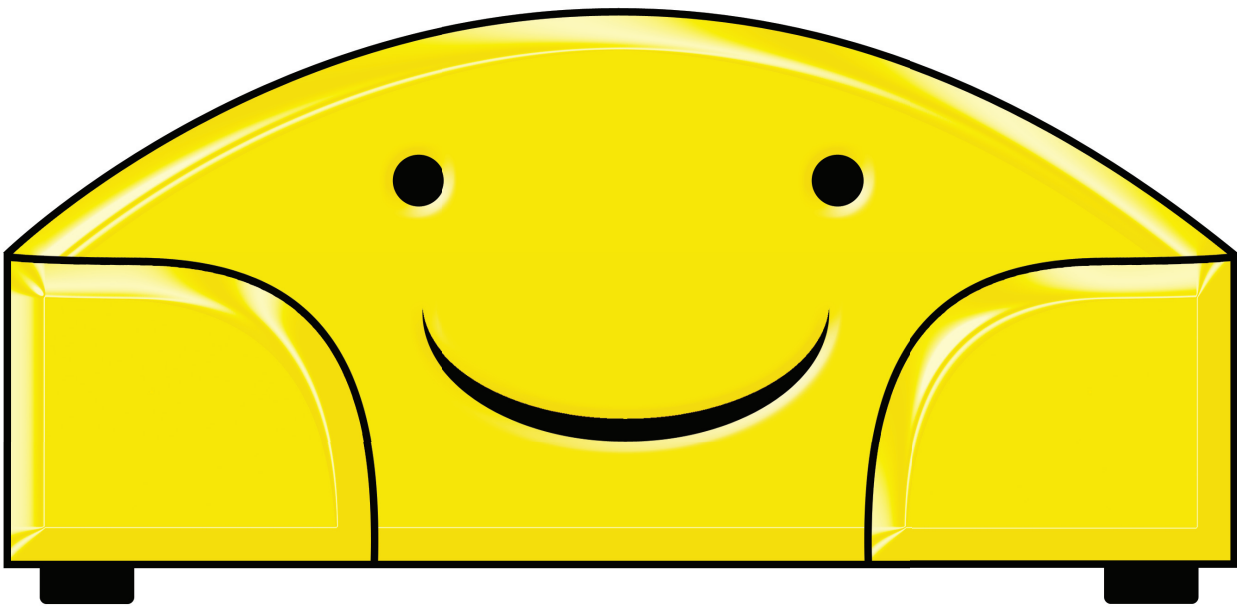


FURNISHED HOMES

COMPANY POLICY





# **FURNISHED HOMES**

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## **COMPANY POLICY**

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# EQUAL OPPORTUNITIES POLICY

## **1. Statement of Intent**

### **1.1**

Underley Furnishings recognises that in this society groups and individuals have been and continue to be oppressed and discriminated against on the grounds of, for example, race, nationality, ethnic or cultural origins, responsibility for dependents, physical impairment, mental or emotional distress, learning difficulty, survivors of the mental health system, HIV status, language, appearance, religious beliefs, absence of religious beliefs, class, age, gender, sex, sexual identity and identifying as Tran gendered. Underley Furnishings also recognises that people often face simultaneous or multiple oppression.

### **1.2**

Underley Furnishings recognises that discrimination operates through a number of commonly held assumptions and prejudices, which are reinforced by laws, rules and customs. Discrimination can go unrecognised, is often regarded as natural or inevitable and gives some people positions of power over others.

### **1.3**

Underley Furnishings recognises that discrimination works by stereotyping people into particular roles, maintaining their invisibility in decision-making and treating them in an inferior manner. The persistence of fundamental prejudices, whether practised overtly or through subtle and unconscious forms, must be acknowledged if discrimination is to be tackled positively.

### **1.4**

Underley Furnishings recognises the need to confront and challenge the effects of oppression by actively encouraging the participation of all people from discriminated groups in the work of Underley Furnishings. Underley Furnishings is committed to combating discrimination, prejudice, victimisation and harassment in all their forms in the workplace by promoting anti-discriminatory practice and to working towards the elimination of all forms of direct and indirect discrimination in relation to all people who have any dealings with the company, including staff, management, volunteers, service users, outside experts, members, applicants, contractors etc.

### **1.5**

Underley Furnishings recognises that combating discrimination is an immense task. It also recognises that the language people choose to describe themselves is evolving and that its policy may not reflect this. Underley Furnishings is opposed to discrimination and oppression in all forms, and acknowledges that the promotion of equal opportunities involves more than just a commitment to remove discrimination. It also means redressing the inequalities that exist by positive policies aimed at combating past discrimination.

### **1.6**

Underley Furnishings recognises that positive action is necessary to overcome institutional oppression and its effects. It is committed to working against this oppression and, therefore, developing strategies in its management and employment practices that counteract discrimination and prejudice in all its forms.

### **1.7**

Underley Furnishings will implement a positive approach to incidents of victimisation, discrimination and harassment in line with company policy. However, they all remain disciplinary offences because conduct of this manner will not be tolerated.



## 2. Different Forms of Discrimination

### 2.1

Underley Furnishings considers that discrimination can take various different forms...

**i)** Direct discrimination is treating one person less favourably than another in the same or similar circumstances. For example, refusing to employ someone who has the required skills because they are pregnant.

**ii)** Indirect discrimination is when there is an unjustifiable requirement or condition that on the face of it applies equally to everyone but which in practice can be met by more people from one group than another, for example an unnecessary physical or age requirement.

**iii)** Abuse and / or harassment is unwanted conduct of a sexual nature or other conduct based on race, nationality, ethnic or cultural origins, responsibility for dependents, physical impairment, emotional distress, being a survivor of the mental health system, learning difficulty, HIV status, language, appearance, religious beliefs or absence of religious belief, class, age, sex, gender or sexual identity, affecting the dignity of women and men.

**iv)** Discrimination by victimisation is when a person is treated less favourably or is discriminated against because s/he has pursued or it is suspected that they intend to pursue or assist someone to pursue their rights in respect of alleged discrimination.

## 3. Race

Underley Furnishings recognises that the language that we use in attempting to deal with issues of race and ethnicity may not be satisfactory to all the different sections of society. The aim of this section of the policy is to eliminate racial discrimination. We do recognise that we do not have specific policies to deal with all aspects of discrimination. We recognise also that there is no hierarchy of oppression.

### 3.1

Underley Furnishings recognises that ethnic minority groups face discrimination in all areas of their life. It also recognises the discrimination faced by their partners, children and those close to them. It also recognises that there are massive differences within the various ethnic groupings and that individuals within these communities have differing needs.

### 3.2

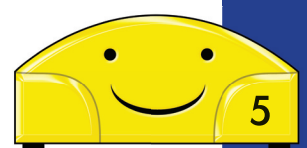
Underley Furnishings recognises that it is vital that the needs of all ethnic minority groups should receive full and proper consideration and that they have full access to all products and services.

### 3.3

Underley Furnishings recognises that institutional racism and discrimination create a climate in which ethnic minority groups encounter racism everyday. Underley Furnishings is therefore committed to combating racism, discrimination and prejudice in all their forms in the workplace and the community, and recognises that positive action is necessary to overcome institutional racism and its effects.

### 3.4

Racial harassment is a major problem affecting ethnic minorities. In many cases it takes the form of physical attacks, harassment, verbal abuse and the use of offensive words. Underley Furnishings will take positive action to make sure that this will not occur within the workplace.



## 4. Women

Underley Furnishings recognises that women are discriminated against because of their sex, their marital status, their economic status, and because it is women who predominantly have primary responsibility for child care, for providing unpaid assistance to older people, disabled people and those who are ill. It recognises that women who are single parents are specifically singled out for discrimination and harassment. Underley Furnishings believes that women have the right to determine their own lives.

### 4.1

Underley Furnishings is committed to combating discrimination against women in all its forms. It believes that one of the barriers to equality is the lack of affordable and accessible quality child care. Underley Furnishings aim is to facilitate a better balance between work and family life in order to provide genuine choice and opportunity to working parents and those with responsibility for child care, and for providing unpaid assistance to older people, disabled people and those who are ill. It believes that this will help to combat discrimination against women and promote equality.

### 4.2

Underley Furnishings recognises that it is vital to ensure that the needs of women receive full and proper consideration and that they should have access to full advice and representation.

### 4.3

Underley Furnishings recognises that part of the oppression of women is sexual violence, abuse and harassment and that the majority of perpetrators are men. It will take positive action to ensure that this will not occur within Underley Furnishings.

## 5. Disabled People

The use of the term “disabled” in this section as in the rest of this policy refers to people with physical or sensory impairment, learning difficulty, mental or emotional distress and survivors of the mental health system, who are discriminated against in all areas of their life, and specifically in education, training, job opportunities, employment and services. It also recognises the discrimination faced by their partners, children and those close to them. Underley Furnishings is committed to combating discrimination against disabled people in all its forms.

### 5.1

Underley Furnishings is committed to adopting the social model of disability as a fundamental principle (i.e. that disability is caused by the way in which society fails to meet disabled people’s requirements and not by an individual disabled person’s particular impairment).

### 5.2

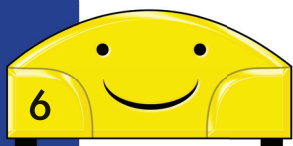
Underley Furnishings does not recognise the concept of “justifiable” or “legitimate” discrimination against disabled people.

### 5.3

Underley Furnishings recognises that it is vital to ensure that disabled people’s requirements receive full and proper consideration.

### 5.4

Underley Furnishings will give priority to disabled people’s access requirements with the aim that no disabled person is prevented from participating in Underley Furnishings work or gaining access to services.



## 6. Lesbians, Gay Men and Bisexuals

Underley Furnishings acknowledges that heterosexism (the belief that heterosexuality is both the norm and superior to any other sexual identity), is actively endorsed at all levels of public life. Underley Furnishings recognises that its procedures and practices should not be based on the assumption that everyone is or should be heterosexual. It also recognises the need to confront and challenge the effects of heterosexism and homophobia by encouraging the participation of lesbians, gay men and bisexuals in the works of Underley Furnishings.

**6.1**  
Lesbians, gay men and bisexuals who are open about their sexual identity and those who are assumed to be lesbian, gay or bisexual, experience discrimination when trying to gain access to education, training, job opportunities, employment and services.

**6.2**  
Underley Furnishings is committed to combating discrimination and prejudice in all its forms against lesbians, gay men and bisexuals. It acknowledges the treats of violence and harassment lesbians, gay men and bisexuals encounter. Underley Furnishings will work to ensure that lesbians, gay men and bisexuals feel safe in being open about their sexual identity.

**6.3**  
Underley Furnishings will take positive action to ensure equal status of lesbian, gay and bisexual paid and unpaid members of the Underley Furnishings team.

## 7. Religion

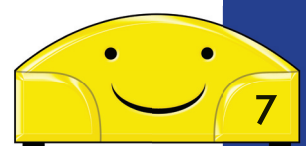
Underley Furnishings as a secular organisation recognises that it operates in a society comprising diverse religious beliefs or absence of belief. Further, Underley Furnishings recognises that some aspects of society are structured around a dominant Christian religion and these structures do not accommodate the diversity of religious beliefs or absence of religious belief that exists in this society. Underley Furnishings is committed to combating discrimination against people because of their religious beliefs or absence of religious beliefs.

**7.1**  
Underley Furnishings will actively encourage all people to participate in the companies operations irrespective of their religious beliefs or absence of belief. However as a secular organisation Underley Furnishings does not promote any particular religious belief.

**7.2**  
Underley Furnishings believes that discrimination on grounds of religious belief and or religious observance can often be linked to racism.

**7.3**  
Underley Furnishings will ensure that all people have full access to products and services irrespective of their religious beliefs or absence of religious beliefs.

**7.4**  
Underley Furnishings will not discriminate against staff members paid or unpaid who follow their religious observances insofar as this does not conflict with the secular nature of Underley Furnishings.



**7.5**

Underley Furnishings will not discriminate in employment on the basis of religious beliefs or absence of religious belief.

**7.6**

Underley Furnishings will work to ensure that no staff member or customer is harassed because of their religious belief or absence of religious belief.

**8. HIV Status**

Underley Furnishings recognises the widespread discrimination faced by people who are HIV positive or living with AIDS. It also recognises the discrimination faced by their partners, children and those close to them.

**8.1**

Underley Furnishings recognises that the discrimination faced by people who are HIV positive and/or living with AIDS can often be linked to discrimination against disabled people, heterosexism and homophobia.

**8.2**

In seeking to combat discrimination against those who are HIV positive or living with AIDS Underley Furnishings will ensure that people who are HIV positive or living with AIDS will have equal access to employment and all products and services.

**9. Methodology**

Underley Furnishings recognises that in order to effectively implement this policy positive steps must be taken and there will be serious resource implications.

**9.1**

Underley Furnishings will ensure that all staff takes part in equal opportunities training as part of the induction training program.

**9.2**

There will be a standing item on the agenda of the senior management team's monthly strategy meeting.

**9.3**

Ralph Joiner, Managing Director is the designated Equal Opportunities Officer.

**9.4**

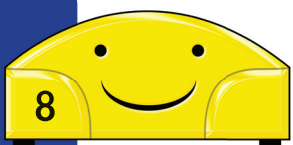
Underley Furnishings will identify and budget appropriately to ensure that all aspects of our work are accessible.

**9.5**

Underley Furnishings will take positive action to ensure that the staffing is made up of ethnic minorities, disabled people, lesbians, gay men, bisexuals and women.

**9.6**

The Equal Opportunities Officer will undertake an annual review of the composition of the staff in light of point 9.5 above and make recommendations for any actions to be taken on the basis of that review.



## 10. Monitoring and Evaluation

### 10.1

Underley Furnishings will have a standard form to monitor race, sex and disability for service users, staff, job applicants and volunteers. The Equal Opportunities Officer will evaluate the success or the degree of success of the Equal Opportunities Policy as a whole.

### 10.2

All current staff and volunteers will complete standard anonymous and confidential monitoring forms in a sealable envelope annually commencing with the adoption of this policy.

### 10.3

Equal Opportunities evaluation will take place yearly and a report produced by the Equal Opportunities Officer to be presented to all staff before the AGM.

## 11. Service Provision

### 11.1

When producing Underley Furnishings information consideration will be given to whether it is appropriate to use different community languages and accessible formats. All information will be jargon free and in plain English.

### 11.2

Underley Furnishings must continue to prioritise making the physical environment accessible to all customers.

### 11.3

Telephone services should be accessible for deaf people.

## 12. General

### 12.1

Training shall be available both in the implementation of this policy and in Equalities issues.

### 12.2

Any staff member who breaches this policy shall be liable to disciplinary action.

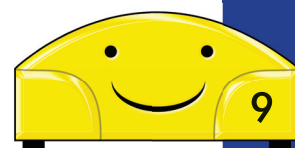
### 12.3

In hiring outside experts, contractors or using other agencies the company shall actively pursue its equal opportunities policy.

## IMPLEMENTATION

*Underley Furnishings believes that passive policies are inadequate and ineffective in combating discrimination and will positively seek to ensure that groups and individuals referred to in this Equal Opportunities Policy are not disadvantaged in the composition of the staff, in the provision of products and services and or in the recruitment process for paid or unpaid work. Underley Furnishings is committed to ensuring that the implementation of this policy has a lasting impact and is kept at the forefront of our work.*

*Underley Furnishings recognises that in order to provide services that reflect the needs and requirements of ethnic minority groups, women, disabled people, lesbians, gay men and bisexuals it is desirable that the make up of the company reflects the society which we serve. Underley Furnishings will take positive action to try to achieve this.*



# ENVIRONMENTAL POLICY STATEMENT

The company recognises that its activities have an impact on the environment and is committed to improve its environmental performance and minimise the harmful effects through caring policies and effective management.

The company accepts and acknowledges its obligations and responsibilities under legislation and guidance dealing with environmental issues that effect or arise in consequence of its business.

The company will identify and determine the environmental issues requiring attention and implement measures to achieve improvement. In particular attention will be given to:

Environmental awareness and understanding of our business amongst those working for or on behalf of the company, providing training as necessary and encouraging sub-contractors and suppliers to adopt sound environmental practices;

The consideration of the storage, treatment and disposal of any waste, hazardous or potentially toxic materials to avoid environmental harm;

The use and re-use of materials to minimise and curtail creating waste and, whenever practicable, using materials and products from sustainable sources;

Control the emission of pollutants, noise and dirt, and the use of potentially harmful substances and treatments during activities;

Conserve energy through sensible selection, use and management of resources, equipment, and transport;

The continued development, monitoring and investigation of systems, practices and procedures at each stage to ensure the environment remains a foremost consideration.

Ensuring our products are manufactured only using woods from non – tropical, sustainable sources.

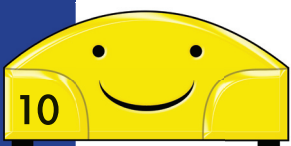
The refurbishing service is available for furniture, white goods, electrical items, upholstery and beds.

The company is licensed under the register of the control and pollution act.

This statement is fully supported by the Managing Director.

Signed .....

Date .....



## HEALTH AND SAFETY - GENERAL POLICY STATEMENT

Overall and final responsibility for health and safety in Underley Furnishings Limited is that of the Board of Directors who are advised by Ralph Joiner, the director responsible for safety.

Underley Furnishings Ltd will comply with the Health and Safety at Work etc. Act 1974, and other relevant legislation and meet the standards required to protect all of our employees and any person likely to be affected by our work operations.

The objective of this policy is to attain and maintain high standards of health and safety performance throughout the company and detail the standards expected of employees and sub-contractors who under take work on its behalf.

Hazards will be identified and the risk of injury, disease or dangerous occurrence will be minimised by the achievement and maintenance of high standards of health and safety. These standards will be attained, so far as is reasonably practicable by:

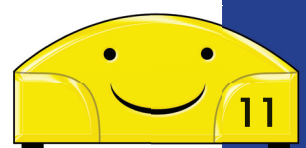
- *The provision and maintenance of equipment and systems of work that are safe and without risk.*
- *Adequate arrangements for the regular assessment of work activities in order to identify associated hazards and control the risks arising.*
- *Arrangements for ensuring safety and the absence of risks to health in connection with the use, handling, storage, transportation and disposal of articles and substances.*
- *The provision of such information, instruction, training and supervision as is necessary to ensure the health and safety of employees of the company.*
- *Providing any necessary personal protective clothing and equipment required as the result of a risk assessment.*
- *The maintenance of any workplace under the control of the company in a condition that is safe to use and without risk to health and the provision and maintenance of means of access to and egress from it that are safe and without risk.*
- *The provision and maintenance of working environments that are without risk to health and adequate with regard to, first aid; fire prevention and control; welfare facilities and arrangements for employees of the company.*
- *The co-operation of employees of the company to enable statutory obligations to be met.*
- *A visible management commitment to higher standards of health and safety achieved through monitoring performance and the continuous improvement of the health and safety culture throughout the company.*

The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it is implemented will be reviewed annually.

The allocation of duties for safety matters and the particular arrangements made to implement the policy follow.

Signed ..... Date .....

Ralph Joiner, Director Responsible For Health And Safety



## RESPONSIBILITIES AND DUTIES

### Chain of Responsibility

#### A

The overall responsibility for health and safety lies with the board of directors. The named Safety Director will keep the Board of Directors advised as to their responsibilities, and those of the company, in respect of health and safety matter.

#### B

They should also ensure that a copy of the company's safety policy is forwarded to all operatives, other contractors, as necessary, and any other interested party.

#### C

The Company's safety Advisers, The Building Safety Group Limited, Woodhouse Manor, East Wing, Fernhill, Almondsbury, Bristol BS32 4LX, will advise on all matters of health and safety and liaise with the safety director, managers, agents and foremen.

#### D

Managers will be responsible for the organisation of health and safety on their sites and within their departments. They will liaise with The Building Safety Group Limited and the safety director.

#### E

Management are responsible for implementing this Policy, and the requirements of all health and safety legislation, giving advice and guidance on site. They will co-operate with The Building Safety Group Ltd safety advisers, H.S.E. Inspectors, Environmental Health Officers and all other authorised persons. They will appoint and delegate a competent person to be in charge during their temporary absence.

#### F

Contractors will sign a declaration that they understand the parts of this policy relevant to them, site emergency procedures, client's safety requirements etc, and are conversant with the Health and Safety at Work etc Act 1974 and other legislation governing their operations.

#### G

The Building Safety Group Ltd will employ safety advisers to make frequent inspections and report each time in writing to the safety director.

### The Company's duties

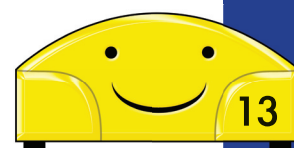
1. To observe the requirements of the Health and Safety at Work etc Act 1974 and all other relevant legislation, Codes of Practice, Health and Safety Executive Guidance Notes and recommendations of H.S.E. Inspectors and Environmental Health Officers.
2. The provision and maintenance of safe equipment and systems of work especially in relation to hazardous and sensitive site operations.
3. Ensuring the control of risks to health in handling, storage and the transportation of materials, articles and substances.
4. To carry out and provide risk assessments, COSHH assessments, noise assessments and other assessments as necessary and in consequence, safe systems of work, preparing and providing method statements as required.



5. To ensure that necessary personal protective equipment (PPE) is available at all times.
6. To regularly monitor and review our procedures to provide sufficient information, instruction, training and supervision to ensure the health and safety of employees and other persons. To consult with the company's employees to promote a policy of communication and 'open door' procedures for the discussion of safety matters within the organisation. To liaise closely with The Building Safety Group Ltd. To permit safety representation by the employees in accordance with regulations and good practice.
7. The provision and maintenance of high standard welfare facilities and first aid arrangements.
8. To prevent injury or damage to any person and to adjacent property affected by our operations.
9. To bring into effect proper procedures to comply with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 and to include where appropriate the investigation and reporting of the same.
10. To ensure that all site contractors comply with the relevant parts of this Policy, any health & safety plans, method statements and risk assessments regarding that site.
11. To co-operate with Local Authority and Clients Fire Prevention recommendations and ensure that requirements under the Fire Precautions (Workplace) Regulations 1997 and as amended 1999 and other relevant statutory provisions are met. This will include the provision of a fire risk assessment. To have contingency plans/procedures for dealing with such risks including the training of employees as necessary and the monitoring of all equipment involved in accordance with the manufacturer's recommendations.
12. To prevent, as far as possible, any person engaging in a work operation whilst under the influence of alcohol or drugs. Supervisors are required to report all cases of suspected alcohol or drug abuse, allergies or medication likely to affect an employee's health and safety.
13. To make arrangements for implementing any special requirements required by the Client, the Police and Local Authority whilst operating in hazardous or sensitive areas and in the management and control of asbestos in premises.
14. To provide satisfactory levels of finance, human resources, time and other requirements to ensure health and safety at all times.

## The Safety Director's Duties

1. To provide a visible management commitment to higher standards of health and safety, achieved through monitoring performance and the continuous improvement of the health and safety culture throughout the company
2. To monitor the effectiveness of this Policy and to make revisions as necessary.
3. To ensure all Company employees and all persons having an interest, are made aware of this Policy and understand their individual duties and responsibilities.
4. To analyse the safety advisers' site inspection reports and any accident or dangerous occurrence report and to ensure that corrective action is taken by the company concerned.
5. To ensure adequate arrangements are made for Health and Safety training of all employees on a regular basis as required by the relevant statutory provisions and to meet proactive and reactive demands placed upon the company by other organisations such as planning supervisors and clients.



6. To ensure that documentation relating to accidents, diseases, insurance, training, plant registers and certificates, etc. is maintained and to ensure that notification and reporting procedures are carried out.
7. To keep the Board of Directors advised as to their responsibilities and those of the company, in respect to health and safety matters.
8. To ensure adequate financial arrangements are made to meet statutory requirements.
9. To ensure that the management of health and safety within the company is periodically audited, so that high standards of health and safety performance are maintained and areas where improvement is required are identified.

### **Where the company is appointed as a Contractor we will:**

1. Comply with the Principal Contractors instructions relating to matters of health and safety.
2. Co-operate and co-ordinate our activities with the Principal Contractor and other Contractors who may be affected by our operations.
3. Provide the Principal Contractor and other Contractors with method statements, assessments of risks, hazardous substances, and noise and, any other information concerning our activities that may have an effect on their operations.
4. Inform all our employees and self-employed sub-contractors of those details in the company's Safety Plan that may affect their operations and any safety rules they are required to comply with. Safety plans are to include method statements and risk & COSHH assessments which must be read by, or read over to all operatives and signed by them.
5. Provide the Principal Contractor with details of all health and safety training given to our managers and operatives and any other training information that the Principal Contractor may from time to time require.
6. Promptly provide the Principal Contractor with any information brought to our attention or discovered during construction work that the Planning Supervisor should have for inclusion in the Health and Safety File.
7. Assist the Principal Contractor to ensure that, at all times, only authorised persons have access to the part of the site where the company's operations are taking place. .
8. Ensure that the company's managers attend the regular site health and safety co-ordinating meetings during the project.
9. Ensure that all injuries, diseases and dangerous occurrences, that are reportable under RIDDOR 1995 are promptly reported to the Principal Contractors site management.

### **The Safety Advisors Duties**

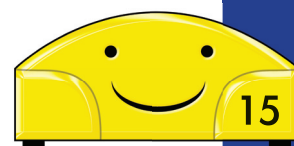
1. To advise when required on safety matters in advance of operations.



2. To carry out regular site inspections where required in company with the site supervisor or other person and, to discuss and advise on matters affecting health, safety and welfare.
3. To notify the site supervisor of all defects found and provide a signed report on site, with copies for the safety director and The Building Safety Group Ltd office records.
4. To notify the safety director if serious defects are continually not remedied.
5. Immediately to contact the safety director if situations are found that, in the opinion of the safety adviser, are dangerous enough to warrant the stopping of any operation.
6. To advise safety training requirements for new entrants and all employees.
7. To supply all relevant statutory documents in accordance with the regulations, if requested by the company.
8. In accordance with the agreed criteria, to carry out investigations into and report on dangerous occurrences and serious accidents.
9. To check site documentation is being completed correctly and where necessary to ensure that risk assessments and method statements are available.
10. To carry out inspections of offices and warehouse as required by the company.

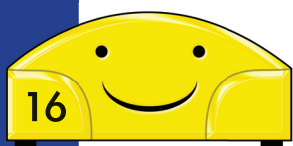
## The Contracts Managers Duties

1. To monitor the implementation of this Policy, the Client's safety requirements and our statutory responsibilities.
2. To ensure that The Building Safety Group Limited is notified of such sites or those of a special nature.
3. To pre-plan safe methods of construction, the provision of adequate welfare facilities and ensure adequate financial provision is made for health and safety.
4. To set a personal example to all operatives on site, by wearing the appropriate personal protective equipment.
5. To ensure that statutory notices, this Policy, insurance certificate, names of appointed first aiders and emergency procedure action are displayed and maintained in prominent locations.
6. To assess the risks to health and safety of all operations and ensure adequate control measures are in force.
7. To ensure that members of the public, affected by the Company's operations are adequately protected.
8. To ensure that incidents, accidents and dangerous occurrences are thoroughly investigated and reported to the relevant statutory authorities.
9. To monitor the maintenance of all relevant site safety records.



## Site Managers Duties

1. To organise and co-ordinate site work with minimum risk to health and safety.
2. To comply with this Policy and relevant regulations.
3. To ensure agreed methods of work, codes of practice, risk assessments, method statements are adhered to and all registers and records are kept up to date.
4. To ensure that operatives are competent and hold, where applicable, certificates to operate work equipment. Records will be maintained on site.
5. To ensure that operatives are given precise instructions in respect of health and safety.
6. To ensure that the storage of materials and substances are safe and, comply with statutory requirements.
7. To maintain a tidy organised site and site accommodation.
8. Provide a traffic management plan to separate pedestrians from site traffic and to provide safe access to working areas.
9. To ensure that all work equipment is safe to use and properly maintained.
10. To control and co-ordinate the action of all parties in order to comply with the implementation of this Policy and the Client's requirements.
11. To ensure persons are appointed under the First Aid Regulations 1981, and display their names and location of First Aid boxes and equipment.
12. To ensure the supply and use of adequate safety and personal protective equipment. (PPE)
13. To implement our accident and dangerous occurrence reporting procedure and record all injuries in the accident book (B1510) – see page 24.
14. To meet and liaise with visitors and inspectors to the site, to appoint a competent person to take charge during temporary absences and maintain a record of all site visitors.
15. To rectify as a matter of high priority all defects notified by the safety adviser, HSE Inspector and clients representatives.
16. To discuss with the safety adviser site problems in matters relating to health and safety.
17. To co-operate with statutory authorities.
18. To set a good example of behaviour with regard to health, hygiene and safety.
19. To provide and maintain site welfare facilities as required by regulations.
20. To closely supervise young persons and new site arrivals, ensuring that adequate induction training is given. To comply with legislation, which requires a specific assessment to be made in respect of persons less than 18 years of age and, further action if under compulsory school leaving age in liaison with the placement organisation.
21. To ensure that site tidiness is maintained and all rubbish is properly disposed of regularly.



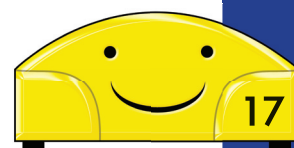
22. Fire Action Plans & fire extinguishers appropriate to the risk will be made readily available and a site 'Emergency Procedure' notice will be prominently displayed along with any necessary 'No Smoking' notices.

## The Operatives Duties

1. To comply with this Policy, risk assessments and method statements.
2. Be aware of notices displayed in the workplace, offering information and advice. Comply with all warning notices regarding site and personal behaviour.
3. To use suitable work equipment, safety protection and clothing provided and not misuse.
4. To keep work equipment in good condition and report defects.
5. To report any accident, dangerous occurrence or dangerous condition, to the Site Supervisor.
6. To take care of the safety of himself and others.
7. To avoid improvised arrangements and suggest safe ways of eliminating hazards.
8. Not to operate any work equipment unless authorised. Inform employers of previous training undertaken and provide such proof as necessary.
9. To refrain from travelling as a passenger on plant or vehicles unless they are designed for the purpose and it is safe to do so.
10. To ensure that suitable guards are in position whilst plant and portable tools are in use.
11. To switch off and secure unattended plant and, to dismount from dumpers whilst loading is in progress.
12. To inform their employer if they suffer from any allergy, health problem or are receiving medication likely to affect their ability to work.

## Contractors Duties

1. All Contractors will sign a declaration stating that they are conversant with the Health and Safety at Work Etc. Act 1974, all relevant statutory provisions and Approved Codes of Practice and that they will conduct their activities in accordance with the requirements of this Safety Policy.
2. The special regulations for persons under 18 years of age apply to all contractor employees.
3. Contractors will at pre-contract meetings submit assessments, certificates of competence and method statements to comply with statutory requirements.
4. No hazardous product or substance will be brought onto site, unless it is correctly labelled and in approved containers or packages.
5. Before work commences on hazardous operations a Permit to Work procedure will be obtained from the Principal Contractor.



- 6.** Operations specified at pre-contract meeting, as requiring method statements, will not commence until such time as the statements have been approved.
- 7.** The Principal Contractor and his supervisors have the duty and responsibility to ensure that all contractor employees comply and co-operate with this Safety Policy.
- 8.** Operators' certificates of competence and certificates of thorough examination for the various types of plant and work equipment to be used, will be presented to site management before operation commences.

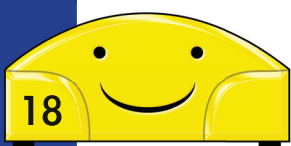
## **ACCIDENTS / DANGEROUS OCCURENCE PROCEDURES**

All persons who are injured at work are responsible for entering details in the Accident Book provided, or ensuring that such details are recorded on their behalf and reported to management. In the case of a major accident or dangerous occurrence the Site Supervisor will telephone the Safety Director or Managing Director, the Health and Safety Executive and The Building Safety Group Limited - Tel No 01454 618444.

Arrangements will be made, if necessary, for a Safety Adviser to visit the scene of the incident to investigate circumstances and report. We will record the accident and where necessary follow procedures to formally notify the Health and Safety Executive. This will be done immediately if a serious incident has occurred or otherwise within ten days.

### **Accident and Emergency Procedures – Principal Arrangements**

- 1.** Enter all injuries in Accident Book which complies with the Data Protection Act 1998 – CIP Code S80 BI 510. No names and addresses of injured persons to be kept on site. Form to be sent to company's office for retention by the designated person.
- 2.** Reportable injuries and acts of violence to be notified to safety director.
- 3.** Dangerous occurrences to be reported to safety director.
- 4.** Work related disease to be reported to safety director.
- 5.** Safety Director to take appropriate action to make formal notification to Health and Safety Executive where necessary.
- 6.** Safety advisers to be notified of serious or reportable accidents and occurrences.
- 7.** Personnel trained in First Aid to be available on site at all times.
- 8.** Fully equipped first aid box to be available at all times.
- 9.** Sealed bottles of eye wash to be available and instructions to be followed.
- 10.** Adequate washing facility to be maintained – soap dispensers, towels and warm water.
- 11.** Supply of barrier cream to be available.
- 12.** Supply of personal protective equipment to be available.



13. Means of heating water to be provided.
14. Telephone numbers and details of emergency services to be exhibited.
15. Correct address of site to be exhibited.
16. Ambulance authority to be advised when more than 25 operatives work on site.
17. Adequate provision of fire extinguishers with designated trained personnel.
18. A fire plan to be available and include provision for
  - a) raising alarm,
  - b) fighting fire and,
  - c) means of escape and evacuation of premises and nominated assembly point.
19. Adequate storage of highly flammable liquids, materials, fuels and liquid petroleum gases, complying with regulations.
20. Contingency plans for dealing with accidents of potential high casualty rate will be made in association with the emergency services.

We note the availability of the Incident Contact Centre which has been set up at Caerphilly to receive reports required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

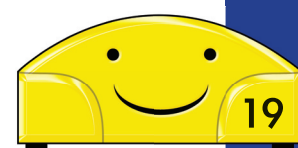
Telephone: 0845 3009923 or Fax: 0845 3009924 or email:

## MISCONDUCT

Subject to disciplinary procedures:

1. Evidence relating to deliberate or reckless violation of regulations.
2. Symptoms of drugs and alcohol abuse.
3. Unauthorised driving of vehicles.
4. Unauthorised operation of plant and machinery.
5. Horseplay, aggression and acts of violence.
6. Removal of safety devices, e.g. guardrails, toe boards, machine guards, etc.
7. Unauthorised removal of warning signs and notices.
8. Smoking or using naked lights in prohibited places.
9. Damage or abuse of safety equipment.
10. Unauthorised repairs to equipment.
11. Abuse of welfare amenities.
12. Removal of materials and equipment from site without authority.
13. Uncontrolled/unauthorised throwing of materials from above, e.g. bombing.
14. Overloading equipment and structures beyond safe limits
15. Giving false information during enquiries or investigations of accidents and occurrences.
16. Failure to report defective equipment or hazardous situations and operations.
17. Failure to wear personal protective equipment issued in respect of Head Protection, Control of Substances Hazardous to Health, Personal Protective Equipment and other Regulations.

Before any disciplinary procedures are instigated, reference will be made to current employment legislation.



# INFORMATION, TRAINING AND CONSULTATION

## **Safety & Health Information**

Copies of this policy are to be available to all company employees and other interested parties.

We are advised by The Building Safety Group Ltd, which provide us with guidance, advice, information on training, site inspection service and assistance with management guidelines and procedures for the implementation of work place health and safety.

## **Training**

Suitable training will be provided to ensure that employees at all levels are:

- Aware of their health and safety responsibilities
- Competent to carry out their duties
- Competent to operate specialist tools and work equipment.

Training needs will be identified so as to arrange suitable induction training for new starters, to familiarise themselves with the hazards and precautions relevant to their work, and with this Policy.

## **Consultation**

Employees and self-employed persons working under the Company's control will be provided with copies of the General Policy Statement, details of their individual responsibilities and other parts relevant to their work.

Initiatives from employees on safety and health matters are encouraged, and these should be made through normal management channels. The safety director is available for consultation on any safety or health matter. Arrangements are in place for consultation with employees as required by legislation.

## **Contractors**

All workers on site working directly or indirectly under the control of this Company will be required to work to the general standards laid down in this Policy. These standards apply to the employed and self-employed. Failure to conform to the practices described may result in contracts being terminated or other sanctions being used by us to restore the requisite safety standards to site.

All workers on site shall be subject to induction and consultation procedures

Working Time Regulations 1998

The company recognises that where employees work excessive hours, there is a risk to their health and safety.

Therefore, procedures will be instigated to ensure that these regulations are fully complied with.



## Safe Access

- Access will be provided to ensure that all personnel can reach their places of work safely.
- Walkways will be kept free from obstruction, including stairs, ramps, roadways and paths.
- Edge protection will be provided where anyone can fall more than 2 metres or lower where there is a risk of injury from falling.
- Manholes, trenches and openings will be provided with covers or fenced off. Holes in floors will be securely covered.
- Access to site will be clearly defined and sign posted.
- Traffic routes shall be organised in such a way that pedestrians and vehicles / plant can move about safely and be kept separate from each other.

## Ladders

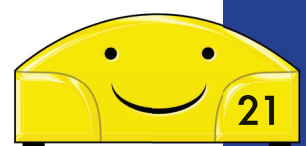
Ladders should be used only for access or light work of short duration and only if alternative methods are unavailable

- Class 1 Industrial Heavy Duty or Class 2 Light Trade Ladders and steps will be provided and be free from defect. (Conforming to EN 131)
- Ladders must be secured at the top at each stile by lashing or proper clamps. If not practicable they can be staked at the base, footed or weighted down.
- Ladders must be pitched out to a 75o angle (4-1) and must rise at least 1 metre above a place of landing or secured alongside an upright handhold.
- Ladders and steps should be free from obstruction at the base area and should be pitched plumb, either with a levelling device or a prepared base.
- One person at a time only should be allowed on a ladder.
- Materials or tools will not be carried - either ascending or descending ladders. Three points of contact should be maintained at all times.
- Ladders must be pitched with the reinforcement under the rungs.
- Overhead cables will be identified and made safe, when using ladders

## Work Equipment And Its Use

The company will ensure our systems of work comply with The Provision and Use of Work Equipment Regulations 1998 which impose requirements which in particular: -

- Requires that work equipment is suitable for the purpose for which it is used or provided.
- Equipment will be maintained in an efficient state, in efficient working order and in a good state of repair.
- All equipment and plant shall be inspected as required by the regulations.
- Where the use of any equipment involves a specific risk to health or safety then its use will be restricted to persons given that task and they will receive adequate training accordingly. This will also apply to any work on this equipment.
- Persons who are required to use work equipment will receive adequate training, information, instruction and supervision as necessary.
- Measures will be taken to ensure that persons are protected against dangerous parts of machinery and also specified hazards as defined by the Regulations.
- Controls and control systems of equipment will comply with all the requirements of the Regulations.
- Equipment will only be used in a stable or stabilised condition and suitable and sufficient lighting to be available.
- Markings and warnings required for health and safety reasons will be clearly displayed.



- Employees will not be carried on mobile work equipment unless it is suitable and incorporates features as recommended.
- Where there is a risk to an employee riding on mobile work equipment from its rolling over, then this risk will be minimised by the means specified in the Regulations.
- Self-propelled work equipment will comply with Regulation 28.
- Where deemed necessary, appropriate personal protective equipment will be supplied and worn i.e. helmets, gloves, goggles, mask, ear defenders, boots etc.

## Health and Welfare

The Company acknowledge work requires risk assessment of each element of the works (as required by the Management of Health and Safety at Work Regulations 1999), and the application of suitable and sufficient or reasonably practicable measures to ensure the safety of employees and other persons. We undertake to ensure, that following assessment, all reasonably practicable means will be applied to achieve a safe working environment with suitable and sufficient standards of health, safety and welfare for persons under our control with full implementation of the regulations and guidance as further information becomes available.

## Protection of the Environment

We will endeavour to conduct our undertaking in such a way that adverse effects to the environment will be avoided or minimised so far, as is reasonably practicable.

Employees will be informed on all environmental aspects and issues as they affect our undertaking and, standard operating practices will be employed to control the pollution of the working and general environment from noise, dust and hazardous substances.

Due care and attention will be given to the protection of all water courses from spillage and wastes arising from our workplaces.

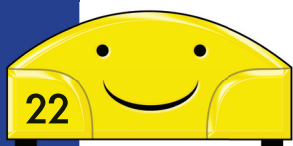
All waste materials from site will be handled by registered waste carriers and in accordance with the 'Duty of Care' requirements contained in the Environmental Protection Act 1990.

## First Aid

First Aid arrangements shall be in compliance with First Aid Regulations 1981 and the Approved Code of Practice. Where the company are acting as contractor or otherwise working on site, arrangements shall normally be made with the Principal Contractor to share First Aid facilities. Where the company is the principal contractor sufficient First Aid arrangements shall be assessed as part of the welfare requirements.

Sites shall be provided with a First Aid Kit held by the Site Manager or other appointed person. The kit will contain (at least) the scale of equipment in accordance with the Regulations. Employees shall be advised of the arrangements, which shall be included in the induction process.

It is noted that there are diseases, which may be transmitted through body fluids, including HIV virus (Aids) and Hepatitis B. During any first aid treatment, care will be taken to avoid the injured person's blood by wearing gloves.



# Personal Protective Equipment

## General

The company will ensure that suitable and sufficient protective clothing and equipment is available on site, and worn wherever appropriate. Employees are responsible for safeguarding such items, reporting defects and using the equipment as required.

## Safety Helmets

Safety helmets will be worn at all times on a construction site in compliance with The Construction (Head Protection) Regulations 1989. Sufficient helmets will be provided to each site and site workers comply with the specific site rules laid down by the Principal Contractor and/or the Contractor in charge of the site. A system for inspection and replacement will be established for each site. Helmets which have been subjected to a sharp blow or, if cracks or deep scratches are evident in the shell are to be removed from use and destroyed immediately.

## Eye Protection

Eye protection will be worn wherever there is a foreseeable risk of eye injury, and in compliance with the Personal Protective Equipment at Work Regulations 1992. Sufficient goggles and/or visors to the relevant standard will be provided to each site. A system for inspection and replacement shall be established for each site.

## Ear Protection

Ear defenders will be supplied and worn in accordance with the detailed arrangements for controlling noise. A system for inspection and maintenance will be established for each site.

## Gloves

Gloves will be provided and worn to protect hands during the handling of abrasive, corrosive or other harmful skin agents. A system for inspection and replacement shall be established for each site.

## Respiratory Protection

Respiratory protection will be worn wherever there is a foreseeable risk of significant exposure to airborne harmful agents in compliance with the Control of Substances Harmful to Health Regulations 2002. Suitable equipment to the relevant British Standard will be provided to each site and fit tested to comply with the Personal Protective Equipment Regulations 1992 and specific site rules laid down by the Contractor in charge. Nuisance dust masks will only be issued in the absence of toxic dusts, fumes or vapours. Employees required to wear respiratory protection will be fit tested and trained in its use. For non-disposable items, a system for inspection and maintenance will be established for each site.

## Safety Harnesses

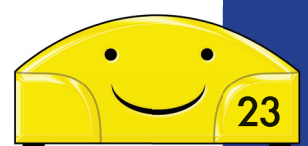
Safety harnesses must be provided and worn where no other means of fall protection is available. A risk assessment must be carried out and each harness must be suitable for the operation involved. Harnesses will be carefully inspected prior to each use and will conform to BS 1397 and may be used with a fall arrest system conforming to BS 5062. Harnesses must be thoroughly examined every 6 months and a register maintained. Employees will be trained and instructed in the use of safety harnesses.

## Protective Clothing

Suitable items of protective clothing will be provided to employees as necessary. If such items are not disposable, arrangements will be made for such items to be regularly laundered.

## Footwear

All employees are to be provided with and are required to wear suitable safety footwear at all times whilst on site.



## Control of Substances Hazardous to Health Regulations (COSHH) 2002

Any material used, and/or material, which may be encountered during work, which has the potential for harming health, will be subject to the arrangements detailed below.

### Assessments

If the material can harm health it is classified as hazardous. The elimination of the use of the material or its substitution by a safer product shall be investigated. If use is necessary a COSHH assessment shall be used. Company risk assessments will be completed on site to make them site specific.

### Suppliers

The Buyers – or other employee ordering the material will ensure that the suppliers of materials to the Company provide full information on the hazards of use and the appropriate precautions to be taken. (Data Sheets)

### Tender Preparation

COSHH assessments will be taken into account when preparing tenders, to ensure that due allowance is made for control measures.

### Pre-Contract

Clients and design teams will be requested to review materials and techniques, where specifications conflict with best current practice concerning hazardous substances. If there is evidence of residual hazardous substances on site, such as contaminants in the ground or in existing buildings, further information will be sought.

### Contract

Relevant assessments for purchased materials will be provided to operatives. For sites with hazardous substances present or suspected a formal site-specific procedure will be drawn up. Operatives will ensure that precautions outlined in the relevant assessments are implemented.

### Equipment

Any equipment preventing or controlling exposures to hazardous substances will be maintained and tested periodically, and as required. Employees who are required to make appropriate use of such equipment must report any defects immediately.

### Contractors

All contractors are to provide valid assessments for substances hazardous to health, which are to be used. The implications will be discussed, as necessary, at a pre-contract meeting.

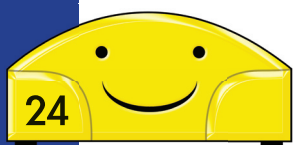
Where the company provide materials or substances for the use of employees or other persons we will provide risk assessments of the materials or substances to be used.

### Staff and Employees

Employees will be provided with information as to the hazards of materials to be used or encountered, instructed in safe working methods and be trained to be able to follow the instructions. Employees will comply with the instructions issued and co-operate with any monitoring exercises.

### Health Surveillance

Health surveillance may be undertaken for specified employees. The staff concerned will co-operate.



## Record Keeping

Records will be kept of:

- Assessments issued for specific contracts
- Information, instructions and training provided
- Employees trained
- Equipment maintenance and testing (minimum 5 years)
- Monitoring data (minimum 30 years)
- Health surveillance (minimum 30 years)

The company are particularly concerned to monitor operative usage levels of harmful vibrating equipment which may give rise to conditions of hand/arm vibration syndrome. All operatives must comply with time restrictions placed on individual items of equipment.

## Management of Stress

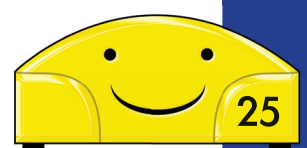
The company acknowledges that stress in the workplace can affect staff at all levels and can be caused by a number of quite diverse factors, e.g. job content, working environment, relationship with others at work, communication arrangements, excess workload, excess working hours, inadequate training etc, as well as personal problems outside the workplace.

The company will therefore provide mechanisms designed to discover and manage instances of stress and promote a return to full health as soon as possible.

## Lifting Operations and Equipment

- All lifting operations to be planned and supervised by a competent person.
- A method statement will be prepared before any lifting operations are commenced and will include all relevant hazards.
- Lifting equipment will only be operated by competent, certificated and authorised personnel.
- All lifting equipment must be subjected to thorough examination and evidence of this must be available for inspection before use.
- Structures and ground surfaces from which lifting equipment will operate will be adequately constructed and prepared to ensure as far as practicable the stability of the equipment during use and monitored accordingly.
- Trained and authorised slingers/banksmen only will be permitted to carry out slinging and banksmen duties.
- Practical steps will be taken to prevent the fall and spillage of materials and articles.
- Where necessary barriers and fencing will be erected to protect operatives and members of the public during Lifting Operations.
- Safe working loads of equipment must be clearly displayed and not be exceeded.
- The company will ensure that routine inspections are carried out every 7 days and recorded.

The Lifting Operations and Lifting Equipment Regulations 1998 will be complied with in all respects.



## Asbestos in the Workplace

- The company will comply with the Control of Asbestos at Work Regulations 2002 and the associated Code of Practice, including the Management of Asbestos in Premises.
- All work places will be surveyed by a competent person to ascertain whether or not asbestos is present and exposure levels assessed. Assessment to include those employees and others exposed, or liable to be exposed, whether they are working with asbestos or any product containing it.
- Work places include those premises which are occupied or used by this company. Records will be kept of the survey findings.
- Licensed contractors will be engaged to undertake all removal, repair or disturbance of asbestos and any ancillary or supervising work including work with asbestos insulating board.
- The company will ensure that such work is properly planned, assessed for risk and executed. The HSE will be informed of the proposed work at least 14 days prior to commencement.
- The company acknowledge the ban on the importation, supply and use in Great Britain of chrysotile (white) asbestos which came into force on 24th November 1999. The ban extends to the supply and use of second hand asbestos cement products.

## Site Emergency Procedures

All relevant legislation and Codes of Practice including the Fire Precautions (Workplace) Regulations 1997, as amended, will be complied with, and other relevant statutory provisions will be met and the company will co-operate with the Local Authority and client's fire prevention recommendations. This will include the provision of a fire risk assessment, and contingency plans/procedures for dealing with such risks including the training of employees as necessary and the monitoring of all equipment involved in accordance with the manufacturer's recommendations. All employees are required to make themselves familiar with site procedures.

Of particular importance is the control and use of highly flammable liquids, liquid petroleum gases and other flammable substances such as oil, solvent based paints, wood dusts, spray applications, etc.

## Contractors and Occupied Premises

Wherever the company act as contractor or is working in occupied premises, the emergency procedures of the Principal Contractor or occupier shall be ascertained and followed. Our local manager will ensure that our employees are familiar with and understand the procedures.

## Company Control

Wherever the site is under the control of this company, the site manager will ensure that adequate fire precautions are taken, and that emergency procedures are established. He will also ensure that employees are familiar with and understand the procedures.



## Office Fire Emergency Procedures

- A fire risk assessment will be completed.
- All staff will be instructed in the 'emergency evacuation' procedures. Emergency evacuation drills will be carried out in accordance with the fire plan for the premises and recorded.
- Alarms and Fire fighting equipment will be provided and maintained.
- Fire and emergency evacuation instructions will be posted in conspicuous positions.
- Visitors will be escorted by the relevant member of staff from the office in the event of an emergency.

## Office Safety

All staff have a duty to assist in minimising the risk of accidents, ill health and fire.

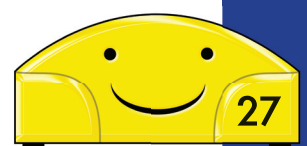
The following rules shall be observed:

- Tripping hazards will be minimised by properly storing materials, protecting or eliminating trailing electrical cables, closing filing cabinet drawers, keeping staircases and fire exits clear;
- Avoidance of manual handling: Where it has been assessed that there is a risk of injury from manual handling, the first consideration should be whether the load needs to be handled at all, or whether the requirement for handling can be minimised by using safe methods of manual handling, i.e. the use of mechanical aids. In all cases, a suitable and sufficient risk assessment will be carried out in accordance with the regulations.
- Chemical hazards will be minimised by correctly storing, cleaning and other harmful materials and by producing COSHH assessments.
- Fire hazards will be minimised by keeping fire doors closed, fire extinguishers in place, paper and other flammable materials tidy, use of ashtrays in smoking areas, and comply with control measures identified in the Fire Risk Assessment.
- Electrical hazards will be minimised by ensuring that all cables and connections are sound, equipment earthed and correctly fused, sockets are not overloaded and that water is kept away from all electrical installations. Electrical equipment shall be subject to regular checking every 12 months and taken out of service if a fault is identified or suspected. The inspection and servicing to be carried out by competent electrician and no unauthorised person will install, repair or tamper with electrical equipment. All such inspections shall be recorded.
- Risk Assessments will be completed as appropriate.

## Visual Display Screens

Risk Assessments will be completed and should cover the following points:-

- Work station must have adequate lighting
- There must be no glare or distracting reflections
- Distracting noise to be kept to a minimum
- There must be adequate leg room
- Adequate space to be maintained in the work station, to allow postural changes
- Adequate shading of windows to be provided
- Equipment provided must be appropriate to the task



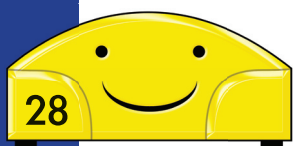
- Screen to have stable image, adjustable and readable
- Keyboard to be useable, adjustable and legible
- Work surfaces must allow for flexible arrangements
- Work chair to be adjustable to cater for individual needs and must have 5 points of contact with the floor.
- Footrest to be provided if required.
- User to take frequent short breaks away from the screen area
- Eye sight test to be provided at request of user and to be carried out by competent person
- Damaged or faulty equipment will be immediately taken out of use and details reported to management
- All work stations should be tailored to suit individual operators and all records of training to be kept.

## Driving of Motor Vehicles on Company Business

- All drivers will hold a full driving licence for that class of vehicle.
- Training will be provided where a need is identified.
- A system of recording accidents/incidents will be established to identify where training is required.
- Driving licences will be checked annually.
- All employees are required to report any driving convictions or points on their licence.
- All employees who use their own vehicles on company business are required to provide insurance to cover that use.
- Vehicles and trailers will be examined daily to ensure compliance with road traffic legislation and maintenance schedules.
- All vehicle defects will be immediately reported.
- No vehicles or trailer will be used in an un-roadworthy condition.
- All speed limits will be complied with.
- Mobile telephones will not be used in company vehicles.
- Drivers will comply with all Road Traffic legislation and the Highway Code.
- No one will drink alcohol, take drugs or medication which could affect their ability to drive, before operating a vehicle.

## Fork Lift Truck Safety

- No person will operate a fork lift truck unless they are over 18 years old, are trained in the operation of that category of lift truck and have been authorised by the plant manager or foreman in writing to operate that category of lift truck.
- Only authorised operators will be issued with keys. Keys will be removed and machines immobilised when left unattended.
- Under no circumstances will unauthorised persons operate lift trucks.
- Attention must be given to terrain, load requirements, reach etc, when selecting lift trucks for use.
- All overhead obstructions including power cables will be identified clearly marked and where necessary fenced or shrouded.
- Operators will be provided with information in regard to the lift trucks capabilities and will ensure limits are not exceeded.
- Loading will only be permitted onto structures or vehicles designed to accept such loads.
- Access to all loading/off-loading points will be level, suitable and clear of obstructions.
- Noise assessments will be made before lift trucks are taken into service with information and protective equipment issued to operators where necessary.
- During refuelling and maintenance operatives will wear personal protective equipment as specified in the company COSHH assessment manual.



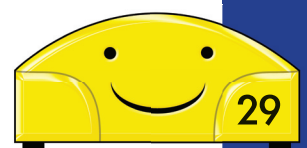
- Operators are responsible for daily maintenance, reporting of defects and accidents to the manager or foreman.
- All forklifts will meet the requirements of The Lifting Operations and Lifting Equipment Regulations 1998.

## Site Safety – Clients and Other Persons

- Strict controls are necessary on construction sites to ensure the health and safety of everyone whether they are there legally or not.
- Irrespective of how small the proposed works are the health and safety legislation will be complied with.
- Where building works are carried out in conjunction with continuing activity, business or otherwise of the Client, then careful consideration should be given to the phasing of the works.
  - The aim should be to separate, as completely as possible, the building work to that of the Client's activity.
  - The need for Clients and Client's staff to enter areas where building work is being carried out and vice versa should be minimised and in any case must be strictly controlled with permission from site management.
  - If client's premises can be completely closed during any building works then this should be recommended.
- Assessment of hazard and risk will be carried out in respect of any work activity. Management will monitor control measures and review the assessment as necessary.
- Effective protection controls in the work area, such as fans, barriers, warning notices etc, will be in place at all times and inspected regularly.
- Information, communication and control measures are essential matters, which need to be discussed with Clients at regular meetings.
- Care in detailing design should be applied to minimise any health and safety risk.
- A safe method of work will be planned and put in place prior to work commencing.
- Any hazards, risks or unsafe matters identified should immediately be brought to the attention of Site Managers for necessary action.
- All accidents, injuries and incidents will be reported to site management, recorded as necessary and appropriate action taken.
- In the event of an incident or accident to Client personnel or member of the public the Safety Advisor will be informed and carry out an investigation and report, if necessary.
- Any Fire Plan provided by the client, in respect of his premises, will be communicated to contractors to ensure it is understood and not compromised by any building operations. This matter must be taken into consideration for the Contingency Fire Plan.

## Storage and use of Highly Flammable Liquids (HFL)

- Containers of all highly flammable liquids will be properly identified and marked with fire hazard warning signs.
- Quantities of highly flammable liquids, less than 50 litres, will be stored in properly marked, lockable, ventilated metal bins and kept locked when not in use.
- Bulk storage (more than 50 litres) of highly flammable liquids will be in securely locked cages or well ventilated, secure building, apart from other buildings and clearly marked with signs HIGHLY FLAMMABLE LIQUIDS - NO SMOKING displayed and suitable fire extinguishers provided.
- Where HFLs are used inside buildings no naked flames, spark-producing tools or smoking will be permitted under any circumstances and suitable fire extinguishers will be provided.



- HFL fumes and vapours will be dispersed by adequate ventilation. A flameproof motor will be used if mechanical ventilation is required to disperse fumes and vapours.
- Manufacturers, suppliers and COSHH information will always be followed when using HFLs.
- Warning notices and barriers will be used to prevent unauthorised entry into buildings or areas where HFLs are being used.
- For further storage details see The Dangerous Substances and Explosive Atmosphere Regulations 2002.

## Storage and use of Liquefied Petroleum Gases (LPG)

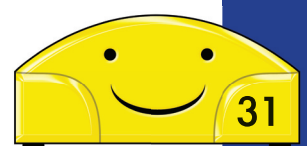
- Liquefied Petroleum Gases (BUTANE, PROPANE) are highly flammable gases that are heavier than air and when mixed with air form highly explosive mixtures. It is, therefore, essential that they are stored and used with great care.
- LPG cylinders will not be stored in buildings or containers but in a compound or cage at least 4m from any building or other structures or sources of ignition. Signs will be displayed indicating the presence of LPG and prohibiting smoking. The company will comply with The Dangerous Substances and Explosive Atmospheres Regulations 2002.
- LPG cylinders will always be used and stored upright and when stored they will always be segregated from oxygen cylinders, with used LPG cylinders kept separate from full LPG cylinders. Fire extinguishers must be in place.
- After use, all LPG cylinders will be returned to the store.
- When being transported cylinders will be kept upright and secured. Vehicles will display warning notices and carry a TREM card, be equipped with fire extinguishers and the driver trained in emergency procedures.
- Hoses and connections between LPG cylinders and any tool or appliance will be inspected before use for leakage and comply with current safety standards.
- Under no circumstance will heat be applied to any LPG cylinder.
- When not in use the gas will be turned off at the cylinder valve.
- Where there is evidence of an LPG leakage the following action will be taken:
  - Gas turned off at cylinder valve.
  - All doors and windows opened.
  - Area will be vacated.
  - Site Manager to be informed.
  - Electrical switches and telephones WILL NOT BE OPERATED.
- In the event a cylinder catches fire the fire service will be contacted immediately and no attempt otherwise made to fight the fire.

## Electrical Equipment and Work

- All electrical work will be carried out in compliance with current legislation and guidance given by the Health and Safety Executive.
- If C.D.M. Regulations are applicable then information in respect of electrical matters to be made available to Clients, Designers, Planning Supervisor, and Principal Contractor. A channel of communication to be established to facilitate this in a positive and effective manner.
- In other cases interested parties should be advised of any electrical activities, which affect health and safety of any person. Before work is carried out on site the site management must be informed of any such activities.
- All electrical work is to be carefully planned. This is to ensure that only suitable equipment is selected and an adequate/safe power supply is provided.



- If existing power supplies are present they will be subject of a survey by a suitably qualified person to ensure they are safe before work commences.
- On larger sites any existing or new fixed supply is not to be used to supply contractor's equipment during construction work.
- All electrical work will be the subject of a risk assessment by a competent person who is aware of current legislation and advice on this subject and is familiar with the hierarchy of risk control, which underlies the modern approach to health and safety management.
- This risk assessment will be recorded in writing and where necessary will specify the need for a method statement. This may include the provision of a permit to work system.
- Electrical installations will only be made by qualified and competent persons who will issue certificates on completion of work, which will remain on site.
- All electrical distribution systems on a construction site will be re-tested every 3 months or more often as experience dictates. This will, where possible, be done by an electrician other than those doing the construction work.
- All electrical equipment will be tested by qualified persons at yearly intervals.
- Only electrical equipment which has been tested and for which certificates of test are in force as above will be permitted to be used.
- Electrical equipment or supplies will not be used in such a manner or misused so as to cause danger or injury.
- Electrical installations or equipment which may be exposed to mechanical damage, inclement weather or harmful conditions will be constructed and protected so as not to cause danger or injury to operatives or other persons.
- All persons who use electrical equipment should be given basic training to enable them to carry out visual inspections.
- Battery powered and 110v electrical equipment will be used so far as practicable on construction or civil engineering sites, unless requirement to further reduce equipment is specified.
- If main voltage equipment is to be used then the precautions shown in the current H.S.E. Guidance is to be strictly adhered to.
- Where overhead power lines are likely to cause a danger the area electrical authority will be consulted and their advice in compliance with the H.S.E. Guidance will be followed. If necessary a permit to work system will be instigated.
- Routes of all underground electrical supplies will be traced; locations marked and notices posted.
- Excavators and power tools will not be permitted to be used within 0.5m of underground cables unless a safe system of work is established.
- A competent person will supervise all work adjacent to overhead or underground electrical supplies.
- Electricians working on high voltage systems will be specially trained. Depending on complexity of system and voltage in use, permit to work systems may need to be used together with the provision of lockable switches and other means of secure isolation.
- All portable generators and other electrical equipment will only be used in accordance with the manufacturer's instruction.
- Demolition or refurbishment is considered to be a high-risk area and therefore no work should be commenced until a survey by a competent person has been carried out and the supplies made safe. Danger will be avoided if supplies are physically cut off, old wiring and equipment removed as early as possible so as to avoid any confusion. This should be done by a competent person who should certify when safe.
- A plant handover/commissioning work programme will be agreed with the main contractor or other appropriate person to ensure that all sub-contractors/employees are made aware of when electrical systems are capable of being energised or whether plant is still safe to work on.
- At all times safe systems of work will be followed in accordance with current guidance given by the Health and Safety Executive.
- In addition to the above all equipment and persons must comply with the Provision and Use of Work Equipment Regulations 1998.



## Manual Handling

The company will endeavour to provide its staff and sub-contract personnel with a safe and healthy working environment and recognises the importance of implementing the Manual Handling Regulations 1992. In all cases, a suitable and sufficient risk assessment will be carried out in accordance with the regulations and training will be given. All personnel are to:

- Avoid the need to undertake manual handling activities that involve the risk of them being injured. This can be achieved through avoiding the manual activity itself, or, mechanising it so that there is no chance of injury;
- Reference should be made to the risk assessments which have identified activities involving manual handling and the necessary control measures required to be complied with in order to either remove, or reduce risks associated with manual handling activities;
- Make full and proper use of handling aids;
- Exercise due care and diligence at all times, giving due consideration to others who may be affected by your activities;
- Ask for assistance when lifting or moving heavy objects or awkward loads;
- Inform the supervisor/foreman/manager of any physical condition suffered that might affect your ability to undertake manual handling operations in a safe and controlled manner.
- Inform a supervisor immediately of any injury incurred through manual handling.

## Safety Signs and Signals

Where risk assessments have identified a risk, which cannot be removed, part of the control measure to reduce the risk shall be safety signs; these shall be either,

- Warning signs e.g. "Overhead Power Lines", "Fragile Roof" (yellow signs, triangular)
- Prohibition signs e.g. "No Smoking", "No Entry" (red signs, round)
- Mandatory signs e.g. "Eye Protection", "Safety Gloves" (blue signs, round)
- Emergency signs e.g. "First Aid", "Fire Escape Route" (green signs, rectangular)
- Fire fighting signs e.g. "Fire Extinguisher", "Ladder" (red signs, rectangular)

The definition of a Safety Sign includes:

- Hand Signals (such as banksman)
- Marking of Pipes (contents and flow direction)
- Acoustic Signals (reversing siren)
- Illuminated Signs (beacons & exit signs).

All the above will comply with The Health & Safety (Safety Signs and Signals) Regulations 1996.

## Traffic Management

Construction sites will be organised in such a way that, so far as is reasonably practicable, pedestrians and vehicles can move safely and without risks to health – Construction (Health Safety and Welfare) Regulations 1996. The following arrangements will be considered when planning and designing the site set-up and logistics:

- Separation of pedestrian traffic and construction vehicle traffic at or before the site entrance;
- Providing 'pedestrian-only' areas;
- Providing 'construction vehicle-only' areas, where only designated personnel can enter;
- Providing safe pedestrian routes to and from work locations;
- Providing safe construction vehicle routes around the site; and

- Planning and designing routes to reduce the need for reversing manoeuvres.
- Consider the need for wheel washing prior to vehicles entering public roads.

Where it is not reasonably practicable to segregate pedestrians and construction vehicles, safe systems of work, which include the provision of banksman should be ensured. Traffic cones and warning tape may be sufficient in such circumstances to identify the areas the banksman will ensure are free of pedestrians.

Site management will produce a simple site traffic route plan.

## FIVE STEPS TO RISK ASSESSMENT

### **STEP 1: Look for the hazards**

- If you are doing the assessment yourself walk around your workplace and look afresh at what could reasonably be expected to cause harm. Ignore the trivial and concentrate on significant hazards which could result in serious harm or affect several people.
- Ask your employees or their representatives what they think. They may have noticed things which are not immediately obvious. Manufacturer's instructions or data sheets can also help you spot hazards and put risks in their true perspective. So can accident and ill-health records.

### **STEP 2: Decide who might be harmed and how**

Don't forget:

- Young workers, trainees, new and expectant mothers, etc who may be at particular risk
- Cleaners, visitors, contractors, maintenance workers, etc who may not be in the workplace all the time
- Members of the public, or people you share your workplace with, if there is a chance they could be hurt by your activities.

### **STEP 3: Evaluate the risks and decide whether existing precautions are adequate or more should be done.**

Consider how likely it is that each hazard could cause harm. This will determine whether or not you need to do more to reduce the risk. Even after all precautions have been taken, some risk usually remains. What you have to decide for each significant hazard is whether this remaining risk is high, medium or low.

First, ask yourself whether you have done all the things that the law says you have got to do. For example, there are legal requirements on prevention of access to dangerous parts of machinery. Then ask yourself whether generally accepted industry standards are in place.

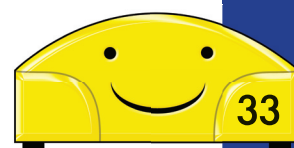
But don't stop there – think for yourself, because the law also says that you must do what is reasonably practicable to keep your workplace safe. Your aim is to make all risks small by adding to your precautions as necessary.

If you find that something needs to be done, draw up an 'action list' and give priority to any remaining risks which are high and/or those which could affect most people. In taking action ask yourself:

- a) can I get rid of the hazard altogether?
- b) if not, how can I control the risks so that harm is unlikely?

In controlling risks apply the principles below, if possible in the following order:

- Try a less risky option



- Prevent access to the hazard (e.g. by guarding)
- Organise work to reduce exposure to the hazard
- Issue personal protective equipment
- Provide welfare facilities (e.g. washing facilities for the removal of contamination and first aid)
- Improving health and safety need not cost a lot. For instance, placing a mirror on a dangerous blind corner to help prevent vehicle accidents, or putting some non-slip material on slippery steps, are inexpensive precautions considering the risks. And failure to take simple precautions can cost you a lot more if an accident does happen.  
But what if the work you do tends to vary a lot, or you or your employees move from one site to another? Identify the hazards you can reasonably expect and assess the risks from them. After that, if you spot any additional hazards when you get to a site, get information from others on site, and take what action seems necessary.  
But what if you share a workplace? Tell the other employers and self-employed people there about any risks your work could cause them and what precautions you are taking.. Also think about the risks to your own workforce from those who share your workplace.  
But what if you have already assessed some of the risks? If, for example, you use hazardous chemicals and you have already assessed the risks to health and the precautions you need to take under the Control of Substances Hazardous to Health Regulations 1994 (COSHH).

#### **STEP 4: Record your findings**

If you have fewer than 5 employees you do not need to write anything down, though it is useful to keep a written record of what you have done. But if you employ 5 or more people you must record the significant findings of your assessment. This means writing down the significant hazards and conclusions. Examples might be 'Electrical installations: insulation and earthing checked and found sound' or 'fume from welding: local exhaust ventilation provided and regularly checked'. You must also tell your employees about your findings.

Suitable and sufficient – not perfect

Risk assessments must be suitable and sufficient. You need to show that:

- A proper check was made
- You asked who might be affected
- You dealt with all the obvious significant hazards, taking into account the number of people who could be involved
- The precautions are reasonable and the remaining risk is low

Keep the written record for future reference or use; it can help you if an inspector asks what precautions you have taken, or if you become involved in any action for civil liability. It can also remind you to keep an eye on particular hazards and precautions. And it helps to show that you have what the law requires.

To make things simpler you can refer to other documents, such as manuals, the arrangements in your health and safety statement, company rules, manufacturers' instructions, your health and safety procedures and your arrangements for general fire safety. These may already list hazards and precautions. You don't need to repeat all of that, and it is up to you whether you combine all the documents or keep them separately.

#### **STEP 5: Review your assessment and revise if necessary**

Sooner or later you will bring in new machines, substances and procedures which could lead to new hazards. If there is any significant change, add to the assessment to take account of the new hazard. Don't amend your assessment for every trivial change, or still more, for each new job, but if a new job introduces significant new hazards of its own, you will want to consider them in their own right and do whatever you need to keep the risks down. In any case it is good practice to review your assessment from time to time to make sure that the precautions put in place are still working effectively.

# DECLARATION

## **Underley Furnishings Limited**

For All Employees, Employees are deemed to be those persons who undertake any work on behalf of the Company.

I hereby declare that I have received a copy or, read and understand the above mentioned Company's Safety Policy and that I will observe the conditions and provisions contained therein.

Name:

Signed:

Date:

## **Contractor Declaration**

I hereby declare that my employees and I are fully conversant with the requirements of the Health and Safety at Work Etc. Act 1974 and all other statutory regulations and requirements, and that we will conduct our operations and activities in accordance with the provisions therein, and all codes of practice, risk assessments, method statements and the Principal Contractors Safety Policy.

Company:

Signed:

Position in company:

Date:

