

Artform Urban Furniture Limited

**Adlington Business Park
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Health & Safety Policy Review

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4.0 Amendment Schedule

Standard documents referred to in Policy

Site Safety Monitoring Form
Employment Induction Training
Checklist Instructions to Company
Drivers Young Person's Risk Assessment
Form
Sub-contractor Assessment Questionnaire and Update Form
Office Health and Safety Checklist
Storage Health and Safety Checklist
VDU Workstation Assessment
Fire and Emergency Notice – Office and Storage/Yard
Electrical Safety Testing and Inspection Schedule
Guidance on Inspection of Portable Electrical Equipment
Accident/Incident Investigation Form

1.1 Statement of Safety Principles

The health, safety and welfare of employees is of prime importance to Artform Urban Furniture and is essential to the efficient operation of our undertaking, as are the health and safety of anyone else affected directly by our operations. The Company recognises that effective management of health and safety is a key business objective.

The Company will comply with all of its legal duties in pursuance of providing safe and healthy working conditions for all employees and sub-contractors and will take positive action to ensure that clients, other contractors and the general public are not adversely affected by the company's activities.

The responsibility for safety at work rests upon all sectors and levels of management, and the Company will ensure that this policy is pursued throughout the organisation.

The Company will co-operate with all those with an interest in health and safety; other employers, clients, sub-contractors, and the enforcing authorities.

The overall responsibility for the health, safety and welfare of the Company and its personnel is vested in the Company's Managing Director Mr David Pringle.

The Company gives full backing to this policy.

The Company will provide sufficient financial support for the full implementation of the policy. The Company will review the policy, review performance, set objectives and confirm necessary resources at least annually.

The policy and objectives may also be reviewed and updated on an ad hoc basis, where considered necessary by the Managing Director.

All employees shall be issued with a copy of the health and safety policy and made aware of changes to the policy. Amended policies shall be issued to all holders of controlled copies, including all employees.

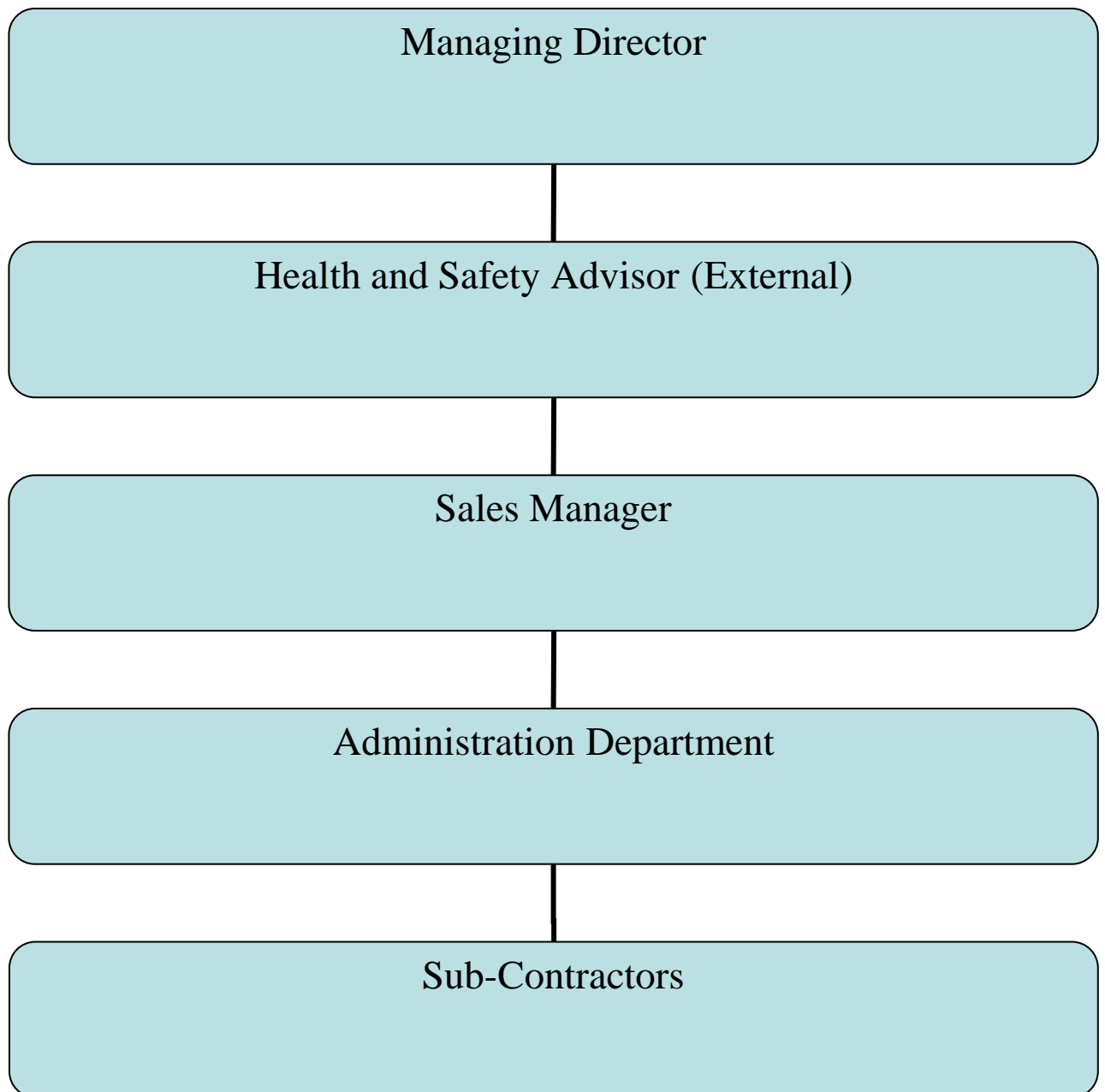
The Company expects employees to conform to this policy and to comply with the relevant sections of the Health and Safety at Work Act and to exercise all reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.

Signed:

David Pringle
Managing Director

04th January 2018
Date

2 Organisation for Implementing the Health and Safety Policy



2.2 Managing Director

- Ensure sufficient resources are provided to allow full implementation of the health and safety policy
- Ensure that health and safety is included on the agenda of all board meetings
- Ensure current employer's and public liability insurances are in place
- Promote health and safety and good working practices
- Set a good personal example by wearing the appropriate personal protective equipment, etc. when visiting site

2.3 Managing Director & Sales Manager

- Review health and safety policy
- Ensure that the relevant requirements of legislation are identified and met
- Review Company arrangements
- Ensure that the requirements of the policy are implemented
- Ensure that health and safety performance is monitored
- Ensure that risk assessments and all other assessments have been carried out and are reviewed and updated, as necessary
- Ensure that compliance with health and safety policy, statutory requirements and good working practices is monitored
- Co-ordinate all health and safety activities
- Ensure that all accidents and incidents are properly reported and investigated
- Utilise the disciplinary procedures, where appropriate, for reported non-compliance in relation to health and safety requirements
- Liaise and consult with all employees on health and safety issues
- Ensure that records of training and competence are maintained
- Ensure induction training is provided for all employees new to the Company
- Ensure up-dating training is provided as necessary for employees
- Ensure that risk assessments for Young Persons are carried out and requirements met
- Ensure office safety and fire precautions are implemented
- Ensure that a person responsible for first aid for the office and yard is appointed, and that first aid equipment is provided
- Ensure adequate fire prevention and emergency procedures in the office and yard
- Monitor waste disposal procedures
- Set a good example by wearing appropriate PPE, etc. when visiting site

2.4 Sub Contractor (appointed for individual projects)

- Ensure site specific risk assessments and method statements are developed
- Ensure that adequate resources are assigned to a contract by sub-contractors so that work can be carried out safely and without risk to health
- Ensure that risk assessments and method statements are monitored and updated when necessary
 - Ensure that arrangements are agreed with client/main contractor in relation to their responsibilities for health and safety in relation to the environment in which the installation is being carried out.
- Record any accidents, incidents and near misses and report to Managing Director.
- Ensure that sub contractors provide evidence that only properly maintained, inspected and tested equipment is used.
- Ensure that the health and safety records returned from site are complete
- Ensure information necessary for the health and safety file is passed to the Client/Main Contractor / CDM Co-ordinator as required.

2.5 Administration Department

- Maintain records of company owned plant and equipment
- Ensure that necessary tests, inspections, examinations are carried out and keep records of these
- Maintain company personnel records.

2.6 Company Drivers

- Only drivers authorised in writing by the company are allowed to drive company vehicles (i.e., vehicles owned, hired or leased by the company)
- Abide by the issued Company Instructions to Driver
- Carry out inspection and maintenance of the vehicle in accordance with instructions
- Ensure that it is only used appropriately in accordance with the instructions □ Never drive when unfit to do so in accordance with the instructions □ Report any accident/incident in accordance with the instructions.

2.7 All Employees

- Comply with all the health and safety policy and health and safety instructions, information or training given
- Co-operate on all matters regarding health and safety
- Do not put yourself or others at risk
- Use the personal protective equipment that is provided
- Use tools and equipment safely, in compliance with the training provided
- Report defects in plant and equipment
- Report to Managing Director any health and safety risks that may occur
- Refrain from horseplay and the abuse of welfare facilities
- Warn new employees of known hazards
- Do not improvise; use the correct tools and methods for the job
- Keep tools and equipment in good condition
- Report any accidents or dangerous occurrences
- Do not misuse anything provided for health, safety and welfare

All employees have a legal duty not only to work in a safe manner but also to incorporate efforts to create safe working conditions for others.

It shall be the duty of every employee whilst at work:

- a) to take reasonable care for the health and safety of himself/herself and any persons who may be affected by his/her acts or omissions at work, and
- b) as regards any duty or requirement imposed on this employer or any other person to co-operate with him/her as far as is necessary to enable that duty or requirement to be performed or complied with, and

- c) to report any unsafe, or apparently unsafe, condition

No person shall intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety or welfare.

2.8 Health and Safety Advisor

- Identify relevant new legislation, published guidelines, etc. and advise the Health and Safety Co-ordinator on any necessary update to policy, generic risk assessments, work practices, etc.
- Assist Managing Director, where required, to produce site specific risk assessments and method statements
- Assist Managing Director, where required, to monitor the company's health and safety management system

3 ARRANGEMENTS FOR IMPLEMENTING THE HEALTH AND SAFETY POLICY

3.1 Risk Assessments and Method Statements

3.1.1 Head Office Activities

In accordance with the Management of Health and Safety at Work Regulations, 1999 and other legislation as listed in Section 3.20 of this policy the Company carries out risk assessments covering its activities.

The Company has developed risk assessments covering its head office based activities:

Office work risk assessment
Yard/storage risk assessment
Transport risk assessment
Site visits risk assessment
Premises fire risk assessment (office and yard/storage)

These assessments are maintained by the Managing Director with assistance from the Health and Safety Advisor and are displayed in the office and storage area. These risk assessments will be reviewed at the Health and Safety Advisors discretion in the light of changes to working practices, in response to new legislation and near misses, incidents or accidents or repeated failures to comply with the necessary control measures.

3.1.2 Installation Activities

The Managing Director / Sales Manager shall review all health and safety related information provided by the client/ main contractor and will normally carry out a site visit, together with the proposed installation sub-contractor, prior to pricing any installation work. Where site specific hazards and risks are identified the Managing Director shall ensure that this information is taken into account in the installation risk assessment and the associated control measures and method statement.

This risk assessment takes into account the programme, any known interaction with other contractors' activities on site and likely hazards/risks associated with subcontractor activities and will accompany the installation sub-contractor's risk assessment and method statement, in accordance with section 3.12.2 of the policy.

Sub-contractors shall ensure awareness of the risk assessments by induction training, tool box talks and other health and safety related training.

It is the responsibility of the sub-contractor to monitor activities on site on a daily basis and to identify where new phases/work locations or any other change of circumstances require amendments to the contract risk assessments or method statements and agree any necessary amendments with the Managing Director. The sub-contractor shall implement any required additional/amended control measures as necessary.

Copies of the risk assessments and method statements will be provided to the Sub Contractor on Notifiable projects and they will be provided to the client on other projects where requested or where the company considers this to be necessary for the effective management of the health and safety of site personnel, client personnel or others.

3.1.3 Identification of additional risks to specific individuals

Head Office Activities

Risk assessments and associated control measures shall be re-assessed by the Health and Safety Advisor in response to identified circumstances that could alter the degree or nature of risk to a specific individual. Amongst other things, they will be reviewed for the following:

- a) Employees who have declared medical/physical conditions that could potentially affect their health or safety in work situations

- b) Employment of young people (i.e. under 18 years of age) and the employment or presence of children (i.e. under 16 years of age), for example, as part of work experience activities.
- c) In response to the findings of health surveillance. (See Section 3.11 of the policy)
- d) Employees who are pregnant or new mothers.

Installation Activities

Installation sub-contractors shall confirm that their installation risk assessments have been reviewed in a comparable way for any of their employees or their sub-contractor's employees who fall into the above categories.

3.2 Establishing Health and Safety Management on Site

On Construction Sites

The company's standard terms and conditions of sale require the following to be provided by company's client (often the Main/Principal Contractor) or by others on the client's behalf:

- a) Welfare facilities, in accordance with Section 3.14 of this policy
- b) First aid provision and fire and emergency procedures, in accordance with Section 3.15 of this policy
- c) Accident reporting requirements, in accordance with section 3.16 of this policy
 - c) Safe access.
- d) Agreed requirements for storage and movement of the company's materials
- e) Provision of a safe working environment, identification of any site specific hazards and appropriate control measures.
- f) Induction training for all company employees and sub-contractors working on the site
- g) Information on, and clearance from, any existing services that could be a hazard to the proposed installation works

The Managing Director shall ensure contractual arrangements are made with the client to establish how the above are to be provided on the contract site and shall also confirm this with the installation sub-contractor. The Sub Contractor shall check whether the measures are in place at the start of the contract and are satisfactory and monitor them throughout the contract. The Sub Contractor shall resolve any unsatisfactory items with the client.

Other Installation Sites

The Managing Director shall review the site location with the sub-contractor and shall agree how the above requirements are to be met by the sub-contractor. The agreed arrangements shall be documented and form part of the sub-contractor's approved method statement for the works.

3.3 Monitoring Health and Safety Performance and Review of Policy

3.3.1 Installation Work

The Sub-Contractor shall monitor health and safety performance on site on a continuous basis and take the appropriate action. In addition on larger installations the SubContractor shall carry out a weekly health and safety inspection, recording this on a Site Safety Monitoring Form resolving any issues and rectifying any failures and copy this form to the Managing Director. The Health and Safety Advisor shall inspect a sample of sites through the year and record these inspections on the Site Safety Monitoring Form and resolve any issues with the installation sub-contractor involved.

The Health and Safety Advisor shall review all health and safety monitoring records and ensure that all necessary corrective and preventive measures have been implemented and identify any trends in types of non-compliance and any issues that have companywide implications.

3.3.2 Head Office

The Health and Safety Advisor is responsible for monitoring health and safety performance in the office and storage/yard on a monthly basis, and following any changes in equipment or layout, and for ensuring that any deficiencies are corrected. In addition, the Managing Director shall carry out a formal six monthly check using the Office and Storage Area/Yard Health and Safety Checklists. A copy of these checklists shall be retained by the Health and Safety Advisor as a formal record. The Health and Safety Advisor shall ensure that any necessary actions are carried out and are effective.

3.3.3 Auditing and Review of Policy

The Health and Safety Advisor shall ensure compliance with the requirements of the policy is audited annually and review the policy to ensure that it reflects current legislation and guidelines. The Health and Safety Advisor shall review overall performance against the requirements of the policy and amend the policy and management procedures and working practices where necessary to improve performance. The Health and Safety Advisor shall consult with the employees, see Section 3.16 of the policy, with regard to any potential amendment of the policy. In the event of the policy being amended, the Health and Safety Advisor shall issue amended policies to all employees. Amendments to company standard forms referred to in the policy and enclosed as appendices shall be discussed with all relevant personnel.

Agreed amendments shall be made to the forms on the company computer system and the Managing Director shall ensure that only current forms are issued for use.

3.4 Training and Development and Induction Training

3.4.1 Company Induction Training

The Managing Director shall ensure that all employees new to the company receive induction training at head office including an introduction to, and awareness of, the company's health and safety policy. New employees will be issued with a current copy of the health and safety policy, be given a period of time to read and understand it and then be required to sign to confirm that they will comply with their responsibilities under the policy. The induction training shall include the issue of any necessary PPE and obtaining of copies of existing training records and certificates. Induction training shall be recorded on the Employment Induction Training Checklist.

3.4.2 Site Induction

The Managing Director shall ensure that installation sub-contractor's arrangements include giving all site personnel site specific induction training covering site specific hazards, fire/emergency procedures, first aid and welfare, site rules and relevant risk assessments and method statements. The site induction shall be confirmed by the individual signing a site induction record.

3.4.3 Assessed Competence

The Health and Safety Advisor shall review the training, qualification and experience of all new employees. The Health and Safety Advisor shall identify any health and safety related training needs. The Health and Safety advisor informs the Managing Director of any necessary arrangements needed to fulfil the identified training needs for employees, ensuring that they are met and keeping the necessary records.

Identification of new/additional requirements with the subsequent potential need for further training, is carried out in accordance with Section 3.20 of this policy and in response to audits, accident investigations, etc.

Employees authorised as company drivers shall be issued with a copy of the Instructions to Company Drivers which they must sign. A copy of these signed instructions is maintained by the Managing Director together with a copy of the individual's driving licence which should be obtained and checked annually.

3.5 Plant, Equipment and Vehicles

3.5.1 Office and Storage Area

The Managing Director /Administration Department shall ensure that all office and yard/storage area equipment requiring electrical safety testing, in accordance with the Electrical Safety Testing and Inspection Schedule, is listed on a register and that this testing is carried out by a competent person and is recorded. Any faulty equipment shall be labelled and withdrawn from service and the Managing Director shall ensure that it is repaired by an appropriate person prior to returning it to service. Additionally guidelines on the visual inspection of portable electrical equipment shall be displayed in the office and storage area and all employees instructed to regularly inspect this equipment. Any faults, or suspected faults, shall be reported to the Managing Director and the equipment labelled and withdrawn from service.

All VDU workstations shall be reviewed against the VDU Workstation Checklist on an annual basis or commencement of a new VDU user, or more frequently if necessary, by the Health and Safety Advisor and the user to confirm their adequacy and suitability in terms of preventing any potential health hazards to the user. The Managing Director shall record the findings of all such reviews and carry out any necessary actions.

Safe use of equipment shall form part of the formal monitoring of health and safety performance. The employee responsible for using the equipment shall ensure that there is no unauthorised use and that the equipment is handled and sited such that it does not cause any tripping or other hazard. All equipment shall be checked weekly by the user and equipment other than that owned or hired by the company shall not be used unless an appropriate record of inspection and testing is provided.

3.5.2 Vehicles

Company vehicles shall be inspected weekly by the driver using the vehicle at that time against the company's vehicle safety checklist and a record made of this check. The driver shall ensure that any necessary minor maintenance is carried out and that any potential defects or requirements for further maintenance are referred to the Managing Director.

Requirements for servicing etc shall be identified in accordance with the manufacturer's guidelines and the driver to whom the vehicle is assigned shall ensure that arrangements are made with a company approved garage.

3.6 Personal Protective Equipment (PPE)

General requirements for PPE have been assessed as part of the overall risk assessments. Issues of PPE are recorded. Stocks of items are held in the office to ensure that the necessary PPE is always available. Risk assessments generally indicate the need for:

Hard hats (for site visits)

Ear defenders (where necessary, for site visits)

High visibility vests/jackets (for site visits and in the yard/storage area)

Gloves (as necessary for protection against abrasions)

Goggles (as necessary for protection against flying particles)

Safety boots (for site visits and in the yard/storage area - allowance for one set of boots per year)

Face masks or respirators (where necessary in dusty environments)

As part of the induction training, the correct use, storage and maintenance of PPE is explained to employees. The Managing Director shall ensure that hard hats are replaced every two years, or more frequently where necessary. It is the responsibility of the individual employees to report any deficiencies in PPE to the Managing Director

Requirements for additional or different PPE for a specific site shall be assessed by the Health and Safety Advisor as necessary for specific types of site work as part of the risk assessment for the work in accordance with Section 3.1 of this policy.

3.7 Control of Substances Hazardous to Health (COSHH) and Asbestos

3.7.1 Offices and Yard/Storage Area

COSHH substances are limited to small quantities of widely available cleaning materials. Usage and storage of these is in accordance with the instructions displayed on them. As part of the health and safety monitoring, carried out in accordance with Section 3.3 of the policy, the Health and Safety Advisor shall identify any need for additional controls and the presence of any new substances that require additional controls.

3.7.2 Installation Sites

The Company has carried out COSHH assessments for all substances frequently used or generated by, the Company's operations and a schedule of these assessments is maintained by the Health and Safety Advisor. The Health and Safety Advisor ensures that information on Workplace Exposure Limits quoted in the material safety data sheets supplied is taken into account in the COSHH assessments and also maintains a copy of the current EH40. The findings from these COSHH assessments are incorporated in the site risk assessments as detailed in Section 3.1.2 of the policy.

These COSHH assessments are explained to employees and sub-contractors as part of the company induction training/ site induction training and are readily available for reference (e.g. included in the site health and safety file).

The appointed installation sub-contractor is required to provide COSHH assessments for any other COSHH substances involved in, or generated by, the site activities as part of the information provided by them in accordance with section 3.1.2 of the policy.

The Sub Contractor shall establish with the client/main contractor any available information on any existing hazardous materials on site, such as asbestos, contaminated

ground etc that could present a hazard to the personnel carrying out the installation activities or anyone else potentially affected by their work. The Sub Contractor shall liaise with the Client/Main Contractor to ensure that these substances are removed/treated by others and ensure that the installation sub-contractors are made aware of any residual risk or any need to take specific precautions and that their risk assessment and method statement reflects this.

3.7.3 Potential exposure to asbestos

An asbestos register is held for the company premises by the Managing Director. Any work to the premises that could potentially release asbestos fibres and any identified existing potential for fibre release will be managed in accordance with the asbestos register to prevent any possibility of fibre release.

As the company's business is to erect outdoor structures, there is no possibility of the company disturbing in-situ asbestos in buildings. The Sub Contractor shall review information provided by the Client/Principal Contractor re any indicated potential for exposure to asbestos from asbestos containing material in the ground or from external components such as rainwater pipes. Where such a possibility exists, the Sub Contractor shall require that the Client/Principal Contractor arranges removal or treatment of the asbestos containing materials and confirmation of the completion of this before the company starts any work on site.

All employees and installation sub-contractors shall be issued with guidelines on the potential identification of asbestos materials and actions to be taken. These shall be reinforced by tool box talks. On sites where any potential for unidentified asbestos remains, this possibility is explained as part of the induction training and instructions issued regarding actions on identifying such potential materials and the reporting of them to site management.

3.8 Manual Handling

3.8.1 Offices and Storage Area

Manual handling training is provided to employees and recorded in the personnel records. All employees that may potentially be required to handle large or awkward objects are given training.

Posters confirming safe manual handling techniques are displayed in the storage area and in the offices and the Health and Safety Advisor shall review any manual handling issues as part of the monitoring carried out in accordance with section 3.3 of the policy.

Heavy components may be delivered to sites. The Sub Contractor shall ensure that adequate arrangements are made with the haulier for their safe unloading. Where

necessary weights of loads shall be displayed on the packaging and information on the centre of gravity for any loads where this is not readily apparent.

3.8.2 Installation Sites

Contract planning reduces as far as possible the need to carry out manual handling and limits the weight of objects that have to be handled manually. A manual handling assessment forms part of the contract risk assessment in terms of identifying large, heavy or awkward loads and requirements to move loads on site. The installation subcontractors risk assessments shall address any significant manual handling issues

3.9 Working at Height

The Company's approach to controlling the risks associated with working at height is detailed in the Company Safe Working Platform Rules which apply to all company work.

3.9.1 Offices and Storage Area

Company Safe Working Platform Rules shall be displayed and explained to all personnel as part of their induction. The Health and Safety Advisor shall review compliance with them as part of the health and safety monitoring carried out in accordance with section 3.3 of the policy. All access equipment; ladders etc shall be inspected as part of this monitoring and also by the user in accordance with the Safe Working Platform Rules.

3.9.2 Installation Sites

Standard installations only involve very limited requirements to work at low heights. Installation operations and the location and environment in which they are to be carried out shall be reviewed by the Sub-contractor to identify any site specific issues, for example installation on roofs or other elevated areas or working adjacent to excavations carried out by others. Protection measures shall be agreed with the Client/Main contractor to ensure that the safety of the installation personnel, or anyone affected by their work. The Sub Contractor shall ensure these measures are implemented on site and that the installation sub-contractors risk assessment and method statement reflects them.

Use of mobile towers, trestles, podium steps, stepladders or ladders as working platforms shall only be in accordance with the Company safe Working Platform Rules which establish the hierarchy in terms of selecting these and the control necessary to ensure their safe use. The site risk assessment and the installation sub-contractors risk assessment and method statement shall confirm the planned selection of safe working platforms.

3.10 Exposure to Noise and Vibration

3.10.1 Noise

Noise levels are not expected to reach 80dBA in the offices or storage area as a result of any of the company's normal activities.

The Managing Director and installation sub-contractor shall identify any known likely excessive noise arising from activities concurrent with the installation on site. Installation sub-contractors shall identify in their risk assessment noise levels that could arise from their activities. The Managing Director shall ensure that the installation subcontractors' risk assessments and method statements confirm any necessary measures to reduce noise and/or protect personnel from exposure to it.

3.10.2 Vibration

Exposure to vibration in terms of use of use of vibrating equipment is negligible in the storage area.

The Contract Manager shall ensure that the installation sub-contractors' risk assessment identifies the likely level of exposure of their site personnel to hand arm vibration and their measures to ensure levels are kept below the Exposure Action Levels.

3.11 Health and Medical Issues

3.11.1 Pre-existing Medical Conditions

As part of the induction process new employees shall be asked as to whether they are aware of any existing medical condition that could affect their health and safety at work and made aware of their responsibility to report any condition that develops later in their employment. The Health and Safety Co-ordinator shall assess the significance of any declared condition and ensure that this is taken into account, where appropriate, in any risk assessment for work that that individual is assigned to carry out.

3.11.2 Alcohol and Substance Misuse

No employee is allowed to carry out work on behalf of the company or drive a company vehicle under the influence of alcohol, illegal drugs or prescribed or over the counter medication that renders them incapable of working safely. This is confirmed to all employees on induction and confirmed in contracts of employment. The company reserves its right to operate a system of spot checks for alcohol and substance misuse.

Any employee or sub contractor considered unfit for work shall be dismissed from the workplace.

3.11.3 Stress and Working Hours

The Health and Safety Co-ordinator and Contract Manager shall programme the company's overall workload to ensure that safe working hours are not exceeded. The Company complies with the Working Time Regulations.

All supervisors and managers are instructed on recognising signs of stress in employees and colleagues. Any employee considered to be suffering stress shall be offered assistance in managing stress and workloads, responsibilities and programmes shall also be reviewed accordingly.

3.11.4 Health Surveillance

All operatives shall be made aware of potential health risks through issue of the policy and induction training. Any potentially work related ill health shall be reported to the Health and Safety Advisor who shall investigate it in accordance with Section 3.16 of the policy.

3.12 Selection and Management of Sub-Contractors

3.12.1 Selection

The Sub-contractor is kept on the company database on the basis of a proven track record of adequate resources and competence and quality of service. 'New' subcontractors are added on the basis of their completing the Sub-Contractor Assessment Questionnaires, to the satisfaction of the Health and Safety Advisor. Any sub-contractor not performing to the satisfaction of the Company is removed from the list and additionally the approved list is reviewed annually. Approved sub-contractors shall be issued with a controlled copy of the company health and safety policy. The Health and Safety Advisor will issue an Annual Update Form to confirm continuing adequacy of sub-contractors and will monitor the return of these forms and ensure that they are all satisfactory.

Sub-contractors are required to apply for written approval if they propose to subcontract any of their work and to provide proof of their assessment of the competence and resources of their proposed sub-contractor.

3.12.2 Management

The Managing Director is responsible for ensuring that potential sub-contractors are provided with sufficient information at enquiry stage on site specific hazards and contract requirements so that they can plan and price for carrying out the work in

accordance with these safely and without risk to health. Usually, the sub-contractor will carry out a site visit with the Managing Director to confirm site conditions.

The conditions of the sub-contract order require sub-contractors to comply with the company health and safety policy and to provide the required adequate risk assessments and method statements prior to starting on site. The Managing Director shall review the returned risk assessments and method statements (with advice from the Health and Safety Advisor) to ensure that they address the known site specific conditions and any known site specific hazards and that they demonstrate compliance with the requirements of the health and safety policy.

The sub-contract order also includes the requirement for the sub-contractor to provide proof of:

- appropriate training and experience of all assigned personnel
- safety testing and inspection of equipment
- COSHH assessments for substances that the sub-contractor plans to bring to site or generate on site

The Managing Director shall ensure that all the necessary information is provided by a sub-contractor prior to allowing them to start on site and copies of this information shall be held on site.

The Managing Director shall co-ordinate sub-contractor activities and ensure that the any additional hazards associated with the interaction of their activities are identified and addressed.

3.12.3 Review of performance

As part of any site visit during the installation work, the Managing Director shall review the performance of the sub-contractor and complete a Site Safety Monitoring Form. Any shortcomings in performance shall be discussed with the sub-contractor and corrective measures agreed with and implemented by the sub-contractor and a record of the Site Safety Monitoring Form issued to them. The Managing Director shall maintain records of any review of health and safety by the Client and ensure any identified shortcomings are dealt with. Any serious and/or unresolved issues may result in the Company's decision to remove a sub-contractor from the approved list in accordance with section 3.12.1 of the policy.

3.13 Protecting the Public/Site Security/Traffic Management

3.13.1 Installation within Construction Sites

Responsibilities for this are confirmed in the Company standard terms and conditions to rest with the main contractor. If there is any other agreed arrangement, the Managing Director shall confirm what measures are necessary with the installation sub-contractors

and ensure that these are included in their risk assessments and method statements and that they are implemented on site.

3.13.2 Other Installation Sites

The extent of any necessary fencing/security to prevent/discourage unauthorised access is assessed at the enquiry stage. Factors taken into account include the extent and type of boundary fencing/walls, gates, lighting, footpath crossings, arrangements for safe vehicular access/egress, signage and lighting and the proximity of vulnerable people, e.g., school children.

The installation sub-contractors are responsible for implementing the above and securing the site at the end of each working day confirming that all site security measures are in place and/or ensuring that it is left in a safe condition. This check includes ensuring that any barriers, fencing and warning signs are in place, tripping hazards removed from public areas, unfixed materials and tools are removed and that all plant is secured and immobilised.

Traffic management requirements are considered during the tender phase and responsibilities to provide this, where it is required, agreed in writing. Where necessary a traffic management plan is developed to explain any non-standard arrangements or arrangements where significant risks cannot be avoided. The Managing Director shall ensure all agreed arrangements are confirmed in writing and the installation subcontractors shall ensure that they have been implemented prior to starting any work for which they are required and that they are maintained for the agree duration.

3.13.3 Head Office

All deliveries to head office shall be under the supervision of the Managing Director. No reversing is allowed out of company premises. The premises shall be locked and gated at night by the last person leaving the premises. Warning signs shall be displayed together with notices prohibiting unauthorised access.

3.14 Welfare Facilities

At the head office, the following welfare facilities are provided:

- Toilets
- Washing facilities
- Towels and soap
- Hot and cold running water
- Means of heating food
- Drinking water

Installation Sites

On construction sites, the following welfare facilities shall be provided by others with written agreement of responsibility:

Toilets

Washing facilities including basins large enough to wash forearms in

Towels and soap

Hot and cold running water

Drinking water

Means of heating food

Canteen/rest area

Means of drying clothes/storing clothes

All welfare facilities are non-smoking facilities, although the Managing Director, with the agreement, where relevant, with the client, may designate an outside smoking area.

Other Installation Sites

The Managing Director, in conjunction with the installation sub-contractors, shall establish what local facilities, public or made available via a client or other contractor, are available and appropriate for use. Where necessary, a formal arrangement will be made to ensure that these are available. The availability of local facilities will be explained as part of the site induction. Time and transport will be allowed for operatives to leave the work site to use these facilities as appropriate.

These provisions remain adequate throughout the works and any circumstances (e.g., in relation to weather conditions or particular types of work) that necessitate additional provisions will be actioned accordingly.

3.15 First Aid, Fire and Emergency Procedures

3.15.1 Head Office

The Health and Safety Advisor shall ensure that a premises fire risk assessment and first aid risk assessment are carried out and shall maintain them and ensure that they are reviewed in relation to any identified additional medical issues, changes to work activities, when any significant alterations are proposed to the premises or changes to the arrangements to store substances and materials. The premises fire risk assessment is also reviewed as part of the six monthly formal check of health and safety in the office.

In accordance with the control measures detailed in these risk assessments:

- A first aid box is provided in the head office. Its location is identified in the Fire and Emergency Notice. The maintenance of the first aid box is the responsibility of the first aider who is named on the Fire and Emergency notice.
- Water and carbon dioxide extinguishers are kept in the offices and storage area and are serviced by an external organisation as part of a service agreement.
- Fire exits are signed and should be kept clear at all times.
- The Company's policy on fire fighting and procedures to be followed in the event of a fire is also laid down in the Fire and Emergencies Notice displayed in the office and storage area.
- Fire drills are held annually

3.15.2 Installation Sites

The Company's standard terms and conditions confirm that on construction sites fire and emergency procedures and facilities including first aid are the responsibility of the Sub Contractor. The presence/adequacy of these provisions is confirmed in accordance with Section 3.2 of this policy.

Any shortfalls in these provisions shall be notified to the Managing Director who shall resolve the situation.

On other installation sites, the Managing Director shall agree with the installation subcontractors what fire and emergency provisions are necessary. As a minimum this will normally be:

- the provision of a carbon dioxide fire extinguisher
- first aid kit
- confirmation that one of the sub-contractor's personnel is a trained appointed person
- written fire and emergency instructions including reporting of incidents

If the installation works have any potential to pose a fire risk to anyone else or the potential to interfere with existing emergency arrangements, the Sub Contractor shall ensure that a project fire risk assessment is completed initially and is updated as necessary, detailing any specific precautions to avoid causing a fire, any specific monitoring requirements, the appointment of a fire warden and the identification and maintenance of fire escape and other fire safety arrangements at all stages of the works and specifying emergency procedures.

3.16 Accidents/Incidents/Near Miss Reports and Investigation

All accidents, incidents, dangerous occurrences, near misses and potential work related ill health shall be reported to the Health and Safety Advisor and injuries and work related ill health shall be recorded in company accident book. All accidents/incidents including service damage and any other damage-only or near miss incidents shall be recorded on the Accident/Incident Investigation Form.

Any accident resulting in an employee being unavailable for their normal duties for seven or more working days shall be reported by the Managing Director through the HSE website: www.hse.gov.uk within 15 days.

Any reportable disease shall also be reported via the HSE website, as above.

Any dangerous occurrences (as defined in RIDDOR), fatal accidents or accidents involving a reportable injury (as defined in RIDDOR) or resulting in a member of the public being sent to hospital shall be reported as soon as possible by the Managing Director, or nominee, to the HSE via the website or in the case of fatalities or major injuries by telephone to the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm), with a full report to follow via the website within 10 days.

Definitions of reportable diseases, dangerous occurrences and reportable injuries are maintained in the accident book.

Any accident/incident occurring on a Notifiable project shall be reported to the Principal Contractor in accordance with their accident reporting procedures as detailed in their Health and Safety Plan and/or confirmed prior to commencement in accordance with section 3.2 of the policy.

The Health and Safety Advisor shall ensure that all accidents/incidents/near misses and potential cases of work-related ill health are investigated and shall complete the Company Accident/Incident Investigation Form, or other relevant contract-specific form. The Health and Safety Advisor on behalf of the Managing Director shall ensure that any necessary actions to improve health and safety are implemented and are effective.

Accidents/incidents to members of the public or to other companies' employees or to property, that could be associated with Company's activities, shall be recorded on Accident/Incident Investigation Form, and the Managing Director shall investigate any reports or claims of accidents/incidents and record the findings in writing.

3.17 Health and Safety Awareness and Consultation

This policy is explained and issued to each employee as part of the employees induction training. A further copy of the policy is available in the offices. Installation sub-contractors are issued with a controlled copy of the policy.

All significant proposed amendments to the policy are discussed with company personnel by the Managing Director. The Managing Director shall record the results of this consultation process and shall resolve any issues raised. Copies of the policy are re-issued to all copy holders, following any revision.

All employees and sub-contractors are free to raise any health and safety concerns with the Health and Safety Advisor and are encouraged to do so. Feedback on health and safety issues on site is also recorded on the Site Safety Monitoring Form as part of the regular recording of safety monitoring in accordance with Section 3.3 of the policy.

The Managing Director shall ensure that information on the Company's Employers Liability Insurance is displayed in the head office, together with the Health and Safety at Work Act poster.

3.18 Safety of young people

Anyone under the age of eighteen either employed by the Company or placed with the Company as a work experience student is classified as a 'young person'.

The induction training of a young person shall be signed off by the Health and Safety Advisor. A nominated member of staff shall review the activities of the young person against the general risk assessments and complete the Young Person's Risk Assessment Form. This form shall be signed by the Young Person and copied to their parents/guardians and to a nominated member of staff who will be responsible for the young person

Anyone under the age of sixteen employed by the company, on work experience or visiting the company shall be:

- a) Accompanied on any visits to site at all times
- b) Not allowed to work on site
- c) Allowed to work in the office subject to the completion of a Young Person's Risk Assessment and the controls outlined above
- d) Not allowed to operate any plant or equipment other than office equipment.

3.19 Product Safety

The Company provides products that are specified by its clients. The Managing Director is responsible for ensuring that certification is provided from its suppliers and/or fabricators to confirm the products compliance with relevant safety requirements and for providing copies of this to the client as required.

All relevant future maintenance information and installation/dismantling instructions shall also be provided to the client by the Managing Director and the issue of this information recorded.

3.20 Compliance with Legislation and Published Guidelines and Review of the Policy

The Health and Safety Advisor, together with the Managing Director shall ensure that the Company is aware of all relevant Health and Safety Legislation. The current policy ensures that the following legislation (and associated guidelines) are reflected in the Company's working practices:

Construction (Design and Management) Regulations 2007
Control of Substances Hazardous to Health Regulations 2002
Regulatory Reform (Fire Safety) Order 2005
Health and Safety at Work Act 1974
Health and Safety (Consultation with Employees) Regulations 1996
Health and Safety (Display Screen Equipment) Regulations 1992
Health and Safety (First Aid) Regulations 1981
Health and Safety Information for Employees Regulations 1989
Management of Health and Safety at Work Regulations 1999
Manual Handling Operations Regulations 1992
Control of Noise at Work Regulations 2005
Control of Vibration at Work Regulations 2005
Personal Protective Equipment at Work Regulations 1992
Provision and Use of Work Equipment Regulations 1998
Control of Asbestos Regulations, 2012
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
Workplace (Health, Safety and Welfare) Regulations 1992
Working Time Regulations 1998
Lifting Operations and Lifting Equipment Regulations 1998
Health and Safety (Young Persons) Regulations 1997
Electricity at Work Regulations 1989
Workplaces (Health, Safety and Welfare) Regulations 1992
Confined Spaces Regulations 1997
Work at Height Regulations 2005

New relevant legislation and guidelines shall be reviewed as they are published and the policy amended as necessary. Amendments may also be made to the policy by the Health and Safety Advisor as a result of Client requirements and as a result of the Company's continuing monitoring of health and safety performance or as a result of any accident/incident or near miss. The policy is also reviewed annually.

All significant proposed amendments would be discussed with employees, see Section 3.17 of this policy, and copies of the amended Health and Safety Policy would be issued to employees and sub-contractors.

3.21 Compliance with CDM 2007

Company health and safety arrangements described through the remainder of the policy detail how the requirements of the Construction (Design and Management) Regulations 2007 are met, but compliance can be summarised as follows:

The Company does not carry out any design activities, as defined in the regulations.

The Company, as a supplier and installer of specialist equipment, has never been required to act as a Principal Contractor.

Responsibilities as a contractor under CDM 2007 are met as follows:

- 1 The Client's awareness of their responsibilities is established in accordance with Section 3.2 of the policy. Where the company's activities constitute part of an overall project that would be Notifiable under the Regulations, the Managing Director ensures that the F10 notice has been available to the Company.
- 2 The Managing Director ensures that sufficient resources are assigned to the project in accordance with sections 2.4, 3.1.2 and 3.2 of the policy and the company ensures that company personnel are competent in accordance with section 3.4 of the policy and that sub-contractors are competent and have sufficient resources in accordance with section 3.12 of the policy.
- 3 Installation work is planned and managed in accordance with sections 3.1 and 3.12.2 and 3.13 and monitored in accordance with section 3.3 to ensure that it is carried out safely and without risk to health.
- 4 Arrangements to co-operate with the Contractor are agreed in accordance with sections 3.1.2 and 3.2 of the policy.
- 5 Copies of the company risk assessments and method statements are provided to the Client in accordance with section 3.1.2 of the policy.
- 6 The Managing Director notifies the Client of any apparent shortcomings in the arrangements for health and safety on site apparent at planning stage or that arise during the project, in accordance with sections 2.4, 3.12. and 3.2
- 7 Installation sub-contractors are informed of the minimum time allocated to them to plan and prepare before starting work on site as part of the tendering process in accordance with section 3.12.2 of the policy.
- 8 Details of sub-contractors are provided to the Client in accordance with section 3.12.1 of the policy.
- 9 Site personnel are provided with the necessary information and training in accordance with section 3.4.2 of the policy.

- 10 Adequate welfare facilities are defined in section 3.14 of the policy and the arrangements for providing them agreed and confirmed to be implemented in accordance with section 3.2 of the policy.
- 11 Overall site safety measures are normally the responsibility of the Client where the company is working on a construction site and confirmed in accordance with section 3.2 of the policy. Where they are the company's responsibility, measures are identified in accordance with section 3.1.2, 3.13 and 3.15 and the Managing Director ensures that they are implemented and effective.
- 12 The Company ensures that all site specific arrangements to co-operate and co-ordinate with others are understood as part of the establishment of health and safety arrangements in accordance with section 3.2 of the policy. Additionally, the company has an overall policy of responding positively to the requirements of others and promoting managed co-operation to ensure the health and safety of anyone affected by the company's activities.
- 13 Consultation with employees and sub-contractor personnel is carried out in accordance with section 3.17 of the policy.
- 14 On Notifiable projects, accidents and dangerous occurrences are reported to the Managing Director in accordance with sections 3.2 and 3.16 of this policy.
- 15 Installation records, product information etc are provided to the Client in accordance with any specified requirements for inclusion in any Health and safety File and in accordance with general company procedures to ensure safety in relation to any ongoing maintenance and eventual dismantling.

3.22 Lone Working

Lone working is not allowed on any of the company's installation sites.

Limited lone working is allowed at the company offices as long as someone else is present on the premises. Personnel working alone in the offices are required to ensure that they have informed someone of their presence in the offices and have made that person responsible for reporting if they fail to return from the offices.

4 Revision 4 Reviewed January 2018 and unchanged.