will conduct Health & Safety risk assessments of all workstations staffed by employees who use VDU screens as part of their usual work.

The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable.

Screen users will be allowed periodic breaks in their work.

Eyesight tests will be provided for users on request. Where necessary, VDU screen users will be provided with the basic corrective equipment necessary, such as glasses or contact lenses.

All VDU screen users will be given appropriate and adequate training on the Health & Safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.



1. Seat back adjustability
2. Good lumbar support
3. Seat height adjustability
4. No excess pressure on underside of thighs and backs of knees
5. Foot support if needed
6. Space for postural change, no obstacles under desk
7. Forearms approximately horizontal
8. Minimal extension, flexion or deviation of wrists
9. Screen height and angle should allow comfortable head position.
10. Space in front of keyboard to support hands/wrists during pauses in keying.

4.7 Control of Substances Hazardous to Health

Legislation: Control of Substances Hazardous to Health Regulations 2002 (COSHH)

A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers and supplier's Health & Safety guidance and our own knowledge of the work process.

The Company will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases.

All staff who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the Health & Safety issues relating to that type of work.

Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

In addition to the above the Company will apply the following:

- Keep an inventory of all hazardous substances used, including those used in maintenance and cleaning;
- Identify a point of use for each substance;
- Whenever possible rationalise the use of substances – e.g. only use one form of adhesive;
- Obtain hazard data sheets from the manufacturers or suppliers of each substance;
- Develop and commence a training programme informing users and risks;
- Any personal protective equipment required during the use of the substance shall be provided and maintained by the Company. Employees are required to notify the site Supervisor if the PPE is no longer serviceable. Employees are expected to co-operate with the Company and comply with the Regulations;
- Keep records and documentation on each assessed substance;
- Keep all hazardous substances in safe places locked, and marked with safety signs where necessary;
- Any substance identified as requiring special needs other than described above will be stored as per relevant Regulations or manufacturers recommendations.

All substances used that present any type of risk to the Health, Safety or Welfare to the user is identified with the following warning symbols:



4.8 Electricity

Legislation: Electricity at Work Regulations 1989.

Under the above Regulations there is a statutory requirement to maintain electrical equipment in a safe condition so that users are protected from such hazards as electric shock, burns or fire; these Regulations also extend to those carrying out maintenance work on electrical equipment or systems.

All electrical work carried out in the Company premises will be in accordance with the latest Regulations published by the Institute of Electrical Engineers for Electrical Installations, and will only use an NICEIC (The National Inspection Council for Electrical Installation Contracting) approved contractor. The Company only permits persons classed as 'competent' under the Electricity at Work Regulations 1989, to work on electrical equipment.

All electrical equipment owned by either Company will be subject to safety inspections by a competent person, each piece of equipment will be identified with its unique number, labels will be fixed to the equipment following the test, and these will show the test date, the person carrying out the test, expiry date and the identification number of the equipment. Records of these tests will be maintained in the company head office.

Portable electrical equipment used in site offices, welfare areas or the Company head office will be subject to an annual inspection and safety check. All electrical equipment used on site including tools, transformers, lighting and any other electrical appliance used for construction purposes will be subject to a 3 monthly inspection and safety check. Any equipment found to be faulty will be removed from service immediately and labelled accordingly. All records will be kept for the life of the equipment.

The Company expects all employees to carry out a visual inspection of electrical equipment prior to use and to report any defects for repair before the equipment is used. No employee is to knowingly use defective equipment.

All employees will receive sufficient instruction in the use of all electrical appliances and equipment prior to use.

4.8.1 Site Electrical Equipment

The Company will only permit the use of 110 volt portable and hand held electrical tools on site, this will include Company equipment and that which is used by sub contractors and the self employed.

Only in extreme circumstances where specialist equipment is needed, which is not available in 110 volt, will 240 volt equipment be permitted, and then only under the written authorisation of the Director.

4.9 Vibration

Legislation: The Control of Vibration at Work Regulations 2005

The Company is aware of the health risks involved with the prolonged use of hand tools of a rotary or percussive nature, and that such tools can cause the users various forms of damage, known as “hand-arm vibration syndrome” (HAVS). The most common form is the damage caused by vibration white finger (VWF).

Various tools and operations within the construction industry can expose personnel to hazards from vibration, these may include:

- Chisels (air or electric)
- Compressor guns
- Pneumatic drills
- Angle grinders
- Cut-off wheels

The Company will commit itself in reducing the risk to its employees and as such will develop a strategy that aims to reduce any identified risk to an acceptable level. This will include assessing the risk to operators and implementing methods that will help reduce the hazard, this may include the elimination of the hazard through substitution, in place of a non-hazardous process i.e. by using automatic breakers instead of pneumatic drills. The Company will also implement the following:

Training & Information

Provide employees with suitable training, information and supervision, this will include the use of the equipment they are expected to use and tool box talks on the risks to health from vibration white finger.

Tools & Equipment

Select equipment and tools that has low vibration properties and obtain from suppliers information on the amount of vibration that might be expected from the equipment. Machines and equipment will be maintained at regular intervals and any faults rectified as soon as possible, which will help reduce vibration problems through the lack of lubrication or worn out parts.

Personal Protective Equipment

PPE will be provided by the Company; the wearing of gloves will help lessen the effects of vibration, but will not remove the problem. Ear protection will be provided and eye protection to reduce the risk of injury from flying particles.

Work Patterns

The Company will obtain the vibration levels for equipment and work out the maximum time an operator can use the equipment in an 8 hour period by using a vibration level chart. We will monitor work patterns and will reduce wherever possible the time which operatives are exposed to vibration so that it is within the maximum allowed time, this will be accomplished by rotating the work, and splitting it between workers, thereby reducing the effects of vibration on the actual user. The trigger times will be noted by the operative as they will be the one exposed to the vibration levels.

4.10 Accident Investigation and Reporting

Legislation: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

All accidents however small are to be recorded in the Company accident book; an accident book will be located at the Company office, and one on each site location. The Company Director will be notified immediately of all accidents. This is necessary because the Regulations place specific duties on employers to report certain injuries, diseases and dangerous occurrences to the Health & Safety Executive.

A list of reportable injuries, diseases and dangerous occurrences can be found on the following pages complete with a flowchart.

The Company sees accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury a report will be drawn up by an external consultancy if necessary, detailing:

- The circumstances of the accident including photographs and diagrams wherever possible.
- The nature and severity of the injury sustained.
- The identity of any eyewitnesses.
- The time, date and location of the incident.
- The date of the report.

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. Any person required to give an official statement has the right to have a representative present. The completed report will then be submitted to and analysed by the Director and an external consultant, who will attempt to discover why the accident occurred and what action should be taken to avoid recurrence of the problem. A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

4.10.1 Reporting of Injuries, Diseases and Dangerous Occurrences

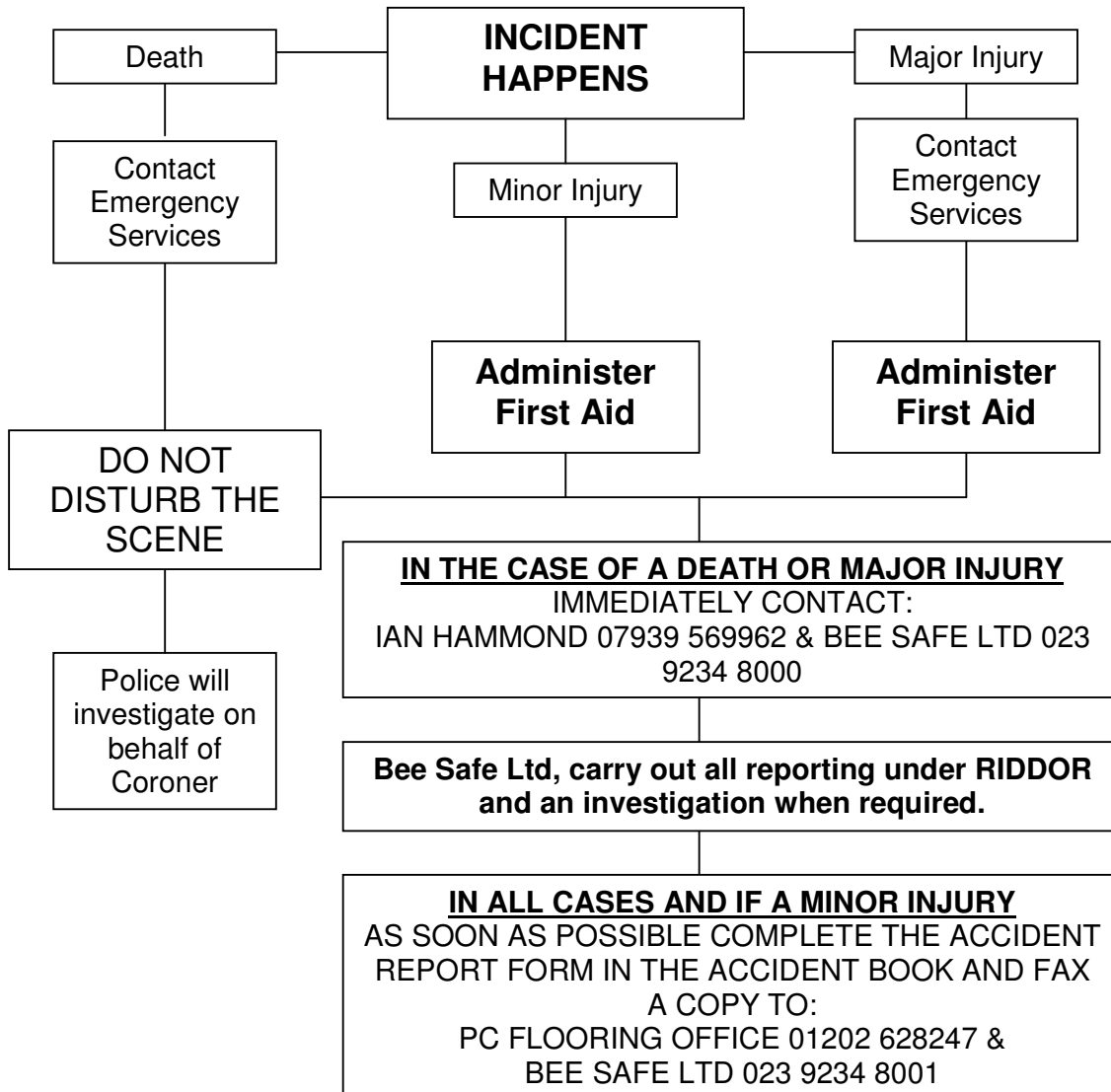
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 now include a broad range of types of incidents which require reporting to the Health & Safety Executive. This should only be used as a GUIDE to the reporting requirements.

MAJOR INJURIES	
1	Any fracture (other than fingers, thumbs and toes).
2	Any Amputation.
3	Dislocated Hip, Shoulder, Knee, Spine.
4	Loss of Sight (temporary or permanent).
5	Eye Injury (by Chemical or Hot Metal burn or any penetration).
6	Any injury caused by electric shock or electrical burn (including arcing) which leads to unconsciousness OR requires resuscitation or admittance to hospital for over 24 hours.
7	Any other injury; i) leading to hypothermia, heat induced illness or to unconsciousness ii) requiring resuscitation iii) requiring admittance to hospital for over 24 hours
8	Loss of consciousness due to asphyxia, or exposure to harmful substance or biological agent.
9	Acute illness or loss of consciousness caused by absorption of any substance by inhalation, ingestion or through the skin.
10	Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.
11	Any situation where a person has been incapacitated from work for more than 3 days.

DANGEROUS OCCURRENCES	
1	Collapse of OR overturning of OR failure of any load bearing part of any lifting appliance.
2	Failure of a pressure vessel.
3	Failure of a freight container.
4	Any incident in which any plant or equipment comes into contact with an overhead power line (over 200 volts)
5	An electrical short circuit or overload which has the potential to cause the death of any person.
6	Collapse or partial collapse of any scaffold over 5 metres in height OR any adjacent to water OR any suspended scaffold.
7	Collapse or partial collapse of any building (involving over 5 tonnes of material) OR by false work.
8	Serious explosion or fire which causes over 24 hour stoppage.
9	The sudden or uncontrolled release of large amounts of flammable substances.
10	The accidental release of any substance in a quantity sufficient to cause death OR any other damage to the health of any other person.

4.10.2 Accident Procedures Flowchart

The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR)



Notes:

- If possible, stop work at incident to allow investigation
- Take photographs as soon as possible with a mobile phone camera or digital camera to record the scene
- Take statements and names, addresses of witnesses

Bee Safe Ltd are available 24hours 7 days for reporting of incidents on mobile number 07801 854282

4.11 Noise

Legislation: Control of Noise at Work Regulations 2005

The Company recognises that there is a statutory duty to control noise and to protect employees and other persons from its effect. Excessive noise can cause permanent damage to the hearing of those exposed to it. Noise is also a source of annoyance and disruption, and may directly or indirectly increase the risks of accidents. Every practical step will be taken by the Company to control noise.

It is now law that, in any activity where the noise level exceeds 85dBA, the operator must wear ear protection when the noise cannot be removed or contained. Any activity where the noise level exceeds 80dBA, the operator is not legally obliged to wear ear protection but it must be available for their use if they so request.

Although all practical methods should be used to reduce noise levels, where they remain high, ear protectors should be worn at all times. Ear protectors should be suited to the user and suitable for the type of noise. They are only effective if they fit properly, providing a tight seal. They should be inspected regularly for damage and stored in a clean place when not in use.

Very generally speaking, if you have to shout to make yourself understood at 2 metres, the background noise is around 85dBA and if the distance is only 1 metre the noise is around 90dBA.

All employees will be given suitable hearing protection which they are expected to wear whilst operating plant and equipment in the workplace.

4.12 First Aid

Legislation: The Health and Safety (First Aid) Regulations 1981.

Following a risk assessment the Company will provide such equipment; facilities and suitably qualified First Aid personnel in sufficient numbers to enable First Aid to be rendered to persons if they are injured or become ill at work.

Location of First aid kits:

The Appointed First Aiders are:

4.13 Fire Safety

The Health & Safety at Work etc Act 1974 and the Management of Health & Safety at Work Regulations 1999, place specific duties upon employers to protect the Health, Safety and Welfare of employees, and others, that may be affected by his work activities.

Under the Regulatory Reform (Fire Safety) Order 2005, duties include the organisation and efficiency of fire fighting arrangements, ensuring that the arrangements for preventing and dealing with fires are adequately promulgated and observed by all concerned. This duty also extends to the provision of adequate risk assessments and employee training. It is therefore our Policy to set up and maintain the following fire safety measures:

- To maintain and keep clear fire escape routes leading to a place of safety;
- To provide and suitably identify a fire assembly point;
- To provide suitable fire extinguishers in sufficient number, maintained and ready to use in the event of a fire, and to provide suitable training in the use of the extinguishers provided;
- To provide and maintain suitable fire exit signage, which complies with the Health & Safety (Safety Signs & Signals) Regulations 1996;
- To provide suitable and sufficient fire safety training to all employees which will cover:
 - What to do in the event of a fire;
 - How to use fire extinguishers provided;
 - The location of the fire assembly point;
 - General fire precaution measures;
 - How to raise the alarm and call the fire brigade.

In addition to the above the Company will:

- Carry out fire risk assessments as and where necessary, but at least annually;
- Maintain high levels of housekeeping to include the regular disposal of combustible materials;
- Carry out monthly inspections of fire escape routes;

Emergency Evacuation Procedures

In the event of the fire alarm being activated, or any other emergency situation, all employees must leave the building by the nearest exit and assemble at the assembly point identified on site.






4.14 Safety Signs

Legislation: The Health & Safety (Safety Signs & Signal) Regulations 1996.

If following a risk assessment a risk still remains after controls are in place, safety signs will be displayed conforming to the above Regulations warning employees and visitors of the hazard.

All signs will meet the Regulations with regard to colour, size, shape and design and where necessary will contain a pictogram as well as words.

Safety signs are coloured in the following manner:

Mandatory			
Warning			
Prohibition			
Fire			
Safe Condition & First aid			

5 Monitoring The Policy

To ensure the Company Safety Policy and the various Statutory requirements are being implemented, the Company Director or contracted Safety advisor may make regular visits to the sites to carry out Safety inspections and to ensure that any shortcomings are rectified immediately.

The Company Safety Policy and administrative procedures are constantly under review to ensure their meaning remains relevant to any changes in procedures or law.

Details of accidents are closely examined and data collated to detect any trends and ensure resources are directed to those areas to endeavour to prevent recurrences.

REVISIONS			
DATE	REVISION NUMBER	REVISION DETAILS	DATE OF NEXT REVISION
November 2007	1	Final	November 2008
September 2009	2	Review & Update	September 2010