

HEALTH AND SAFETY POLICY & ARRANGEMENTS



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DOCUMENT CONTROL AND REVISION

Rev No:	Date:	Section:	Comment:
0	July 2016	New Document	
1	July 2017	Section 3.2 – Access Equipment Section 3.16 – PPE Appendix A	<ul style="list-style-type: none"> Removal of Class 2 and replaced with BS 2037 Class 1 and EN 131 CE Mark must be on all PPE Updated to current legislation
2	July 2018	Front Cover Section 3.2 – Access Equipment Section 3.3 – Accident Reporting and Recording Appendix A	<ul style="list-style-type: none"> Amended address and contact details Only EN 131 Professional steps and ladders to be purchased Remove of HSE Duty Officer telephone No. Amended Legislation
3	July 2019	Section 3.8 – Dust Hazards Section 3.13 – Manual Handling Appendix A	<ul style="list-style-type: none"> Added new section on dust hazards Amended the force to stop loads Reviewed Legislation
4	Oct 2019	Organisation Chart	<ul style="list-style-type: none"> Updated
5	Jan 2020	Section 3.5 - Asbestos	<ul style="list-style-type: none"> Added
6	Aug 2020	Sect 3.3 – Accident Reporting Sect 3.6 – CDM Sect 3.12 – First Aid Sect 3.15 Manual Handling Appendix A – Primary Current Legislation	<ul style="list-style-type: none"> Included list of diseases Changed reference to monitoring by Akeva Removed reference to Akeva supplying equipment Updated pushing and pulling weights Updated

GLOSSARY OF ACRONYMS

Akeva	-	Akeva Safety Solutions Ltd
RJB	-	RJB Interiors Limited
HSE	-	Health and Safety Executive
HASWA	-	The Health & Safety at Work etc. Act 1974
CDM 2015	-	The Construction (Design & Management) Regulations 2015
SMM	-	Site Management Manual

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1 INTRODUCTION

1.1 PREFACE

RJB Interiors Ltd was established in 2014. With a combined 30 years of experience in the industry of providing stud work, dry lining, plastering and screeding the Directors have adapted the company to provide its clients with a 'turnkey package' which includes all dry lining, carpentry, painting, decorating and flooring.

This document is the Health & Safety Policy and Procedures for works carried out by RJB Interiors Ltd. It contains the procedures that need to be followed to ensure the continued health, safety and welfare of the employees of both companies and has been developed to ensure continuing compliance with the legislation that governs the work we undertake.

The contents of this policy apply to all aspects of work undertaken by and on behalf of RJB Interiors Ltd irrespective of whether it is on site, in office, or in transit. Managers are to ensure that they bring the relevant parts of this document to the attention of those employees they are responsible for.

From here on in RJB Interiors Ltd, will be known as 'The Company' or "RJB".

This is a comprehensive document that comprises of the following three sections:

- The Health & Safety Policy Statement.
- The Organisational Duties.
- The Companies Policies and Procedures.

Health & Safety Policy Statement – A general statement of the intentions of the Directors in regards to health and safety. The policy statement is signed and dated by the Directors therefore indicating that health and safety is highly regarded and that commitment comes from the 'top'.

The Organisational Duties – This section commences with a chart showing the safety structure of the company and is then followed by a list of individual responsibilities of all personnel.

Policies and Procedures – The policies of how the company will comply with current legislation and reduce the risk to all persons who may be affected by the works carried out on its behalf. This is then followed, in the form of Appendices, by the procedures the company will adopt to ensure the requirements of these policies are met.

All employees must adhere to all policies in order to reduce accidents and incidents whilst carrying out the company's undertakings.

This document will be reviewed and amended as necessary, but no less than annually, by Akeva Safety Solutions Ltd the company's Health and Safety Consultants.

1.2 HEALTH & SAFETY POLICY STATEMENT

It is the policy of this Company to, *so far as reasonably practicable*, develop and implement an effective health and safety management system in order to secure a safe working environment, without risk to our employees or others who may be affected by our undertakings.

It is our intention to demonstrate a keen interest for the safety of all persons including:

- Those employed by the company.
- Any self-employed person who may come under the supervision of the company.
- Those persons delivering products to our sites or warehouses.
- Our customers.
- Any person who may be affected by the activities undertaken by us.

Risk Assessments shall be carried out for all work activities setting objectives for hazard reduction or elimination wherever possible and identifying the need for safe plant and work equipment and safe systems of work. Where this is not possible to eliminate, reduce or control the risk by other means, personal protective equipment shall be provided for persons or who are, or for the time being under our control.

We shall ensure that all persons carrying out duties on our behalf are competent to do so, where necessary, we shall provide training. Persons shall be encouraged to take part in discussions on matters affecting their personal wellbeing. They shall be informed of the Health & Safety (Consultation with Employees) Regulations 1996 and the way in which they may appoint a person to represent them on matters affecting their health and safety at work.

The Directors and Managers of RJB Interiors are committed to continuously developing and implementing the procedures contained within this document. We shall discipline those who fail to comply with their legal duties and by doing so, undermine the company's aims and objectives to ensure good safety procedures and practices. Those persons unwilling to comply will have their contract of employment terminated.

Where works are carried out on construction sites, it is our intention to assist in the duties placed on the Principle Designer and or the Principal Contractor appointed by the Client under The Construction (Design & Management) Regulations 2015 to comply with the Construction Phase Health & Safety Plan and where required, be helpful in providing any relevant information to the project Health & Safety File.

It will be the responsibility of the Managing Director, Russell Barker, to ensure that all persons are aware of their individual responsibilities under this policy. Our Safety Consultants will, from time to time, audit the implementation of this Policy Statement.

Signed
Russell Barker – Managing Director

Date

1.3 ENVIRONMENTAL POLICY STATEMENT

The Company have agreed that environmental matters are to be recognised as a Management responsibility, which shall be equal to that given to health and safety considerations. They recognise their responsibilities towards protecting and preserving the environment and will encourage all employees and persons associated with their business activities to adopt a similar approach.

The Company will comply with all appropriate legal requirements. In the absence of legislation, it will undertake activities in a manner consistent with industrial practices to meet the highest standards through implementation of this Policy and the procedures contained therein. In particular, the Company will endeavour to:

- Pay close attention to the handling storage and transportation of substances or materials that may be hazardous to the environment.
- Comply with the Principal Contractor's Site Waste controls and provide all necessary information for inclusion in it throughout contracts.
- Pay particular attention to hazardous or harmful emissions such as fumes, noise and dust whilst carrying out our undertakings.
- Reduce, reuse or arrange for the careful disposal of wastes that may be produced during operations carried out by the Company.
- Conserve energy through minimising consumption and maximising efficiency.
- Continually develop an environmentally aware approach within the Company in order to play an important part in reducing the harm caused within the construction industry.
- Promote a sense of responsibility towards the environment by management and staff whilst carrying out their daily duties on behalf of the Company.
- Work alongside Clients and other contractors in fulfilling their legal obligations towards the environment.
- Seek to establish a solid relationship and co-operate fully with the relevant Statutory Undertakers i.e. Environment Agency, Local Authorities and Water Companies.

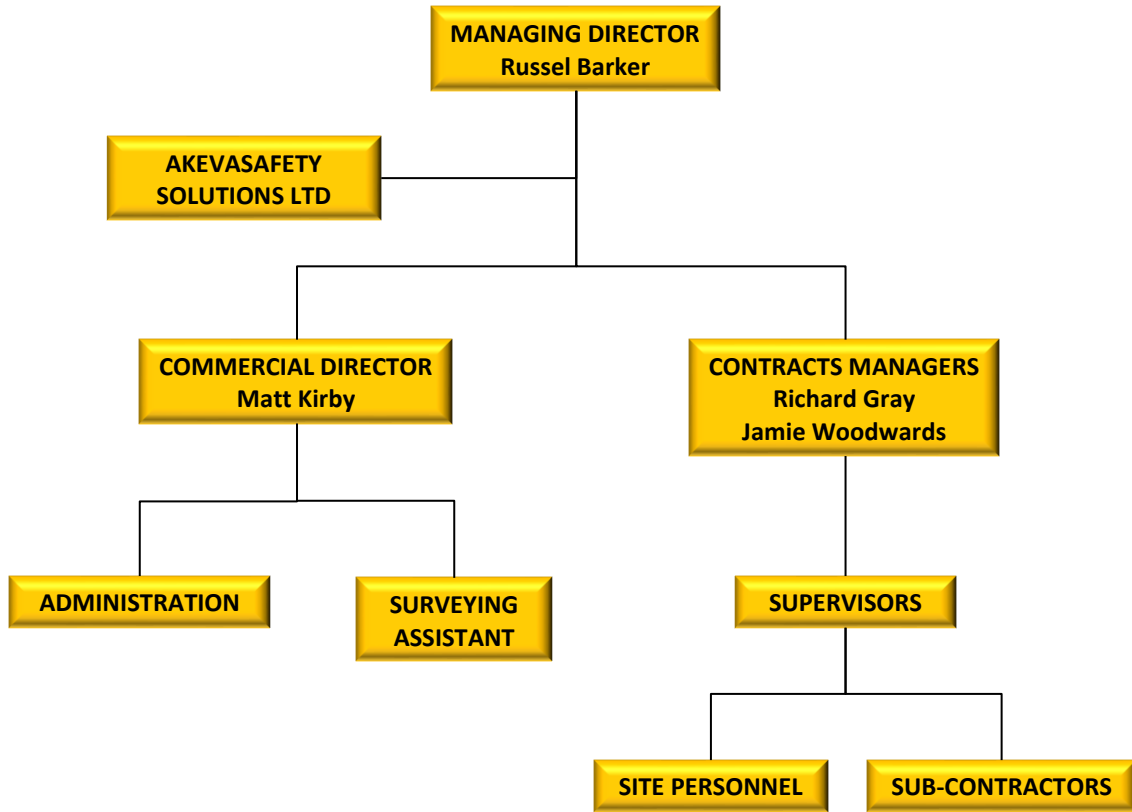
It is the duty of every Director, Manager and Supervisor to implement the requirements of this policy document. Every employee is required to take all reasonably practicable steps to ensure compliance with the procedures laid out in this document.

The Health and Safety Consultants are responsible for reviewing this Policy and the Environmental Management Systems described therein and for carrying out any amendments with sufficient consultation with the Board of Directors. Subsequent amendments will be notified to all relevant employees by means of bulletins and toolbox talks.

Signed
Russell Barker – Managing Director

Date

2 ORGANISATION



2.1 DUTIES OF MANAGING DIRECTOR

The Managing Director has overall responsibility for the health, safety, and welfare of employees and others affected by the Company's activities.

This responsibility extends to the following:

1. Be aware of the Employer's legal duties under the Health & Safety at Work Act 1974 and all supporting Regulations made under Section 15 of the Act.
2. Prepare, and keep up to date, a Statement of the Company's Policy for Health, Safety & Welfare and ensure that it is brought to the notice of all employees.
3. Initiate the Company's Health & Safety Policy for the prevention of injury, ill-health, damage and wastage and set initiatives to eliminate accidents. Encourage proper reporting, investigation and costing of injury, ill-health, damage and loss. Promote action to preclude recurrence and initiate analysis to discover accident trends.
4. Liaise with the Health & Safety Consultants on all aspects of health, safety and welfare which affect the Company's personnel and operations. Discuss safety audits and review Company procedures if necessary.
5. Ensure that adequate time is allowed for planning including the carrying out of specific risk assessments for the Company's activities. Ensure that hazards with the potential to cause harm are identified and avoided or adequately controlled.
6. Ensure there is liaison on health and safety matters between all parts of the Company and others who are affected by its undertakings.
7. Ensure that all accidents, injuries, diseases and dangerous occurrences are reported to the HSE as required by RIDDOR. Notify the company's Health and Safety Consultants and, where necessary, instruct them to carry out an investigation. Ensure the findings of any investigations are acted upon to prevent recurrence.
8. Give the necessary support to all personnel working on the Company's behalf in meeting the requirements of current legislation and encourage individuals to develop ideas which may improve the Company's policies and procedures.
9. Carry out 'spot checks' to ensure that sound working practices are adopted and properly monitored. Ensure that adequate monitoring is carried out, at all levels of the company, to determine the efficiency of the procedures laid down in this Health and Safety Policy.
10. Instigate liaison with external health and safety organisations and encourage the distribution of relevant safety information to the trades engaged by the Company to promote a greater safety awareness and trade information on substances hazardous to health. Discuss safety audits with the Company Safety Consultants and review Company procedures if necessary.
11. Arrange adequate resources to meet the requirements of this Policy.
12. When visiting working areas, set a personal example by wearing the appropriate personal protective equipment and follow any relevant procedures.

2.2 DUTIES OF HEALTH AND SAFETY ADVISORS

In accordance with the Management of Health and Safety at Work Regulations 1999, RJB Interiors Ltd has appointed Akeva Safety Solutions Ltd to provide health and safety advice. Akeva Safety Solutions Ltd can be contacted on 0845 890 2511.

AKEVA's role includes:

1. Advise on the preparation and review of the Company Safety Policy for Health, Safety and Welfare, including the organisation and arrangements for carrying out the Policy.
2. Give advice to management as requested on:
 - a. Legal requirements affecting health, safety and welfare.
 - b. Prevention of injury and damage.
 - c. Provision, selection and use of protective clothing and equipment.
 - d. New working methods, equipment or materials, which would reduce risks.
 - e. Proposed changes in legislation.
 - f. Potential hazards on new sites before work starts, and safety factors affecting the selection of work equipment, other contractors and so on.
3. Assist Management in notifying the Health and Safety Executive of new sites, Dangerous Occurrences, Specified Injuries, Accidents etc, in accordance with Company Policy.
4. Carry out site safety inspections and audits to monitor compliance of work being undertaken with the Company Health and Safety Policy.
5. As requested, carry out investigations of serious accidents in accordance with Company Policy and assist with subsequent reporting as required by RIDDOR 2013.
6. Provide advice on training requirements and arrange training courses where required.
7. Ensure that an assessment has been carried out of any noisy process or plant hazardous to health and that appropriate control measures, training, instruction, protective clothing etc. have been provided.
8. Set a personal example when visiting site by behaving professionally and wearing all suitable protective clothing.
9. If requested attend contractors site meetings to advise / review safe working procedures.
10. If requested assist in the preparation of Construction Phase Health and Safety Plan and attend tender meetings to advise on all safety matters.

2.3 DUTIES OF COMMERCIAL DIRECTOR

1. Ensure that adequate resources are available to meet legislative and the Company's requirements on health, safety and welfare. Sufficient funds are to be made available to ensure all equipment and materials purchased by the Company are suitable for the purpose without compromising the standards required by this Health and Safety Policy.
2. Liaise with insurance companies to ensure that adequate 'Employers Liability' and 'Personal Liability' Insurance is in place to cover the activities carried out by RJB and its personnel / contractors.
3. Understand the Company Health and Safety Policy and ensure that it is brought to the notice of all those within your areas of responsibility.
4. Ensure any accidents or incidents are adequately investigated and any subsequent recommendations followed up or other measures put in place to prevent recurrence.
5. Ensure arrangements are in hand to regularly review training to ensure, as far as practicable, that all persons are aware of current statutory requirements.
6. Carry out reviews on individuals for whom you are responsible whose personal standards fall below that which is required of the health and safety policy and, where necessary, take disciplinary action.
7. Identify and control any potential hazards within the office environment including:
 - a. Electrical risks – overloaded sockets, maintenance of equipment.
 - b. Trailing leads, telephone cables, personal belongings etc which could cause someone to trip over.
 - c. Ensuring the safe storage of materials in cupboards or on shelves.
 - d. Ensuring that the welfare facilities are maintained and kept in a generally acceptable condition.
 - e. Arrangements for workers using VDUs – work equipment, rest periods, the carrying out of self-assessments etc.
8. Identifying the fire risks from flammable materials, wastepaper and smoking and carrying out of a subsequent fire risk assessment.
9. Ensuring that any procedures developed by the company for the safe evacuation of staff are implemented and practised.
10. Ensuring that any fire safety equipment in the offices is regularly inspected and not misused.
11. Ensure that your area of responsibility is maintained in a manner conducive to safe working practices and that those using this area do so in compliance with their own duties under this policy.
12. Ensure that all contractors are sent 'Approved Contractor's Questionnaires' and on their return carry out the assessment taking into account the supporting evidence provided. Where necessary, seek assistance from the Company Health and Safety Consultant.
13. Setting a personal example by complying with the requirements of the relevant sections of this policy.
14. Encourage a safety culture within the Company by setting a personal example at all times and wearing the appropriate personal protective equipment when visiting sites.

2.4 DUTIES OF CONTRACTS MANAGER

The health and safety responsibilities of our Contracts Manager are to:

1. Be aware of the employer's legal duties under the Health & Safety at Work etc Act 1974 and all supporting Regulations made under Section 15 of the Act.
2. Initiate the Company Health & Safety Policy for the prevention of injury, ill-health, damage and wastage and set initiatives to eliminate accidents. Ensure that all accidents are reported as required under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations) 2013.
3. Liaise with the Principal Designer/ Principal Contractor to ensure that adequate health and safety information has been received at pre-construction phase and that a Health and Safety Plan for each site is in place prior to works commencing. The construction phase plan and health and safety file Plan must then be regularly reviewed to ensure that it is still valid for the works being undertaken.
4. Ensure that adequate time is allowed for surveying/planning and that specific risk assessments are undertaken for the Company's activities. Ensure that hazards with the potential to cause harm are identified and avoided or adequately controlled. High and medium risk activities to be addressed where required by the submission of a method statement or safe system of work.
5. Ensure that an assessment has been carried out of any noisy process or plant hazardous to health and that appropriate control measures, training, instruction, protective clothing etc., have been provided.
6. Ensure that where any substances that are hazardous to health are used on site, a safety data sheet and subsequent CoSHH assessment is available. Where the work is carried out by a contractor, ensure they provide such items.
7. Ensure all persons for whom you are responsible are competent to carry out their work and are fully informed of the health and safety issues affecting their task and place of work. Ensure arrangements are in hand to regularly review training to ensure, as far as practicable, that all persons are aware of current statutory requirements.
8. Ensure that adequate welfare facilities are in place prior to any works commencing on site.
9. Obtain and review copies of all proposed health and safety documentation, from subcontractors, prior to their works commencing on site.
10. Ensure that Site Supervisors and operatives under your control are aware of their responsibilities for safe working and that they are not required or permitted to take unnecessary risks.
11. Once work has commenced on site, ensure that it is carried out as planned and that the requirements of the Company's procedures as laid down in the Health & Safety Policy and any stipulated Safe Systems of Work are observed.
12. Ensure that the management of all waste is adequately planned prior to any works commencing on site. Ensure that any contractors appointed to transport, or handle waste are licensed and that relevant checks are carried out to ensure they are managing waste in accordance with their license.
13. At the end of each contract, ensure that any information relevant to the Health and Safety File is provided to the Client.
14. Reprimand any member of staff for failing to discharge satisfactorily their responsibilities.
15. When visiting working areas, set a personal example by wearing the appropriate personal protective equipment and following any relevant procedures.

2.5 DUTIES OF SITE SUPERVISORS

1. Initiate the company Health & Safety Policy for the prevention of injury, ill-health, damage and wastage and set initiatives to eliminate accidents. Ensure that all accidents are reported as required under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations) 2013.
2. Ensure that specific risk assessments, including CoSHH, have been carried for your areas of responsibility. Ensure that hazards with the potential to cause harm are identified and avoided or adequately controlled. High and medium risk activities to be addressed where required by the submission of a method statement or safe system of work.
3. Ensure that all work equipment, lifting equipment access equipment etc. is brought onto site in a safe, usable condition and that any statutory inspections are carried out with relevant records made.
4. Ensure that everyone working on site, or those visiting but walking around unaccompanied, have received a site induction and are aware of the hazards relating to the site and the works being undertaken.
5. Ensure all persons for whom you are responsible are competent to carry out their work and are fully informed of the health and safety issues affecting their task and place of work. Ensure arrangements are in hand to regularly review training to ensure, as far as practicable, that all persons are aware of current statutory requirements.
6. Obtain the relevant permits to work that are necessary for any high-risk activities. Monitor works to ensure that the requirements of the permits are being complied with and ensure they are signed off at the end of the working period stated on the permit.
7. Ensure no-one is permitted to operate any work equipment unless they have received adequate training or hold a relevant certificate of competence as determined by the Company.
8. Ensure that all persons under your responsibility are in possession of the required personal protective equipment as identified by the task risk assessment and are aware of their obligations to wear it.
9. Ensure that all accidents, incidents and near misses are reported to the Contracts Manager / Managing Director and the HSE in accordance with legislation. Where necessary ensure they are sufficiently investigated to determine the causes therefore allowing procedures to be developed to prevent recurrence.
10. Once work has commenced on site, ensure that it is carried out as planned and that the requirements of the Company's procedures as laid down in the Health & Safety Policy and any stipulated Safe Systems of Work are observed.
11. Ensure that the waste on site is managed in accordance with current legislation in that it is, where possible segregated or taken away by a licensed waste carrier to a waste handling facility.
12. Give toolbox talks, to all personnel under your responsibility, in accordance with the schedule laid down by the Health and Safety Department. Determine when additional toolbox talks are required then write and deliver them or contact the Managing Director.
13. Ensure that all statutory inspections are carried out and that the relevant records of such are made and kept up to date. Monitor the site conditions on a regular basis to ensure they do not give rise to any risks to the health, safety or welfare of those carrying out site work.
14. Ensure that suitable welfare facilities are provided and kept in a good state of repair. Ensure the welfare is cleaned on a regular basis. Where there are deficiencies, report it to the PC's Site Manager.

15. Reprimand any member of staff for failing to discharge satisfactorily their responsibilities.
16. When working on site, set a personal example by wearing the appropriate personal protective equipment and following any relevant procedures.

2.6 DUTIES OF EMPLOYEES AND SUBCONTRACTORS

Every employee including subcontractors must take reasonable care of the health and safety of themselves and others who may be affected by their acts or omissions at work. We regard employees as any person who is employed by RJB Interiors Ltd irrespective of the method of payment made to that person.

All staff are responsible for the implementation of their part of this policy, and the procedures contained within. All staff should in particular:

1. Be fully aware of the Company Safety Policy, it's procedures and requirements
2. Observe all safety rules, requirements and notices at all times.
3. Comply with the requirements of the risk assessments and method statements and, where there isn't one, report this to you Supervisor.
4. Ensure that appropriate protective equipment and clothing is used and kept in good working order. Any equipment that is becomes lost, damaged or worn out is to be reported to the Site Supervisor and replaced as necessary.
5. Ensure that all work equipment that you are responsible for is in good order and that any safety devices provided are fitted, properly adjusted and used. Any defects identified are to be reported to the Site Supervisor immediately.
6. Ensure that all accidents, incidents, injuries, damage, defects or dangerous occurrences are reported promptly to the relevant Manager.
7. Co-operate with the Company in complying with the Health and Safety requirements set out in legislation, guidance, and within this Policy.
8. Take an active role in ensuring and improving the health and safety at RJB Interiors Ltd.
9. It is important that you feel able to ask questions about health and safety, and that you feel capable of doing the task you are doing in a safe manner. If in doubt, inform your immediate Manager. **DO NOT TAKE CHANCES.**

3 ARRANGEMENTS

Introduction

The Health & Safety at Work etc. Act 1974 (*HASAWA*) requires that arrangements are made, to provide for a safe system of work for all aspects of our undertakings. These arrangements have been developed to cover the Company's activities as a whole and must be used when developing systems of work in offices or on sites.

Arrangements or Control Measures?

We have included in this section specific known 'Arrangements' to combat hazards that are well established in our line of business therefore complying with the requirements set out in the HASAWA. However, more recently the term 'arrangements' has predominantly been replaced by the term 'Control Measure'. Either term is acceptable however, 'control measure' is a clearer definition of what is required at work when preventing or controlling known hazards in the workplace.

Generic Control Measures

No two jobs are the same; all have something different about them and therefore it is essential to understand that the Control Measures in this section may have to be made more specific following completion of an individual task risk assessments *as required under The Management of Health & Safety at Work Regulations 1999* to take into account the environmental or other more specific site requirements. When using this section therefore, first check site conditions and any other restrictions that may be imposed due to the environmental circumstances. It is important also to take into account other considerations such as prevailing weather conditions, other people working nearby or other persons having access to or from the area that your works are to be undertaken, this includes members of the public. All these factors can alter what is to be considered when carrying out the on-site 'Risk Assessment' and the 'Control Measure' to be used.

3.1 ABRASIVE WHEELS

The company use machines in its workplaces that are fitted with abrasive wheels and realises that these can be a cause of major injuries. The main hazards associated with abrasive wheels include:

- Bursting of the wheel or disc.
- Injuries from flying particles.
- Cuts to hands, legs, etc.
- Dust from certain types of materials.
- Loose clothing tangles in disc.
- Electric shock.
- Noise.
- Fire and explosion.

3.1.1 Planning Procedures

All work will be planned in accordance with the relevant standards. Risk assessments will be undertaken for the work and the necessary control measures planned. Where applicable the requirements of the site Method Statement will also be met.

Any Manager / Supervisors in control of works involving the use of abrasive wheels will:

- Ensure that any abrasive wheel machine hired to or owned by the Company, for use at work, is provided and maintained in good condition.

- Ensure that sufficient operatives have been trained in the mounting of abrasive wheels and discs on the type of machine to be used. A record of trained persons will be maintained.
- Ensure that works with hand-held machines have been adequately risk assessed to include hazards such as fire, noise, vibration etc.
- Reduce the risk of dust related diseases such as silicosis by ensuring that dry stone cutting is, as far as reasonably practicable, avoided. Where dust cannot be avoided, ensure adequate protection is provided and there is a reduction in numbers exposed.
- Ensure that, where respiratory protective equipment (dust masks) are provided for the protection against breathing in stone dust, the individuals have been fit tested within the last 3 years.

3.1.2 Training

Training in the mounting of abrasive wheels and the use of such equipment will be provided, by the company, to all personnel tasked with using or changing abrasive wheels.

3.1.3 Monitoring

Managers and Supervisor will:

- Ensure that any operative required to change discs or wheels on abrasive wheel tools has been trained and appointed.
- Ensure that suitable storage facilities are available for abrasive wheels and that a sufficient quantity of suitable eye protection and other protective equipment is available and issued when required.
- Carry out a weekly check on all equipment that uses an abrasive wheel then make a suitable record.
- Arrange for any person required to use an abrasive wheel machine or tool to be given instructions in the precautions required, by a competent person.
- Ensure that any abrasive wheel machine or tools being used with any defect, which could give rise to injury, is taken out of use immediately.
- Ensure that the requirements of the risk assessment(s) and Health and Safety Plan are being implemented.
- Ensure that the machine is regularly serviced to ensure that the spindle speed is correct.
- Ensure that grinders in the workshops are secure, have the relevant guards, are correctly dressed and that the tool rest is secure and square.

3.1.4 Control Measure

All persons using such machinery are to ensure the disc or wheel is mounted correctly. This must only be done by a competent, appointed person.

- Guards must be fitted to all abrasive wheels and kept in position.
- Eye protection to BS EN 166 B must be worn when using abrasive wheels.
- Avoid wearing loose clothing.
- Hearing protection is to be worn at all times.
- All machines are to be inspected daily, before use, to ensure they are in good condition. This applies especially to electrical machines and associated power cables.
- Sparks from loose particles can cause fires or explosion if near to flammable materials. Ensure the work area is clear of such materials and also of people who may be affected by such sparks.

- Ensure other control measures identified in the risk assessment(s) for the work have been implemented.
- Use the tool rests correctly on bench or pedestal grinders.

3.2 ACCESS EQUIPMENT

It is the policy of the Company to ensure, so far as is reasonably practicable, where work is to be carried out above ground level, suitable access equipment will be provided. Where access equipment is supplied, it is the responsibility of individuals to ensure that it is used in accordance with the manufacturer's recommendations, the site-specific risk assessment and any training that has been given.

3.2.1 Planning Procedures

The relevant Manager / Supervisor will arrange for the required type of access equipment to be provided taking into account the relevant standards and the work to be carried.

3.2.2 Training

The company will ensure that the relevant training has been provided to their employees for the erection, inspection and use of all access equipment. The standards required by RJB are:

- Ladders and stepladders – toolbox talks
- Mobile towers and podium steps – PASMA
- Mobile elevating work platforms – IPAF
- Scaffolding must be erected and inspected by a trained scaffolder. All those using scaffolds must have received, as a minimum, a toolbox talks on the safety requirements of scaffolds.

3.2.3 Monitoring

The relevant Contracts Manager / Site Supervisors will:

- Check all access equipment before use to ensure that there are no defects and then check at least weekly whilst in use on site and keep a record of the check.
- Ensure that where a defect is noted or the equipment is damaged, it is taken out of use immediately.
- Ensure that all access equipment is:
 - the correct type,
 - stable and secure,
 - has a solid, level base and
 - used correctly.
- Ensure that ladders will not be used to provide access or a working position if the type of work cannot be carried out safely from a ladder (e.g. carrying large items, work requiring both hands, etc.). (See risk assessment).
- Ensure the methods of use, which could result in damage to the equipment, is not permitted.
- Ensure that proper storage is provided for access equipment to prevent it being damaged.

3.2.4 Mobile Elevating Work Platforms (MEWP's)

The mobile elevated work platform shall only be operated by authorised and certificated persons

- Only use a mobile elevating work platform if you have been trained and authorised.
- Daily checks should be carried out on tyres, brakes, lights, fuel, power and for general defects in accordance to Manufacturer's instructions and ensure that safety devices fitted are working correctly.
- The safe workload for the machine should be displayed prominently and all test, inspections and examinations carried out at regular intervals.
- Emergency stops and isolation switches are clearly marked and that all operatives are aware of the emergency procedure for the platform.
- Ensure that the working platform can be accessed safely at ground level
- Ensure you are aware of any overhead cables in the location you are going to work in.
- The platform should be kept clear of debris at all times.
- Before the platform is put into operation ensure that barriers, warning signs etc. are put in place.
- Ground conditions are critical to safe operation. Many platforms are fitted with outriggers and stabilisers and these must be used in accordance with Manufacturer's instructions.
- When the platform is not in use it should be secured against unauthorised operation.
- In windy conditions follow the guidance from the Manufacturer for use of the equipment. Platforms generally should not be operated in wind exceeding 16MPH.
- A safety harness is recommended on all platforms.
- Only use the platform for the work intended. Don't take unnecessary risks.

3.2.5 Mobile Scaffold Towers and Podiums

When ordering any form of mobile scaffold towers or podium steps from suppliers or, if hiring, ensure you obtain the correct item by carrying out the following checks:

- Height of tower required.
- Allowance for sufficient intermediate stages including.
- Sufficient ladders provided.
- Sufficient bracing including outriggers.
- Suppliers erection advise leaflet available.

Erection and Safe Use of Towers

- Ensure towers / podiums are always erected as per the manufacturer's instructions and only by a competent person.
- Except when towers / podiums are being moved from place to place, caster brake wheels must be applied at all time.
- When tower / podium is being moved no person to remain on the working platform.
- The height of the tower / podium is not to exceed the recommend by the manufacturer.
- No person must climb up the outside of the tower.

3.2.6 Stepladders

The relevant Manager / Supervisor is to ensure that only BS 2037 Class 1 and EN 131 stepladders are used in the workplace.

- When purchasing new Stepladders only EN 131 Professional steps and ladders are to be purchased. Under no circumstance should Non-Professional steps or ladders be used.
- Stepladders must not be used to work from unless there is no other item of equipment available and no safer method of carrying out the works this should be decided by means of a risk assessment.
- Stepladders must be in good condition and of adequate length and strength for the work in progress.
- Whenever a stepladder is used, it should only be sited on firm level ground and not leant against loose or fragile material or other equipment.
- Only one person may use a stepladder at a time and no equipment may be carried whilst climbing unless it is carried in a safe manner allowing the user to safely use both hands and feet. When stepladders are used, the user must face the ladder at all times.
- Defective equipment must not be used at any time. If a defect is noticed, it must be reported to a Site Supervisor immediately.

3.3 ACCIDENT REPORTING AND RECORDING

In compliance with The Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) 2013, the following procedures must be adopted by Company personnel when an employee, visitor or contractor is involved in an accident, incident or near miss.

In all the following cases where it involves a contractor or a contractor's piece of equipment, the Company's Site Supervisor must be informed immediately. He will in turn inform the Managing Director who will decide whether to involve the Company's Health and Safety Consultants

3.3.1 Introduction

The importance of accident, incident and near miss recording, reporting and response cannot be overstressed. The necessity arises from two fundamental requirements:

- Only if every accident, incident and disease is reported can action be taken to prevent recurrence;
- A record should be filed in case the accident needs to be reported to the Health and Safety Executive or the accident results in a claim for industrial injury benefit or a claim against RJB Interiors Ltd.

3.3.2 Near Miss Reporting

A near miss is an incident that has occurred but not resulted in injury or damage. The company will run a near miss system on a 'No Blame Culture' therefore encouraging personnel to report hazardous occurrences that may result in injury or damage. The importance of investigating near misses is to enable measures to be taken to prevent a recurrence which may result in injury or damage.

Where there is a near miss, the person identifying it is to complete the relevant form and pass it onto the Contracts Manager or Site Supervisor who will take the necessary action to prevent the 'near miss' becoming the next accident.

The relevant Manager or Supervisor is then to complete the relevant part of the near miss form to record the actions taken. On sites, the near miss report is to be filed in with the site documentation, in the offices it is to be given to the administrator.

3.3.3 Minor Injuries

All minor injuries reported by employees are to be entered into the accident book. Where the accident occurs on site and the Principal Contractor wants their accident book completed, a record must still be made in the RJB 's accident book unless a copy of the original entry is taken.

3.3.4 Lost Time & Over 7 Day Accidents

Where an employee suffers a lost time accident, the Managing Director must be informed by the relevant Manager and kept up to date with the proposed date of returning to work. An accident investigation will need to be carried out by the injured person's manager to determine the causes so that measures can be put in place to prevent a recurrence.

Where the employee does not return to work for more than 7 days, not including the day of the accident, the Company Health and Safety Consultants will be informed and, as directed by the Managing Director, will carry out the investigation.

3.3.5 Specified Injuries

Where an employees or contractor suffers a specified injury or is taken to hospital with a suspected specified injury, the Managing Director is to be informed immediately. These will then in turn inform the Company Health and Safety Consultants who will carry out an investigation as directed.

Nothing is to be moved in the accident area unless instructed by the Managing Director or where it would otherwise put people at risk to leave it. If the accident area has to be disturbed, where it is feasible, take photographs or make a sketch first as this may help with the investigation.

Specified injuries are injuries such as:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

Specified injuries are to be reported to the HSE's Incident Contact Centre immediately by telephone via the relevant Director or other nominated person.

3.3.6 Dangerous Occurrences

Dangerous occurrences must be reported to the Contracts Manager immediately. The Contracts Manager will then notify the Company Safety Consultants. The area must not be disturbed unless the Managing Director specifies so, or to prevent further danger.

3.3.7 Disease

Any written diagnosis received from a doctor (e.g. medical certificate stating the type of industrial disease) must be forwarded to the Directors immediately, together with a description of the type of work done by the person concerned to enable an investigation to take place.

Industrial diseases include, but is not limited to:

- Dermatitis
- Weill's disease
- Psittacosis, histoplasmosis etc (from pigeons)
- Carpal tunnel syndrome
- Hand arm vibration syndrome
- Occupational asthma
- Covid-19 attributed to occupational exposure

The Company Health and Safety Consultants will then be contacted to advise whether it needs reporting to the HSE under RIDDOR.

3.3.8 Fatal Accidents

In the event of a fatal accident, the Managing Director will be notified immediately. The Managing Director will then notify the Company Health and Safety Consultants.

Accidents resulting in death shall be reported concurrently to the local Police. **Do not** disturb the scene of the accident any more than necessary to make it safe for others to carry out an investigation (see below).

3.3.9 Notification to the Health & Safety Executive

The reporting of injuries, diseases and dangerous occurrences in accordance with RIDDOR can be carried out by telephone, on-line or by post. For RJB this reporting will be carried out one of the Directors.

Fatal Injuries - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm). The type of circumstances where HSE may need to respond out of hours are:

- following a work-related death
- following a serious incident where there have been multiple casualties
- following an incident which has caused major disruption such as evacuation of people, closure of roads, large numbers of people going to hospital etc

If your incident fits these descriptions ring the Contact Centre.

Specified Injuries - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm). The details that will be required are the same as that written on the F2508.

All other injuries – Online, go to www.hse.gov.uk and click on 'Report and Incident' then follow the on-line instructions.

3.3.10 Dealing with Casualties

Do not move a casualty who cannot move himself unless the casualty is in imminent danger. The relevant Manager must ensure that the casualty is dealt with as required by a qualified First aider until medical help arrives or they are taken to hospital.

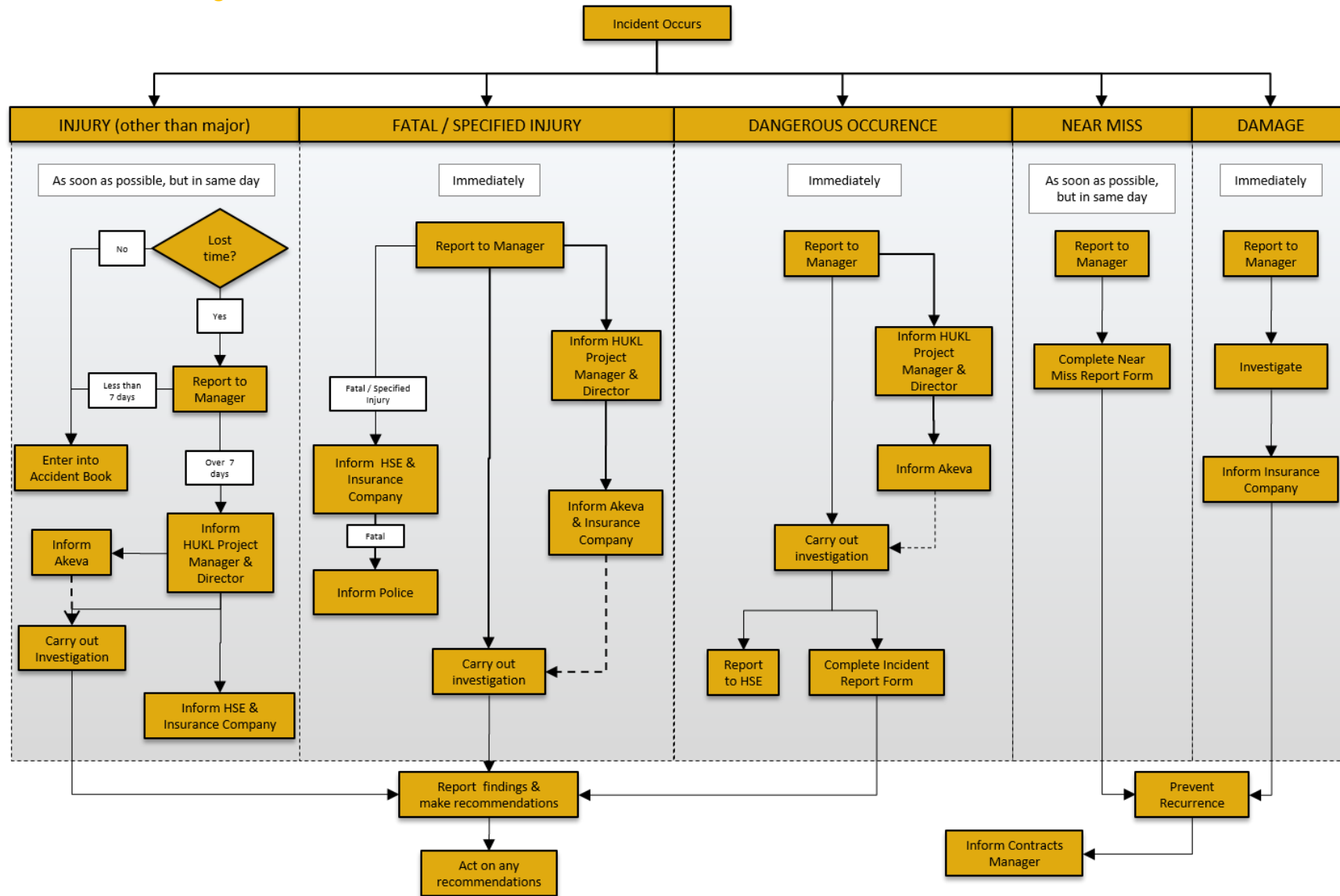
3.3.11 Emergency Services

The Manager must ensure that the emergency services are contacted immediately in the case of serious injury. Where applicable, the Managing Director / Contracts Manager will ensure that the Principal Contractor is advised of the circumstance of the incident and the incident reported to the Principal Contractor in accordance with their site rules.

3.3.12 Accident area

The accident area should be cordoned off and not disturbed any more than necessary (to facilitate safe removal of injured persons) until the accident investigators, i.e. the HSE, Police or our Safety Consultants, have carried out a full investigation. Do not clear away any evidence until given the all clear by the Managing Director.

3.3.13 Accident Investigation Flowchart



3.4 ALCOHOL AND DRUG ABUSE

3.4.1 Company policy towards alcohol and drug abuse

Alcohol or drug abuse by employees (including Managers and Supervisory staff) can adversely affect the safety and health of themselves or others on our sites. Therefore, it is the policy of this Company that any person known to be, or strongly suspected of being, affected by alcohol or drugs must be referred to the Managing Director who must arrange for the person to be removed from the site or workplace.

It must be noted that symptoms suggesting that a person is under the influence of drugs or alcohol may be created by other conditions, e.g. heat exhaustion, hypothermia, diabetes, etc. also the person may be affected by legitimate medication prescribed by a doctor. These conditions, while still requiring the person to be removed for safety reasons from their work, will obviously affect any disciplinary action that may be considered therefore, if there is any doubt as to the person's condition or cause of their condition, medical advice should be sought immediately.

3.5 ASBESTOS

3.5.1 Introduction

Asbestos is a naturally occurring fibrous material and being incombustible, having good resistance to heat, weathering, acids and other forms of a chemical attack it has been used extensively in hundreds of different products and buildings.

Asbestos-related diseases currently kill around 4 - 5,000 people a year in Great Britain. This number is expected to go on rising for the next ten years.

Exposure to asbestos can lead to three main diseases:

- Asbestosis or fibrosis [scarring] of the lungs
- Lung cancer
- Mesothelioma, a cancer of the inner lining of the chest wall or abdominal cavity

3.5.2 Planning Procedures

Before any works are carried out in any workplace where there is a likelihood of asbestos-containing materials being present, an asbestos survey will be obtained from the Client/Principal Designer.

All information on the presence, or possible presence, of ACM's along with any working methods and control measures, will be issued to the Foreman before work starts then provided to any relevant Subcontractors.

In all cases, if any ACM's are identified, employees and Subcontractors are to be informed that work is to cease immediately, and our Site Manager/Foreman informed. The Site Manager/Foreman is then to inform the DGB Director informed.

3.5.3 Training and information

The Company will ensure that all persons, working on its behalf and any subcontractors who may be likely to encounter asbestos-containing materials, are adequately trained by attending an Asbestos Awareness course.

The only persons that will be permitted to carry out any work with ACMs are those that have received the relevant training as described in the Control of Asbestos Regulations 2012. Refresher training will be given in accordance with the Regulations.

3.5.4 Monitoring

All information on working methods and precautions agreed will be issued to the Foreman, before work starts, by the Site Manager. The Foreman will ensure that the Competent Person (who has attended an approved training course) or the Licenced Contractor selected to carry out the removal work has set up their operation in accordance with the agreed method statement and that the precautions required are fully maintained throughout the operation so that others are not exposed to risk.

The Foreman will ensure that no unauthorised persons enter the working area until air clearance samples have been taken by the appointed Industrial Hygienist and confirmation received in writing that the results are satisfactory.

Where employees are required to use or handle materials containing asbestos not subject to the licensing regulations, the Foreman will ensure that the appropriate safety equipment and protective clothing is provided and that the agreed safe working procedures are understood by employees and complied with.

3.5.5 Safe System of Work

Prior to commencing work where asbestos is present, a written assessment of the likely exposure of employees, Subcontractors and others to asbestos and a plan of work must be prepared. The plan of work should be site and task specific.

Any risk assessment and the method statement must be reviewed regularly or whenever a significant change in the work occurs or is expected. Copies of written assessments and plan of work (method statement) must be kept on-site and used as a working guide.

3.5.6 Unexpected Asbestos Finds

It is the policy of the Company that if any person comes across any materials that may be suspected as containing asbestos, they are to cease work immediately, clear the area and inform the Site Foreman who will instigate an investigation.

No one is to remove or carry out work on any materials suspected of containing asbestos unless competent to do so and authorised by the Site Manager.

3.5.7 Site Clearance Certification

Once the removal of asbestos has been completed, the premises must be assessed to determine whether thoroughly clean and fit to return to the normal occupation. Site clearance certification should be carried out by a competent person trained to BIOH S301 or P404.

A certificate of reoccupation should be issued when the area is deemed to be clean and cleared for normal occupation. A separate clearance certificate should be issued following the clearance testing of the decontamination unit prior to removal from site.

3.6 COMPANY APPROACH TO CDM

The Company realises that good management of health and safety on site is crucial to the successful delivery of a construction project. It therefore intends to carry out all its site works in accordance with the Construction (Design & Management) (CDM) Regulations 2015 and the technical standards set out in Part 4 of the new Regulations.

The Company, in accordance with CDM 2015, will only tender for contracts for which they have organisational capability to carry out and able to address all likely health and safety issues (previously known as competent). It will ensure that all other parties involved in any contracts are aware of their duties under the Regulations.

3.6.1 Planning

Detailed planning of all tasks requiring a method statement will be carried in good time to allow time for safe methods of carrying out the different operations to be established so that work packages can be planned to cause minimum risk to others who may be affected by each operation including members of the public if so affected.

The company will be proactive throughout the pre-construction and construction phases to ensure that our methods of works are approved well in advance of planned start dates.

The company will Co-operate with the Client, Principal Designer and Principal Contractor in the planning and management of our works taking into account any reasonable directions and the site rules and strive to work with them ensuring that effective communication starts and continues throughout a project.

The company will ensure that all such information as is necessary for inclusion in the Health and Safety File is passed on as it becomes available or within the time scales allocated by the Principal Contractor to enable them to meet their legal obligations.

3.6.2 Control and Co-Ordination

It is vital that the agreed arrangements are reviewed at the first project meeting so that site management can deal immediately with any difficulties at an early stage. Our Contract Managers / Site Supervisors will ensure that effective co-ordination of our work occurs with any other contractors working close by. Clear lines of communication will be established and maintained between us as the Principal Contractor and other contractors. Safety, health and welfare will be included on all project meeting agendas.

3.6.3 Monitoring

Site monitoring by AKEVA may be carried out as requested by the Managing Director. This is in addition to the regular daily and weekly inspections carried out by site management. Contraventions of statute law, regulations, codes of practice and site procedures will be dealt with firmly and consistently by site management.

3.6.4 Training

On-site training will be necessary for our personnel so that they are aware of the hazards and risks to health and safety on site. It is considered necessary for all operatives to attend a Safety Induction Course prior to beginning work on site. Close liaison with Akeva Safety Solutions Ltd will establish the overall training needs on individual sites.

3.6.5 Records

We will ensure that all records of examination and inspection are carried out and copies kept in the site office. All accidents and dangerous occurrences will be reported to Principal Contractor.

3.7 CONSULTATION WITH EMPLOYEES

It is a requirement of the Health and Safety (Consultation with Employees) Regulations 1996 for employers to consult with employees on matters relating to health and safety. These regulations complement the Safety Representatives and Safety Committees Regulations 1977, which place duties

on employers to consult with safety representatives who have officially been appointed as such by the trade unions.

The Company will inform its employees of their rights to be represented by a safety committee and, if requested, will form a committee in accordance with the above legislation. If requested, the Company will ensure periodic meetings are held with employees to discuss health and safety issues.

Employees will be consulted by the management, on matters regarding their health and safety, following toolbox talks, inductions or other briefings.

3.8 ELECTRICAL TOOLS AND EQUIPMENT

3.8.1 Hazards

The main hazards associated with this equipment include: -

- Electric shock.
- Unguarded machinery.
- Tripping.
- Fire.

3.8.2 Planning Procedures

When planning work with electrical tools or equipment the relevant standards must be adhered to. On site this will be reflected in the Construction Phase Health & Safety Plan. The use of such equipment must be taken into account when carrying out the task risk assessment.

All electrical equipment in the Company's workplaces will be supplied, installed, maintained or used in accordance with the relevant standards. Portable electrical appliances are electrical items that can be easily disconnected from the power source and moved from one location to another. To ensure the safety of persons using portable appliances, it is Company policy that all new portable appliances, or used appliances new to the company, are tested before first being put into use.

Once an initial test has been carried out by a competent person, subsequent tests will be carried out at the following times:

- Office equipment (except computers) - annually
- Transportable office equipment - 3 yearly
- Site office equipment - on set up of site then 6 monthly
- Site tools and equipment - 3 monthly

The responsibility for arranging for PAT testing on site will be the Site Supervisor and in the offices, it will be the Commercial Director.

3.8.3 Site Procedures

The Contracts Manager / Site Supervisor will:

- Inform the Principal Contractor of any temporary electrical supply that is needed.
- Ensure that all power tools provided for use on site or other workplace are in accordance with the relevant British Standards and have been PAT tested.

- Ensure that no power tools or electrical equipment of greater voltage than 110 volt (CTE) are used on site unless special arrangements are made to protect the equipment from damage. Lower voltage tools, lighting, etc. may be required in damp or confined situations.
- Ensure all employees are informed of the Company policy on the use of electricity on site and that they will be expected to comply with these requirements.
- Ensure that formal weekly visual inspections are carried out on electrical equipment on site.

3.8.4 Training

Training will be provided for employees who are required to inspect, repair or maintain equipment. In most circumstances, only competent electricians will be authorised to carry out repairs or maintenance and to carry out installation work. Regular refresher training to maintain and enhance competence for the work and the safety requirements for working with electricity will also be provided.

3.8.5 Monitoring

The relevant Site Supervisor will:

- Carry out spot checks to ensure that all site personnel under their control carry out daily checks on the electrical equipment they are to use.
- Ensure that all sub-contractor's equipment is in good condition and in accordance with the relevant British Standards before permitted for use on site. Evidence of recent inspection and testing of all electrical equipment should be available before the equipment is used.
- Take immediate action against any person or sub-contractor abusing or incorrectly using electrical equipment on site.
- Ensure that all power cables are installed clear of access ways.
- Ensure that any portable generator or other electrical equipment fitted with an earth rod has the earth rod and connection maintained in good condition.
- Ensure that only authorised persons are permitted to repair or alter electrical equipment.
- Arrange for immediate action to be taken to have defects remedied by a site electrician or hire Company, as soon as they are reported. Prevent the use of faulty equipment by removing it to a secure place and label it clearly as being defective.

3.8.6 Control Measures

Anyone using electrical equipment, on site or in offices, must ensure:

- All cable connections must be properly made. Under no circumstances will insulation tape alone, be used to protect any repair or join in extension cables. Only an authorised person will carry out work on equipment.
- That only 110V equipment (or less) is used on site.
- The correct extension cables will be used, to cope with wet and rough conditions. Extension cables will be minimised by the provision of adequate numbers of socket outlets. Extension cables, when used, will be routed so as not to cause tripping or similar hazards.
- Users of electrical equipment are to check the appliances before use for any sign of damage and report defects immediately. The following items need to be checked on electrical equipment:
 - The cable / lead for any signs of damage, breakages, repairs.
 - The plug for signs of damage or scorching.
 - The equipment casing for signs of damage.

- All control buttons / switches to ensure they work correctly.
- Ensure there is an in-date sticker showing the date of the last test.
- Portable generators are regularly inspected and tested. If fitted with an earth rod, then the connections must be maintained in good condition.
- That if anything goes wrong, the equipment is switched off and disconnected from the power supply.
- No-one lifts or pulls equipment by the cable; the connections may become broken and create a hazard.
- Cables are routed so as to be protected from damage.
- Other control measures identified on the risk assessment must also be implemented.

3.9 DUST HAZARDS

3.9.1 Hazards

Due to the nature of the works undertaken by the Company it is inevitable that dusts are generated. It is also realised that dust is a hazard that can affect the health and safety of personnel. Therefore, the Company undertakes, as far as is reasonably practicable, to control dust emissions and will consider the risk from dust when carrying out specific job risk assessments.

3.9.2 Planning Procedures

Where there is a risk to health and safety of personnel, visitors or other contractors due to dust being produced, the site management is to ensure, as far as is reasonably practicable, that a means of extraction is used. For residual dust, dampening down is employed to reduce the risk of respiratory problems.

Respiratory – where a dust is produced which could give rise to respiratory problems then a suitable mask will be supplied and worn by those affected. It is important that the type of dust is correctly determined to ensure that the right type of respiratory protection can be supplied.

There may at time be other processes that produce dusts. These are to be sufficiently risk assessed to determine the type of dust to be produced and suitable control measures to be put in place.

Visibility – if there is a risk of a person or group of people's visibilities being affected then suitable eye protection is to be supplied and used.

3.9.3 Training and Information

Training will be given, where necessary, for the use of dust suppression and the correct fitting of respiratory protective equipment.

3.9.4 Control Measures

The following considerations are to be taken into account when carrying out processes or operations that gives rise to the generation of dust:

All persons are required to wear suitable eye and respiratory protection as stated in the risk assessment or as instructed by the site supervisor.

Personnel are required to inform their supervisor if they believe there is a risk resulting from excessive dust.

3.10 ENVIRONMENTAL MANAGEMENT

The Company realises that the works carried out on their behalf will have some impact on the environment. Environmental hazards will be assessed as part of the site-specific risk assessment and will be monitored in accordance with our monitoring procedures.

The Managing Director is committed to maintaining high environmental standards throughout RJB's operations. All personnel are required to take all reasonably practicable steps to ensure that work is carried out in an environmentally safe and efficient manner in accordance with the law and the procedures laid down by the company and with due regard to the environment.

3.10.1 Emissions to Air

Emissions to air from some of our activities may contribute to air pollution which may impact on human health, ecosystems and the physical environment on both a local and global scale. The company realises that it contributes to air pollution whilst carrying out its undertakings, particularly in the following areas:

- Emissions of oxides of nitrogen, carbon monoxide and benzene due to its transportation activities.
- Emissions of particulate matters from its activities.

The company will therefore adopt a policy to reduce the amount of air pollution caused by carrying out the following:

- avoiding unnecessary movements of vehicles
- vehicle sharing
- taking emissions into account when purchasing equipment
- using battery / electrical equipment rather than petrol driven equipment
- recycling rather than incinerating waste
- controlling the amount of dust produced

3.10.2 Energy & Fuel Consumption

The Company are aware that to carry out their undertakings they need to use energy to power its workplaces. In order to do this we realise that we will utilise many of the earth's resources, whether directly or indirectly, and that the use of the resources will impact on the various environmental receptors.

In order that the Company can play a part in sustainable development, it will continue to look into ways of reducing energy and resource consumption. The Company will endeavour to use low energy equipment and, in addition, encourage staff to switch off electrical equipment and machinery when not in use.

3.10.3 Raw Material Use

The main activities of the Company involve the use of raw materials such as plaster, steel and some oils. We realise that in carrying out our activities we will contribute to the depletions of the earth's natural resources. To minimise the impact caused by our operations, we will ensure there is a strict ordering regime and all works will be planned to reduce the use / waste from our materials including in this will be ensuring the correct storage.

3.10.4 Noise

The Company recognises that noise can be a very sensitive issue and is a source of nuisance from works being carried out on its premises and sites. Where practicable, all works on site will be planned in accordance with any planning requirements.

Wherever practical, all activities will be undertaken within the ambient noise level existing in the vicinity of the site. To help meet this objective, a noise survey will be carried out in areas of concern to establish background noise levels before commencing operations. This will be especially important when operating near hospitals, schools, residential areas and places of work.

The Company will endeavour to purchase machinery and equipment which emit low levels of noise. Where our activities will cause increased noise levels that may be perceived as nuisance, we will use the quietest machinery at our disposal. To minimise noise levels the machinery will be properly maintained to further mitigate the transfer of noise.

3.10.5 Waste Management

All personnel, particularly Line Management, are responsible for minimising waste through recycling. In so doing the company will minimise waste by recycling materials such as:

- Manufacturing wastes.
- Office materials - paper and printing cartridges.
- Packaging materials.
- Plaster and plasterboard products
- Timber and steel

Under the *Environmental Protection (Duty of Care) Regulations 1991* and the *Hazardous Waste Regulations 2005* the services of competent contractors will be employed to dispose of any wastes which cannot be recycled by us. We will also ensure that any wastes are taken to a licensed waste management facility.

If the company utilises an outside waste disposal contractor, the contractor must be licensed in accordance with The Waste Management Licensing Regulations.

The Duty of Care Regulations require you to ensure all waste is stored and disposed of responsibly, that it is only handled or dealt with by individuals or companies that are authorised to deal with it, and that a record is kept of all wastes received or transferred through a system of signed Waste Transfer Notes.

Waste is defined in the Environmental Protection Act as:

- Any substance that constitutes a scrap material or effluent or otherwise.
- Any unwanted surplus arising from the application or any process
- Any substance or article that requires to be disposed of as being broken, worn out, contaminated or otherwise spoiled.

If the company utilises an outside waste disposal contractor, the contractor must be licensed in accordance with The Waste Management Licensing Regulations.

3.11 FIRE POLICY & PROCEDURES

The policy and procedures for the control and management of fire risk reflects the requirements of the Regulatory Reform (Fire Safety) Order (FSO) 2005. In accordance with the FSO, the 'Responsible Person' for the Company's workplaces will generally be taken on by the Principal Contractor's Site Manager or, in the office, the Landlord.

3.11.1 General Fire Precautions

In the event of fire, it is the policy of the Company that safety of life shall override all other considerations, such as saving property and extinguishing the fire. The company refutes the notion that the alarm should only be raised in the event of a large fire.

All employees are empowered to take this action if they believe there is a fire and authority need not be sought from any other person. The Company will always support employees who operate the fire alarm system in good faith, regardless of whether or not the fire was a threat to life or property.

The 'Responsible Person' will ensure that suitable fire precautions have been developed for each workplace which are suitable and sufficient for that workplace. These fire precautions will then be communicated to all persons working in the premises with suitable information provided for visitors.

3.11.2 Risk Assessments

Suitable and sufficient risk assessments will be carried out by the Contracts Manager and the Commercial Director for the offices and will include for fire safety.

3.11.3 Fire Fighting Equipment

Where risk assessments for the work require firefighting and other emergency equipment to be provided it will be planned for meeting the relevant standards as appropriate.

The requirements of any Health and Safety Plan will also be planned for meeting the specification for equipment. Procedures for the inspection and maintenance of the equipment will be developed along with the requirements for periodic testing and evaluation of emergency procedures.

3.11.4 Training

All personnel must be provided with training on the emergency procedures relevant to their place of work. Specific personnel will be trained as Fire Marshals so that they are competent to deal with situations likely to arise in the course of their work. Relevant refresher training will be undertaken to maintain and enhance competence.

Records of all training undertaken, and instruction and practice in emergency procedures will be kept to comply with statutory requirements.

3.11.5 Monitoring

The Contract Manager will:

- Ensure that the requirements for fire-fighting and emergency equipment necessary for the work and / or site are available.
- Ensure that the equipment is inspected and maintained in accordance with the defined procedures and the appropriate records maintained.
- Ensure that personnel involved in the work are trained and competent to use fire-fighting and emergency equipment.
- Ensure that discharged fire-fighting extinguishers and other emergency equipment is returned to its operation state as soon as practical after use.

- Ensure that all personnel understand emergency procedures and they are evaluated as appropriate to the circumstances prevailing at each work site.

3.12 FIRST AID ARRANGEMENTS

The prevention of accidents at RJB Interiors Ltd is everyone's responsibility, and each member of staff should ensure that they are familiar with any special instructions relevant to the area(s) in which they work for the proper handling of emergency situations.

3.12.1 Planning Procedures

The Contracts Manager will ensure that any necessary first aid arrangements will be in place for each workplace depending on the expected risk environment, employee population, available local hospital facilities, etc.

In order to meet the requirements of the Health and Safety (First Aid) Regulations 1981 for the provision of suitable person(s) to administer first aid, the Company will ensure that sufficient numbers of trained and certificated 'suitable persons' are available in each work location.

The Company will establish the necessary procedures and arrangements to:

- Communicate the first aid facilities to all persons on site through the site / company induction;
- Communicate the names of first aid trained persons to all persons in the workplace;
- Ensure that first aid materials are replenished when used;

3.12.2 Monitoring

- On site, the Contracts Manager / Site Supervisor will ensure that all arrangements for first aid are established and that they are used and maintained to the required standards.
- The Contracts Manager will ensure that all certification remains current and must highlight any requirements for refresher training.
- The Site Supervisor, or nominated first aider, will ensure that first aid boxes are re-supplied each time they are used and have enough equipment in them (as per the contents list in the box). In the office, it will be the responsibility of a person nominated by the Managing Director / Contracts Manager to check the first aid box. Those who have the responsibility for first aid kits are to ensure that suitable equipment is still available and in date.

3.13 FOREIGN LABOUR

3.13.1 Policy

It is the Company's policy that non-English speaking personnel are restricted to a maximum ratio of 1 in 4 (i.e. one English speaking person that is able to interpret, in every team of 4). Where this ratio is applied the non-English speakers are to be in sight and earshot of the English-speaking interpreter.

3.13.2 Assessing the English speaking/understanding capability of personnel:

If it is suspected that non-English speaking personnel have been employed to work on site before they start work their ability to understand and speak English will be assessed by the Site Supervisor. Those with a low ability will be placed to work with someone of a high ability. Those with very high abilities will be nominated as persons that can be used to translate information to other operatives.

3.13.3 Communications

Although the percentage of non-English speaking personnel is always relatively low, all instructions as referred to above will only be given by those persons nominated as translators. It is the duty of the translator therefore to check the understanding of any particular instruction. All translators will be made aware of their duties.

3.13.4 Ensuring the quality of translations.

Only those persons identified as being competent to be translators will be allowed to translate to or brief operatives. To ensure that those translating an instruction are fully aware of the requirements of the instruction themselves, our Site Supervisor will first brief the translator on the instruction. For example, a method statement that has been prepared will first be explained to the translator to ensure he has full understanding of its requirements before translating to operatives.

3.14 HAZARDOUS SUBSTANCES

The Control of Substances Hazardous to Health Regulations 2002 imposes duties on every employer to identify all substances in use and to assess the risk to their employees (and others) from the substance, taking into account the manner in which it is being used, the quantities involved, and the possible numbers affected.

3.14.1 Policy

The work of the Company and its employees brings us into daily contact with substances, which, to varying extents, are hazardous to health. Our general policy on dealing with these substances is given below:

- Exposure to substances hazardous to health will be prevented where possible, or adequately controlled by suitable protective or preventative measures.
- As far as practicable, the control shall be by means other than provision of personal protective equipment. Where required, however, adequate and appropriate protective equipment or clothing shall be supplied.
- It is important that employees receive adequate information, instruction and training in order for them to be aware of the risks to health from exposure to a substance, and the precautions and control measures that should be provided and carried out.

3.14.2 Planning Procedures

Where practicable, the Company will avoid the use of substances hazardous to health by finding an alternative method. Where this is not practicable and hazardous substances are used, a relevant safety data sheet will be obtained from the supplier so that the Contracts Manager / Site Supervisor can carry out a CoSHH assessment or arrange for one to be carried out.

Where substances are being used by RJB's own employees and the Contracts Manager / Site Supervisor does not feel competent to carry out a CoSHH assessment, the Company Safety Consultants will be engaged to provide written assessments and advice on precautions required with any substance where any risk to health is known or suspected. The details of all CoSHH assessments will be kept on file in the site office.

The relevant Contract Manager / Supervisor will:

- Verbally communicate the findings of the CoSHH assessment to those using the substance or those who could be affected by them. This communication is to be carried along with the

requirements of task risk assessments and method statements and must be done so prior to works commencing.

- Make a record of the communication process and keep a copy in RJB's safety file on site.

3.14.3 Training

All operatives engaged in any process involving the use or handling of any hazardous substance must be given full instructions and any necessary training in the health hazards and precautions, use of protective clothing, equipment, hygiene measures, etc. as required. Regular refresher training must also be provided to maintain and enhance competence in handling or using these substances.

3.14.4 Monitoring

The Contracts Manager, Site Supervisor and relevant subcontractor's management will ensure that the written assessment, control measures and other information is on site and that all procedures planned to handle or use any hazardous substance or process are carried out fully and that any equipment, hygiene measures, and protective clothing are provided and maintained as required.

Where the use of a particular substance necessitates the need for health surveillance to be carried out, it is to be arranged with an Occupational Health Specialist. Where necessary, the Contracts Manager will seek assistance from the Company Safety Consultants. This is to be arranged by any relevant subcontractor's management for their own staff.

Note: Under no circumstances, is anyone to be allowed to use any substance unless a CoSHH assessment has been carried out and communicated.

3.14.5 Control Measures

The following rules apply to the handling, transporting and use of all substances. Special precautions relating to specific products are given in the specific written assessments.

- Chemical products must never be allowed to come into eye contact. Contact with skin and mucous membrane must likewise be avoided. Wear protective equipment and clothing supplied. Always observe good industrial hygiene practice.
- Do not swallow materials or use in areas where food is being consumed. Smoking is also prohibited during application and curing.
- Inhalation of chemical vapours or dust should be avoided. Adequate ventilation must be provided. Suitable respiratory protection will be provided if appropriate.
- Facilities for the washing and cleansing of the skin will be made available with the necessary cleansers and barrier creams. Those using hazardous substances are to use these skin care systems as necessary.
- Store all products in ventilated areas away from extremes of temperatures and environment.
- Clean all spillage's instantly and dispose of waste and used containers properly.
- Except for transport in closed packages, materials must be handled only by authorised personnel.
- Ensure the correct equipment for handling the products is available.
- If any person handling the materials shows the symptoms that may possibly have been caused by exposure to chemical products, they should be removed from the area and medical advice sought without delay.
- Read the data sheet, container labels and detailed health and safety information before using any products.
- **No hazardous substances are to be used if there is no CoSHH assessment available**

3.15 MANUAL HANDLING

3.15.1 Planning

The Company will, as far as reasonably practicable, reduce the risk of injury through manual handling operations to its employees by:

- Avoiding, where practicable, the need to lift items manually or failing this by.
- Assessing the operations which pose a significant risk of injury.
- Ensuring all persons have received suitable manual handling training.

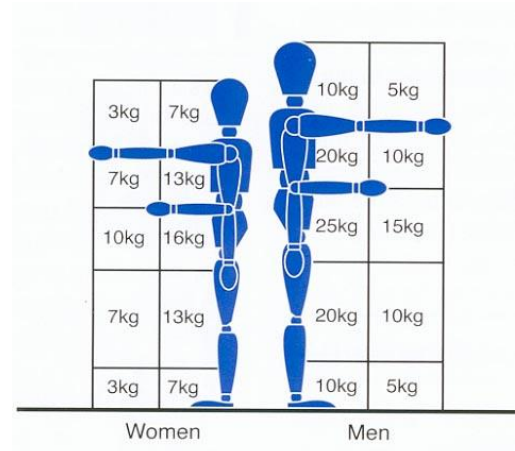
The Company realises that some tasks may have to be postponed until the appropriate number of persons are available to safely carry out the task (the average male should only lift 25kgs manually but no-one should lift anything that they are not comfortable with).

3.15.2 Risk Assessments

It is the Policy of the Company that a preliminary manual handling assessment is to be carried out as part of the general risk assessment. Where this identifies that there is a significant risk from manual handling a more detailed assessment will to be carried out by the relevant Manager who has been trained in risk assessments. The manual handling assessment will be recorded.

A detailed assessment will need to be carried out if the preliminary assessment shows that the manual handling task involves:

- The lifting or lowering of a load which is unstable, difficult to grasp or greater than the weights identified in the adjacent figure or the operation is carried out where there are adverse working conditions; or
- The carrying of a load, with a weight exceeding those stated in the adjacent figure and the distance exceed 10 metres without rest; or
- The pushing or pulling of a load should not exceed:
 - Force to stop or start the load 20kgs for men or 15kgs for women;
 - Sustained force to keep the load in motion 10kgs for men or 7kgs for women; or
- The lifting of a load, weighing more than 5kg load for men or 3kg load for women, from a seated position.



Where the use of a machine is impracticable, sufficient labour must be available to handle any heavy or awkward loads and instructions must be issued to site on the handling of these loads.

All staff will be given training in the correct methods of handling and lifting loads as part of their normal site safety training.

3.15.3 Training

All operatives and Site Managerial staff involved in manual handling operations will be trained in the relevant procedures. Regular refresher training will also be provided to maintain and enhance competence in manual handling operations.

Training will be based on the physical structure of the body and the effect of attempting to handle loads in various positions.

3.15.4 Monitoring

The Contract Manager / Supervisor will:

- Ensure any persons required to complete manual lifting work have been given and have understood training on manual handling and associated lifting techniques.
- Ensure a Manual Handling assessment has been completed for the manual handling operation in question.
- Ensure that the required control measures for the works are being implemented.
- Instruct any operative in the correct handling and lifting of loads as required.
- Ensure that a supply of suitable gloves is available for issue as required for the handling of materials, which could cause injuries to the hands.
- Enforce the wearing of safety footwear and caution any employee or sub-contractor wearing unsuitable footwear.
- Ensure that no operative, particularly a young person is required to lift without assistance a load, which is likely to cause injury.
- Re-assess any manual handling operations which an employee has reported as being too difficult, unachievable or they do not feel comfortable with.

3.15.5 Control Measures

Anyone carrying out manual handling operations must:

- Wherever possible use mechanical means to lift and transport items and never lift or move anything they don't feel comfortable with.
- Where the use of mechanical equipment is impracticable, sufficient persons must be available to lift the relevant load and take into account the size, shape and weight of that load. Also consider the path the load must follow and the immediate environment, e.g. floor conditions, lighting, access etc.
- Ensure that items are lifted correctly with the back straight and using the legs to raise yourself if the load is low. Use a good grip with the feet apart to hip width and one foot slightly in front of the other.
- Avoid twisting, stooping, or reaching to lift or deposit the load.
- Ensure that access areas are clean and clear and that the lighting is adequate.
- Wear gloves and safety footwear and other personal protective equipment relevant to the working environment.
- Protect sharp edges.
- Avoid long lifts and if necessary, change grip when the load is at waist height.
- Keep the load close to your body.
- Arrange storage so that the heaviest loads are in the most convenient position, i.e. from knee to shoulder range.
- If more than one person is involved, then a competent person must be nominated to control the handling activities.

- If possible, break the load down into smaller items.
- Secure items, which are loose to prevent the load shifting when being carried.

3.16 NOISE AT WORK

3.16.1 Hazards

The main hazard associated with noise is hearing loss or impairment. This may be long term due to prolonged exposure or could be due to excessive peak levels. Another hazard is impaired communications, which could lead to other safety problems due to unheard or misinterpreted instructions.

3.16.2 Planning Procedures

When planning work, the Control of Noise at Work Regulations 2005 will be taken into account. Noise measurements must be made by a competent person to ascertain where control measures are required. The requirements of the site Health and Safety Plan must also be planned for.

The Contracts Manager, Site Supervisor and subcontractor's management will:

- Ensure equipment is selected and maintained to minimise noise levels, and keep all engine covers etc. closed during use, and where possible select equipment to minimise the noise levels.
- Where possible, site noisy equipment away from working or public areas.
- If the noise level exceeds 80 dB ensure that suitable hearing protection is made available.
- If the noise level exceeds 85 dB ensure that hearing protection is made available and that it is worn as necessary.
- Where possible, consider alternative methods of work to eliminate or reduce possible noise levels.
- Where prolonged exposure is unavoidable, work should be planned to give operatives adequate rest breaks away from the noisy environment.
- Ensure adequate means of communication in noisy environments, especially if there are relevant alarm sounds, which may need to be heard, alternative signals may need to be provided.
- Ensure that where personnel will be required to work in situations where potentially harmful levels of noise are likely to be encountered, full information is obtained before work commences on the levels and frequencies of noise. Details should be included in the task method statement and risk assessment along with any designated hearing protection zones.
- Ensure that suitable measures to reduce the risk to employees (other than PPE) are available. Where there is no other means of reducing the risks, suitable PPE must be issued as stated above.
- Arrange for supplies of hearing protection, appropriate to the noise source, be made available on the site or for any operations where it is not practicable to reduce the noise level to a safe limit.

3.16.3 Training

Instruction and training will be provided to employees required to work on or near plant or other sources of noise, which is likely to result in exposure to noise levels above the first action level. Regular refresher training must be provided to maintain awareness of the hazards to health of noise.

3.16.4 Monitoring

The relevant Contracts Manager / Site Supervisor will:

- Ensure that all the control measures identified in the noise assessment are implemented.

- Arrange for hearing protection equipment to be issued to operatives as required and ensure that it is worn at all times when operatives are exposed to noise above the Second Action level or Peak Action level.
- Ensure that any hearing protection supplied is worn as required by the method statement and risk assessment.
- Ensure that all noise control items fitted to plant are kept in good order and that any defects noted are reported to the relevant Manager, or hire Company, immediately.

3.16.5 Control Measures

All persons carrying out work that gives rise to high levels of noise must:

- Ensure you obey any site instructions regarding the wearing of hearing protection in those areas designated.
- Where possible, site noisy equipment away from working or public areas.
- Report, to their manager, any faults with equipment that are resulting in high noise levels.

3.17 OFFICE SAFETY

The following safety arrangements will be adopted for all offices occupied by Company Personnel whether on site or at head office. Due regard to the requirements of the Workplace (Health & Safety) Regulations 1992 will be taken for our offices.

3.17.1 Hazards

The main hazards associated with office work are:

- The use of display screen equipment (DSE)
- Fire
- Electrocution
- Slips and trips

3.17.2 Planning

When setting up an office on site, or re-arranging static offices, regards must be given to the following areas:

- Access routes must be wide enough for trafficking with ease, at least 1m wide is recommended.
- There must be sufficient areas to store equipment, materials and personal items so that they are not taking up workspace or blocking access routes.
- Sufficient and suitable fire detection equipment must be installed and suitable fire extinguishers provided.
- The setup of workstations must be carried out in accordance with the appropriate legislation to prevent associated health issues.
- Suitable workplace assessments are to be carried out to determine the risk to office workers and visitors to the office. Statutory risk assessments include:
 - DSE assessments
 - Manual handling assessments

- Electrical appliances will be checked or inspected regularly by a qualified electrician who will issue a PAT test certificate and label each item indicating when next due for inspection.

3.17.3 Training

As a minimum, personnel working in office need training in the following areas:

- The set up and use of display screen equipment
- Manual handling
- Fire procedures and the use of fire extinguishers

3.17.4 Monitoring Procedures

The Contracts Manager will be responsible for ensuring that the offices are kept in a safe condition including access to and egress from the building. The Contracts Manager is also responsible for ensuring that adequate training is arranged for all office staff and that subsequent procedures are followed.

3.17.5 Control Measures

- All access-ways will be kept clear of obstacles and well lit.
- No items are to be placed on the floors whereby they may cause someone to trip or fall.
- DSE operations will comply with the Display Screen Equipment Regulations 1992.
- Filing Cabinets will be used with care:
 - Only one drawer open at a time
 - Heavy items or large files of paper stored in the bottom drawer
 - Drawers will not be left open where there is a danger of someone walking past and tripping over them.
 - Stacking/storing of files, books etc. on top of cabinets will be avoided.
- Items stored on shelves will be placed in such a manner that they will not slip off and fall onto someone.
- Staff must check the electrical equipment they use for damage or fraying leads and report them.
- Do not overload socket outlets by introducing multi plug adapters.
- Fire exits and fire points are to be kept clear at all times. Firefighting equipment must never be incorrectly used.

3.18 PERSONAL PROTECTIVE EQUIPMENT

3.18.1 Planning Procedures

Risk assessments of work activities are to be carried out by the relevant managers. During the risk assessment process, the manager must identify how the risk will be managed, by means other than the issue of PPE. Where the risk cannot be reduced to an acceptable level by other means, PPE will be issued.

The relevant Contracts Manager will establish what protective clothing and equipment will be necessary and will ensure that any special protective clothing or equipment required is 'CE Marked' and any signs relating to the wearing of PPE are obtained and available for use on site. As a minimum, the PPE that must be worn on all sites managed by RJB Interiors Ltd will be:

- Safety helmets.
- High visibility vests or jackets.
- Safety boots with steel midsoles and steel toe caps.
- Any other PPE required by the risk assessment.

3.18.2 Monitoring

The relevant Manager will:

- Ensure that adequate supplies of all necessary protective clothing or equipment are 'CE Marked' and available on site / workplace for issue as required and that when issued to employees. A record is to be kept of the issue.
- Ensure that the protective clothing or equipment is suitable for the specific process for which it is provided. The Company Safety Consultant can provide information and advice, as required, on the correct equipment to be issued.
- Ensure that before employees are set to work, they are in possession of any necessary protective clothing.
- Ensure that signs are erected where the wearing of PPE is mandatory, if it hasn't already been erected by others.
- Ensure that all persons are aware of the actions to be taken if their PPE becomes lost, stolen, damaged or worn out.
- Set a good example in the wearing of safety helmets, protective footwear, etc. and will use all necessary protective clothing and equipment where required.
- Where close fitting respiratory protective equipment is worn, ensure that all persons have been face fit tested within the last 3 years and keep copies of records on site.

3.18.3 Control Measures

- Operatives will comply with the company and site requirements and any sign or notice indicating that equipment is to be worn.
- All persons issued with protective clothing or equipment must immediately report to supervision any loss or defect in the equipment.
- Personnel are responsible for the hygiene aspects of their personal protective equipment and should ensure high standards are maintained. The Site Supervisor should monitor this requirement and take appropriate action where the condition of equipment is not acceptable.
- Specialised and complex items of personal protective equipment will only be issued to competent users. Specific training may be given for such items.

3.18.4 Misuse

Misuse or intentional damage to any items of personal protective equipment that can be attributed to an individual may result in disciplinary action being taken which may lead to dismissal. Where the damage is caused by a contractor, the individual will be removed from site and the act referred to his / her Company.

3.19 RISK ASSESSMENTS

The Management of Health and Safety at Work Regulations 1999 requires that suitable and sufficient assessments of risk should be carried out for all operations or undertakings in the workplace. It should be noted that risk assessments are also an integral part of The Construction (Design and Management) Regulations 2015 and various other sets of regulations.

3.19.1 Planning Procedures

It is an important point that risk assessments are carried out prior to an operation being undertaken and any significant findings recorded. It is the responsibility of the Contracts Manager / Site Supervisor to carry out suitable and sufficient risk assessments for their areas of responsibility.

The Site Supervisor is responsible for ensuring that the risk assessments covering their work areas are suitable or sufficient. Where there appears to be a deficiency, they are to inform the Contracts Manager before continuing with the work.

A copy of each risk assessment is to be verbally explained to those carrying out the work and a copy made available for future reference.

3.19.2 Reviewing Risk Assessments

Risk Assessments should be reviewed on a regular basis by the relevant Manager. The review is to ensure that they are applicable to the specific work.

Where the methods of work are different, or the risks are unusual, the Site Supervisor should ensure that they are amended before the work activity commences

3.19.3 Emergency and Non-Routine Operations

Where any activity does not have a corresponding risk assessment / method statement, the Contracts Manager / Site Supervisor is to be notified so they can be carried out. The Contracts Manager has overall responsibility for implementing these systems on site, but he may delegate carrying out the risk assessments to a Site Supervisor.

3.19.4 Training

RJB Interiors Ltd will ensure that appropriate training in risk assessment techniques will be provided to those required to carry them out to enable them to carry out the assessments adequately.

3.19.5 Communication

On the completion of all risk assessments and the introduction of the required control measures, the findings are to be communicated to those who are affected along with any actions that they must take to prevent a risk being realised.

The communication of the findings of a risk assessment can be given as a toolbox talk or a method statement briefing and must be recorded on a relevant form.

3.20 SAFETY MONITORING, AUDITS & INSPECTIONS

In order that the Managing Director can be sure that the procedures laid down in this document are controlling the hazards to which they were designed to control and that they are being adhered to, a series of monitoring arrangements, involving personnel at all levels, are to be implemented.

3.20.1 Employees

All employees and contractors are to carry out self-monitoring to ensure that they are following the procedures laid down in this document. Any work equipment that is used is first to be inspected by the individual and any subsequent faults reported to their Site Supervisor immediately.

Once an employee carries out an inspection, any relevant documentation is to be completed.

All employees are expected to bring to the notice of their immediate manager any areas where the Company policy on Health, Safety, Welfare and Environment appears to be inadequate. The suggestions will be passed to the Managing Director for consideration.

Any inspection records are to be completed following the monitoring and made available for inspection by any senior management, the company Health and Safety Consultants or the statutory authorities e.g. the Health and Safety Executive.

3.20.2 Directors

In order to show that there is a commitment to health and safety from the top, the Directors will carry out regular safety checks of the company's workplaces. He will carry out a formal safety check on at least one site every two months and make a record of any findings.

3.20.3 Contracts Manager

The Contracts Manager will carry out regular safety check of each site during his visits but will carry out a formal safety check of each site at least once a month. A record of the findings during the formal checks must be made and any actions dealt with by the relevant Site Supervisor or contractor.

3.20.4 Safety Consultants Inspections

Akeva Safety Solutions (AKEVA) Ltd, the Company's Safety Consultants, will carry out a safety visit of each site as determined and instructed by the Managing Director. It is the responsibility of the Directors to notify AKEVA of any new sites requiring visits.

The Safety Consultant will look at site conditions and audit the Site Safety File to ensure it is up to date and valid. On completion of the inspection / audit the report will be discussed on site with the Site Supervisor, who is to take action as detailed and in accordance with the given priorities. This will then be electronically sent to the relevant Directors and personnel, as instructed to AKV by the company directors.

Once all the necessary actions have been taken, the Contracts Manager / Site Supervisor is to sign the report and place it in the relevant section of the Site Safety File where it will be checked during the next inspection.

3.21 SITE TIDINESS

3.21.1 Hazards

The main hazards include:

- Fire
- Tripping and slipping
- Collapse of stored materials
- Restricted or blocked access
- Health risks

3.21.2 Planning Procedures

All work will be tendered for or negotiated taking into account the labour requirement and plant required to comply with relevant standards, and the appropriate risk assessments carried out. The requirements of the Site Health and Safety Plan will be implemented prior to work commencing on site.

The Contracts Manager / Site Supervisor will ensure that before work commences on site the requirements of the Health and Safety Plan are met e.g. access routes are planned, deliveries are programmed to ensure that excess materials are not stored on site, storage areas are defined, compounds are planned and all employees / operatives are made aware of the requirements with regard to storage, clearing up, tidiness, etc.

3.21.3 Training

All employees must be given information for the requirements to keep their working area tidy and without risk to themselves and others. A large number of accidents and injuries are caused by poor standards of housekeeping at work. Such training must stress the employee's / operative's responsibility for ensuing high standards of housekeeping.

3.21.4 Monitoring

The Site Supervisor will:

- Ensure that all are made aware of the need to maintain the site in a tidy condition throughout the contract.
- Ensure that stacking areas are prepared and that materials are called off in quantities, which will not create difficulties on site.
- Ensure that working areas and accesses on site where employees are required to work are safe.
- Ensure that all waste materials are cleared and disposed of safely as work proceeds. All materials delivered to site for use will be stored safely ensuring that accesses are not obstructed.
- Ensure all openings in floors are securely fenced, covered and clearly marked to show that there is an opening below.
- Arrange for sufficient labour and plant to enable clearing up and maintenance of safe accesses, cleaning of welfare facilities etc., to be carried out in accordance with relevant standards.

3.22 TRAINING, INSTRUCTION, INFORMATION

3.22.1 General

The Company is aware that under The Health and Safety at Work etc. Act 1974 and various supporting regulations, it has a duty to ensure employees receive sufficient information, training, instruction and supervision to allow them to carry out the Company undertakings efficiently and safely. Therefore, wherever a training need is identified, the Company is committed to supplying the relevant training where practicable.

The Managing Director will be responsible for ensuring all Company personnel are adequately trained. Advice on this may be sought from the Company Safety Consultants.

3.22.2 Safety Awareness Training and Information

It is Company policy that all personnel who are to go onto site as part of their working day will attend a Safety Awareness course every three years and hold an in date CSCS card.

3.22.3 Manual Handling Training and Information

It is Company policy that all personnel attend a manual handling course and are updated on the techniques and the requirements of the legislation every three years.

3.22.4 Inductions

In compliance with Section 2(2(c)) of The Health and Safety at Work etc. Act 1974, the Company is aware of the need to give continual information and instructions on any newly identified hazards in the workplace. Therefore, it is Company policy that all employees are inducted to each site in accordance with the induction format in the Site Supervisor's Manual. Records of the induction will be kept in the main office.

Toolbox talks must be given on a regular basis depending on the nature and size of the contract, the frequency being decided by the owner unless already stated by a principal contractor or client.

3.22.5 Toolbox Talks

It is the Company's policy that toolbox talks will be given on each site at least once a month by our Site Supervisor. Each subcontractor is also to give their employees / operatives an interim toolbox talk on a subject specific to their works.

After any toolbox talks are given, whether general or specific, all in attendance must sign the appropriate form stating that they understand the information given. The signatory form must then be kept in the SMM in the site office.

3.22.6 Managers and Supervisors

The company realises the importance of making sure everyone understands their health and safety responsibilities in the workplace. The Company's managers are controlling the works on a day to day basis, so it is important that they are fully aware of their legal requirements and how to apply them to their work situations.

Therefore, it is the Company's Policy that all those who have a managerial responsibility for sites will attend the Site Supervisor Safety Training Scheme (SMSTS) and all those who put men to work on site will attend the Site Supervisor Safety Training Scheme (SSSTS).

3.23 TRANSPORT & OCCUPATIONAL DRIVING

It is policy of the Company that all transport provided for work purposes is of sound condition and suitable for the purpose for which it is provided. The Company will ensure that all transport is used by competent persons and that regular maintenance and inspections are carried out to ensure safe operation. Where practicable, suitable procedures shall be designed and communicated to employees to eliminate or sufficiently reduce the risk of harm to anyone working on or near the transport operations.

3.23.1 Competence

All persons required to drive or operate any form of transport owned by or hired by the Company to carry out its undertakings must be suitably competent (have skills, knowledge, training and experience) and, as a minimum, hold a full UK driving license. When a new vehicle is purchased which is different from the one it is replacing, adequate training will be given by a competent person as nominated by the Managing Director, Commercial Director or Contracts Manager.

3.23.2 Monitoring

Whichever form of license or certificate held by a driver must be produced when requested by the Company. The paper part of the licence is no longer valid, and the traditional paper-only licences may not have latest points and fines recorded. Therefore, operatives will be required to provide employers with evidence of their driving record, they may be asked for a DVLA code, which gives employers up to 21 days to check your history.

When it is noted that an employee has 6 points on his / her licence, will have on-line DVLA checks carried out by their manager on a quarterly basis. If an employee has 9 or more points the checks will be carried out on a monthly basis.

It is the responsibility of any driver to inform their Manager if they are convicted of any offence in relation to their driving license and penalties bestowed upon them. Failure to do this could result in the dismissal of that employee.

3.23.3 Reporting Defects

All drivers of vehicles / mobile plant must ensure that they report all defects to their manager. If the defect presents a significant hazard the Manager must be informed immediately.

Drivers of road going vehicles must ensure they check their vehicles in accordance with the vehicle handbook.

3.23.4 Risk Assessment

Wherever transport is used, a suitable and sufficient risk assessment (as required by Regulation 3 of The Management of Health and Safety at Work Regulations 1992) is to be carried out by the Contracts Manager.

Risk assessments for road going vehicles will take account of the vehicle being used, the driver, the journey and the journey time.

Risk assessments for road going vehicles will take account of the vehicle being used, the driver, the journey and the journey time.

3.23.5 Safety Devices

All persons driving or carrying out maintenance on transport are to ensure that they use safety devices, e.g. seat belts, reversing mirrors, cameras, lights, horns, amber flashing lights, body props, anti-slew bars, etc. Safety devices are never to be intentionally damaged, disconnected or abused.

3.23.6 Vehicle Maintenance

All drivers of vehicles plant must ensure that they report all defects to their line manager. If the defect presents a significant hazard the relevant line manager must be informed immediately.

Drivers of road going vehicles must ensure they check their vehicles in accordance with the vehicle handbook.

3.23.7 Security

All drivers are responsible for the safety of their own vehicles. They must ensure that they leave their vehicles in a safe condition whereby unauthorised start-up is prevented. Each vehicle must be parked in a sensible area where it does not present a hazard to other people. Keys must be removed and the vehicle locked. Any other safety devices or immobilisers that are supplied by the Company or manufacturer must be fitted.

3.23.8 Health and Fitness

Any person driving for work purposes are to ensure they only do so if they are in good health. All drivers are to inform their line manager if they have any health problems that could affect their driving ability. Drivers are to ensure they have regular eye tests and wear any corrective spectacles as necessary.

No one is to drive any vehicle on company business if they are under the influence of drugs or alcohol. It is the Company's policy that anyone suspected of driving whilst under the influence of drugs or alcohol will be suspended from work pending an investigation which may result in disciplinary action being taken.

3.23.9 Conduct

All persons driving on behalf of the Company must do so in accordance with the Road Traffic Act and Highway Code. At no time, during business or private use, will the Company accept responsibility for any offences committed. If an offence is committed, the employee will be responsible for any fines imposed and may be subject to disciplinary action, which may result in their dismissal.

3.23.10 Mobile Phones

The Company does not allow any person to use a mobile phone whilst driving unless it is a total hands-free set. Any hands-free kits fitted to vehicles owned by the Company must only be done so with the approval of the Managing Director.

3.23.11 Smoking

All vehicles and mobile plant which have the ability to carry a passenger will be classed as enclosed workplace and will be subject to the smoking bans. A relevant sign will be placed in the vehicle where it can be seen. Anyone found to be smoking in such a vehicle will be dealt with under the company's disciplinary procedures.

3.24 WELFARE ARRANGEMENTS

Welfare at workplaces other than transient sites is governed by the Health and Safety (Workplace) Regulations 1992 or the Construction (Design & Management) Regulations 2015. In particular, the welfare facilities for our offices and site will comply with the following:

Regulation 13(4)(c) of the Construction (Design & Management) Regulations 2015 states:

'The principal contractor must ensure facilities that comply with the requirements of Schedule 2 are provided throughout the construction phase'.

Regulation 13 (137) 'Providing Welfare Facilities' of the Construction (Design & Management) Regulations 2015 states:

'The principal contractor must ensure that suitable and sufficient welfare facilities are provided and maintained throughout the construction phase (regulation 13(4)(c)). What is suitable and sufficient will depend on the size and nature of the workforce involved in the project. Facilities must be made available before any construction work starts and should be maintained until the end of the project'.

3.24.1 Planning Procedures

When starting on a new site, the Contracts Manager will ensure that suitable welfare facilities have been provided, by the Principal Contractor, in accordance with the Construction (Design & Management) Regulations 2015 which gives the requirements for the provision of suitable and sufficient welfare facilities.

As a minimum, the following is to be provided:

- Sanitary conveniences
- Washing facilities
- Drinking water
- Changing room and locker facilities
- Facilities for rest

3.24.2 Monitoring

The Site Supervisor will ensure that:

- Facilities are to reflect the size, nature of the work and numbers of people who will use them.
- If a large number of people are working on site or if the work being carried out is particularly dirty or involves a health risk an additional number of facilities are provided.
- The facilities provided are of a reasonable standard and be maintained clean and fully stocked with consumables.
- The facilities are regularly cleaned. This will depend on the number of people on site and on how quickly they become dirty.

3.25 WORK EQUIPMENT

3.25.1 Hazards

Hazards associated with the use of work equipment arise out of:

- Incorrect use.
- Poor maintenance.
- Defects in machine unchecked.
- Noise (see separate section).

3.25.2 Planning Procedures

The Contracts Manager or Site Supervisor:

- Ensure that a sufficient number of competent persons are available to operate any work equipment. Where there is an industry standard or recognised training course employees are to provide a copy of the relevant certificate.
- Give special consideration to the stability of plant when working on unstable ground to ensure that the loading can be supported adequately.
- Ensure a planned servicing schedule is prepared for all plant on site and records kept of repairs, alterations, maintenance etc.
- Ensure that any hired or borrowed work equipment is in good condition, with all safety devices available and fitted, prior to allowing it to be used on site.
- Ensure all necessary testing and thorough examination certificates are requested and checked and all items of plant requiring weekly inspections by operator or other competent person have the inspection recorded in the SMM regardless of any register kept by the user or hire Company.

3.25.3 Training

Training is to be provided to all operators of work equipment and, where relevant, only holders of an approved up to date certificate will use the equipment. Regular refresher training will be provided to enhance competence levels.

3.25.4 Monitoring

The Contract Manager / Site Supervisor will:

- Ensure that work equipment delivered to site is in good order and fitted with any necessary safety devices and guards and that where a statutory inspection is required, a copy of an up-to-date certificate is obtained.
- Ensure any defects noted, are reported to the hire Company immediately. If the defect is a safety related item, the equipment is not to be used.
- Ensure that only authorised and, where appropriate, certificated operators are permitted to operate any item of work equipment.
- Ensure no young person (under 18 years old) is permitted to operate any item of work equipment which is particularly hazardous unless being trained and under direct supervision.
- Ensure all work equipment is properly secured and immobilised at the end of each day.
- Ensure that any defect notified by the user of work equipment during operations on the site is reported immediately for repair and that where defects could affect safety on site, the item of equipment is not used until the repairs are carried out.
- Ensure that users of work equipment are not allowed to carry out work with a machine for which it was not intended, unless specific advice has been obtained from the manufacturers of the machine on the proposed use.

3.25.5 Control Measures

- Users of work equipment are to carry out daily checks on the equipment before use and report any defects. Notify your Supervisor or Manager immediately if any defect could be hazardous and do not operate any equipment until it has been rectified.
- Only trained, authorised and, where relevant, current certificated persons will operate work equipment.
- All guards must be in good order and in position while operating.
- Only use the correct item of equipment for the work required.
- Secure and immobilise work equipment when left unattended. Do not leave them running or the power connected when the user is not present, especially in public areas.
- Wear high visibility clothing when working in the vicinity of mobile plant.
- Hearing protection must be worn when working in high noise levels.
- Users of work equipment must not drink alcohol during the working day or shift.
- Ensure other control measures identified in the risk assessment for the work are implemented.

3.26 WORKING AT HEIGHT

Under the Work at Height Regulations 2005, working at height means carrying out work in any place (whether above, at or below ground level) or gaining access to such a place where if measures were not taken to prevent falling, a person could be injured. Such places include:

- Working on a scaffold or mobile elevating work platform;
- Working on the back of a lorry;
- Working close to an excavation where someone could fall in and sustain injuries; or
- Using ladders, stepladders, towers, hop-ups etc.

The areas of work carried out by RJB which would be classed as working at height includes, but is not limited to, working on ladders, stepladders, hop-ups, towers or MEWP.

3.26.1 Hazards

The main hazards associated with work at heights include:

- Falls of persons from working place or accesses.
- Falls of materials or articles.

3.26.2 Planning Procedures

All work will be planned taking into account the work at height hierarchy, risk assessments and the requirements of any Health and Safety Plan required for the work.

The Contracts Manager, Site Supervisor or Contractor will:

- As far as reasonably practicable, avoid carrying out work at heights by carrying out as much as possible at ground level. Where this is not possible, the hierarchy in the Work at Height Regulations will be followed by ensuring that:
 - Work is carried out from an existing workplace;
 - Providing a suitable working platform that gives collective protection;
 - Using personal fall restraint; then
 - Mitigating the distance a person can fall e.g. by using nets or airbags at lower levels, using fall arrest gear etc.
- Ensure that work is planned to ensure that a safe access / egress and working place is provided for operatives to work at heights before work commences on site.
- Ensure that where practicable, work at heights is carried out from a safe position.

3.26.3 Training

Training must be provided for any operative required to work at heights in the use of safety belts or harnesses and other equipment before work commences. Regular refresher training to maintain and develop competence levels must also be provided.

3.26.4 Monitoring

The Contract Manager / Site Supervisor will:

- Ensure that work is carried out as planned and in accordance with the relevant standards and risk assessments. Also, those operatives have received instructions in safe working procedures and the use of any safety equipment provided.
- Inspect weekly all access equipment and immediately attend to any defects noted. Ensure that individuals inspect their equipment immediately prior to use. Any defective equipment should be exchanged, repaired before use. Records of inspections are to be made in accordance with current legislation.
- Ensure that all necessary precautions are taken to ensure that persons do not walk or work beneath operatives carrying out work at high level.

3.26.5 Control Measures

- All personnel on sites where work at heights is being carried out, will wear safety helmets.
- The safety of other workers, the public and particularly children must be a priority consideration during the working period. Access to the working areas must be removed or fenced outside working hours or when unattended.
- All working areas at heights will be guarded to prevent falls of persons and materials where practicable, or other suitable protective procedures will be used.
- No-one is to go beyond any barriers / fencing which is protecting a leading edge, without wearing appropriate fall arrest equipment and clipping on to a suitable anchorage point.

APPENDIX A - PRIMARY CURRENT LEGISLATION

The following is a list of Health and Safety, Environmental and Other relevant legislation. Every attempt has been made to ensure the statutory legislation listed is up to date but, with an ever-changing legislative programme, no warranty is given or implied that it is complete or exhaustive. It is, however, representative of the legislation applicable to work in offices and on construction sites. The legislative framework is constantly being reviewed and updated. Check with the HSE for correct legislation applicable at any one time.

ACTS AND STATUTORY REGULATIONS

Employer's Liability (Compulsory Insurance) Act 1969

Health & Safety at Work etc. Act 1974

Highways Act 1980

Regulatory Reform (Fire Safety) Order 2005

Building Regulations 1991

Classification, Labelling & Packaging of Chemicals Regulations 2009

Construction (Design & Management) Regulations 2015

Control of Asbestos Regulations 2012

Control of Lead at Work Regulations 2002

Control of Noise at Work Regulations 2005

Control of Substances Hazardous to Health Regulations 2002

Control of Vibration at Work Regulations 2005

Dangerous Substances and Explosive Atmosphere Regulations 2002

Electricity at Work Regulations 1989

Health & Safety (Consultation with Employees) Regulations 1996

Health & Safety (Display Screen Equipment) Regulations 1992

Health & Safety (First Aid) Regulations 1981

Health & Safety (Information for Employees) Regulations 1989 (Poster)

Health & Safety (Safety Signs & Signals) Regulations 1996

Lifting Operations and Lifting Equipment Regulations 1998

Lifting Plant & Equipment (Records of Test & Examinations etc) Regulations 1992

Management of Health & Safety at Work Regulations 1999

Manual Handling Operations Regulations 1992

Personal Protective Equipment at Work Regulations 1992

Provision and Use of Work Equipment Regulations 1998

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Smoke-Free (Premises Enforcement) Regulations 2006 (England)

Supply of Machinery (Safety) Regulations 1992

The Confined Spaces Regulations 1997

Work at Height Regulations 2005

Working Time Regulations 1998

Workplace (Health, Safety & Welfare) Regulations 1992

Clean Air Act 1993

Control of Pollution Act 1974

Control of Pollution (Amendment) Act 1989

Environment Act 1995

Environment Protection Act 1990

Noise and Statutory Nuisance Act 1993

Water Industry Act 1999

Water Resources Act 1991

Contaminated Land (England) Regulations 2006

Control of Pollution (Oil Storage) (England) Regulations 2001

Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991

Controlled Waste Regulations 1992

Environmental Protection (Duty of Care) Regulations 2014

Groundwater Regulations 1998

Hazardous Waste Regulations 2005 (Amended 2016)

Waste Electrical and Electronic Equipment Regulations 2013

Data Protection Act 2018

Disability Discrimination Act 1995

Equality Act 2010

Employment Act 1989

Employment Rights Act 1996

Road Traffic Act 1988

Social Security Act 1989

APPENDIX B - EMPLOYEE DECLARATION

HEALTH & SAFETY POLICY, ORGANISATION & ARRANGEMENTS

The relevant pages from the Company Safety Policy document have been explained to me by the Managing Director or my Line Manager.

It is my intention to carry out my duties, as far as is reasonably practicable, in a safe and proper manner, without causing unnecessary risk to the health and safety of other persons, who may be affected by my acts or omissions whilst at work. I will co-operate with any instructions given to me by my employer and follow the procedures set out in the Arrangements Section of the Document.

I will co-operate with any instructions given to me by my employers or any passed on to me by my employers whether imposed by them or other persons with the authority to request certain safe working procedures, to ensure so far as reasonably practicable, the safety and absence of risk to myself or others affected by my work activities.

I undertake not to interfere with or misuse anything provided in my interests of health, safety or welfare and to wear any personal protective equipment as instructed to do so.

I will carry out my duties when using any work equipment in accordance with the training I have received whether by the Company, a previous employer or training establishment.

I will report any hazards to my employer if seen by me and where necessary, will bring to my employer's notice any matter signalling a shortcoming in their arrangements for my Health, Safety or Welfare at work.

Where required to do so, I will comply to any permit to work system, risk assessment or method statement to the best of my ability in accordance with any training received or instructions given.

I am prepared to sign this declaration on the understanding that my employer will, so far as reasonably practicable, provide me with a safe place of work, with a safe access and egress, safe and properly maintained plant and equipment and that he shall undertake to train me where necessary to comply with the provision and use of work equipment and safe working arrangements for me to carry out the duties I am being paid to carry out, and on the understanding that my employer will do all that is reasonably practicable to ensure his part as stated in the current legislative frame-work governing the safety and absence of risk to my place of work.

Print Name:	
Signed:	
Position in Company:	
Date:	