

**Avantgarde Tiling Ltd**

Alpi House,  
Miles Gray Rd,  
Basildon  
SS14 3HJ  
Tel 020 7538 3880

**Contact Barbara Zanasi**

**Main Area of Company Activity**

**Natural Stone, Marble and Ceramic  
Tiling Contractors**

Date of this policy            May 2021

Last Review Date            May 2022

## Guidance on use of this policy

The policy has been prepared following the Health and Safety Executive guidelines HSG 65, relevant Health and Safety Legislation, Approved Codes of Practice, Trade Literature and contains:-

- A statement of policy
- Names of persons responsible for implementation and who employees should approach for advice
- Responsibilities of staff
- Arrangements and procedures for implementation of the policy
- Appendix

If at any time it is felt that risks are not adequately controlled or there is lack of clarity on what needs to be done to ensure safe working IHS Ltd should be contacted for advice.

Simple email queries will normally be dealt with within one to two working days. More complex issues may require additional consultancy work or training and a proposal with a budget quotation will be supplied as appropriate.

# HEALTH AND SAFETY POLICY

## ARRANGEMENTS AND SPECIFIC INSTRUCTIONS FOR IMPLEMENTING THE POLICY

### CONTENTS

1. POLICY STATEMENT
2. ORGANISATION STRUCTURE / APPOINTED PERSONS
3. RESPONSIBILITIES OF STAFF
4. INTRODUCTION
5. TRAINING
6. SAFE WORKING PRACTICES
7. RISK ASSESSMENT & MONITORING
8. EMPLOYMENT
9. ACCESS TO ADVICE
10. REPORTING ACCIDENTS ETC.
11. FIRST AID
12. STRESS
13. GENERAL WORKPLACE DISCIPLINES
14. PREVENTION OF TRESPASS & SEGREGATION
15. EMPLOYMENT OF CONTRACTORS
16. WORKING ON ROOFS, NEAR EDGES & FRAGILE SURFACES
17. FIRE PRECAUTIONS AND ASSESSMENT
18. SIGNAGE
19. EMERGENCY PROCEDURES
20. EQUIPMENT AND VEHICLES
21. MAINTENANCE OF ELECTRICAL / GAS EQUIPMENT
22. MANUAL HANDLING
23. HAZARDOUS SUBSTANCES
24. PERSONAL PROTECTIVE EQUIPMENT
25. SLIPS, TRIPS AND FALLS
26. HEALTH AND WELFARE
27. NOISE AND VIBRATION
28. ASBESTOS
29. VDU's COMPUTERS
30. DRIVING
31. ACCESS EQUIPMENT
32. LONE WORKING
33. AUDITS INSPECTIONS and REVIEW
34. INFECTION AND HEALTH SURVEILLANCE
35. HOT WORK
36. CONFINED SPACES
37. LIFTING EQUIPMENT
38. WORK AT HEIGHT
39. WORK ON CONSTRUCTION SITES
40. CDM
41. DRUG AND ALCOHOL ABUSE

# Health and Safety Policy Statement

The Directors declare that the policy for the organisation is to achieve and maintain a safe and healthy environment for all who may be affected by the operations of the organisation. The organisation will maintain and improve a good record of safe, responsible activity by careful planning, organisation, monitoring, control, training, application of best practice and codes of conduct.

The risks to employees and others who may be affected by the activities of the organisation will be assessed, assessments reviewed as required and arrangements made to eliminate or control such risks.

This will be achieved by:

- Ensuring that staff and contractors are advised clearly on their responsibilities concerning health and safety.
- To ensure all employees and contractors are competent to carry out their duties and to provide adequate training (for employees) including having regard to their capabilities.
- Ensuring the policy is communicated to employees and contractors and that their support is assured by their signing of the employee commitment statement contained in the appendix. The organisation requires and expects all persons who are employed by the organisation including contractors and visitors to co-operate with and conform to the Safety Policy
- Ensuring that all staff, contractors and others have access to this policy at all operating locations
- Providing adequate control of the risks to health and safety arising from work activity.
- Consultation with employees and contractors on matters concerning their health and safety and how they affect others
- To provide and maintain suitable plant and equipment
- To ensure the safe storage, handling and use of substances
- To provide information, instruction and supervision as appropriate for employees and contractors
- To prevent as far as is reasonably practicable accidents and cases of work related illness.
- To maintain the premises and environment where work is carried out to ensure healthy and safe working conditions including welfare arrangements
- To allocate adequate resource to control health and safety
- Arranging for competent health and safety advice as required.

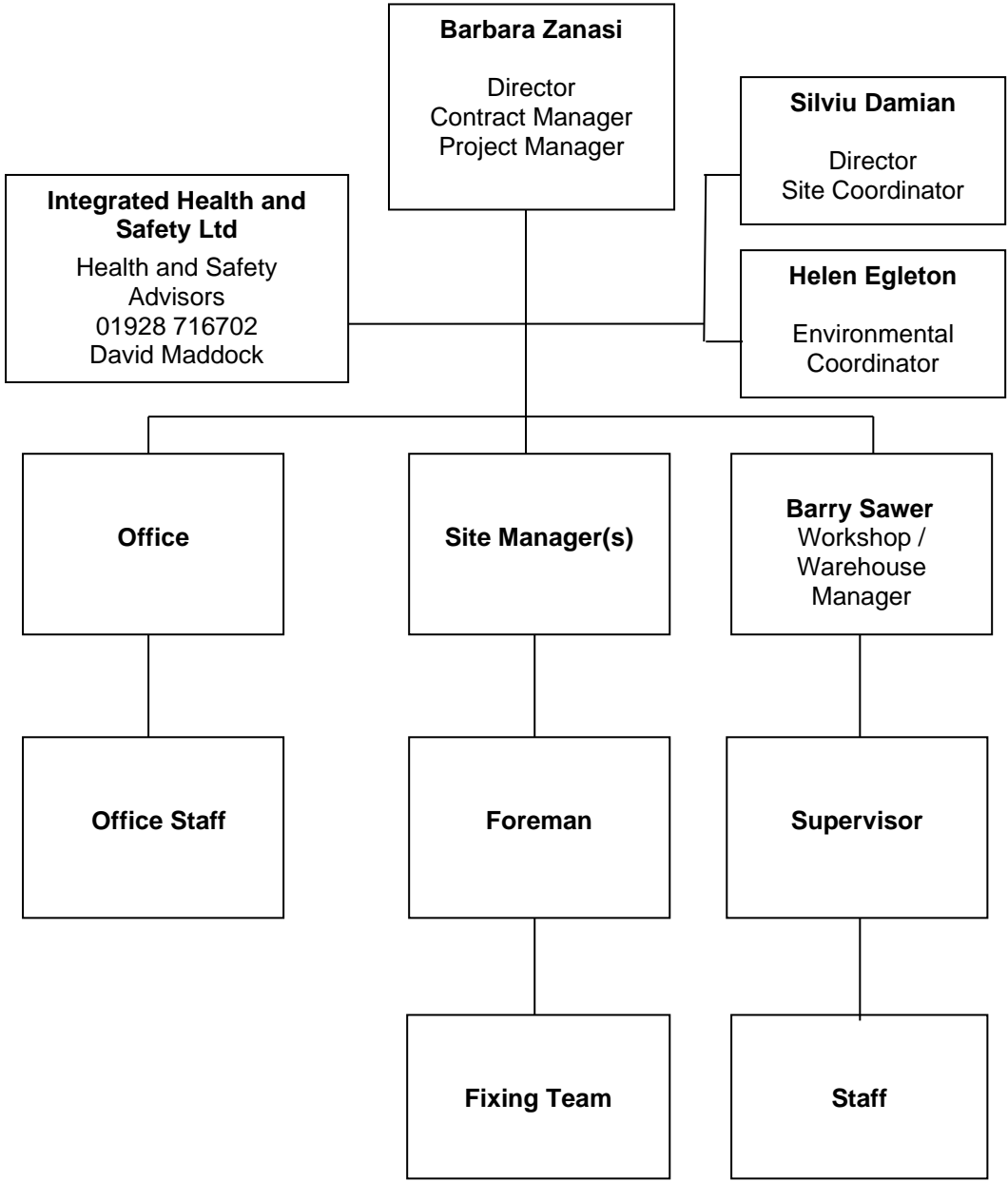
The Director is ultimately responsible for Health and Safety in the organisation.

The policy will be reviewed at least annually and revised as required to meet the changing needs of the organisation, technical innovation and legislative developments.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Barbara Zanasi     Director responsible for Safety**

# Organisation Structure



**Integrated Health and Safety 01928 716702**  
 Lead; David Maddock      07885115143  
 Deputy; Stephen Wilkinson      07872 061013

# Appointed Persons for Health and Safety

1. Director ultimately responsible for safety within the organisation

**Name Barbara Zanasi**

2. Managers / supervisors responsible for risk assessment and communication / implementation of policy including day to day safety supervision.

**Name Silviu Damian**

3. Person responsible for Consultation with employees

**Name Silviu Damian**

4. Person responsible for identifying training needs and arranging same including induction training and recording that training has been carried out and implemented.

**Name Silviu Damian**

5. Person responsible for selecting, inspecting and maintaining plant, equipment, personal protective equipment including training in use including vehicles / transport and driving and recording the results of inspections

**Name Silviu Damian**

6. Person responsible for selecting substances (COSHH), carrying out assessments and providing instruction for use, storage and disposal

**Name Silviu Damian**

7. Person responsible for recording, reporting and investigating accidents

**Name Barbara Zanasi**

8. Person responsible for fire risk assessments & emergency / evacuation procedures including communication & training and first aid provision

**Name Barbara Zanasi**

9. Person responsible for ensuring that all workplaces are inspected at regular intervals and ensuring any actions required as a result of inspections are implemented.

**Name Silviu Damian**

10. Person responsible for the review of the Health and Safety policy, risk assessments at the appropriate time.

Name. **Barbara Zanasi**

## **Responsibilities of staff**

The persons responsible for Health and Safety are named in the appointed person section.

The following outlines the Levels of Responsibility of these and all employees.

### **Director**

As Director the duties listed below are responsibilities held at organisation level but some of these could be delegated to a named person which should be in writing. If this business controlled by an owner / manager these duties are combined with those of Manager that follow. If separate Managers are subsequently appointed they will need to be advised of their responsibilities which follow.

### **Responsibilities:**

- a) The Director has overall responsibility for health and safety in the organisation. In his absence the director should clearly nominate someone to monitor health and safety and take any steps required to exercise control on a day to day basis.
- b) Ensure adequate resources to implement this Policy, and access to competent advice is available.
- c) Monitor safety performance and take any actions required.
- d) Ensure that systems are in place to ensure a suitable and sufficient assessment of the risks to the health and safety of employees and others in connection with the activities of the organisation.
- e) Appoint a deputy to act in periods of absence.
- f) Take action to review and amend as required the Health and Safety Policy and procedures as required on a regular basis, this should be annually or when ever there is a significant change.
- g) Set a personal example in all matters relating to Health and Safety.
- h) Actively encourage the participation of, and ensure consultation with, employees in all aspects of Health and Safety
- i) Ensure that the company has taken out Employers Liability Insurance and that the certificate is displayed at all operating locations
- j) Ensure that sufficient welfare facilities are provided at all operating locations
- k) Ensure that training for all employees specific to the companies business is provided
- l) Ensure that the company is registered with the HSE or Local Authority.
- m) Ensure that the Health and Safety Law Poster is displayed at all operating locations.

## Contracts / Project Manager

The Contracts/Project Manager is required to organise, manage & control health and safety in the workplace. These duties can be delegated to another employee, particularly in periods of absence.

He / she will:

- a) Supervise the communication of the Safety Policy and subsequent amendments to all employees and others who may be affected.
- b) Through liaison and consultation assess training needs and make necessary arrangements for these to be satisfied.
- c) Be active in ensuring that up to date authoritative reference material, information and advice on safe work methods, work equipment, personal protective equipment, etc. is available. Receive, evaluate and where appropriate, initiate action on all information coming into the organization that may affect the safety performance. e.g. EHO / HSE reports, trade information, consultant input etc.
- d) Be responsible for all matters relating to the maintenance and safe condition of the buildings and the relevant work areas. Liaise with contractors engaged by the organisation and ensure that if they are not known by previous activity that references are taken up.
- e) For any premises devise and implement Emergency and Evacuation plans, communicate to staff and display Emergency and Evacuation notices where all affected can see them.
- f) Carry out or arrange risk assessments of all activities that may be hazardous to the health and safety of staff and others who could be affected using the form in the appendix. Communicate the precautions required to all who could be affected.
- g) Have control of all substances which may be hazardous to health and carry out a COSHH assessment using the form in the appendix. Communicate the precautions required for transportation, storage, use and disposal to all who could be affected.
- h) Have control of all work equipment which may be hazardous to health or safety and ensure that it is adequately inspected and maintained. Ensure that staff using such equipment are competent and trained.
- i) Monitor all workplaces and ensure that all operations are carried out in a safe manner and in compliance with the safety policy, risk assessments and standards of good practice.
- j) Ensure personal protective equipment, work equipment and welfare facilities are provided is inspected and maintained in serviceable condition.
- k) Carry out and record induction training for all staff (including temp. / part time staff) using the record form in the appendix to the Health and Safety Policy.
- l) Carry out and record training for all staff (including temp. / part time staff) using the record form in the appendix to the Health and Safety Policy. This could be for example training on a new product, a piece of equipment or on a new procedure.
- m) Report all accidents and dangerous occurrences to the Director and statutory bodies (RIDDOR) as appropriate including an entry in the accident book.



- n) Investigate all accidents and dangerous occurrences and in conjunction with the staff and the Director develop and implement procedures to reduce as far as is reasonably practicable the likelihood of re-occurrence
- o) Liaise with contractors and self employed engaged by the organisation and ensure that if they are not known by previous activity that references are taken up.
- p) Actively monitor the workplace and record inspections (including any actions required) periodically. Ensure that contractors appointed to carry out construction or maintenance work have suitable procedures for them to monitor and control their own health and safety.
- q) Maintain first aid provision to a level appropriate to the operation.
- r) Identify and clearly mark hazardous areas including signage and take the necessary steps to prevent unauthorised access.
- s) Set a personal example in all matters relating to Health and Safety.

## Site Manager / Foreman / Supervisor

The Site Manager/ Foreman / supervisor is required to control health and safety in the workplace. These duties can be delegated to another employee, particularly in periods of absence.

He / she will:

- a) Supervise the communication of the Safety Policy and work instructions to all employees and others who may be affected.
- b) Through liaison and consultation assess training needs and make necessary arrangements for these to be satisfied.
- c) Be responsible for all matters relating to the maintenance and safe condition of relevant work areas. Liaise with contractors engaged by the organisation and ensure that if they work in compliance to their safety risk assessments and site rules.
- d) For any premises implement Emergency and Evacuation plans, communicate to staff
- e) Identify hazards and arrange for risk assessments of all activities that may be hazardous to the health and safety of staff and others who could be affected. Communicate the precautions required to all who could be affected.
- f) Have control of all substances which may be hazardous to health and arrange for COSHH assessments. Communicate the precautions required for transportation, storage, use and disposal to all who could be affected.
- g) Have control of all work equipment which may be hazardous to health or safety and ensure that it is adequately inspected and maintained. Ensure that staff using such equipment are competent and trained.
- h) Monitor all workplaces and ensure that all operations are carried out in a safe manner and in compliance with the safety policy, risk assessments and standards of good practice.
- i) Ensure personal protective equipment, work equipment and welfare facilities are provided is inspected and maintained in serviceable condition.
- j) Carry out and record induction training for all staff (including temp. / part time staff) using the record form in the appendix to the Health and Safety Policy.
- k) Carry out and record training for all staff (including temp. / part time staff) using the record form in the appendix to the Health and Safety Policy. This could be for example training on a new product, a piece of equipment or on a new procedure.
- l) Report all accidents and dangerous occurrences to the Manger (or Director in periods of absence)
- m) Assist in the Investigation all accidents and dangerous occurrences and in conjunction with the staff and the Director develop and implement procedures to reduce as far as is reasonably practicable the likelihood of re-occurrence
- n) Actively monitor the workplace and record inspections (including any actions required) periodically. Ensure that contractors appointed to carry out construction or maintenance work have suitable procedures for them to monitor and control their own health and safety.

- o) Identify and clearly mark hazardous areas including signage and take the necessary steps to prevent unauthorised access.
- p) Set a personal example in all matters relating to Health and Safety

## **EMPLOYEES / STAFF**

- a) Employees (including temporary or part time) need to assess risks to themselves and others when carrying out work activities and need to identify when it is or is not safe to commence operations. If an employee acts in the capacity of Manager or Supervisor at any time he / she will accept the responsibilities as detailed above for the Manager for control of health and safety. This would include monitoring and corrective action, but would not extend to developing new procedures.

He / She will:

- b) Be in possession of the information and skills required to safely carry out the work for which they are employed.
- c) Report to their Manager / Supervisor:
  - defective plant, machinery, tools, and other equipment
  - unsafe work places or work environment
  - systems of work or conduct that constitute a hazard
  - information and suggestions which may assist the safety performance
  - all accidents or dangerous occurrences.
  - weaknesses in skills or ability of employees.
- d) Correctly use all substances, equipment, machinery, items of safety equipment and Personal Protective Equipment when appropriate or when so directed by a person in authority. All established workplace procedures must be followed at all times including the precautions described in risk assessments and COSHH assessments
- e) Work in a manner which ensures their own safety and that of others who may be affected by their activities.
- f) Be aware of, comply with and assist the Manager in discharging his/his duties relating to, the Emergency Plan and Evacuation Procedures.
- g) When unexpected hazards are identified, seek advice from the Supervisor / Manager before proceeding.
- h) Fully co-operate in the fulfilment of the Safety Policy.
- i) Set a personal example in all matters relating to Health and Safety, including the wearing of the appropriate Personnel Protective Equipment.

## **CONTRACTORS AND THE SELF EMPLOYED**

Contractors / self employed persons may be employed to carry out site work or work on company premises. The following requirements will need to be met by such contractors.

- a) Contractors, Sub-contractors and self employed people need to assess risks to themselves and others when carrying out work activities and identify when it is or is not safe to commence operations.

These organisations will:

- a) Produce or be in possession of and fully understand a risk assessment for the work including a more detailed health and safety plan / method statement if required. This must be submitted to Avantgarde prior to work starting on site.
- b) Provide to the manager prior to commencement a written risk assessments and method statements that define how they will complete the works safety
- c) Be in possession of the information and skills required to safely carry out the work for which they are employed including COSHH assessments
- d) Ensure that they only supply adequately trained staff and suitable plant, equipment and materials.

Report to their supervisor:-

- a) defective plant, machinery, tools, and other equipment,
- b) systems of work or conduct that constitute a hazard,
- c) information and suggestions which may assist the safety performance,
- d) all accidents or dangerous occurrences.
- e) weaknesses in skills or ability of employees.
- f) Correctly use all substances, tools, machinery and items of safety equipment and personal protective equipment when appropriate or when so directed by a person in authority. All established workplace procedures must be followed at all times including the precautions described in risk assessments and COSHH assessments
- g) Work in a manner which ensures their own safety and that of others who may be affected by their activities.
- h) Be aware of, comply with and assist in complying with the Emergency Plan and Evacuation Procedures.
- i) When unexpected hazards are identified, seek advice from their Supervisor / Manager before proceeding.
- j) Fully co-operate in the fulfilment of this Safety Policy.
- k)** Set a personal example in all matters relating to Health and Safety, including the wearing of the appropriate Personnel Protective Equipment.

### **Note**

In the event that self employed staff are under the direct day to day control and instructions of Avantgarde supervisors they will have the responsibilities of employees.

# GENERAL ARRANGEMENTS

## 4. INTRODUCTION AND CONSULTATION.

- a) The efficient gathering, evaluation and use of information within the organisation on safe working practices and occupational health is a basic requirement to comply with legislation and ensure the safe operation of the business.
- b) In compliance with the Health and Safety (Consultation with Employees) Regulations 1996, it is necessary to consult with all employees (including contractors and self employed) on all matters which affect their health and safety. The company will actively encourage the participation of employees in regard to health and safety issues. The company will reward any employee that provides a suggestion or idea which becomes part of the policy and its procedures which is of benefit to employees and the company.
- c) The Director will communicate information by way of memoranda or amendments or additions to the Safety Policy as required. Safety will be discussed at all staff meetings.

## 5. TRAINING

- a) The Director will assess training requirements and make arrangements for these to be met.
- b) Training relevant to the business and individuals roles will be carried out in compliance with the training matrix contained in the appendix with the records of training that has been carried out by the company. Training will include some or all of the following as required.
  - Induction training
  - Industry accredited training i.e. CSCS/CPCS card schemes on construction sites.
  - Training for managers, supervisors and operatives relevant to their duties
  - Emergency procedures
  - Use of work equipment
  - Use of access equipment
  - Use of substances
  - Manual handling
  - Tool Box Talks
  - First aid, appointed person (nominated staff only)
- c) Training requirements and suggestions should be brought to the attention of their Manager / Supervisor by any member of staff. This is actively encouraged by the company.
- d) On joining the business Induction Safety Training will be carried out by the Manager. Hazard identification, preventative and protective measures, evacuation procedures, emergency plan, first aid provision etc., are subjects to be covered. A record should be made for all new employees as soon as possible and signed by both the Manager and the employee. This is for all staff, including part time and temporary staff / self employed.

- e) All employees will be required to sign the employee commitment form contained in the Health and Safety Handbook. Refer to the appendix

## **6. SAFE WORKING PRACTICES**

- a) Persons named or charged with duties under this policy must ensure that operations are carried out in accordance with established safe working practices, and they should consult reference material held at the office or seek advice. Sources of information include Safety Consultants, Manufacturers, Suppliers, Trade Organisations, Health and Safety Executive (HSE) and the Environmental Health Officer (EHO). The HSE and EHO are often the most suitable sources of information. IHS can be contacted for further advice if required
- b) All employees are required to carry out their activities in compliance with the Organisation Safety Policy, precautions described in risk assessments & COSHH assessments and their responsibilities as detailed in the section concerning responsibilities of staff.

## **7. RISK ASSESSMENT AND MONITORING**

**The essence of ensuring good working arrangements in organisation premises or when visiting other locations on business is the need to do the following when setting up workplace procedures. The company actively encourages input from employees when addressing risks and will welcome solutions to issues identified:-**

- a) Identify any potential hazards.
- b) Carry out a risk analysis related to the hazards, the level of risk is the potential for the hazard to cause harm. This will be documented including control measures identified by following the Risk Assessment procedure and will be suitable and sufficient. Refer to the appendix for further details. The Director will ensure a competent person carries out the risk assessment.
- c) Define suitable plant, equipment and materials which are best suited for the work in hand which have the lowest practical risk. Record in risk and COSHH assessments
- d) Review the work area and define any modifications required including condition, housekeeping, access, egress and access equipment / working platforms.
- e) Define a suitable level staff needed for the task in terms of numbers, skills and training including identifying any training needs.
- f) Define a suitable time scale for work activity
- g) Communicate the risk and control methods to everyone affected by them (Employees and others) and keep a record. This would normally be at induction training and following the introduction of new equipment or procedures and when starting a new site.
- h) In carrying out risk analysis and the production of method statements (if required for complex operations) the person responsible will need access to regulations, codes of practice and general guidance on how to carry out the operation safely.
- i) It is the responsibility of the person carrying out risk analysis and producing method statements to ensure that the guidance provided from codes of practice and all other documentation is included in work procedures and communicated to the people affected by the operation.
- j) All members of staff responsible for carrying out risk assessments and producing method statements should also have access to a qualified Health and Safety Advice (such as the HSE or IHS Ltd) to provide additional information if required.

- k) Forms for recording Risk and COSHH assessments can be found in the appendix

## Monitoring

- a) Once the risk assessments / procedures are in place and activity has commenced it is essential to monitor compliance with the defined procedures and take effective action to correct deficiencies. This should include continuous daily monitoring as part of the daily routine (keeping eyes and ears open) as well as written inspection reports and records of corrective action. Frequency of inspections will be dictated by the level of risk
- b) For regular activity such as may be carried out in an office this may take the form of proactive quarterly inspections and reports. This should be combined with timely action when something incorrect is observed so that staff are aware that they must follow procedure's at all times.
- c) For unique or one off operations that may be the subject of a specific risk assessment or method statement the works should be inspected and reported shortly after commencement and at shorter intervals of say weekly or monthly. It is also critical with works of a one off nature (i.e. not something that is routinely carried out) that lack of conformance with procedures is corrected straight away. If staff are allowed to "do it another way" they are likely to consider that this is acceptable and standards will deteriorate.

## 8. EMPLOYMENT

Any Manager engaging a person for employment (directly or self employed) or having an existing employee under his/his supervision must ensure that:-

- a) Young persons (i.e. those under 18 years of age) will only be employed where circumstances allow adequate supervision, and only after an assessment has been made of the risks involved in the type of work for which they are employed. Where plant, machinery or work equipment is to be used, the young person will be trained by a competent person and be under constant supervision. A young person risk assessment procedure (under 18 Years old) is available on request from IHS.
- b) Expectant mothers could be affected by hazards to a greater extent than other employees. Employees who become pregnant should advise their Manager as soon as this becomes confirmed on confidential basis so that a risk assessment of their duties can be carried out.
- c) They do not suffer from any illness or disability and are not undergoing treatment or medication that would constitute a hazard to themselves or others when carrying out their work.
- d) In accordance with the Disability Discrimination Act 1997, a suitable and sufficient assessment will be made prior to the employment or placement of persons falling within the scope of the Act, and of the facilities and access arrangements. Very careful consideration will be given to ensure the Health, Safety and Welfare of such persons especially the procedures dealing with emergencies and where necessary the evacuation of sites or premises.
- e) They are competent to carry out the work for which they are engaged in a safe manner or are placed under supervision or given suitable training to enable their work to be safely carried out.
- f) Every employee will be briefed on their responsibilities as described in the health and Safety Policy when they join the organisation as part of their induction, they must agree to

co-operate in implementing the Policy and understand the importance of following the policy.

- g) They are made aware of the hazards to which they may be exposed during the course of their employment and the preventative measures taken to control such risks. They must be informed of the Emergency procedures, Evacuation plan, and the first aid and welfare arrangements at their place of work.
- h) Employees understand that they must inform their immediate supervisor of any illness, disability, medication or other condition to which they are subject which may constitute a hazard to themselves or others in the course of their work.
- i) No-one shall knowingly be permitted or required to work while his or his ability or alertness is so impaired by fatigue, illness, temperature or other cause that might expose the individual or others to injury.

## **9. ACCESS TO ADVICE AND INFORMATION**

- a) It is a legal requirement that organisations have access to advice on Health and Safety issues to ensure that their policy's and procedures are compliant with legislation and also effective in ensuring a safe working environment.

The company has nominated the following company for advice relating to Health and Safety Matters.

Integrated Health and Safety Limited Tel 01928 716702

Advice can also be gleaned from HSE web site [www.hse.org.uk](http://www.hse.org.uk), trade organizations, Codes of Practice, manufacturers of plant and equipment, and the HSE advice line (Free service) 0845 345 005

## **10. REPORTING ACCIDENTS, INJURIES & INCIDENTS (RIDDOR)**

- a) Any employee who is taken ill or is injured, or who has knowledge of any dangerous occurrence or near miss must report the facts to his manager without delay.
- b) The Manager (and in his absence the person in charge at that time) will, in cases of death, serious injury and reportable dangerous occurrence as specified in the Regulations, immediately inform the director. The manager or director will arrange for the occurrence to be reported by the quickest available means to the enforcing authority.
- c) Following any reportable accident or incident a form F2508 will need to be sent to the HSE incident centre. This can be downloaded from [www.hse.gov.uk](http://www.hse.gov.uk) c/w instructions but is normally carried out by the health and safety advisor on line.
- d) The company would also normally advise all such incidents and all hospital visits (including to third parties) to the health and safety advisor immediately who would report on their behalf and if required commence an investigation. The company would complete an accident report form (see appendix) and forward to the advisor to assist with this.
- e) An accident book will be kept in each office and all accidents no matter how minor must be entered. For all hospital visits / serious injuries / lost time incidents a more detailed form will be completed and sent to the health and safety advisor within 48 hours.
- f) All near misses must be reported to the manager.



- g) All entries in the Accident Book, (no matter how trivial) will be reported to the Director who will:
- ✓ Instigate any investigation or other action required
  - ✓ Highlight any recurring problems
  - ✓ Recommend, after any necessary investigation and consultation with the staff / the company health and safety advisor, any corrective action required to prevent re-occurrence. Any revised procedures will be communicated to staff
- h) IHS Ltd are able to carry out full investigations for serious / reportable accidents including production of a report and recommendations to prevent re-occurrence.

## 11. FIRST AID

- a) Each workplace (including the office) will have a suitable stocked first aid kit to a standard for a minimum of 20 people or higher depending on number present. A minimum of one person will be trained as an appointed person (emergency first aid training) for up to 5 people after which a fully trained first aider will be required. The first aider / appointed person will ensure the first aid kit is maintained and that all employees know where to find them.
- b) For site work first aid facilities will normally be supplied as an attendance by the Principal Contractor, details of which will be provided at induction. If not the company will provide facilities as noted above. In all cases eye wash bottles will be provided by the company in locations where adhesives and grouts will be mixed.
- c) Each vehicle used on business will be provided with a suitable stocked personal first aid kit to a standard suitable for a low risk environment.
- d) The appointed persons will be trained as such and the names will be posted on the emergency plan in the office and form part of induction.
- e) It is the policy of the organisation that anything other than a very minor injury is treated at the local emergency hospital, not on site. There is always a vehicle on site for this purpose. **Advice** can be gained from **NHS Direct on 911**

## 12. STRESS

- a) Anyone can suffer from work related stress when they feel they can not cope with what is being asked of them at work.
- b) This may be for short or long periods and may be the result of the capability / circumstances of the individual as well as a function of the work. Some people are able to accommodate particular duties more easily than others.
- c) It is necessary to be observant and monitor the performance and behavior of staff to identify changes in behavior that are out of character. This may present itself as increased sickness leave, increased or reduced hours / poor time keeping or erratic, irrational or emotional behavior.
- d) If any of the above symptoms becomes apparent it will be necessary for the Manager to hold a confidential discussion / counseling session with the employee to determine if there is work related problem and determine a means to reduce the stress involved.
- e) If an employee at any times feels that he / she is suffering from stress, whether this is work related or not, he / she has an obligation to advise the Manager of this.

### **13. GENERAL WORKPLACE DISCIPLINES**

- a) All work places and access ways must be kept clear of debris and obstructions and must be adequately illuminated. Particular attention should be given to fire escape routes and where vehicles operate.
- b) Materials must be stored in a safe manner
- c) Workplaces must be maintained in good order at all times (including spillages and breakages) and trades people be known and available to carry out emergency works, e.g. glazing, plumbing, gas and electrical work. Such trades should be trained and certified.
- d) Workplaces may also attended by the visitors / clients who can not be made aware through training of how to deal with hazards. Hazards in public areas must therefore be eliminated by regular inspection and maintenance. If short term hazards exist e.g. a spillage, broken glass, etc. this must be effectively isolated from the visitors by barriers, signs etc.
- e) Glazing and fenestration of same will be maintained so as to advise employees and visitors of the presence of glass. This will apply particularly to doors and entrance areas. Safety glass will be installed where felt appropriate.
- f) The Director will ensure that the workplace is inspected, regularly the inspections recorded and any actions required implemented.

### **14. PREVENTION OF TRESPASS & SEGREGATION**

- a) For works in occupied buildings / public areas steps must be taken to prevent unauthorised access by the general public, including children, to workplaces. For sub contract works this will be the responsibility of the Principal Contractor / Client.
- b) Visits by the public / others to work areas must always be accompanied and suitable PPE worn.
- c) Within construction sites segregation of the companies work areas is often required to protect the works. This again is normally provided as an attendance by the Principal Contractor but can be provided by the company via an agreement.

### **15. USE OF CONTRACTORS & SELF EMPLOYED PERSONS**

- a) When contractors and self employed are engaged to carry out any work it is essential to ensure that they are suitably experienced and competent. It is essential that the contractors will to be competent and self supervising in relation to health and safety as well as their trade.
- b) Management should therefore employ only experienced specialists who promote themselves as such and are able to demonstrate relevant experience. This may be achieved by management having first hand knowledge of the contractor involved and being satisfied not only with the quality of work but the standard of safety followed. If no immediate knowledge of the contractor is available it is essential to take up references from previous employers for similar work. IHS can provide checks on the competency of contractors in consultation with Avantgarde.
- c) The above should be adequate for routine maintenance work, alterations and regular operations but with works of a complex nature or longer duration professional advice and supervision should be employed to ensure that a correct Health and Safety regime is implemented. For works of 30 days or more on the organisation premises a CDM Co-ordinator must be appointed by law. IHS Ltd can advise on this.

## **16. WORK ON ROOFS AND NEAR FRAGILE SURFACES OR OPEN EDGES**

- a) The Manager must identify situations where work is to be carried out on or near fragile surfaces, roofs or adjacent to unprotected edges. It is absolutely essential that an experienced contractor is employed for this type of work if sub-contracted. Crawling ladders / boards and edge protection is always required on fragile materials and roofs and must be treated as an absolute minimum. A detailed risk assessment and safety method statement to be understood by all staff (including contractors and self employed) will be essential.
- b) Such work will be unusual for the company but work on roofs / work at height is a major hazard and IHS Ltd are able to provide specific advice if required.

## **17. FIRE PRECAUTIONS AND ASSESSMENTS**

- a) The Director will ensure that a fire risk assessment is carried out for company premises in compliance with Regulatory Reform Fire Safety Order for all premises and ensure a Fire Log book is maintained.
- b) These steps will include ensuring that:
  - a written emergency evacuation procedure is available and practised at least every 6 months
  - there are adequate means of employees being made aware of a fire
  - there is an adequate means of escape in the event of a fire
  - escape routes are kept clear
  - escape routes to have correct signs and adequate lighting
  - sufficient fire fighting appliances are available and properly maintained annually.
  - Fire alarms and emergency lighting (where fitted) must be user checked weekly and by a competent person every 6 months
  - Ensuring the steps are communicated to employees at all levels and recorded
- c) IHS can provide further information following request and quotation.

## **18. SIGNAGE**

The Health and Safety (Safety Signs and Signals Regulations) 1996 require that the following are clearly signed within premises and sites including the use of a pictogram and the need to be in the correct style and colour:-

- a) Emergency escape routes
- b) Fire fighting equipment
- c) Health and Safety law poster
- d) Employers liability insurance
- e) No smoking (July 2007)

Other hazards are covered by various British Standards and Euro-norms (EN's) such as electricity, hearing protection, chemicals etc. If identified as being present by the risk assessment checks if signage is required by contacting, the HSE advice line or IHS Ltd etc.

Use signs from a reputable supplier such as ARCO or Greenhams who only supply signs to the correct standard and are able to offer advice

## 19. EMERGENCY PROCEDURES

- a) The manager will ensure that all staff on site are advised that they have a responsibility to follow the site rules and procedures.

The Manager will ensure the following for the office:-

- Ensure that it is known who is on the site or in the premises at all times and use a daily staff log if there is any chance that it will not be clear who is present.
- Assess the adequacy of the plan at regular intervals, particularly if there are significant changes to the business.
- Obtain the equipment deemed necessary to deal with foreseen emergencies (fire fighting equipment, emergency lighting, means of escape, containment etc.).
- Ensure sufficient emergency exits and escape routes are provided, kept clear, adequately lit and properly marked.
- Designate an assembly area in the event of evacuation, appoint a person and nominate a deputy to account for the staff known to be on site. Managers and their deputies will need to act as fire wardens to check that all staff and visitors have vacated the building.
- Appoint a person and nominate a deputy to summon assistance and where appropriate sound the alarm / call the emergency services.
- Appoint a person to take charge in his absence. This means there will always need to be a person in charge and known as such to all staff, ie the Duty Manager.
- Ensure all persons affected are aware of the arrangements made, instructed in the use of equipment and procedures established and carry out drills and rehearsals. This will be included in induction training. Fire / evacuation drill will be required every 6 months

## 20. EQUIPMENT AND VEHICLES

- a) All work equipment used in connection with the operations of the business whether owned, leased, hired, supplied by contractors, employees or otherwise provided for work must comply with the "Provision and Use of Work Equipment Regulations 1998". In particular equipment must be appropriate for its task, efficient in its operation, in good condition, inspected as required by regulation and regularly maintained in compliance with manufacturers recommendations.
- b) The requirements below apply in Principle to all equipment
- c) The Manager will ensure that operators of equipment (employees and contractors / self employed) are fully instructed / trained in the safe operation of the equipment and competent in its use.
- d) Vehicles or equipment that are in any way unsafe must not be used until rectified.
- e) The Manager must ensure safe access / egress for vehicles at premises or on site and take steps to prevent vehicles entering, leaving or manoeuvring in unsafe areas or in an unsafe way. Delivery / collection vehicles must always be "banked" when reversing. This applies to any office / car park / delivery area or yard.
- f) It is essential that all manuals are available for any equipment used in the business and that any new equipment has a CE mark. Selection of equipment must ensure that it is the safest possible and of its type. The risk assessment must address the duration of use of such equipment per day and identify suitable precautions including use of PPE.

- g) Any item of equipment should be visually inspected every time it is brought into use to verify its condition and level of certification (e.g. PAT testing and inspection / certification records) as well as the experience and competence of the worker to use it. Particular attention should be given to the presence and condition of guarding.
- h) Work equipment defined below will be inspected and recorded weekly on a PUWER record form contained in the appendix :-
  - ✓ Any electrical equipment
  - ✓ All access equipment
  - ✓ Any powered equipment (pull start or engine driven)
- i) Workers should be advised specifically which equipment they are allowed to use and advised that they are not to use any other requirement unless given authority to do so.

## 21. MAINTENANCE of ELECTRICAL AND GAS EQUIPMENT

- a) Only competent persons will work on electrical / gas installations.
- b) Electrical installations, electrical plant, portable tools and other electrical equipment (all at the lowest practicable voltage) must be constructed or manufactured to British or other appropriate standards and be CE marked. A completion certificate must be obtained from the installer in respect of every electrical installation before it is taken into use. It is accepted that equipment used in offices will be 240 V.
- c) Gas installations and appliances must be constructed or manufactured to British or other appropriate standards and be CE marked.
- d) Installers specifications, drawings, manufacturers or other authoritative instructions for the safe use, maintenance and testing of electrical / gas installations, plant, portable tools and other equipment must be obtained before it is taken into service and kept for reference as long as the item remains in service.
- e) Completion Certificates, Inspection Certificates, records of maintenance and testing, will be kept as a record in the office
- f) Electrical and gas installations, plant tools and equipment will be inspected, maintained and tested as recommended by the installer, manufacturer or other authority at the specified intervals. The general electrical and gas installations should be inspected by a competent person initially and then at intervals recommended by the competent person with a record being kept in the office
- g) LPG (Bottled gas) must be stored externally in a steel mesh cage. The specification for this is available from [www.HSE.gov.UK](http://www.HSE.gov.UK)
- h) Electrical office equipment, PC's, copiers, kettles, toasters etc. should be tested be PAT tested every 2 years and recorded. **Portable power tools** should be PAT tested every **three months** and recorded.
- i) Staff will visually inspect site based power tools on a daily basis prior to use (not recorded) and will record inspections weekly on a PUWER register. The inspection will consist of looking for defects including to the plug and lead. In the event of a defect being identified the tool will be taken out of use and sent for repair.
- j) Hired or otherwise obtained, equipment must be included in this system.
- k) Each individual item of plant or equipment will be identified and marked following inspection and this should also be recorded

## **22. MANUAL HANDLING**

- a) When tasks which pose risk of injury through manual handling are undertaken, the person immediately in charge of the operation will be responsible for carrying out an assessment and for taking action if such action has not already been taken or if the circumstances have changed. The risk assessment form should be used to record the assessment which will be held in the office
- b) Mechanical means to handle / move loads should be employed where ever possible as a priority over moving by hand.
- c) Persons carrying out manual handling must be provided with appropriate PPE including suitable gloves and safety footwear.
- d) The Director Responsible for Safety will ensure training is provided to any staff felt at risk from manual handling operations. IHS Ltd are able to supply training as required.
- e) Particular attention should be given to the moving of equipment and materials in the office / stores including furniture and stationary.
- f) Any industrial or regular manual handling activity must have a specific risk assessment.
- g) Generally the recommended weight limit for a male to lift is 25kg however this is entirely dependant on the ability of the worker, where the load is to be lifted from and to, its size and shape. IHS can provide further advice if requested.

## **23. HAZARDOUS SUBSTANCES**

### **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002. (COSHH)**

- a) It is the responsibility of the Manager throughout every operation to identify substances hazardous to health. They will initiate, maintain and update the COSHH assessment records and comply with the legislation controlling work with chemicals, waste, asbestos etc.
- b) IHS Ltd are able to produce COSHH assessments for you
- c) Copies of COSHH assessments should be held with the risk assessments in the office or operating location and should be clipped to the manufacturer's product safety data sheet. The COSHH assessment should define the control procedures to be employed by staff when transporting, storing, using and disposing the product concerned.
- d) COSHH assessments for items in regular use by the company are contained in the appendix.

## **24. PERSONAL PROTECTIVE EQUIPMENT**

- a) Suitable personal protective equipment (PPE) will be provided for all persons who may be exposed to risk to their health or safety except where the risk has adequately been controlled by other means.
- b) Exposure to noise, substances hazardous to health and situations where risk of injury exists will be eliminated or reduced as far as is reasonably practicable before resort is made to PPE.
- c) Exposure to noise, substances hazardous to health and situations where risk of injury exists will be eliminated or reduced as far as is reasonably practicable before resort is made to PPE.
- d) For staff carrying out duties in an office or stores environment the need for PPE may not be high but may need protection from chemicals (cleaning), gloves for manual handling, safety footwear and high visibility jackets etc. this will be provided free of charge.

- e) For staff who work in higher risk areas (including all site work) use of PPE is particularly important and may include a Safety helmet, protective footwear, high visibility tabard or jacket, gloves, ear defenders and eye protection depending on duties. This will be provided free of charge to employees who must look after it and not abuse it or lose it. PPE will also be issued to self employed staff / contract staff to ensure continuity of branding (identification on site) as required on larger projects, such staff will be required to wear only this branded PPE and will be charged for it.
- f) Special PPE may be required for say inspection work at height (harness etc.), this should be defined and supplied following a detailed risk assessment.
- g) Issue of PPE should be recorded on the PPE form contained in the appendix.

## 25. SLIPS, TRIPS AND FALLS

- a) At all times work places will be maintained in a tidy manner with no obstructions being allowed in any pedestrian areas or vehicle areas. Visitors can not be made aware through training of how to deal with hazards, which must therefore be eliminated by regular inspection and maintenance. If short term hazards exist e.g. a spillage, broken glass, an open store door etc. this must be effectively isolated from the general public and other workers by barriers, signs etc.
- b) In any workplace spillages, breakages or trip hazards must be cleared away immediately or barriered off until such time as cleaning or removal can be carried out. Warning signs will be displayed. This includes obstructions caused by deliveries.

## 26. HEALTH AND WELFARE

These provisions apply to any workplace but may be shared with other users on a multi occupied site:-

- a) Toilet facilities will be provided including the provision for hand washing with hot water. Facilities to be cleaned and maintained regularly.
- b) Food preparation facilities to be provided with a drinking water supply and a minimum facility to boil water and to heat food. Facilities to be cleaned and maintained regularly.
- c) A rest area that is heated will be provided with adequate seating. Facilities to be cleaned and maintained regularly.
- d) Workers handling toxic / chemical products must wear gloves but also must have access to hot water, hand cleaner and a nail brush at all times.
- e) The Director will ensure that facilities are provided at all its operational sites prior to work starting.

## 27. NOISE AND VIBRATION

- a) Where workers are exposed to noise and / or vibration the level of exposure needs to be reduced at source to the lowest levels reasonably achievable prior to resorting to the issue of PPE for protection
- b) Noise and vibration assessments must be carried out for all equipment and processes using the risk assessment form in the appendix.
- c) If noise levels exceed 80 dba (first action level) staff and other affected by the work must be advised of the potential risk to hearing and PPE (ear protection) made available. If levels exceed the second action level (85 dba) PPE **must be worn**.

- d) If a normal conversation can not held at a distance of 2.0 M action is required. Suppliers and manufactures (including hire companies) must supply data defining the levels of vibration generated by their equipment.
- e) The HSE supply a vibration calculator on [www.HSE.gov.uk](http://www.HSE.gov.uk) which uses the supplier data to determine if the level of vibration experienced by the worker is acceptable. IHS Ltd are able to carry out noise and vibration assessments if required on request and quotation.

## **28. ASBESTOS and ASBESTOS MANAGEMENT**

- a) The Control of Asbestos at Work Regulations 2012 place a requirement on the owners or other people who control business premises to develop a plan to manage any asbestos present.
- b) This will include taking any precautions required to make any asbestos safe, i.e. render it such that it will not present risk to employees or others who may visit the premises.
- c) This does not always mean removal, it is often possible to treat it / seal it in-situ or simply monitor its condition.
- d) It is essential that an asbestos survey has been carried out for all organisation premises and that its contents and recommendations are known to management.
- e) It is also essential that the condition of any asbestos noted in the survey is monitored and advice taken as to the suitability of the precautions in the current plan or if additional action is required.
- f) Asbestos is a very specialist area and needs the benefit of specialist advice. As a minimum the Regulations require that a survey is carried out and a plan developed to take action on its findings (if any asbestos is found). Any asbestos that presents an immediate risk (such as damaged material) should be treated straight away.
- g) Any asbestos that is found but does not present an immediate risk needs to be monitored and managed
- h) If asbestos is found / suspected at any time then specialist advice needs to be sought and a specialist risk assessment made.
- i) Any work needed concerning asbestos must be carried out in compliance with HSE guidelines by a certified specialist contractor. A specialist analysis of the material must be carried out and the specialist consulted as to the control measures to be taken including disposal.
- j) A suitable consultant would need to assist with this and IHS Ltd can supply advice on who to contact
- k) Site work. If work is being carried out on existing buildings (i.e. not new build) the client must be asked for a copy of the asbestos survey. Any asbestos in the location of the works must be controlled; advice must be sought prior to works for the specific situation.
- l) If workers identify any material that they suspect may contain asbestos they must cease work and advise their manager without delay.

## **29. VISUAL DISPLAY SCREEN EQUIPMENT (VDU / DSE)**

- a) The use of visual display units is controlled by a specific regulation and is particularly relevant to workers who work for significant periods with computers. The Office Manager needs to ensure regular VDU / DSE users have a assessment carried out of their workstation



- b) IHS Ltd are able to carry out basic DSE / workstation assessments including written reports and recommendations on request and quotation.
- c) The assessment need to include use of equipment and particular attention needs to be given to the furniture and seating provided to ensure that the posture of the user and the location of the equipment relative to him / his is correct.
- d) Lighting is also important as is the facility to alter the brightness of the display and reduce glare on the screen.
- e) The HSE provide a free advice leaflet INDG 36 and assessment form available for download at [www.hse.gov.uk](http://www.hse.gov.uk) concerning workplace assessments.
- f) Staff can "self assess" using the HSE form and this will identify basic issues and solutions such as need to adjust chairs. Once the steps have been taken if staff continue to present with ongoing issues contact IHS for advice as a higher level assessment may be required with a specialist, normally a physiotherapist or similar.
- g) Free eye tests need to be made available on request for regular DSE users

### **30. DRIVING**

- a) Drivers of any vehicle whilst on business should not drive whilst under the influence of drink or drugs or whilst significantly tired.
- b) Drivers should monitor the condition of vehicles used for business purposes particularly tyres, brakes and any other item that will effect the safety of the vehicle
- c) Drivers must ensure that the vehicle is serviced and maintained in accordance with the service schedule
- d) Drivers are responsible for checking the vehicle is not overloaded.
- e) On no account must a driver use a hand held phone when driving.
- f) Calls must only be made or received with the car stationary, and engine off.
- g) Use of hands free mobiles should be limited to receiving short calls only and not to make calls.
- h) Drivers must have a valid licence and report potential prosecutions, convictions and endorsements to their Manager both at the time of offence and on conviction.
- i) The above precautions apply equally to company vehicles and to private vehicles being used for company business including ensuring sufficient insurance and a current MOT. Evidence of must be supplied on request.
- j) Drivers are expected to always drive within road traffic laws, safely and responsibly with due consideration for other road users

### **31. ACCESS EQUIPMENT**

- a) The following areas in particular need to be assessed:-
  - Use of and condition of ladders including step ladders
  - Any form of access equipment, eg scaffold, cherry pickers, suspended cradles
- b) The Manager must ensure that the risk assessment procedure is carried out for all relevant activities as appropriate, control procedures defined and communicated to all concerned.
- c) The organisation must ensure that all staff and contractors using such equipment are suitably competent, experienced and trained including inspection of ladders as well as use.
- d) All access equipment will be inspected as appropriate by a competent person with the inspection being recorded weekly on the PUWER form contained in the appendix

### **32. LONE WORKING**

- a) Lone working is defined as a single staff member working alone or working alone in the presence of a person or persons who may present a risk e.g. an estate agent on a viewing. Working alone in an occupied workplace is not normally considered lone working.
- b) Staff carrying out such visits should make an assessment (risk assessment) of the condition of the property / site and make a decision if it is safe to enter. If there is a reasonable risk of injury then the work should be cancelled and re-arranged with a second person.
- c) Staff should be sufficiently trained and experienced to carry out their own risk assessments and decided what precautions / PPE are required.
- d) Staff should have with them sufficient PPE and safety equipment (e.g. torch and mobile phone) to carry out the work safely.
- e) Once at the site if there is any cause for concern staff should ring back to the office to advise "on site" and ask for them to call back within a specified time if a completion call has not been made
- f) If telephone contact has been made to the office then a call must be made once the work is complete and the staff have returned safely to their car
- g) If the "safety calls" are not answered the manager in the office will arrange for someone to visit site immediately

### **33. AUDITS, INSPECTIONS and REVIEW**

- a) The Director will arrange for or carry out audits / inspections of each workplace. This will include reviews of the fire risk assessment and Risk / COSHH assessments.
- b) The review will be carried out by a competent person or company nominated by the Director responsible for Safety in consultation with the workforce. The appointment made will be confirmed in writing. As appropriate the individual will receive specific training for this function which will form part of their duties.
- c) Where the company proposes to use an External Consultant their competency will be checked as appropriate.
- d) On an annual basis the health and safety policy will be reviewed and re-issued as a minimum. Interim amendments will be made if significant changes in legislation occur.

### **34. INFECTION RISKS AND HEALTH SUVEILLANCE**

- a) The Director will ensure that a Risk and or COSHH assessment is carried out where there is a risk of infection. They will ensure that control procedures are communicated to those potentially at risk from the hazard, such as exposure to lead, asbestos, dust, chemicals diseases or other sources.
- b) The Director will arrange for Health Surveillance assessments to be made for its employees that are exposed to hazards such as lead, asbestos, noise, vibration, dust chemicals and diseases.
- c) The assessments will be made in consultation with the employee and the records kept in the employees personnel file. The employee will also have a copy of the record.
- d) Employees should report any incidence of poor health to their supervisor as soon as it is known to them. Failure to do so may result in disciplinary proceedings.

### **35. HOT WORK**

- a) The Director will arrange for the need for hot work to be assessed and alternatives considered that present a lower risk.
- b) If hot work is required the following precautions will be applied as a minimum
  - ✓ A risk assessment to be carried out
  - ✓ The work area cleared of flammable materials
  - ✓ Heat resistant mats / blankets provided to protect surfaces
  - ✓ Suitable fire extinguishers to be supplied
  - ✓ The client informed of hot work
  - ✓ Investigation of the effect on fire detection systems
  - ✓ A permit system to be used to log the location, nature and time of the work and gain approval of the client
  - ✓ The work site to be attended for a minimum of one hour after completion with thorough checks being made before leaving. The permit is to be signed, dated and time noted of both completion and leaving the work area.

### **36. CONFINED SPACES**

- a) I required the Director will arrange for the need for confined space working to be assessed and alternatives considered that present a lower risk
- b) For confined space working to be establish the workplace must be:-
  - ✓ Substantially enclosed and coupled with a reasonably foreseeable risk from:-
  - ✓ Fire / heat
  - ✓ Lack of oxygen
  - ✓ Toxic gas
  - ✓ Inflow of water, fluids or flowable solids
- c) If confined space working is required the following precautions will be applied as a minimum, advice should be sought.
  - ✓ A risk assessment to be carried out
  - ✓ Suitable trained staff to be employed (minimum 2 No.)
  - ✓ An emergency & rescue plan to be developed and commutated to all staff
  - ✓ Correct safety and rescue equipment to be supplied.

### **37. LIFTING EQUIPMENT AND OPERATIONS**

- a) The Director will ensure that all lifting equipment and operations will be carried out in accordance with the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998. This requires that all lifting equipment and lifting operations are planned and managed and a risk assessment is produced specific to the activity. In particular lifting equipment provided for use at work should be:-

- Strong and stable enough for the particular use and marked to indicate the safe working loads
  - Positioned and installed to minimise any risks, access restricted to “others”
  - Used safely the work is planned, organised and performed by competent people
  - Subject to ongoing thorough examination and where appropriate inspection by competent people.
- b) If using a crane a lifting plan must be developed by the Appointed Person including the appointment of duty holders for:-
- ✓ Driving the crane
  - ✓ Slinging
  - ✓ Directing the load (banks man)
- c) The preferred method to employ a crane is to appoint a specialist crane supplier to carry out a “Contract Lift”
- d) If “lift and shift” equipment is to be employed (pulley blocks, gin hoists etc) the users must be competent and trained. The attachments point should be robust and if there is any doubt tested.
- e) If equipment to be fixed is raised with the worker in a MEWP then the capacity of the MEWP should be checked.
- f) Inspections of lifting equipment will be carried out by the competent person and recorded using the LOLER form contained in the appendix at the appropriate intervals.

### 38. WORKING AT HEIGHT

The Director will ensure that the company’s duties are carried out when working at height in accordance with the Working at Height Regulations 2005 as follows:-

- That all work at height is planned and organised and a **risk assessment** is carried out and communicated to all involved in the work
- That the work at height takes account of weather conditions that could endanger health and safety
- Those involved in work at height are trained and competent
- The place where the work is done is safe
- All work equipment is suitable for use and inspected, use the PUWER form in the appendix.
- The risks from fragile surfaces are controlled
- The risk of falling objects are controlled

### 39. WORK ON CONSTRUCTION SITES

- a) The Director will arrange for the required information for safe working to be provided by the client or Principal Contractor. If not available he will arrange for or carry out audits / inspections of each workplace.
- b) The findings from site inspections / outcomes risk assessments will be developed into a site health and safety plan including a method statement and COSHH assessments which will be communicated to anyone working on or visiting site. Refer to the appendix for details on producing the plan, section 4.

c) The following PPE will be provided as minimum for site visits. In addition to these minimum standards additional PPE may be required for certain activities, refer to the risk assessments.

- ✓ Safety helmet
- ✓ High Visibility Coat or tabard
- ✓ Safety boots or shoes

#### **40. CONSTRUCTION, DESIGN AND MANAGEMENT REGULATIONS (CDM) 2015**

The organisation is aware of the responsibilities of all duty holders appointed under the CDM Regulations (as noted below) and will fulfil their obligations appropriate to their role on any particular project.

Avantgarde Tiling normally have the responsibilities of contractor as defined by the regulations.

The company may have a contribution to design in providing suggestions / options for materials or methods. These are offered in good faith for approval by the Architect and as such do not attract design responsibility. Data sheets and details of any associated hazards would be supplied to the Architect.

All Construction Works are controlled by the CDM Regulations in addition to other relevant task / hazard related legislation such as working at height, noise etc. Works on projects lasting 500 person days to be notified to the HSE using the F10 by the Client.

#### **Summary Clients Duties under the regulations are to:**

- Appoint a Principal Designer(PD) to manage the Pre-construction Phase
- Appoint a competent Principal Contractor (PC) and ensure that suitable arrangements are in place throughout the Construction Phase.
- Provide information concerning the site to the Principal Designer to prepare the Pre-construction Information including the commissioning of surveys such as asbestos, location of service connections, information concerning the Clients activities and other hazards relevant to the site.
- Ensure that suitable resources and time are allocated to the contract and remain in place throughout the contract
- Ensure that the PD and PC are complying with their duties under the Regulations.
- Ensure the Construction Phase H&S Plan is suitably developed prior to work starting on site.
- Ensure adequate welfare facilities are provided at commencement of works and maintained throughout the Construction Phase.
- Receive and act on the Health and Safety file

#### **Summary Principal Designers Duties**

The PD must plan, manage, monitor and co-ordinate health and safety in the preconstruction phase of a project. This includes:

- Identifying, eliminating or controlling foreseeable risks ensuring designers carry out their duties.
- Liaise with other designers throughout the life of the project.

- Prepare and provide relevant information to other duty holders including pre-construction information.
- Liaise with the Principal Contractor to help in the planning, management, monitoring and co-ordination of the construction phase.
- Prepare and issue the H&S File to the Client

### **Summary Principal Contractor (PC) Duties**

The Principal Contractor must plan, manage, monitor and co-ordinate the construction phase of a project. This includes:

- liaising with the Client and principal designer
- preparing the construction phase plan
- organising co-operation between contractors and co-ordinating their work.
- Ensure that:
  - suitable site inductions are provided
  - reasonable steps are taken to prevent unauthorised access
  - workers are consulted and engaged in securing their health and safety
  - welfare facilities are provided

### **Summary Designer Duties**

Designers must when preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during:

- construction;
- and the maintenance and use of a building once it is built.

Provide information to other members of the project team to help them fulfil their duties.

### **Summary Contractor Duties**

Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety;

- For projects involving more than one contractor, coordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor;
- For single-contractor projects, prepare a construction phase plan.

## **41. Drug and Alcohol abuse**

This policy applied to all employees, self employed persons, sub-contractors and any other person working for or on behalf of the company.

It is not acceptable for any such person (as above) to consume alcohol or drugs during working hours. If prescription drugs (legally obtained and taken on medical advice) may lead to a reduction in performance this must be discussed with the manager prior to work.

Any breaking of the above rules will be class as gross mis-conduct and the workers employment will be terminated.

Any worker arriving at work suffering from the effects of alcohol or drugs in such a way as to effect his performance will be considered gross mis conduct offence and will be subject to disciplinary action. will be subject to disciplinary action and possible dismissal.

All person working for the company (whether directly employed or not) are required as part of there terms of engagement to undertake tests / supply samples of blood / urine or saliva

## Appendix

The following forms are enclosed and form part of the Policy.

- **Section 2**
- Risk Assessment Guidance
- Risk Assessment Form
- COSHH assessment form
- Equipment inspection (PUWER & LOLER) Form
- Issue of PPE Form
- Accident form and investigation procedure
- VDU/DSE user assessment form
- **Section 3**
- Procedure for employing Sub Contractors
- **Section 4**
- Site Health and Safety Plan
- **Section 5**
- Premises Inspection Procedure
- Workshop / Stores Inspection Procedure
- Site Inspection Form
- **Section 6**
- Training including Induction, Training Matrix
- **Section 7**
- Employee Handbook
- **Section 8**
- Fire Risk Assessment
- Emergency Procedures