



JON WALKER TIMBER PRODUCTS LTD

Telephone: 0115 9655150

Website: www.jonwalkertimber.co.uk

Email: jonwalker@jonwalkertimber.co.uk

FOR ALL YOUR FENCING NEEDS

Health and Safety Policy



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Introduction

The health, safety and welfare of employees and others is of prime importance to Jon Walker Timber Products Ltd and is essential to the efficient operation of its undertaking.

Jon Walker Timber Products Ltd, also referred to as 'the company', will ensure that this policy is pursued throughout the organisation.

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

The company expects employees to conform to this policy and comply with the relevant sections of the Health and Safety at Work Act 1974, and to exercise all reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.

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

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

Jon Walker Timber Products Ltd
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Issue Record

Issue Number	Amendment	Date of Amendment
1	First Issue	31/08/12
2	Policy review: Added arrangements for Accident Reporting and Investigation, Electricity, Slips, Trips and Falls	03/06/14
3	Policy review: Updated arrangements for: Accident/Near Miss Reporting and Investigation, Sub-contractors, Welfare Facilities Added arrangements for: Artificial Optical Radiation, Compressed Air, Gas Cylinders	03/08/15
4	Policy review: Updated arrangements for: Competent Safety Advice	03/08/16
5	Policy Review: Updated safety advisor details Additions: alcohol and drugs, smoke free environment, LEV, Violence, Mobile phone use whilst driving, RPE, WRULD's	03.08.17
6	Policy review: Updates: ladders	03.08.18
7	Policy Review: Additions: welding, buried services, biological diseases, dust, legionella, dsear	03.08.19



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Health and Safety Policy Statement

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

The company will;-

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

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

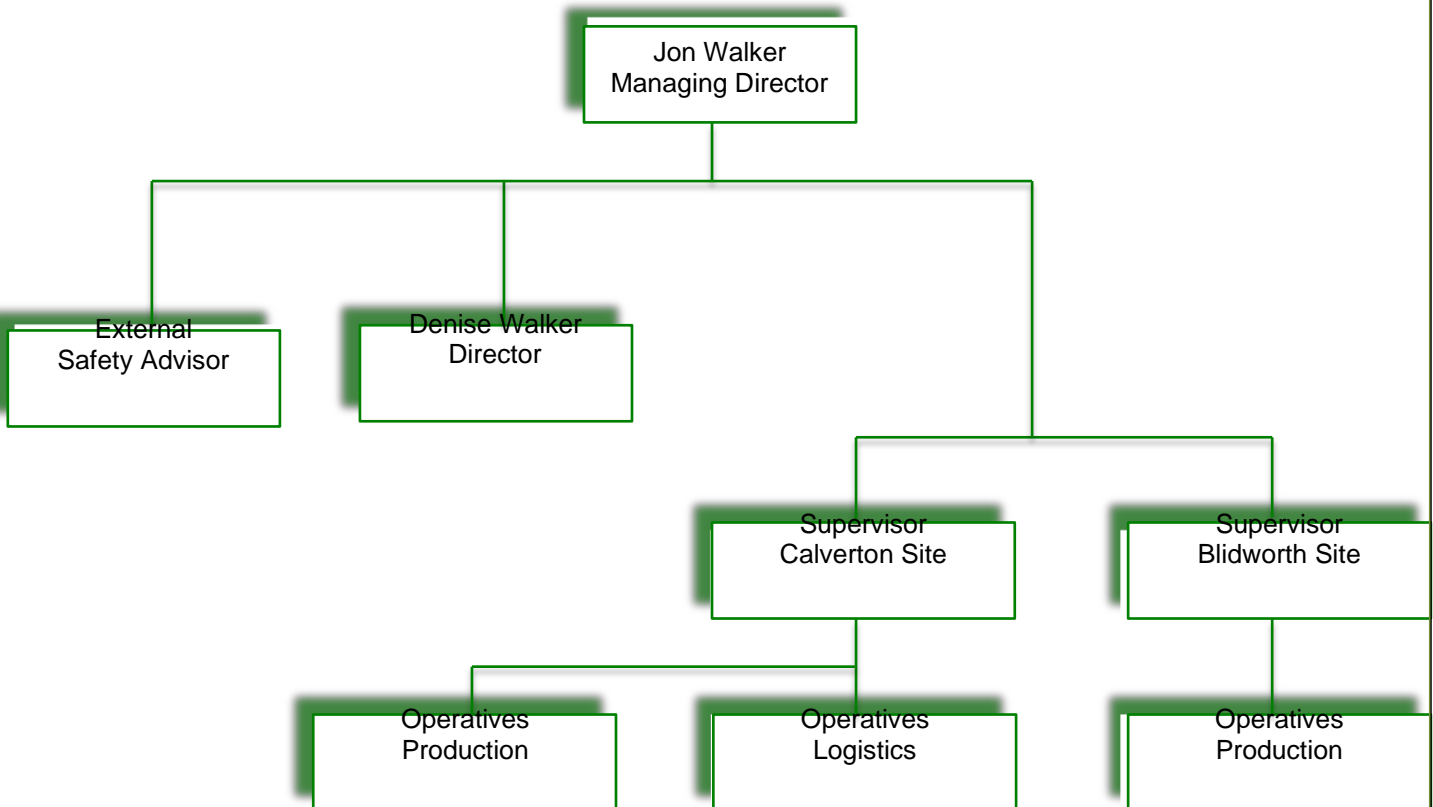
The Director Responsible for Safety has overall responsibility for health, safety and welfare matters and will monitor and operate this policy, and will support all those who endeavour to carry it out.

Signed:



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Organisation for Health and Safety



Roles and responsibilities

Managing Director

- Formulate, review, and amend as may be necessary from time to time, the company policy and arrangements for health, safety and welfare.
- Have overall responsibility for the implementation, monitoring and review of the health, safety policy and ensure relevant parts are brought to the attention of employees (and others) as appropriate.
- Ensure that the policy is effectively administered and that adequate funds are available for its implementation.
- Will ensure arrangements for the implementation, monitoring and review of the health, safety policy and ensure relevant parts are brought to the attention of employees (and others) as appropriate.
- Check over working methods and precautions with Sub-contractors at commencement, and at suitable periods during the contract and assist in re-assessment where necessary.
- Check over working methods and precautions with Sub-contractors at commencement, and at suitable periods during the contract and assist in re-assessment where necessary.
- Ensure that work, once started, is carried out as planned and that the relevant legislation is observed on site.
- Set a personal example during site visits by showing interest in all aspects of safety and wearing of PPE appropriate to task and site requirements.
- Ensure that all relevant information on known hazards is passed on to both site operatives and subcontractors with Risk Assessments where appropriate.
- Ensure site supervisors, operatives and subcontractors are made aware of, and carry out their responsibilities listed in this document.
- Ensure an adequate provision of suitable protective clothing and equipment where necessary.
- Consider fully health and safety issues in every tender preparation and allow adequate provision to enable the works to be completed in accordance with all Health and Safety Regulations.
- Ensure that prior to orders being placed, all subcontractors are fully aware of their duties concerning health and safety and have received risk assessment and method statements prior to commencement of work.
- Arranging for materials to be delivered in reasonable sized units or arrange adequate mechanical handling to enable staff off-loading and distribution.
- Ensure hazard data sheets are obtained for all hazardous substances and are passed to the Site Supervisor to enable him to compile the COSHH assessments.
- Advising when appropriate, any known alternative materials which could be used that are hazardous in their usage
- Ensure that all levels of staff receive adequate and appropriate training.
- Reprimand members of staff failing to discharge satisfactorily the responsibilities reasonably allocated to them under this policy.
- Liaise with external health and safety advisors and other relevant bodies, evaluating site inspection reports and audit reports provided and take appropriate actions on recommendations.

- Will include health and safety issues in any staff appraisal system.
- Ensure that health and safety awareness is constantly at the forefront of company operations.
- Monitor the effectiveness of the health and safety policy.
- Co-ordinate all health and safety activities
- Liaise with clients and contractors
- Ensure that risk and other assessments are carried out.
- Ensure office safety and fire precautions
- Ensure current employers and public liability are in place.
- Set a good example by wearing the appropriate personal protective equipment etc.

Supervisor Blidworth Site/Supervisor Calverton Site

- To consult on Health and Safety matters.
- To organise and control their sites so that work is carried out in accordance with any Hazard/Risk Assessments and with minimum risk to persons who may be affected. Issuing work method instructions as necessary.
- To carry out additional COSHH/Risk Assessments if the necessity arises.
- To know the broad requirements of the current and relevant legislation and guidance and to request training as necessary.
- To see that Regulations and legal requirements are observed on their sites and inspect, as required, any equipment.
- To give all line operatives instruction on their responsibilities for correct working methods and to see that they do not require or permit employees (especially young persons) to take unnecessary risks.
- To arrange and control delivery and stacking of materials so as to avoid risk.
- To position plant effectively and to plan and maintain a tidy site.
- To implement arrangements with subcontractors and others on the site, so as to avoid any confusion about areas of responsibility.
- To check that machinery and plant, both company owned and externally hired, including power and hand tools, are maintained in good condition.
- To ensure that the relevant COSHH assessments on hazardous materials are available on site and that the necessary precautions are adhered to.
- To make sure that suitable protective equipment is available and that it is used as and when necessary.
- To review the condition of all personal equipment and replace if necessary.
- To ensure the wearing of Safety Helmets by all staff, operatives and subcontractors as required.
- To ensure that the relevant facts of all accidents will be recorded and reported to Head Office.
- To co-operate with Safety Advisers, and HSE Inspectors and to act on their recommendations.

Operatives Production/Logistics

- Observe workshop and site rules and follow instructions, laid down working methods or other procedures designed to ensure safe and healthy working.
- Use the appropriate protective clothing and safety equipment, as instructed.
- Not to operate tools, plant or equipment unless authorised to do so.
- Report hazards, or defects in plant or equipment.
- Develop a personal concern for the safety of themselves and others.
- Keep their work area tidy.
- Maintain the standard of welfare facilities, which are provided.
- Suggest ways of eliminating hazards.
- Report any injuries incurred at work.
- Be aware that some processes can be hazardous to health if the assessed precaution agreed under the COSHH Regulations are not maintained.
- Wear suitable ear protectors when work processes produce noise levels above 85 dBA
- To ensure that the manual handling of heavy or awkward items are carried out in the agreed safe manner and to the training/instruction given.

All Employees

- Know, understand and implement policy, standards and rules at all company work locations as applicable to personal work tasks.
- Attend and participate in training and briefing sessions on health, safety and environmental issues in order to maintain an up-to-date awareness of appropriate legislation, codes and guidance notes.
- Set personal example at all times, particularly by wearing appropriate protective clothing and safety equipment.
- Take reasonable care for their own health and safety and for the health and safety of those people who may be affected by their actions.
- Consult and co-operate with their line managers and visiting advisors on health, safety and environmental topics as appropriate.
- Report any incidents, accidents or unsafe conditions to their line manager.
- Not remove, tamper or interfere with, any items of safety equipment.
- Co-operate with the requirements of this policy and associated safe systems of work.
- Work in accordance with the requirements of this policy and associated safe systems of work.
- Work in accordance with any training received unless you have reason to believe that the training is not valid in a given situation. In such circumstances seek guidance from line management.
- Specifically fulfill all applicable requirements of the arrangements section.

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Accident Reporting and Investigation

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

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

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

Fatalities and specified injuries will be reported immediately either by telephoning the Incident Contact Centre on 0845 300 99 23, or by reporting online at www.hse.gov.uk/riddor. Cases of over-seven day injuries will be reported online within 15 days of the incident occurring. Cases of disease will be reported online as soon as a doctor notifies the company that our employee suffers from a reportable work-related disease.

All accidents on site shall be reported to the Site Supervisor who shall make an entry in the accident book which is retained on site. The Site Supervisor must immediately notify Mr. Jon Walker – Managing Director, will where appropriate, report the accident to the HSE in compliance with RIDDOR (company safety advisor, G S Musson & Associates Limited will assist if required).

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

The accident book will be kept on Site and completed by the Site Supervisor. The systems and procedures documented within this safety policy have been developed to actively reduce or eliminate accidents and dangerous occurrences. The company firmly believes accident prevention is the primary objective.

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

Alcohol and Drugs Policy

The consumption of alcoholic beverages or the use of recreational drugs is prohibited during working hours and on sites upon which the company is undertaking work. Any employee or sub-contractor found contravening this requirement is liable to instant dismissal, and termination of employment or contract.

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

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

Drugs taken for medicinal reasons are permissible providing that they do not adversely affect person's abilities to operate plant and machinery or to work safely in any situation. Any person so affected by medicinal drugs will not be permitted to endanger themselves or others by continuing their work activities, and will either be sent home or to the sick room (if available) until fully recovered from the effects. Medicinal drugs such as painkillers etc., will not be issued or administered by any person (including trained first aiders) to any other person.

Artificial Optical Radiation

The company, during its normal work activities, does create hazardous sources of light that present a 'reasonably foreseeable' risk of harming the eyes and skin of workers. These activities are:

- Arc welding

These activities shall be suitably risk assessed, and in accordance with guidance to the Control of Artificial Optical Radiation at Work Regulations (AOR) 2010 appropriate controls shall be put into place.

The company shall consider the following control measures when managing AOR risks:

- Use an alternative, safer light source that can achieve the same result.
- Use filters, screens, remote viewing, curtains, safety interlocks, clamping of work pieces, dedicated rooms, remote controls and time delays.
- Train workers in best-practice and give them appropriate information.
- Organise the work to reduce exposure to workers and restrict access to hazardous areas.
- Issue personal protective equipment, eg clothing, goggles or face shields.
- Use relevant safety signs.
- Work within a permit-controlled area.

Asbestos

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

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

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

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

Biological Diseases (Weils Disease, Tetanus)

There are many risks associated with working in the ground, a few diseases to be aware of are: -

- **Tetanus:** the tetanus bacterium can enter through cuts or wounds.
- **Weil's disease (*Leptospirosis*):** this is a disease human can catch from rats through water or wet vegetation contaminated with rat urine. Rats also transmit salmonella.

To ensure your safety please ensure to minimise the risk by following some simple precautions:

- Ensure tetanus jabs are up to date. Otherwise, see your local GP for a tetanus vaccination if you have cut yourself.
- Protect from water-borne diseases such as Weil's disease by wearing waterproof gloves, clothing and boots.
- Always wash your hands before eating

Buried Services

The Construction (Design and Management) Regulations 2015 require precautions to be taken to prevent danger from electrical cables and other underground services

All Supervisors, machine operators and banksmen will be instructed in the procedure to be followed. Any sub-contractors involved in excavation work will be issued with full information obtained from service companies and will also be involved in any consultation procedures.

The Company will provide service location equipment for use on site in accordance with the above standards and training will be provided to supervisors and key operatives in the use of the equipment.

Competent Safety Advice

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

Compressed Air

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

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

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

Consultation

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

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

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

Dangerous Substances and Explosive Atmospheres

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

Display Screen Equipment

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

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

Dust

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

Both hardwood and softwood dusts have a Workplace Exposure Limit (WEL) of 5mg/m³ which must not be exceeded.

Electricity

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

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

Fire

Jon Walker – Managing Director shall hold the duty as the responsible person for the Company on fire safety issues.

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

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

First Aid

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

The names of the designated first aider(s) and the location of the first aid box shall be clearly displayed in the workplace.

First aiders and appointed persons hold the responsibility for checking and maintaining the stock levels in the first aid boxes. Boxes must remain correctly stocked and the contents must not be beyond their expiry date.

Gas Cylinders

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

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

Hazardous Substances

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

The company will, in order of priority:

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

Workers shall receive COSHH awareness training.

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

It is the responsibility of the Site Supervisors to brief the relevant worker about the safe use of a substance prior to the substance being put into use. The findings of the COSHH assessment will be communicated in a tool-box talk fashion.

Health Surveillance

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

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

Legionella

The company will adhere to the requirements of The Control of Legionella Bacteria in Water Systems (ACOP L8) and the Control of Substances Hazardous to Health Regulations 2002 (as amended).

To comply with its legal duties, the company will:

- Identify and assess sources of risk.
- Prepare a written scheme for preventing or controlling the risk.
- Ensure suitable and sufficient resources are available.
- Implement, manage and monitor all precautionary control measures identified.
- Keep records of all such measures.
- Provide employees with information, instruction and training

Local Exhaust Ventilation (LEV)

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

This will be provided where necessary and implemented by:

- Identifying which jobs and activities cause exposure.
- Providing the right type of LEV to control exposure.
- Involving employees in LEV selection where necessary
- Ensuring the LEV is installed properly and works effectively.
- Ensuring the LEV has airflow indicators (or equivalent).
- Ensuring the supplier provides a User Manual and Log Book (or equivalents).
- Managing the checking and maintaining of the LEV system
- Training employees to use the LEV properly where required (ask supplier for help)
- Fill in the Log Book and get repairs done.
- Get the LEV thoroughly examined and tested at periods not exceeding 14 months by a competent person
- Use the thorough examination report as an 'audit'. Improve as advised.
- Provide Suitable PPE and RPE

Manual Handling

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

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

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

HSE publication INDG143 (rev 2) 'Getting to Grips with Manual Handling' shall be issued to all new starters during their induction. Formal training on kinetic lifting techniques will be arranged where necessary.

Monitoring of Safety Systems

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

- Regular discussions of health and safety matters between management and workers. Time will be set aside during tool-box talks where concerns may be raised.
- Annual review of accident statistics.
- Annual review of the safety policy and associated documents.

Noise

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

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

Personal Protective (PPE) & Respiratory Protective Equipment (RPE)

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

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

Portable Electrical Equipment

Jon Walker is responsible for the overall inspection and testing regime for portable electrical equipment. Further responsibilities are defined within the company 'Portable Appliance Arrangements' document.

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

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

Risk Assessment

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

Slips, Trips and Falls

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

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

Employees must assist by:

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

Smoke Free Environment

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

Sub-contractors

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

- Completed the company pre-qualification questionnaire and provided all necessary documentary evidence. All information and evidence must be in date.
- Demonstrated compliance with one of the member schemes of the Safety Schemes in Procurement scheme.

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

The Construction (Design and Management) Regulations 2015

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

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

When assuming client duties for a domestic client we will ensure that:

- The client has allocated sufficient time and resources and other suitable arrangements for managing the project.
- The construction work can be carried out, so far is reasonably practicable, without risks to the health and safety of any person affected by the project.
- The appropriate welfare is provided in accordance with Schedule 2 to the Regulations.
- All the above is maintained and reviewed throughout the project.
- Appropriate pre-construction information is provided to every designer and contractor associated with the project.
- A suitable construction phase plan is drawn up before the construction phase begins.
- The principal designer prepares a suitable health and safety file for the project.
- The principal designer complies with other principal designer duties.

When assuming principal contractor duties we will ensure that:

- We plan, manage and monitor the construction phase.
- We coordinate matters relating to health and safety during the construction phase to ensure that, so far as is reasonably practicable, construction work is carried out without risks to health and safety.
- We take into account the general principles of prevention (see Appendix 1 of HSE publication L153).
- We draw up a construction phase plan prior to setting up the site.
- We organise cooperation between contractors.
- A suitable site induction is provided.
- Steps are taken to prevent access by unauthorised persons to the construction site.
- Facilities that comply with the requirements of Schedule 2 are provided throughout the construction phase.
- We liaise with the principal designer for the duration of their appointment and share with them information required during the pre-construction phase.
- Consult workers or their representatives in good time on matters connected with the project which may affect their health, safety or welfare.

When assuming contractor duties we will ensure that:

- We will not carry out construction work in relation to a project unless satisfied that the client is aware of their duties under the Regulations.
- We plan, manage and monitor construction work carried out by our workers or workers under our control, to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety.
- Where we are working on a project where there is more than contractor we will comply with directions given by the principal designer or the principal contractor, or parts of the construction phase plan that are relevant to our works.
- Where we are the sole contractor for the project we will take account of the general principles of prevention and will draw up a construction phase plan prior to setting up the site.
- Persons appointed to work on the site have the necessary skills, knowledge, training and experience to carry out the tasks allocated.
- All workers under our control have the appropriate supervision, instructions and information so that work can be carried out, so far as is reasonably practicable, without risks to health and safety.
- We will not begin work on a construction site unless reasonable steps have been taken to prevent access by unauthorised persons to that site.
- So far as reasonably practicable the requirements of Schedule 2 are complied with so far as they affect us or any worker under our control.

When assuming designer duties we will ensure that:

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

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

Training

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

New employees will undergo a company induction. Details of the company structure and general procedures will be communicated and a company handbook will be issued.

In addition, the induction will outline the firm's general health and safety policy and how it affects the employee, as well as the responsibilities placed on the employee in respect of health and safety within their employment.

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

Vibration

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

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

Violence

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

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

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

Welding

The employer will ensure that workers are protected from exposure to fumes and gases from welding and cutting by:

- Designing the job so there is less hot work
- Using welding techniques that create less fume
- Ensuring workers are trained on the use of optimal settings to reduce excessive current and weld fume
- Providing adequate working space, providing devices to manipulate the workpiece where deemed necessary
- Providing RPE which is suitable and sufficient and properly fitted
- Ensuring routine maintenance on equipment, filtering face masks/welding visors considering manufacturers recommendations, the amount of use and the environment.
- Ensuring arrangements are in place for a good standard of housekeeping, fire precautions and protection.
- Indoor welding tasks require the use engineering controls such as Local Exhaust Ventilation (LEV). If LEV is unable to control exposure, then Respiratory Protective Equipment (RPE) is also required.
- Outdoor welding requires the use of RPE.

Welfare Facilities

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

These facilities shall include:

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

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

Work at Heights

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

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

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

Work Equipment

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

- Suitable for the intended use
- Safe for use, maintained in a safe condition and, in certain circumstances, inspected to ensure that this remains the case
- Used only by people who have received adequate information, instruction and training
- Accompanied by suitable safety measures, eg protective devices, markings, warnings.
- Ensure that adequate measures are taken to control the risks from 'kickback', such measures would include ensuring that cutting tools and blades are kept in good condition.
- No tool should be run at a speed greater than the safe working speed marked on the tool itself or specified in information supplied by the manufacturer or supplier of the tool.
- Guarding present on machinery should provide a sufficient degree of protection in the event of the cutter or tool disintegrating or the cutter being ejected.
- Braking devices should be fitted to reduce the rundown time of cutting tools on woodworking machinery, preferably within ten seconds of the machine being shutdown, where risk assessment shows that this is necessary.

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

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

It is the responsibility of the Site Supervisors to ensure workers have had the appropriate information, instruction and training to operate specialist tools and equipment.

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

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

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

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

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

Any equipment deemed unsafe for use must be withdrawn from use and brought to the attention of the Site Supervisors.

Work Related Road Safety

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

The company will ensure that:

Drivers are:

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

Vehicles are:

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

Journey planning:

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

Mobile phones whilst driving:

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

Smoking is prohibited in work vehicles at all times

Work Related Upper Limb Disorders (WRULD's)

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

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

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

ULDs will be managed in the workplace by:

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

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