

Elev8 Interiors Ltd

Company Health Safety Policy

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Elev8 Interiors Ltd, Safety, Health and Fire Protection Policy Statement

The Company Director Responsible for Health and Safety: **Jon Singh**

We are committed to the promotion of a safety culture, the prevention of injury and ill health and providing a safe working environment for our employees and others who may be affected by our activities.

Compliance with legislation is the minimum acceptable standard and we are committed to achieving the highest levels of health and safety performance through continual improvement.

Health and safety is an integral part of our business and has equal status to other aspects of business performance. Appropriate financial and physical resources will therefore be provided to implement this policy.

We recognise that successful health and safety management can only be achieved with the support and commitment of our employees. All employees and key subcontractors will be actively encouraged to take ownership of health and safety and empowered to assist in decision making. All employees and contractors will be made aware of their Health and Safety obligations and compliance with this policy is a condition of employment.

We will ensure that this policy is documented, implemented and maintained, and communicated and understood at all levels throughout the organisation.

Responsibilities for health and safety are defined in our Health and Safety Management System which conforms to the requirements of ISO 45001:2018. The day to day management of health and safety is a responsibility of managers at all levels but overall responsibility rests with the Managing Director.

We are committed to the elimination of hazards and the reduction of OH&S risks.

To assist with the implementation of our health and safety management system, professional external advice will also be obtained where necessary.

To facilitate continuous improvements in health and safety standards we will identify specific health and safety objectives. A programme for the objectives will be outlined with timescales and responsibilities. Progress towards the objectives will be closely monitored.

Periodic auditing of our Health and Safety Management System will be undertaken to ensure its continued suitability and effectiveness and we will review this policy at least annually and revise it as often as is appropriate.

Please also be aware that Health and Safety Management forms part of our Integrated Management System which conforms to ISO 9001:2015 (Quality Management) and ISO 14001:2015 (Environmental Management) as well as ISO 45001:2018
This policy will be made available upon request to all interested parties.

A handwritten signature in black ink, appearing to read "Jon Singh".

Signed

Date15/02/2019.....

SAFETY MANAGEMENT IN THE ELEV8 INTERIORS LTD OF COMPANIES

1 INTRODUCTION

- 1.1 Proactive Safety Management is practised throughout the **Elev8 Interiors Ltd**, and records of Lost Time Injury Frequency Rate show substantial and sustained improvement.
- 1.2 This document provides an abridged overview of the safety policy and best practice document.

2 SAFETY POLICY

- 2.1 The Statement of the Company's Health, Safety and Environment Policy is attached. This document is reviewed by the Board of directors throughout the year and updated where necessary.
- 2.2 The Company 'Best Practice' policy acts as would the arrangements section of a Health, Safety and Environmental Policy and is, as should be, a working document that is continually under review. As materials, machinery, substances and tools develop so must the policy. All Directors, Managers and the Surveyors to assist them in determining the best resources for any given task hold the policy on computer. All may contribute to amendments as and when they discover a safer method or system.

3 ORGANISATION AND RESPONSIBILITY FOR SAFETY

- 3.1 **Joe O'Neill** is the Director of Safety. The delegation of the responsibility for safety on a day-to-day basis follows the normal company line management.

3.2 The Directors

- Will take overall responsibility for the application of this policy
- Will ensure that health and safety is considered in all the decision making of the company
- Will ensure adequate resources for all aspects of health and safety
- Will consider reports on safety at regular intervals, and in particular an annual health and safety audit.

3.3 The Contracts Director – Joe O'Neill

- Is the Director responsible for Safety and will take immediate responsibility for the application of this policy in the operations of the company.
- Will consider health and safety in all decision making.
- Will allocate resources to the implementation of this policy and other health and safety requirements.
- Will report to the directors on other safety matters.
- Will ensure the production of an annual health and safety audit report.
- Will take a proactive role in risk assessment.
- Will ensure all staff and sub-contractors receive appropriate training and information in all relevant aspects of health and safety.
- Will ensure all contractors employed by **Elev8 Interiors Ltd** are competent and adequately resourced, to ensure high standards of health and safety are maintained.
- Will set a personal example in term of safe behaviour, and safe attitudes.

3.3 The Health and Safety Administrator - Tom Hanley (OSD Project Safety Consultancy)

- Will apply this policy to work within the office.
- Will carry out in conjunction with the staff, all required risk assessments and implement them.
- Will review all the required risk assessments at appropriate intervals and record their review.
- Will ensure that everyone in the office has received appropriate health and safety training.
- Will ensure that the health and safety training delivered to staff is recorded.
- Will ensure the reporting of all accidents and incidents within the office.
- Will carry out regular recorded safety inspections at appropriate intervals.
- Will ensure that appropriate emergency procedures are in place, and are communicated to all staff, and visitors.
- Will set a personal example in terms of safe behaviour and attitudes.

3.7 Appointed First Aiders

- Will ensure their training is kept up to date.
- Will provide first aid in accordance with their training when ever called upon.
- Will ensure all accidents and incidents of which they have knowledge are reported.
- Will ensure that adequate and appropriate first aid materials are always available.

3.8 All Employees and Contractors

- Will act at all times in the best interests of safety for themselves and others affected by their activities.
- Will participate in all health and safety training provided and put in to practice in their work
- Will take note of all written and verbal information provided on health and safety and put in to practice as appropriate.
- Will make appropriate use of all equipment provided in the interest of health and safety.
- Will provide assistance in the production of risk assessments where required to do so as part of their work activities.

4 OFFICE ARRANGEMENTS FOR HEALTH AND SAFETY

4.1 Introduction

Many of the Elev8 Interiors Ltd Staff work in an office environment, although this is traditionally a low risk setting in respect of health and safety, both vigilance and management is required to maintain a safe working environment. **Elev8 Interiors Ltd** are concerned that all office staff shall be protected at all times from risks to their health and safety.

The arrangements set out below provide guidance on how **Elev8 Interiors Ltd** aim to minimise risk to their employees' health and safety. All office staff are required to read the arrangements below and put their requirements in to practice.

4.2 General Office Safety

It is easy to slip or trip in an office environment and this is the cause of many office accidents. These incidents are often minor, but trips on stairs are more likely to result in serious injury. Travel routes and floor working areas must be completely clear and clean, and floor coverings must be firmly fixed and maintained. If you believe something is a hazard move it or report it to the health and safety administrator.

Objects falling from above are another common cause of office accidents. Shelves at height should be carefully filled and kept tidy. Open ended shelves should be sealed by putting them against a wall, by fixing shelf ends, or even by using book ends to stop items falling off. Do not lean large items against walls – it is safer to lay them down flat.

Filing cabinets can cause injury, most seriously by tipping over. This happens if more than one drawer in the cabinet is opened at once, disturbing the centre of gravity of the cabinet making it liable to tip. Always ensure when opening a filing cabinet drawer that all the other drawers are securely closed. If the cabinet lock system does not prevent more than one drawer from being opened, a notice should be fixed to the top drawer warning that more than one drawer must not be opened at a time. Don not leave drawers open – this is a frequent cause of minor injury when someone walks by and catches their leg on the open drawer.

Try to ensure that items of office equipment are situated securely on suitable surfaces or floor standing. Do not balance equipment on small surfaces, or on top of stacks of paper. Walkways around the office shall be clear at all times.

Kettles and other drink making equipment should be kept and used in the safe area provided. They are a serious hazard and should be handled with care. A risk assessment of kitchen areas should be carried out.

4.3 Good House Keeping

Good housekeeping is as crucial to safety in the office, as in any other work place. It can also go a long way towards making your workplace pleasant. You can do a lot within your own area towards this aim.

The kitchen areas will remain pleasant to use if everyone washes and puts away their own crockery and utensils as they are used.

4.4 Electrical Safety

Management will ensure that the mains wiring of the building is safe for use, and that the electrical appliances you work with are regularly tested for safety. Every appliance with a plug on it, including computers, kettles, photocopiers and extension leads will be examined and safety checked as appropriate. Once this has been done a sticker will be fixed to tell you it is safe for use. Always look at and take note of the sticker.

You have some further responsibilities with electrical equipment. Every time you plug an appliance in, you should take a minute to inspect the appliance lead and plug. You are looking for any visible wires, damage to the lead or plug, signs of scorching or other evidence that the appliance could be unsafe. If you are in any doubt whatsoever, do not use the appliance and refer the problem to the health and safety administrator.

All equipment plugged in at **Elev8 Interiors Ltd** is tested. It therefore follows that untested equipment may not be plugged in at any time. For this reason please do not bring your own kettle, hairdryer, fan heater or other appliances to the work place.

4.5 Computers

Safety in the use of computers is covered by a set of regulations called the Display Screen Equipment Regulations 1992. Compliance with the regulations is covered in more detail with the best practice manual.

Cable management must be good. If you are unable to arrange the cables in your workplace adequately, raise the matter with the health and safety administrator.

In compliance with the DSE regulations, you must have a certain amount of desk area to house your screen, mouse and keyboard. If that desk area is full of papers, you will be forced to work in awkward positions, possibly giving rise to the sort of injuries the DSE regulations aim to prevent.

Training will be arranged by the health and safety administrator to enable staff to carry out assessments of their own work stations to accord with the requirements of the DSE regulations.

4.6 Telephones

The points on cable management mentioned above apply equally to telephones. You must make sure the lead to your phone is not positioned such that anyone including yourself can trip over it.

Phones are often used communally, and are brought into very close contact with the face and mouth. Because of this it is important to keep the mouth piece clean. Special telephone sanitising wipes are available in the office, and should be used regularly.

Where people are making and receiving calls throughout the day it is important that the volume of sound received in the ear is not excessive. Hearing damage can result from the sound being adjusted unduly high for long periods. Obviously you need to be able to hear, but it is sensible to adjust the sound level as low as is comfortable.

4.7 Photocopiers and Printers

You are likely to make frequent use of the photocopiers and printers. These items of equipment are designed to be very safe in use, but there are points to be aware of.

Training from the equipment supplier will be given to some staff on changing cartridges, loading paper and clearing blockages. Unless you have had this training, do not attempt to do these jobs yourself, but seek help from a trained person. When tackling these jobs, and any others that involve removing covers from the machine, make sure no clothing such as a tie is dangling in to the machine, and tie your hair back if it is long. These machines have moving rollers, which can catch and draw in any loose material.

When changing toner, use disposable gloves and be very careful not to get toner on the skin. Any spills should be cleared up by vacuum cleaner. Used toner powder contains small amounts of a cancer-causing chemical. Protect your health by avoiding skin contact with it, and be careful not to inhale it.

Photocopiers and printers both produce small amounts of a toxic gas called ozone. Because of this both types of equipment should be positioned where there is good general ventilation, and not too near workstations. Good maintenance schedules are important in minimising the production of ozone. If you are aware of fumes from photocopiers or printers, particularly if you notice any health affect such as a sore throat, bring it to the immediate attention of the health and safety administrator.

4.8 Other Office Equipment

For much office equipment, particularly paper shredders, the point made above about trailing cloths and hair will apply. Be careful in positioning any appliance with a lead, to avoid creating a trip hazard.

You should not attempt to move heavy items of office equipment. Special training is needed to lift and carry heavy objects safely. If you have not had such training, then do not make the attempt. Never lift any object if a gentle testing of its weight leaves you uncertain about your ability to manage it safely.

4.9 First Aid and Accidents

All accidents and incidents must be reported. This includes any episode of aggression from the public or other staff which leaves you feeling disturbed. It also includes traffic accidents while you are travelling on company business. You should also report any episode of ill health that could be related to your work.

Notices in the office tell you who your first aiders are. Contact them directly if you need first aid, or alternatively contact reception and they will provide a first aider for you.

Reporting incidents is very important, as it helps **Elev8 Interiors Ltd** comply with the law and assist in preventing further accidents. It also protects your rights, should you ever need to claim damages in respect of a workplace injury.

4.10 Fire

Fire is a serious risk in every office. Combustible material such as paper and cardboard are always present, and sources of ignition potentially in every electrical fitting. Smoking in or near offices is a particular risk, smoking is not permitted in our workplace. Everyone needs to do what they can to prevent fire, whilst accepting that the risk of fire is always present. If you hear the fire alarm – BELIEVE IT! In a serious office blaze, you will get the warning of fire in time to give you just a few minutes to escape. There is not time to wonder whether it is a drill or a false alarm. Do not go back to your desk, or attempt to fetch your belongings, just escape to the nearest assembly point. You will be permitted to re-enter the building as soon as the all clear has been received, your fire warden will instruct you accordingly.

If you find a fire, your priorities are to warn others, by activating the nearest call point, and make sure the fire brigade are called. Do not attempt to fight the fire until you have done those two things. If you have been trained to use a fire extinguisher and you feel confident, tackle the fire. Never put yourself in any danger, keep your back to a safe exit, do not let your escape route get cut off, and never remain alone. If in any doubt retreat.

Help prevent fires by keeping accumulations of combustible materials to a minimum, and storing such materials in cabinets away from potential sources of ignition.

4.11 Dealing with Public

The general public are made up of people just like you and me, so your instinct is a reliable guide on how to treat the public. If you dislike being called by people when you were busy or enjoying another activity, then it follows that people you call on the phone may be irritated or hostile. Remember that you are offering something worthwhile and of value, and if a particular individual resents your call, then the next may be grateful for it. Your position as a representative of **Elev8 Interiors Ltd** means you cannot be rude to people who are unpleasant to you. You need to treat the public at all times with courtesy, even if they do not accord the same respect.

4.12 Violence and Aggression

It is not likely that you will be at risk of physical violence, as you will rarely meet public face to face. However verbal aggression is a risk, from an individual person or over the phone. If you become concerned about a particular incident, please bring it to the attention of the office or health and safety administrator.

4.13 Stress

Stress has been identified as a part of modern life and you will probably have experienced already, either at work or in your personal life.

The symptoms of stress can be many and various and you are probably the best judge of whether you are excessively stressed. Stress arising at work should be reported to the health and safety administrator. Never feel foolish in raising the subject, you are an important and valuable member of the team, and it makes good sense to **Elev8 Interiors Ltd** to ensure you can do your job. There may be many things the management team can do to ease your particular burden, but they must be aware of the problem.

4.14 Pregnancy at Work

Most women now work through pregnancy. There are certain special risks, to you and your baby, in being at work whilst pregnant. It follows that there are particular legal requirements for your protection in pregnancy.

Please inform the office/health and safety administrator know that you are pregnant. Many of the most serious risks apply in the very early weeks of pregnancy so action to protect you and your unborn child may have to be taken quickly.

Once they are aware of your pregnancy, the management team will make a risk assessment of your work in relation to pregnancy. Following these changes may be needed to the way you work. For instance you will not be allowed to lift heavy weights. Your work station may need to be altered. You may be given a seated job if you were previously on your feet a lot, and you will be encouraged to move about if your job is predominantly sedentary. You will be carefully protected from chemicals and fumes.

The risk assessment will identify and put any parts of your job right that might cause you problems during pregnancy. However, should you have any difficulties or suffer any discomfort, report this immediately.

4.15 Company Travel

Elev8 Interiors Ltd require many employees to travel extensively to sites where we are carrying out projects for our clients. We recognise that that the health and safety of staff and contractors is put at risk by travelling, and we are concerned to do all that is reasonably practicable to minimise these risks.

We are aware that it is safer, mile for mile, for employees and contractors to travel by rail or air rather than road. Where practicable therefore, trains can be used for longer journeys or air travel where authorised.

In many instances employees and contractors of **Elev8 Interiors Ltd** will have driven to their place of work, even where long distances are involved. This necessity arises from the need to transport materials, tools and equipment as well as people to projects.

Please refer to the best practice manual for further details and advice concerning safe guidelines for driving.

4.16 Home Working

Advances in technology, and working practices have created opportunities for certain members of staff to work from home.

Specific arrangements need to be implemented to ensure your work at home is carried out in a safe and effective manner.

A working environment needs to be created, with adequate space, light and ventilation. A safe and adequate power supply needs to be available. The equipment you use should be well designed and well maintained. Office equipment appropriate to your working activities should be provided; this will include an adequate work station and chair. Risks specific to your working environment will need to be recorded on a DSE workplace inspection.

5 SITE ARRANGEMENTS FOR HEALTH AND SAFETY

Introduction

Staff and contractors of the **Elev8 Interiors Ltd** work on a diverse range of projects, covering interior fit outs, refurbishment, maintenance and IT installations for a wide variety of sectors which can include, offices within occupied and unoccupied premises, laboratories, and chemical environments, highly serviced environments, residential and retail, and sometimes on new construction sites. Each environment presents different challenges for the management of health and safety. Some parts of the company carry out maintenance work, and there may be an element of lone working associated with this.

We all appreciate all sites are inherently dangerous places to work, and many fatal accidents happen on construction sites every year. Site work is the most dangerous area of activity for our staff and contractors.

The work we carry out may involve handling heavy objects either manually or by mechanical means, we use powered hand tools, hazardous substances, we can be exposed to excessive levels of noise and dust. Some of our projects may involve excavations, scaffolding, and materials handling, we may even create hazards for the general public or other employees not in our direct control.

Elev8 Interiors Ltd are also aware that control measures are in place so you are able to work safely, and we will provide every assistance to ensure your safe environment is maintained at all times.

Your part is to understand the risks you work with, and how you can minimise these risks whilst carrying out your job. Please read the guidance notes below carefully and refer to the best practice manual for further detailed information on a particular subject.

5.1 General Construction Risks on Site

All parties involved in the project should be endeavouring to prevent accidents from happening. Some of the ways in which this is done is the site induction you will receive, the risk assessments the company will carry out, safe methods of work derived from the risk assessments, safety inspections or reviews which will be carried out by **Elev8 Interiors Ltd** the Principal Contractor or possibly the Client.

Pay attention to the site induction you will receive, as this is where you learn the site safety rules, and how to avoid particular risks on site, you will also learn about welfare facilities, and emergency procedures, so the site induction is a very important means of communicating information about risks and how you can avoid them.

You should have a safe route to and from your workplace, and anywhere else you need to go, for instance canteen and toilets. Do not deviate from safe access routes, you could find yourself passing under unprotected excavations incomplete scaffolding or close to heavy lifting operations. You are expected to look out for yourself, if you do not have a safe route to use and you are concerned about your safety and welfare please bring this to the attention of the Principal Contractor, or your site safety representative immediately.

Personal protective equipment is required on the majority of our projects; always wear exactly what you have been requested to wear. Safety footwear is essential on all projects, a safety helmet is often required, and is mandatory if work is taking place above you, or if you have to pass under a scaffold. Gloves may be required, and if you are working in noisy and dusty environments ear defenders and dust masks and goggles will be required. Wear the correct protection for the task in hand.

5.2 Good House Keeping

Good housekeeping is essential to your safety and that of others. Keep your tools together and tidy. Keep your working area clean and make sure your equipment and materials are not impinging on walkways or other adjacent working areas.

You have a responsibility for the safety of others around you, if you need to cut materials, try to do it away from others, you should not expose yourself or others to stone or concrete dust. Cutting materials at the point of work should only be done if absolutely essential, and then only in controlled circumstances using natural ventilation by opening doors and windows, and providing dust extraction for wood cutting tools, MDF is particularly hazardous, and can be highly combustible under certain circumstances.

There are similar considerations to using noisy equipment. You may be wearing ear defenders, others around you may not. It is best to warn them that there will be noise, and give them the chance to obtain hearing protection.

Remember to clear your rubbish, always bag and remove your debris to the designated collection area as instructed at the end of the working day. Never leave bags of debris in walkways or in fire escape routes.

5.3 Induction, Training and Supervision

It is Company policy that all new employees are given information on health and safety relevant to their role, as part of their overall induction into the Company. Ongoing training will be provided to ensure that employees at all levels are:

- Competent to carry out their duties, to operate specialist tools, plant and work equipment.
- Aware of their health and safety responsibilities.
- Decisions relating to ongoing training of employees will be reviewed on a regular basis.
- The Director with day to day responsibility for Health and Safety will be responsible for identifying and implementing health and safety training needs.
- Records of the training will be kept on each employee's individual file.

5.4. Risk Assessments - Management of Health and Safety at Work Regulations 1999.

The Health and Safety Director/Manager or if appropriate the Contracts Manager will ensure that Risk Assessments are carried out for all site based tasks, and that suitable control measures are put in place to minimise the risks to those carrying out the works and to anyone else in the vicinity.

A Method Statement will be produced to ensure that the hazards identified in the risk assessment are adequately controlled.

Work activities in the offices will also be assessed and suitable preventative measures introduced, maintained and periodically revised. It shall be the duty of the Directors to ensure Risk Assessments are carried out and reviewed periodically.

5.5 Workplace Safety - The Workplace (Health, Safety and Welfare) Regulations 1992

The Company will ensure that its workplaces meet the Health, Safety and Welfare needs of all its employees, visitors, contractors, including wherever needed, people with disabilities.

The Directors will ensure that the working environment, whether at the Company premises or elsewhere, is adequate in respect of lighting, heating, ventilation, eating and drinking facilities, hygiene/toilet facilities and general cleanliness.

It will be the duty of the Health and Safety Director/Manager/Contracts Manager to ensure that all sites where The Company is working has adequate welfare facilities including toilets. These will be assessed on a job by job basis.

5.6 Control of Substances Hazardous to Health – COSHH Regulations 2002

Assessments and all Material Safety Data Sheets (MSDS) of hazardous substances used will be kept at the Company offices. It is the Health and Safety Director's responsibility to ensure Risk Assessments are carried out and regularly reviewed. From the Risk Assessments the Management will instigate the principles of good practice for the control of exposure as detailed in Schedule 2A Regulation 74.2

No employee will introduce any substance without the specific consent of their Manager.

5.6 Asbestos - Control of Asbestos at Work Regulations 2012

The Contracts Manager will ensure that the premises Asbestos Register has been seen, or that a suitable Asbestos Survey has been carried out before any invasive works take place on any contract.

In the event that any Company staff or sub-contractors encounter any substance that is or is suspected to be asbestos, it will be reported immediately to a supervisor.

All works in the area will cease until the substance has been identified and, if appropriate, made safe or removed by specialist contractors. No works will be carried out that may disturb suspect substances without a suitable Asbestos Survey having been done by a specialist contractor.

5.7 Manual Handling - Manual Handling Operations Regulations, 1992.

The Company will assess all manual handling operations within the workplace, to take an ergonomic approach and where possible change the nature of any task or provide mechanical aids in order to reduce or lighten the manual handling of loads.

The Company will ensure that adequate Risk Assessments are carried out to identify hazards associated with manual handling and will ensure that suitable training and supervision is given, and where needed, lifting aids are provided. It will be the responsibility of the Health and Safety Manager/Director to ensure that the requirements outlined in the Regulations are satisfactorily met.

5.8. First Aid - (Health and Safety (First Aid) Regulations, 1981.

The Company shall ensure that their employees are trained as First Aiders or Appointed Persons. The Directors will assess the requirements and advise the Management as to the quantity and level of training required. This will be re-assessed annually or upon any major change in personnel or work practices. Every site will always have at least one member of staff who is First Aid trained in place, and will have a fully stocked First Aid box easily accessible.

5.9 Accident Reporting - (Reporting of Injuries, Diseases, Dangerous Occurrences Regulations 2013.

All accidents and incidents must be recorded in the accident book at the particular site where the accident occurred, irrespective of whether any injury occurred.

As of 6 April 2012, RIDDOR's over-three-day injury reporting requirement changed. The trigger point has increased from over three days' to over seven days' incapacitation (not counting the day on which the accident happened).

Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work.

However, under EU law, employers and others with responsibilities under RIDDOR must still keep a record of all over three day injuries – if the employer keeps an accident book, then this record will be enough.

The deadline by which the over-seven-day injury must be reported has also increased to fifteen days from the day of the accident.

5.10 Electricity - Electricity at Work Regulations, 1989

Equipment within the office will be PAT tested every 24 months, site equipment every 6 months. Appliances will be tagged/labelled and records kept at the Company offices. It is Company policy that, wherever possible, all tools supplied and used will be 110v. Where this is not possible a Residual Current Device (RCD) will be used.

5.11 Noise - Control of Noise at Work Regulations, 2006

The Company is committed to continually assessing noise levels within its industry. Where needed, noise assessments will be carried out at the Company premises. If the noise levels exceed action levels the first aim will be to reduce noise at source. Where the plant/machinery/process cannot be reasonably silenced or enclosed the Company will ensure that suitable ear protection is freely available.

It is the Company policy to ensure that all new tools and equipment purchased and used by employees have noise reduction built in to the design.

5.12 Vibration - Control of Vibration at Work Regulations 2005

Where necessary the Company shall ensure the tasks and tools used are properly assessed to ensure the continued wellbeing of its employees.

The company will ensure that where the use of vibration causing hand tools cannot be reduced, that suitable safeguarding procedures are brought in, including where appropriate, anti-vibration gloves.

5.13 Working at Height - Work at Heights Regulations 2005

Where work - especially site work involves working at height, the Directors/Contracts Manager will assess the most appropriate method of work, in particular they will assess use of steps and ladders for each task. Wherever practicable mobile towers, 'podium hop ups', or similar will be used.

Ladders and steps will only be used for short term access or where the use of mobile towers or 'podium hop ups' etc. is deemed unsuitable or unnecessary by the site supervisor or managers due to the duration of the works, or the working area.

If needed, a site specific Work at Height Risk Assessment will be carried out before any works commence, and suitable control measures put in place to ensure the safety of the Company personnel and those who will be working in the vicinity.

5.14. General Work Equipment

The Provision and Use of Work Equipment Regulations (PUWER) - 1998)
Lifting Operations and Lifting Equipment Regulations (LOLER) 1998

It will be the Health and Safety Manager/Director's responsibility to ensure that the Company;

- Provides suitable equipment for the tasks to be done (Reg. 4)
- Ensures that equipment will be maintained in an efficient state, in efficient working order and in good repair. (Reg. 5)
- Ensures that all equipment and plant shall be inspected as required by Regulation 6
- Ensures that persons who are required to use work equipment will receive adequate training, information, instruction and supervision as necessary (Regs. 8 & 9)

The Health and Safety Manager/Director's duties will include an assessment of risks and implementation of preventative measures, guards etc. It will be the responsibility of the users/operators to ensure the tools are checked prior to use and are maintained in good working order. Procedures will be implemented to ensure that all plant and tools owned by the Company are tested in accordance with recommended intervals.

On occasion the Company may need to hire in equipment due to either the specialised nature of the work or the quantity of work. The equipment will only be obtained from approved hire companies who supply the appropriate safety documentation and, where necessary, supply training to ensure all employees and/or sub-contractors are suitably trained in the use of the equipment.

5.15 Fire - The Regulatory Reform (Fire Safety) Order 2005

It will be the responsibility of the Directors to ensure suitable and sufficient fire extinguishers are made available at the Company premises.

A Fire Risk Assessment will be carried out at The Company premises and the Fire Evacuation Procedure will be published on the notice board. Employees working at customer premises or sites must observe all Fire Precaution Notices and take note of existing fire prevention measures already in place and make themselves familiar with the site Fire Evacuation Procedures.

If The Company is in charge of a site, the Contracts Manager/Site Manager will ensure a suitable Fire Risk Assessment is carried out and that the evacuation procedures are made known to all site staff.

All fire extinguishers are to be checked annually by a specialist contractor. Where Company employees work at client's premises, they will ensure they are aware of the site fire evacuation procedures.

Each site will be supplied with a suitable number of fire extinguishers at all times.

5.16 Computer screens - The Health and Safety (Display Screen Equipment) Regulations, 1992

The Directors will ensure suitable assessments are carried out for all persons who use display screen equipment. The assessments will consider the amount of time a person uses a VDU and the work done, the usability of their workstation and general working environment.

5.17 Personal Protective Equipment (PPE)

- The Personal Protective Equipment at Work Regulations 1992

The Company recognises that this Regulation clearly states that PPE should only be used when risks cannot be avoided or sufficiently reduced by other preventive measures or through work re-organisation. The Directors will ensure that there is sufficient supply of PPE when required and will ensure all employees are suitably trained in the use and correct storage of PPE. The Contracts Manager/Site Manager will ensure that each site has sufficient suitable PPE, and that it is worn when needed.

All PPE issued will be stored as per the manufacturer's specification.

It shall be the duty of each employee not to misuse or interfere with any health and safety equipment including PPE supplied for their safety. (s7 HASAW 1974)

5.18 Consultation with Employees

- Health and Safety (Consultation with Employees) Regulations 1996

The Directors will consult with employees on matters relating to Health, Safety and Welfare and furnish them with the information which is deemed necessary. Such information is to be seen on the Company notice boards as displayed in the workplace/site board, and in the employee safety handbook.

The Company encourages employees to join in with the spirit of the regulations by actively taking part in discussions with their managers. It is the responsibility of all managers to ensure that this consultation takes place.

5.19 Protection of Young Persons

The Company shall ensure that young persons (under 18 years of age) employed by them are protected at work from any risks to their health and safety which are a consequence of their lack of experience, or the fact that young persons have not yet fully matured and may not comprehend any hazards in the workplace.

A specific Young Person's Risk Assessment shall be undertaken before any work commences.

Where the individual concerned is a child (i.e. someone under 16 years of age), in addition, this assessment must be communicated to a person having parental responsibilities/rights for that child.

Where the young person is on an organised scheme i.e. work placement, then a competent person at the placement organisation, school etc, shall be involved in the assessment process.

Persons under 18 years of age are prohibited from operating the following equipment, unless attending approved training or under the specific direction and supervision of a qualified and competent person:

- Power tools
- Mobile towers

5.20 Getting Materials to the Point of Work

A risky part of many of the jobs you do is getting the materials and equipment you are using to the place where the work is being done. This part of the job should be carefully thought out before the work starts.

You need good vehicle access to as near as possible, the point of work. If the work is above the first floor, a lift should be used for transporting heavy or awkward materials if at all possible. This much reduces the difficulty and risk.

If you cannot avoid using stairs, the job needs to be very carefully planned. Inspect the stairs for trip or slip hazards. Look also for vulnerable light fittings or similar, which might be damaged by long objects. Make others aware of your intention to use the stairs if appropriate. Two person lifting is likely to be necessary. Try to match the lifting teams for height. All people involved should have had manual handling training. All these considerations also apply to getting waste materials from the site of work to the disposal point.

5.21 Lone Working

There is no general prohibition on a person working alone, but there are specific instances where legislation requires more than 1 person to be involved in the operations, in which case the work will be planned for the relevant number of persons, this includes, entry into confined spaces, and COSHH Regulations for fumigation and other work.

Lone workers will be supervised by one of the following means, appropriate to the work situation concerned:

- Periodic supervisory checks
- Periodic contact by telephone or radio
- Automatic warning devices if not periodically cancelled by the lone worker
- Emergency alarms operated manually or in the absence of any activity

In certain circumstances, lone working is not permissible and the worker will be physically supervised, e.g. young person's operating prescribed dangerous machinery, persons undergoing training.

Devising safe working arrangements for solitary workers should be no different from organising the safety of other employees.

5.22 Visitors to Site

Generally visitors to site will need to be accompanied by a member of staff, some visitors may be of a more professional nature requiring access to their equipment or maybe the client may wish to view progress. Some guidelines for visitors must be established.

Firstly ascertain if the new employee has any disability or illness which could be aggravated by current site conditions.

If the visitor is to be unaccompanied undertake or arrange for the site induction training to be given, warning of any potential dangerous areas of operation on site or in the workplace.

Inform the visitor of any prohibited actions on site or in the workplace, e.g. entering specific areas without a safety helmet, issue any protective clothing or equipment necessary, e.g. safety helmet, goggles, ear defenders, wet weather clothing etc., and obtain their signature for the items issued.

Provide a point of contact either by mobile phone or radio, and provide access to welfare facilities.

5.23 Signage - The Health and Safety (Safety Signs and Signals) Regulations 1996

Certain signage is mandatory on site, the following information should normally be displayed in a location where everybody can see, the main site entrance or canteen facilities are often used for this purpose.

- Health and Safety Law Poster
- Abrasive Wheels Placard (if applicable)
- Electrical Safety Poster
- F10 Project Notification
- Insurances
- Site Rules
- Fire Escape and Logistics Plan.
- Considerate Constructors Information.

6 TARGETS & MONITORING

6.1 Achievement of Safety Targets ranks equally with all other business objectives. Each year, Safety Performance targets are set for the company and as part of each individual's targets.

6.2 For the current year the company targets are:

Zero fatalities

Total Incident Frequency Rate (Incidents recorded in the BI 510) not to exceed 20

This will be achieved by:

- a. Continually applying safe working practices (Best Practice) to all activities.
- b. Training and re-training managers and staff in these safe practices.
- c. Regularly monitoring works to further develop safe working practices.
- d. Monitoring materials used and available to ensure the safest are used.

6.3 In **Elev8 Interiors Ltd**, a Lost Time incident is recorded if time is lost after the day of the incident (not the seven days now required by RIDDOR) since 6th April 2012.

6.4 **LTIFR =**

$$\frac{\text{Number of lost time incidents} \times 100,000}{\text{Total number of exposure hours of (Company Name) personnel and Subcontractors}}$$

6.5 We are now reviewing the need to reduce all types of incidents and may move to setting targets on Total Incident Frequency Rate, which incorporates all incidents even those not causing personal injury but having the potential to cause damage or harm to people or equipment.

6.6 The calculation of the frequency rate will be based on the LTIFR formulae but now includes all injury incidents, dangerous occurrences, near misses, spillage's, environmental incidents - the complete range of situations.

7 CONSULTATION and COMMUNICATION

7.1 Consultation and communication establishes a means of informing contractors about risks to their health and safety arising from the environment in which the project is to be carried out.

7.2 Liaison with Contractors will be through, Contractors Pre-start meetings, prior to any sub-contractor starting work; a pre-contract meeting will be held. Health And Safety issues will be incorporated into the agenda and the following items will be discussed:

- 1) Health, and Safety Policy
- 2) Insurance
- 3) Registers/certificates
- 4) Risk Assessments
- 5) COSSH
- 6) Noise Assessments
- 7) Manual Handling Assessments
- 8) Safety Method Statements
- 9) Programme
- 10) Permits to Work
- 11) Safety Training and Inspections
- 12) Electrical Equipment
- 13) Accidents and First Aid
- 14) Safety Equipment
- 15) Emergencies
- 16) Security/Traffic Management

7.3 Weekly Contractors Site Meetings are held and set arrangements for weekly site Safety and Progress meetings, minutes of these meetings are to be taken and published to all participants.

8 SAFETY TRAINING

8.1 The company has a well-established programme of in-house training that is augmented as necessary to meet new requirements.

8.2 Our training record gives details of the quantity of in-house training undertaken in a typical year. This is supplemented by specialist training related to particular professions.

8.3 Regular subjects covered by the training programme are;

9 DRUGS AND ALCOHOL ABUSE

9.1 The company operates an anti Drugs and Alcohol Policy that forms part of the company's Safety Policy and applies to all staff and contractors alike.

10 ENVIRONMENT

10.1 It is the Company policy to recognise and wherever possible to minimise any impact that it's suggested processes have on the environment and to comply with all environmental legislation.

10.2 Environment Considerations

- Dust will be controlled by vacuum cleaning where neighbours may be affected. Dust arising at source e.g. cutting operations will be retained by collecting hoses attached to the machine
- Engines will be turned off when not required
- Drains will be maintained and /or covered especially road surface water drains.
- Waste, especially canteen waste will be disposed of promptly and kept in rodent proof bins until collection
- Packaging will be returned or collected by suppliers wherever possible
- Materials that are economic to recycle will be sent back or collected by suppliers.
- Transmitted noise from structural operations will be minimised and only allowed to commence/continue with neighbour's permission. The Principal Designer is expected to have agreed this work with the neighbours in advance.
- Delivery vehicles that traverse the site will have tyres hosed down before leaving
- Chemicals producing obnoxious smells will be substituted wherever possible
- Complaints or enquiries from neighbours will be logged and closed out promptly with a copy back to the neighbour.

10.3 Legal Compliance

- Making sure our subcontractors comply with the correct legislation.(Toolbox talks)
- A detailed design understanding all-encompassing impacts from transporting materials to material selection.

11 STATUTORY REFERENCES - Health & Safety at Work etc. Act 1974

- Management of Health & Safety at Work Regulations 1999
- Construction (Design & Management) Regulations 2015
- Reporting of Injuries Disease Dangerous Occurrence Regulations 2013
- Control of Substances Hazardous to Health Regulations 2002
- Health & Safety (First Aid) Regulations 1981
- Provision & Use of Work Equipment Regulations 1998
- Manual Handling Operations Regulations 1992
- Control of Noise at Work Regulations 2006
- Personal Protective Equipment at Work Regulations 1992
- Regulatory Reform (Fire Safety) Order 2005
- Electricity at Work Regulations 1989
- Work at Heights Regulations 2005

- Control of Vibration Regulations 2005
- Control of Asbestos Regulations 2012

12 CDM REGULATIONS – Construction (Design & Management) Regulations 2015

The new Construction (Design and Management) Regulations 2015 came into force on 6 April 2015 and apply to all building and construction projects, regardless of the size, duration and nature of the work.

The main changes, outlined in general by the Health & Safety Executive, are as follows:

- **Principal designer.** The replacement of CDM co-ordinator (under CDM 2007) by principal designer. This means that the responsibility for coordination of the pre-construction phase – which is crucial to the management of any successful construction project – will rest with an existing member of the design team.
- **Client.** The new Regulations recognise the influence and importance of the client as the head of the supply chain and as the party best placed to set standards throughout a project.
- **Competence.** By splitting 'competence' into its component parts of skills, knowledge, training and experience, and - if they are an organisation - organisational capability, provides clarity for the industry to assess and demonstrate that construction project teams have the right attributes to deliver a healthy and safe project.
- **The technical standards** set out in Part 4 remain essentially unchanged from CDM 2007 and HSE's targeting and enforcement policy, as a proportionate and modern regulator, also remains unchanged.

The Regulatory package

- The Construction (Design and Management) Regulations 2015 (included within the L series guidance) LG153
- Industry Guidance
<http://www.hse.gov.uk/pubns/books/l153.htm>

Industry guidance

Guidance has been produced for the five duty holders under CDM and one for workers that set out, in practical terms, what actions are required of them to deliver a safe and healthy construction project. These have been written by the Construction Industry Advisory Committee (CONIAC) with small businesses in mind.

The draft six documents are available for download below:

<http://www.citb.co.uk/health-safety-and-other-topics/health-safety/construction-design-and-management-regulations/>

- Industry guidance for Clients
- Industry guidance for Contractors
- Industry guidance for Designers
- Industry guidance for Principal Contractors
- Industry guidance for Principal Designers
- Industry guidance for Workers

How does this affect construction companies?

Construction companies will have to comply with the revised CDM Regulations from Monday 6 April 2015.

Employers will need to provide information, instruction, training and supervision, with workers having their training needs assessed against the needs of the job and employers to meet the gap in skills and knowledge through appropriate training.

Written construction phase plans will be required for all construction projects (including domestic client work) and a principal designer and principal contractor appointed when there is more than one contractor on a project.

The full responsibilities of each key duty-holder, as defined by the regulations, are explained in the Industry guidance documents.

The HS&E Test, which is taken by more than 500,000 people a year, will be refreshed and updated to reflect the new CDM Regulations.

Other core HS&E publications, including the GE700 Construction Site Safety and all NCC and Site Safety Plus courses, such as the Site Managers Safety Training Scheme (SMSTS) and the Site Supervisors Safety Training Scheme (SSSTS), will also be updated.

What does it mean for domestic clients – homeowners?

For the first time, the new CDM Regulations will apply to domestic client projects, although client duties will normally be transferred to the contractor or principal contractor, or if the client wishes to make a specific appointment, the designer.

All building and renovation work shown in property development programmes will be covered by the revised CDM Regulations.

| CDM Duty holders* – Who are they? | Summary of role/main duties |
|---|--|
| Clients | |
| <p>Clients - are organisations or individuals for whom a construction project is carried out.</p> | <p>Make suitable arrangements for managing a project. This includes making sure:</p> <ul style="list-style-type: none"> • other duty holders are appointed; • sufficient time and resources are allocated; <p>Making sure:</p> <ul style="list-style-type: none"> • relevant information is prepared and provided to other duty holders; • the principal designer and principal contractor carry out their duties; • Welfare facilities are provided. |
| Domestic Clients | |
| <p>Domestic clients - are people who have construction work carried out on their own home, or the home of a family member that is not done as part of a business, whether for profit or not.</p> | <p>Domestic clients are in scope of CDM 2015, but their duties as a client are normally transferred to:</p> <ul style="list-style-type: none"> • the contractor, on a single contractor project; or; • The principal contractor, on a project involving more than one contractor. <p>However, the domestic client can choose to have a written agreement with the principal designer to carry out the client duties.</p> |
| Principal Designers | |
| <p>Principal designers** – are designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.</p> | <p>Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes:</p> <ul style="list-style-type: none"> • identifying, eliminating or controlling foreseeable risks; • ensuring designers carry out their duties; <p>Prepare and provide relevant information to other duty holders;</p> <p>Liaise with the principal contractor to help in the planning, management, monitoring and coordination of the construction phase.</p> |
| Designers | |
| <p>Designers – are those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work.</p> | <p>When preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during:</p> <ul style="list-style-type: none"> • construction; and • The maintenance and use of a building once it is built. <p>Provide information to other members of the project team to help them fulfil their duties.</p> |

| Principal Contractors | |
|---|--|
| <p>Principal contractors – are contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.</p> | <p>Plan, manage, monitor and coordinate the construction phase of a project. This includes:</p> <ul style="list-style-type: none"> • Liaising with the client and principal designer; • Preparing the construction phase plan; • Organising cooperation between contractors and coordinating their work. <p>Ensure:</p> <ul style="list-style-type: none"> • Suitable site inductions are provided; • Reasonable steps are taken to prevent unauthorised access; 1 Workers are consulted and engaged in securing their health and safety; and welfare facilities are provided. |
| Contractors | |
| <p>Contractors – are those who do the actual construction work and can be either an individual or a company.</p> | <p>Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety;</p> <p>For projects involving more than one contractor, coordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor;</p> <p>For single-contractor projects, prepare a construction phase plan.</p> |
| Workers | |
| <p>Workers – are the people who work for or under the control of contractors on a construction site</p> | <p>They must:</p> <ul style="list-style-type: none"> • Be consulted about matters which affect their health, safety and welfare; • Take care of their own health and safety and others who may be affected by their actions; • Report anything they see which is likely to endanger either their own or others' health and safety; • Cooperate with their employer, fellow workers, contractors and other duty holders; |

* Organisations or individuals can carry out the role of more than one duty holder, provided they have the skills, knowledge, experience and (if an organisation) the organisational capability necessary to carry out those roles in a way that secures health and safety.

** Principal designers replace the role undertaken by CDM co-ordinators under CDM 2007.

