

**RISHTON
FLOORCRAFT
LIMITED**

**COMPANY
HEALTH & SAFETY
POLICY**

**Revision A December 2011 (Issue 1)
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SECTION A: GENERAL STATEMENT OF POLICY

1 Introduction

- 1.1 Section 2(3) of the Health and Safety at Work Etc. Act 1974 requires that an employer must prepare and bring to the attention of its employees a written statement of general policy with respect to health and safety at work.
- 1.2 This health and safety policy statement has been prepared by Fran Pearce, director of Rishton Floorcraft Ltd as a statement of the company's intentions and commitment to ensuring that the highest possible standards of health and safety achievable are achieved in its work places.
- 1.3 Copies of this statement are available from Fran Pearce at the address on the front page.

2 General Aim

- .1 It is the general aim of Rishton Floorcraft Ltd to take all reasonably practicable steps to ensure the health, safety and welfare of its employees, sub contractors, clients' employees and any other persons who may be affected by the work undertaken.
- 2.2 Rishton Floorcraft Ltd aims to comply with all statutory requirements, regulations and Approved Codes of Practice where available.
- 2.3 Plant selection and maintenance, systems of work and handling, transport and storage of materials will be arranged so as to ensure safe working, good conditions and absence of risk to health.
- .4 The obligation to the general public in matters affecting their health will be observed at all times.
- .5 Relevant training information and supervision will be provided to all employees, subcontractors, clients and visitors to Rishton Floorcraft Ltd work places and it will be ensured that all parties have made adequate provisions for health & safety considerations.

3 Responsibility

- 3.1 The person with overall responsibility for health and safety is Mr Fran Pearce. It is his responsibility to ensure that this policy is kept up to date and relevant to the work carried out by the company. To this end, the policy and the way in which it is operated shall be reviewed annually.

- 3.2 In addition, all directors, managers, site supervisors and staff are responsible for implementing safety procedures and for complying with the legal requirements of his / her own job(s).
- 3.3 Site supervisors are appointed as safety supervisors for the purposes of the CDM (2007) Regulations.
- 3.4 All employees with specific responsibilities for health and safety must ensure they are adequately delegated in their absence.

4 Smoking, Drugs and Alcohol Policy

- 4.1 Rishton Floorcraft Ltd encourages its staff not to smoke. It does not allow smoking in any of its buildings, vehicles or workplaces. Staff must observe any smoking restrictions imposed by clients at clients' premises.
- 4.2 No member of staff will be permitted to work after consuming alcohol or whilst under the influence of alcohol.
- 4.3 The taking of drugs in the work place is limited to those drugs prescribed by a qualified doctor or those available "over the counter" at chemists etc., providing they are taken in strict accordance with the manufacturers' instructions or under direct medical supervision. Attendance at work whilst under the influence of any drugs should be confirmed by a doctor.

5 Environment Policy

- 5.1 It is the aim of Rishton Floorcraft Ltd to use products which are "friendly" to the environment. Any waste generated by the activities / operations will be disposed of via reputable trade waste organisations.
- .2 The company has developed a specific Environmental Policy.

6 Health Surveillance Policy

- 6.1 The person with overall responsibility for health & safety shall undertake regular health surveillance to look for early signs of ill-health caused to workers as a result of exposure to hazardous substances or processes, in order to detect any adverse changes to health as early as possible. Fran Pearce is the appointed person within the company to undertake health surveillance.

7 Declaration

- 7.1 SIGNED BY THE PERSON WITH OVERALL RESPONSIBILITY FOR HEALTH AND SAFETY:



Fran Pearce

Director

Date: 09 January 2012

SECTION B: RESPONSIBILITIES

6 The Directors

6.1 The main responsibilities are:

- Overall responsibility for health and safety.
- Ensure that this Health and Safety Policy is developed and applied.
- Understand the requirements of health and safety law and ensure that it followed in all activities undertaken.
- Ensure staff are trained and competent to undertake the tasks delegated to them.
- Ensure proper consideration is given to health and safety matters in the tendering, planning and delivery stages of all works undertaken.
- Ensure proper co-operation and co-ordination of safety activities between contractors.
- Ensure proper reporting, investigation and recording of accidents and / or near miss incidents / dangerous occurrences in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations, (RIDDOR).
- Reprimand any member of staff who does not have proper regard for safety.
- Ensure funds are available to meet the requirements of this health and safety policy.
- Set a personal example when working on-site in health and safety matters.
- Ensure a Health and Safety Plan, or a contribution is made to the site Health & Safety Plan when working as a subcontractor, is drawn up for the construction phase of all projects falling within the scope of the Construction, (Design and Management) Regulations, 2007, incorporating a Method Statement, Risk Assessment and a COSHH Assessment for the work to be done.
- Ensure all plant is properly maintained and used for the purposes as intended by the manufacturer by trained and competent personnel.
- Ensure work equipment, including electrical equipment is inspected on a regular basis.
- Ensure proper consideration is given to fire safety and fire risk assessment as part of all project work carried out, as well as at the company's main premises.

- Ensure suitable arrangements are put in place if lone working is required.
- Attend site meetings and discuss safety issues with staff.
- Undertake periodic site safety audits.
- Carry out health surveillance and health monitoring of all staff.
- Ensure all work is carried out in accordance with the company's formal / written arrangements.

7 Managers and Site Supervisors

9.1 Main responsibilities are to:

- Be familiar with the statutory regulations applicable to the work on which they are engaged.
- Incorporate safety instructions in routine orders and see that they are obeyed.
- Restrain workmen from taking risks.
- Ensure that new employees, particularly apprentices or young employees, learn to take safety precautions.
- Ensure that personal protective equipment is used when required.
- Discourage horseplay and reprimand those who ignore safety requirements.
- Ensure that plant and equipment is only operated by competent persons, that defects are reported to immediate superiors, and ensure that unsafe plant and equipment is not used.
- Ensure that all plant and equipment is in a safe and secure state when unattended.
- Incorporate safety instructions into routine orders and monitor the safety performance of the operatives under their jurisdiction.
- Ensure that operatives are made aware of particular hazards and the necessity for taking appropriate action.
- Ensure that new employees are given appropriate safety instructions to take all necessary safety precautions for the job at hand.
- Discipline those who constantly fail to consider their own well-being and that of others around them.
- Set a personal example by wearing protective clothing and / or equipment, e.g. safety helmets, safety footwear etc., ensuring that protective equipment provided to persons under their control is worn and not misused.
- Read and understand the Health and Safety Plan, Method Statement, Risk Assessment and COSHH Assessment Records for projects which fall within and outside the scope of the Construction (Design and Management) Regulations 2007.
- Report all accidents and / or near miss incidents / dangerous occurrences to Fran Pearce.
- Ensure that First Aid and Safety Equipment is maintained.
- Make suggestions to improve health & safety.
- Ensure all work is carried out in accordance with the company's formal / written arrangements.

10 Employees

10.1 Main responsibilities are to:

- Use the correct tools for the job, and keep tools in good condition.
- Use safety equipment and protective clothing which is made available and issued in accordance with statutory regulations.
- Report to the Site Supervisor any defect in plant or equipment and ensure that plant and equipment is safe and secure when unattended.
- Develop a concern for safety, both for oneself and for others.
- Avoid improvising which entails risks.
- Report any personal industrial injury or industrial disease to the immediate superior and ensure that it is recorded in the Accident Book at the place of work.
- Refrain from horseplay and the abuse of welfare facilities.
- Work in a safe manner avoiding placing oneself or others at unnecessary risk.
- Read and understand the Health and Safety Plan, Method Statement, Risk Assessment and COSHH Assessment Records for projects which fall within and outside the scope of the Construction (Design and Management) Regulations 2007 and make reference to the Health and Safety Plan from time to time as appropriate.
- Make suggestions to improve health & safety.
- Ensure all work is carried out in accordance with the company's formal / written arrangements.

SECTION C. GENERAL ARRANGEMENTS

11 HEALTH & SAFETY DOCUMENTATION

- 11.1 Rishton Floorcraft Ltd has taken on board the spirit of the CDM Regulations, 2007 for every project where the regulations apply. All employees must perform their duties under the regulations.
- .2 The main hazards which occur on many projects, the risk of injury or accident associated with those hazards and the preventative procedures in place to reduce or eliminate the risk of injury or accident are contained within Section D of this document.
- .3 For all materials and products used on any project, a copy of the manufacturer's Health and Safety Information and COSHH Data should be obtained by the person overseeing the project.
- 11.4 For each project where the CDM Regulations apply a construction phase (health and safety) plan shall be prepared, or a contribution to the construction phase plan shall be prepared, incorporating Method Statements, Risk Assessment and COSHH Assessment Records where required.
- .5 The Site Managers / Supervisors shall make operatives, employees, contractors, sub-contractors and self-employed aware of the Health and Safety Plan, the Risk Assessment and the COSHH Assessment prior to commencing work, and assist in the development of the Plan / Statements as appropriate, throughout the duration of the project.
- 11.6 The Site Supervisor shall ensure that works on-site are carried out with due regard for the CDM Regulations and the Health and Safety Plan.
- 11.7 Where CDM Regulations do not apply, Project Risk Assessments and COSHH Assessments shall be undertaken by the person overseeing the work.

12 SAFETY ARRANGEMENTS

- .1 **Accidents**
- .1.1 In the event of an accident at work details of where First Aid can be obtained shall be contained within the Health and Safety Plan. If an accident occurs on any of the Company's premises, First Aid Kits are retained at those premises and in all company vehicles. The person responsible for maintaining the contents of First Aid kits is Mr Fran Pearce in conjunction with site supervisors.

- .1.2 In the event of a serious accident or someone falling ill whilst at work, every member of staff has a responsibility to call for medical assistance by the nearest appropriate means, usually by telephone. Under no circumstances must First Aid be administered by untrained First Aiders.
- .1.3 After any accident, and after the injured person has been properly attended to, the accident should be reported verbally (e.g. by telephone) to Mr Fran Pearce on 01254 583149. The site supervisor shall then make a written report of the accident on the Company Accident Report form, a blank copy of which is kept in the Health and Safety Manual retained in the Company's main offices and forward it to the Company's main office 24 hours of the accident occurring.
- .1.4 A record of any accident shall be recorded in the Company's Accident Record Book retained in the Company's main office.
- .1.5 If by the nature of the accident the circumstances need to be reported to the Health and Safety Executive, the appropriate forms (F2508 / F2508A) are kept in the Health and Safety Manual retained within the Company's main offices, along with guidance notes produced by the HSE under RIDDOR 95, (i.e. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations). After every accident the guidelines should be checked to ascertain the need or otherwise to report to the HSE by Mr Fran Pearce.
- .1.6 All accidents and incidents shall be investigated by Mr Fran Pearce. If the accident or incident requires a report to be made to the HSE, the contact details are:

Incident Contact Centre:
Caerphilly Business Park
Caerphilly
CF83 3GG

Tel 0845 3009923

- .1.7 After any accident, the Company's procedures shall be reviewed in the context of the accident with a view to implementing action to prevent similar accidents occurring in the future. This shall be carried out by Fran Pearce, in conjunction with Site Supervisors.

12.2 Near Miss Incidents

- 12.2.1 Near miss incidents or dangerous occurrences should be recorded and in some cases reported to the HSE.

12.3 Fire Safety

The person with overall responsibility for fire safety in the company is Fran Pearce.

Those responsibilities include:

- Undertaking of suitable and sufficient fire risk assessments
- Ensuring proper procedures are in place in the event of fire or other emergency
- Ensuring fire fighting equipment is properly maintained by a competent person on a regular basis and at least annually.

- .1 On all projects regard shall be given to emergency procedures, identifying the location of fire extinguishers, fire escapes, means of raising fire alarm, assembly points etc.. This should be familiar to all staff prior to starting work on a project in the form of a fire risk assessment / fire action plan.
- .2 In the event of a fire occurring, get out of the building, stay out of the building and call out the emergency services.
- .3 In the event of a fire occurring at the Company's premises, evacuate the building via the nearest available, safe exit and assemble at the designated assembly point at a safe distance away from the building. The appointed fire warden within the Company available / present should call the emergency services.
- .4 Many fires occur "out of hours" but often result from carelessness or error during working hours. The risk of fires can be minimised by:
 - Switching off of all electric lights and appliances and removal of plugs from sockets when left unattended at break times / nights / weekends / shut downs etc..
 - Do not wedge open fire stop doors at any time.
 - Ensure all fire escapes are kept unlocked and unobstructed during working hours.
 - Do not remove fire extinguishers from their positions, (except in the event of a fire).
 - Keep only the required amount of any flammable items. When they are not in use, keep containers tightly closed.
 - Reference to the Fire Risk Assessment.

12.4 Advice and Consultancy

12.4.1 In the event of needing advice on any Health and Safety issues, contact:

- Mr Fran Pearce, Tel 01254 583149.
- Mr Michael Foote, Premises Management Services (North West) Ltd, Tel 01704 823666 / 07711 453154.

- The Local Health & Safety Executive:
Contracts in Merseyside, Tel 0151 951 3839

12.5 Training

- 12.5.1 The person responsible for training throughout the Company is Mr Fran Pearce who should be contacted in the event of any training need identified.

12.6 Contractors and Visitors

- 12.6.1 Contractors, sub-contractors, visitors and anybody else who may be affected by the acts or omissions by the Company working or present in the vicinity of Rishton Floorcraft Ltd personnel shall be made aware of the project specific Health and Safety Plan, Risk Assessment Record and COSHH Assessment Record prepared for the project by the director or site supervisor overseeing the project.

12.6.2 On all projects the work site shall be properly isolated with the suitable positioning of barriers, hazard identification tapes and the display of warning signs.

12.6.3 When sub-contractors are employed, a copy of their Health and Safety Policy, Method Statement and Risk Assessment for any specific project shall be obtained by the director overseeing the project. In addition, all the Rishton Floorcraft Ltd Health and Safety documentation, (including this Health and Safety Policy, project Risk Assessments / COSHH Assessments and Health and Safety Plans where applicable), shall be made available to the sub-contractor.

12.6.4 Site supervisors must ensure that any contractor, sub-contractor or self employed person working on a project falling within the scope of the CDM Regulations is working in accordance with the Health and Safety Plan for the project.

12.6.5 In the event of a contractor / visitor attending any of the Company's premises, they shall remain in the presence of the Company host at all times and act under the instruction of that host in the event of an emergency.

12.7 Induction and Training

- 12.7.1 As part of the employee recruitment process, all new employees will be asked to complete an occupational health questionnaire.
- 12.7.2 It is the Company's responsibility to ensure that new employees are informed, instructed, equipped and trained such that they may carry out their duties in a safe and efficient manner.
- 12.7.3 The Company shall ensure that new employees are given induction training and that limited, substantive work is undertaken until the training is complete. Employees may only be given work which they are capable and competent to do safely.
- 12.7.4 Young and / or inexperienced employees or trainees should be afforded additional supervision based on specific risk assessments.
- 12.7.5 Employees are prohibited from doing work for which they have not been properly trained.
- 12.7.6 The person responsible for training throughout the company is Mr Fran Pearce who should be contacted in the event of any training need identified.

12.8 Assessment of Risk

- 12.8.1 The Company is responsible for the identification and assessment of risks in its workplaces. When a potential risk has been identified, the Company will implement control procedures which seek to reduce that risk to a level which is as low as is reasonably practicable. Significant findings from risk assessments will be recorded in a manner which can be easily understood by those who may be affected and these findings will be brought to their attention by instruction, information and training.
- 12.8.2 Assessments of risks will be subject to periodic review so as to ensure the adequacy and accuracy of the implemented control regime.
- 12.8.3 It is the Company's policy to consider and address the risks to members of the public and other visitors when they enter the Company's premises or workplaces.
- 12.8.4 In order to do this the Company will check on an annual basis that procedures for health & safety as laid down in this document, safe methods of working and procedures that the Company has adopted are fully complied with and that a person who is competent in health & safety, checks to ensure that foreseeable issues have not been overlooked.

12.9 Safe Methods of Work

- 12.9.1 Where applicable 'Safe Methods of Work' will be drafted in conjunction with risk assessments and good working practices in order to provide further guidance to those who may be affected by that work and these procedures will be brought to the attention of those whom they relate.
- 12.9.2 Employees should feel free to ask for specific written safe methods of work if they have areas of concern.

12.10 Plant & Equipment

- 12.10.1 Equipment provided for use at work shall meet a suitable standard for purposes of health, safety and welfare in terms of integrity and suitability.
- 12.10.2 New equipment will be marked CE (Council of Europe) where it meets a suitable standard of compliance. Equipment should be suitably maintained so as to ensure safety to operators and others.
- 12.10.3 A programme for examining and maintaining tools and equipment will be implemented.
- 12.10.4 Adequate instruction, information and training to enable the safe use of work equipment will be provided.
- 12.10.5 The use of work equipment which could pose special risks to the safety of persons in the workplace should be restricted to persons specifically trained in its use.
- 12.10.6 Damaged or defective equipment / machinery will be withdrawn from service until such times that it is repaired / serviced or replaced.

12.11 Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE)

- 12.11.1 The Company's policy will assess the requirements for PPE / RPE and to ensure that suitable provisions are made so that PPE / RPE are used for their intended purpose and maintained in a serviceable condition. Guidance will be provided to employees when and how to wear / use PPE / RPE including its correct maintenance and storage.

12.11.2 Contractors are to provide their own PPE / RPE, which should be of an equal or higher standard to that of the Company.

12.11.3 Each person is responsible for their own health, safety and welfare and this includes the need to wear items of PPE / RPE as instructed. Signage is provided as a reminder to formal instructions. Disciplinary action can and will be taken against those who repeatedly ignore these instructions.

12.12 Accident Prevention, Investigation and Reporting

12.12.1 A dedicated accident prevention policy outlines the Company's intentions and identifies the means for the prevention of accidents and for investigating and reporting accidents or injuries, should they occur.

12.12.2 An accident book is provided and used to record accidents. This includes accidents to members of the public, contractors and visitors to the Company's premises.

12.12.3 Accidents will be investigated, initially to determine the basic facts, and depending upon the severity, a more in depth investigation will be conducted. Reports will be produced and where applicable statutory notifications made in accordance with the Reporting of Injuries, Disease and Dangerous Occurrence Regulations, 1995 (RIDDOR).

12.12.4 Accidents and instances of ill health and dangerous occurrences which are notifiable under RIDDOR must be reported immediately to Fran Pearce for further reporting to the enforcing authority.

12.12.5 A guide to the reporting classifications under RIDDOR is detailed in the guidance to the regulations.

12.13 Electricity and Electrical Appliances

12.13.1 The Company is responsible for making arrangements to ensure that the fixed electrical installations are safe. This is achieved by arranging for a competent electrician to periodically examine and test the fixed electrical system.

12.13.2 Additional arrangements are in place to ensure that mobile and portable

electrical appliances are regularly examined and tested. In addition employees should make the following checks prior to use:

12.13.3 Check for signs of obvious damage to equipment, wires or cables. If found, do not use the equipment and report the matter immediately.

12.13.4 Ensure that connections to the power supply is made by means of a proper plug. Ensure that the plug is properly made. Do not overload a power point.

12.13.5 Do not take chances with electricity. If in doubt about the equipment or circuitry, then contact you line manager and do not use the equipment until you have been assured it is safe to do so.

12.13.6 The use of electrical extension cables should be kept to a minimum.

Extension cables should be of the minimum length, laid and used in a tidy manner. After use extension cables should be coiled up and stored safely so as to minimise the hazard that cables present from tripping.

12.13.7 Electrical cables and equipment should not be allowed to come into contact with water or other liquids, dusts or corrosive conditions likely to impair insulation qualities or otherwise affect electrical integrity.

12.13.8 On no account should any defective electrical equipment be used.

12.14 Physical Agents

Noise at Work

12.14.1 A person's hearing may be affected by exposure to persistent or loud / impact noise. The Company will ensure all reasonably practicable measures are taken to reduce noise levels to the lowest practicable level.

12.14.2 Should noise levels at or above the statutory action levels be detected then notices will be posted indicating the need to wear ear defenders.

12.14.3 Hearing protection will be provided for every employee where the noise levels reach 85dB(A) and above. Employees are required to wear hearing

protection at sound levels of 85dB(A) and above. The Company will provide hearing protection to any employee who requests it for noise levels at 80dB (A) or above.

Hand Arm Vibration

12.14.4 Continuous, regular periods of exposure to harmful levels of vibration can result in disabling injuries. Vibration assessments are needed under these circumstances and reasonably practicable measures are taken to reduce the levels to as low as reasonably practicable.

12.15 Control of Substances Hazardous to Health (COSHH)

12.15.1 The Company will make arrangements for the assessment of hazardous substances, which are classified as being potentially hazardous to health where employees could be exposed.

12.15.2 Arrangements will be made to record these assessments.

12.15.3 A hierarchy of control will then be implemented in the following manner:

- The most harmful substances are substituted (wherever possible) for less harmful types.
- Where harmful substances cannot be eliminated, then working practices are introduced to reduce the level of risk.
- Training and information regarding substances is given to users and others and work instructions issued as necessary.
- PPE / RPE is provided where the preceding measures are unable to control the hazard.

12.15.4 Monitoring and review of substances and measurement of mechanical controls will be carried out as necessary.

12.15.5 Safe disposal of substances shall be employed.

12.16 Manual Handling

12.16.1 It is the Company's policy, so far as is reasonably practicable, to avoid the

need for employees to undertake manual handling operations at work which could involve the risk of injury.

12.16.2 Where this is not reasonably practical to achieve, a suitable and sufficient assessment will be made and appropriate steps taken to reduce the risk of injury. The assessment will take into account the Task, the capability of the Individual concerned, the Load, and the working Environment, (TILE).

12.16.3 If lifting operations can be avoided by for example using suitable lifting equipment or changes in work practices, then this is the preferable hierarchy of control.

12.16.4 No person is to attempt to manually handle any item that is too heavy for them.

12.17 Workplace Safety & Welfare

12.17.1 Where applicable work places will be provided in accordance with the Workplace (Health, Safety & Welfare) Regulations 2002 to reflect:

- Heating
- Lighting
- Temperature
- Washroom facilities
- Toilet facilities
- Rest facilities.

12.18 Fire

12.18.1 The Company is responsible to assess the risk presented from fire and to implement control procedures so as to minimise this risk. The person responsible to carry out the Fire Risk Assessment within the Company is Mr Fran Pearce.

12.18.2 Portable fire fighting appliances, emergency lighting and other means provided for purpose will be maintained on an annual basis and where applicable, employees will be trained in their use.

12.18.3 Fire evacuation practices will be carried out at six monthly intervals. Details of emergency evacuations must be recorded in the 'Fire Log Book'.

12.19 Display Screen Equipment

12.19.1 It is the Company's policy is to conduct risk assessments of Display Screen Equipment (DSE) workstations staffed by employees who habitually use IT equipment as a significant part of their work.

12.19.2 Eyesight tests will be provided for DSE users upon request.

12.20 Waste Control and Environmental Care

12.20.1 Environmental legislation requires the Company to dispose of waste in a controlled manner. Waste will initially be properly stored on site and contracts will be established to ensure that waste is properly disposed of by authorised bodies.

12.21 First Aid

12.21.1 First aid boxes are provided at the Company's premises and in Company vehicles for use following accidents to employees and customers.

12.22 Alcohol / Drugs

12.22.1 Anyone known or found to be under the influence of alcohol and / or drugs will not be allowed to carry out work while in that condition.

12.23 Transport

12.23.1 Company vehicle drivers are bound to comply with the legal requirements of the Road Traffic Acts and must be in a possession of a current motor vehicle license for the type of vehicle being driven.

12.23.2 All Company vehicles shall be regularly serviced. Also, drivers shall check company vehicles every day prior to driving. Any defects or faults which affect the safety of the vehicle or other road users must be repaired immediately before the vehicle is allowed on the public highway.

12.23.3 Drivers under or who appear to be under the influence of alcohol or drugs are not allowed to drive Company vehicles.

12.23.4 Employees are instructed to report to their line manager immediately any illness or injury that could affect their driving capability and will be prevented from driving the vehicle until further investigations have been undertaken and they have been given permission by their line manager to drive again.

12.24 Site Rules

It is forbidden to misuse any welfare facility or PPE provided by the Company.

- Employees shall refrain from any unauthorised activity or practice that may inflict injury to themselves or others, or cause damage to Company property.
- No fire exit or emergency escape route shall be locked or blocked at any time.
- All stairways, walkways and exits are to be kept clear at all times.
- All work shall be carried out in accordance with and having strict regard for this Health & Safety Policy Statement and any documentation prepared in the interests of effective safety management for the work to be performed, e.g. the job specific method statement, the risk assessment record etc..
- If you are unsure about anything which may have a safety implication, stop working immediately and seek clarification from your supervisor or manager.
- Observe the rules which may apply at any project site at all times, particularly in relation to the prevention of fire, smoking and the reporting of accidents.
- Employees are required to report any hazardous situation that is liable to cause accident or injury.
- PPE is provided for your safety. You must wear PPE when requested to do so.
- Safety footwear must be worn at all times at the Company's premises.

12.25 Safety Helmets

12.25.1 It is the Company's policy that safety helmets will be worn at all workplaces where a risk of head injury is present. The following situation(s) will be deemed to warrant the wearing of safety helmets.

- Work underneath or in association with any higher level operations.

- Work on or near scaffolding.
- Work in conjunction with moving vehicles, plant or materials.

Work in the Company's premises during lifting or heavy handling operations.

This policy is to be adopted by all personnel on sites including direct employees, sub-contractors and site visitors.

12.26 Site Inspections

.1 Sites will be regularly and systematically inspected by the Company's appointed safety adviser who will:-

- Carry out an inspection of the site in the company of either the site supervisor or a person delegated by him.
- Note all defects on his inspection and report without fear or favour.
- Draw particular attention to defects of a recurring nature.
- Forward a copy of his report to the Partners.

12.26.2 The site supervisor, in conjunction with Mr Fran Pearce, will ensure that all defects reported are rectified without delay.

12.26.3 Where a HSE inspector finds a situation which in his opinion is dangerous, he will have the authority to stop that particular operation, or the whole job if he deems it to be necessary. Such action will be given the highest priority and consideration to ensure immediate rectification. Work will only recommence with the approval of the HSE inspector.

12.27 Accidents

12.27.1 Site supervisors shall make themselves and their staff aware of the location of where First Aid facilities (and first aiders) can be obtained in the event of accident or injury. First Aid Kits shall be carried within company vehicles.

12.27.2 In the event of a serious accident or someone falling ill whilst at work, the appointed first aider or the appointed person for first aid will call for medical assistance by the nearest appropriate means, usually by telephone. Under no circumstances must First Aid be administered by untrained First Aiders.

12.27.3 In case of a major accident, the site supervisor must telephone Fran Pearce immediately.

Fran Pearce will:-

- Investigate all accidents.
- Obtain / prepare written statements.
- Take photographs where necessary.
- Make out a written report.

The Company will retain records of all accident investigations.

12.27.4 The Site Supervisor will:-

Ensure that details of all accidents are recorded in the site Accident Book.

In case of notifiable dangerous occurrences as set out in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), the site supervisor will inform Fran Pearce immediately who will report the occurrences to the Health and Safety Executive by completing and forwarding Form F2508.

After every accident the guidelines set out in the RIDDOR should be checked to ascertain the need or otherwise to report to the HSE by Mr Fran Pearce. If by the nature of the accident the circumstances need to be reported to the HSE, the appropriate forms should be requested from the nearest local Health and Safety Executive Office, completed and returned.

12.28 Fire Safety

12.28.1 The Company has carried out a fire risk assessment at its main premises.

The fire risk assessment is the responsibility of and kept under review by Fran Pearce. The Company provides and maintains fire fighting equipment at its main premises, commensurate with the specific fire risks at that place of work.

12.28.2 On projects sites where the Construction, Design and Management

Regulations (CDM Regulations) apply and a Health and Safety Plan has been produced, regard is given to emergency procedures, identifying the location of fire extinguishers, fire escapes, means of raising fire alarm, fire assembly points etc.. This should be familiar to the site supervisor and all staff prior to starting work on a project.

12.28.3 In any event, every member of staff shall familiarise themselves with the

building / location at which they are working and the means of escape in the event of a fire or other emergency.

12.28.4 In the event of a fire occurring, get out of the building, stay out of the building and call out the emergency services.

12.28.5 Many fires occur “out of hours” but often result from carelessness or error during working hours. The risk of fires can be minimised by:

- Careful discarding of any smoking material.
- Switching off of all electric lights and appliances and removal of plugs from sockets when left unattended at break times / nights / weekends / shut downs etc..
- Taking particular care when welding or grinding.
- Not wedging open fire stop doors at any time.
- Ensuring that all fire escapes are kept unlocked and unobstructed during working hours.
- Maintaining fire extinguishers in their positions, (except in the event of a fire).
- Keeping only the required amount of any flammable items. When they are not in use, keep containers tightly closed.

SECTION D: HAZARDS

13 HAZARDS IDENTIFIED

13.1 General

13.1.1 Rishton Floorcraft Ltd has identified a range of hazards of a general and specific nature which could cause harm within the workplace. The most frequently occurring hazards identified are contained within this section of the Health and Safety Policy. In addition to raising awareness to the hazard and its potential risks, means of reducing the impact of the hazard / risk to its lowest practical level is detailed in this section. The hazards and risks identified relate to the range of works carried out by Rishton Floorcraft Ltd.

.6 Rishton Floorcraft Ltd has developed a system for carrying out and recording significant work place hazards and risks for all jobs where there is a significant health & safety risk identified. Checklists should be read in conjunction with this Health & Safety Policy Statement and brought to the attention of all staff involved in the works.

.2 Harmful Substances

.2.6 Some products in regular use by Rishton Floorcraft Ltd are potentially harmful, e.g. adhesives / silicone sealants can cause skin and/or eye irritation. Most products are harmful if swallowed or otherwise ingested.

.2.7 When using any products of this nature:

- Always read and adhere to the manufacturer's instructions.
- Read and be aware of the COSHH Assessment Record prepared by the person overseeing the project where the product is in use and follow any guidelines detailed within that statement.
- When necessary, use personal protective equipment, e.g. gloves, eye protection, overalls.
- Always keep substances in their original, correctly labelled container.
- Never use any substances from containers not clearly marked.
- Dispose of all used containers safely and never puncture aerosols.
- Avoid smoking or any naked lights where flammable substances or substances giving off harmful fumes are used.
- Ensure adequate ventilation is maintained.
- Report any ill effects to the site supervisor.
- Clean all spillage immediately.
- Never mix two or more substances except where specifically instructed to do so by the manufacturer.
- Ensure all containers are stored safely, with lids tightly closed.
- If in doubt, seek guidance from the site supervisor.

- Erect signs to warn others of the materials in use.
- Maintain high levels of personal hygiene.

.3 Asbestos / Dust

13.3.1 The presence of dust within the workplace is a potential hazard since this can adversely affect the skin, e.g. dermatitis, and the eyes, e.g. conjunctivitis. Potentially the biggest health problem it can cause however is respiratory disease.

13.3.2 Dust may emanate from vegetable products, e.g. wood, or from inorganic substances, e.g. asbestos or cement.

13.3.3 Exposure to vegetable dust can lead to coughs, tightness of the chest, allergic responses and eventually lung disease.

13.3.4 In a similar way exposure to inorganic dusts can lead to similar symptoms, but they can also cause harm through being poisonous or by causing tissue changes in the respiratory system, e.g. asbestosis, silicosis.

13.3.5 All staff need to be aware of the effects and presence of dust in the workplace. Staff are encouraged to wear suitable personal protective equipment when working in dusty environments, e.g. dust masks, eye protection. Due to the long-term nature particularly of respiratory related diseases, Site Supervisors need to be alert to and monitor problems such as breathlessness, coughing and chest pain and ensure these are properly investigated and reported. The contents of any COSHH reports, particularly those containing details about asbestos, prepared by clients must be noted and brought to the attention of all staff on project based work.

13.3.6 Asbestos is a particular concern. If asbestos is discovered, stop work immediately and report it to your supervisor. Do not attempt to cut into, drill, break, scrape, or in any other way disturb material which is known to contain asbestos or is suspected of containing asbestos.

13.4 Manual Handling

.1 Incorrect handling is the chief cause of back injuries. An object need not be heavy to cause injury, an incorrect lifting technique can result in muscle strain or other injury including injury to hands or feet, even when handling light objects.

- .2 In order to reduce the likelihood of injury from lifting and / or manual handling, you should:
- Avoid any form of manual handling if you can. Use mechanical means of handling if it is available and you are trained and competent in the use of mechanical handling equipment.
 - Not lift or move an object that causes undue strain or physical discomfort.
 - Check any object to be moved for protrusion of sharp edges that could cause injury.
 - Seek assistance if you are in any doubt about lifting / moving / handling any object.
 - Plan all lifts. Make sure your path is clear and free from obstructions.
 - Familiarise yourself with the Lifting Operations and Lifting Equipment Regulations.

.5 Portable Electric Power Tools

- .5.1 If not properly used and maintained, portable electric tools can present a number of hazards to both operators and bystanders. The most common injuries are electric shock, burns, cuts, sight and hearing injuries, hand arm vibration. They are caused by use of dangerous electrical equipment, flying particles, noise and the general level of vibration caused by some equipment.
- .5.2 The following general precautions should be taken:
- Before using any portable / electric tool, make sure it is the right tool to do the job and you know / have been trained how to use it.
 - If working with wood, make sure all air vents around the motor are kept clear.
 - Ensure that all electrical appliances have been inspected within the last 12 months by a competent person and certified to reflect when the last inspection was carried out.
 - Examine any appliance to be used visually and check for broken casings, damaged leads etc..
 - Always ensure the correct voltage supply. Use 110v powered tools when working on sites. Try to use alternative power tools where possible, e.g. battery powered, where possible.
 - Report any defects immediately. Do not use defective tools / appliances and clearly mark tools awaiting repair.
 - Disconnect power when changing accessories.
 - Ensure all guards are fitted and correctly used.
 - Keep all loose fitting clothing, jackets, hair, jewellery etc well clear from portable tools.
 - Always wear eye protection if there is any risk to eyes and hearing protection to reduce the affects of noise.

.5.3 If portable grinders are to be used, in addition to the general precautions above:

- Always wear eye protection.
- Clamp any lightweight materials.
- Do not put grinder aside until the abrasive wheel stops rotating.
- Check abrasive wheels for uneven wear, snicking, cracks or chips before use.
- Check line is not out of true.
- Check guard for soundness.
- Check the correct abrasive wheel is being used for the material to be cut, rotation speed of appliance etc.
- Protect others in vicinity where necessary.

.6 Hand Tools

.6.1 Accidents frequently happen as a result of incorrect use of hand tools e.g. wrong tool for the job, or worn and dangerous tools, e.g. hammers with loose heads. Injuries tend to be restricted to cuts and bruises, although there is the potential for more serious injury or even death.

13.6.2 The following precautions should be observed:

- Always use the right tool for the job.
- Maintain hand tools in good condition.
- Wear eye protection where there is a risk of injury to eyes or on jobs specified on the Protection of Eyes Regulations, 1974 where there is a legal requirement to wear eye protection, e.g. striking of masonry nails, using metal saws or abrasive discs, cutting of wire or strapping under tension, any grinding of materials held by hand, any machinery process where fragments may be thrown off.

.7 Housekeeping

.7.1 Good housekeeping can make a significant contribution to accident prevention. Untidiness leads to accidents and increases the risk of fire.

.7.2 The following general precautions should be followed:

- Keep all work areas tidy.
- Tools and machinery should be stored properly both when in use, when not in use or when awaiting repair.
- All rubbish or waste material should be discarded at the earliest convenience.
- When using machinery, ensure the immediate environment is clear at all times.

.8 Driving

.8.1 The following daily safety checks should be carried out on vehicles in use:

- Oil
- Fuel
- Water
- Lights
- Wipers / Washers
- Windows and Mirrors
- Tyres
- Vehicle Body
- Brakes

Any defects should be reported and rectified immediately.

.8.2 Driving technique should follow the guidance within the Highway Code.

.8.3 Driving should be in accordance with the prevailing weather conditions.

.8.4 Special care should be taken when manoeuvring and / or reversing vehicles, especially if someone is directing reversing operations.

.8.5 Do not carry unauthorised passengers.

.8.6 Do not overload any vehicle or trailer.

.8.7 Consider other road users when parking vehicles and have due regard for parking restrictions.

.8.8 When leaving vehicles unattended, make sure the parking brake is firmly applied, the engine switched off and all doors are locked.

.8.9 Keep the inside and the outside of vehicles clean and tidy. Do not allow waste products of any kind to accumulate in vehicles.

.8.10 Should your vehicle be involved in an accident:

- Attend to any injuries to personnel, but do not administer First Aid if you have not been properly trained.
- Do not admit liability.
- Exchange names and addresses of drivers and exact details of vehicles.
- Inform your supervisor and give details of the accident.

.8.11 Should your vehicle break down or develop serious defect, inform your immediate superior so that assistance may be arranged. Ensure vehicle is left in a safe position and where possible, not hazardous to other road users.

13.8.12 Do NOT operate a mobile telephone whilst driving.

13.9 Safe Access / Egress

.1 Within the workplace encountered on many projects there are numerous obstacles which present significant hazards and the risk of trips, slips and falls.

.2 Such risks can be minimised simply by being aware of the dangers involved as well as:

- Maintaining good housekeeping.
- Keeping all access ways free from obstruction.
- Provision of edge protection / barrier protection.
- Fence off / highlight any holes / openings within the identified work area.
- All materials / equipment should be stored neatly within the curtilage of the identified work area.
- Adequate artificial lighting should be provided where work is carried out after dark or inside buildings.
- Any nails should be removed from loose timber / planks or appropriately bent over.

13.10 Use of Ladders

13.10.1 The use of ladders presents a significant hazard, particularly within the context of the working environments encountered. Uneven base surfaces, inappropriate securing, inadequate projection above landing platform, incorrect slope of ladder, climbing whilst carrying loads, overloading, over reaching are just some of the hazards which can be identified.

13.10.2 The risk of falling or ladders slipping can lead to significant injury or accident.

13.10.3 Before using any ladders always ensure that they are in good condition. Make sure that they are secured near top or where this is not practical secured near the bottom, weighted or footed to prevent slippage.

.4 Ladders should rise at least 1 metre above their landing places or the highest rung used and should always be properly positioned for access.

.5 Make sure that all personnel using ladders are competent to do so.

.6 Generally ladders are a means of access, not a temporary work station.

13.11 Scaffolding / Mobile Towers/ Work at height

- 13.11.1 Work at height requiring the use of scaffolding presents a significant hazard, particularly from falling equipment / materials or the potential for personal injury through falling.
- 13.11.2 The risk of injury or damage can be limited by ensuring that all general access scaffolds are erected / dismantled by a competent scaffolding organisation which employs qualified personnel. A certificate should be obtained from the scaffold erector detailing the appropriateness of the scaffold for the purpose it is to be used prior to use. The scaffold should be examined once every seven days or after a period of inclement weather by a competent person to confirm its safety and continued use. Permanent records should be retained of weekly safety inspections.
- 13.11.3 During construction and after completion, scaffolds should be properly secured and all equipment shall be free from defects.
- 13.11.4 Guard rails and toe boards shall be fixed at every side from which a person could fall from height, or where other significant hazards have been identified. Handrails should be fitted at a height of no less than 950mm. Toe Boards should be no less than 150mm and there should be no gap between handrail and toe board of more than 470mm.
- .5 The workplace where the scaffold is to be erected shall be properly isolated and clear signs displayed warning people of the work in progress. Any client property in the vicinity of the workplace should be at an appropriate distance so as not to be affected.
- .6 The erection and dismantling of mobile access towers shall be strictly in accordance with the manufacturers' instructions. No mobile access tower should be accepted from a Hire Company without such instructions being supplied.
- .7 Before any Tower is used, the site supervisor must satisfy himself that it has been erected in accordance with the instructions provided, taking particular note of siting on a flat area, the use of outriggers and handrails and taking care not to exceed the design height and weight.

13.12 Roof Work / Working At Heights

- 13.12.1 Working on roofs and at heights generally is particularly hazardous. The main hazards identified include fragile roof coverings, presence of asbestos, openings in roofs, natural hazards associated with the weather, and falling from height.

- 13.12.2 The risks can be minimised through the use of roof ladders and / or crawling boards. Metal barriers and proper edge protection shall be provided on all projects which involve work at height. All opening shall have guard rails erected or the opening shall be securely covered. In windy conditions or where other site circumstances prevail, always use safety harnesses.
- 13.12.3 Precautions shall be taken to avoid debris / sheets falling from the roof. Particular precautions are necessary in windy conditions or where other personnel could be underneath. This includes the use of safety nets, harnesses etc. which shall be used where required.
- 13.12.4 Only staff with the necessary training, experience and competence to undertake roof work / work at height involving these risks shall be assigned to such tasks.
- 13.12.5 Adequate investigation of the roof and its stability shall be carried out prior to commencement of the work. Any hazardous conditions / substances shall be made explicit by the client and / or fully investigated prior to starting work.
- .6 Consideration shall be given to other people who may be affected by the work being undertaken when working at heights through effective site isolation, erection of warning signs and entry limit precautions, guard rails and edge protection. Particular care shall be afforded to members of the public and people who could stray into the work site.

13.13 Use of Display Screen Equipment

- 13.13.1 The use of display screen equipment (DSE) in the workplace is becoming more predominant. Constant or long term use of VDU equipment can lead to aches and pains in hands, wrists, arms, neck, shoulders, back, eyes, head, and stress, especially after long periods of uninterrupted DSE work.
- 13.13.2 The affects of working with DSE can be minimised through:
- Ensuring the workplace / workstation is properly designed.
 - Planning work to incorporate breaks or change of activity.
 - Arranging regular eye sight tests and provision of spectacles if needed.
 - Ensuring users are properly trained in the use of DSE and all office equipment.

SECTION E: ACKNOWLEDGEMENT

14 DECLARATION

14.1 To be issued to all employees and sub-contractors:

I confirm that I have read and fully understand the **Rishton Floorcraft Ltd** health and safety policy and agree to abide by the rules and regulations determined therein:

Signed By.....

Print Name.....

Date.....