



# **COMPANY**

## **HEALTH AND SAFETY POLICY**

REVISION NO:	0
ISSUE DATE:	26/11/2013
REVISION DATE:	
LATEST REVIEW DATE	26/11/2014

# HEALTH AND SAFETY POLICY

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Issue No 1

November 2013

## **HEALTH & SAFETY POLICY STATEMENT**

As an Employer under the Health & Safety at Work Act (1974), it is the policy of Hunter Flooring Ltd and the Director's stated intention to take all reasonable measures to ensure the health, safety and welfare of its employees, sub-contractors, the general public and any other party that may be affected by the work carried out by the Company.

In particular, the Company will endeavour to implement the following specific objectives in order to meet its obligations under the regulations:

1. The allocation of sufficient funds within the Company budget and management time and commitment to provide and maintain safe work environments.
2. The provision and maintenance of safe systems of work, safe place of work and safe access and egress to those areas as are necessary to carry out works
3. Provision of information, instruction, training (including induction of new employees) and supervision as necessary to ensure health and safety at work of all employees.
4. Ensuring the safety and instruction of persons in connection with handling, storage, transport and disposal of any form of material, whether used or generated as waste.
5. Provide items of plant and machinery that are adequate for the tasks in hand and maintained in good condition throughout the period of use.
6. The provision and maintenance of such welfare facilities as are appropriate for employees to work without risk to their wellbeing.
7. The conducting of the business of the Company in such a way as to ensure persons not in its employment but who may be affected thereby are not exposed to risk.
8. To monitor safety systems that are in place, review their effectiveness from time to time and make such changes as are necessary to maintain or improve standards.

The Board of Directors has appointed **Mr Richard Hunter**, Managing Director as having overall responsibility for health and safety throughout the Company.

All employees and sub-contractors are expected to co-operate with the Company in carrying out this policy and ensure that their own work, so far as is reasonably practical, is carried out without risk to themselves or others.

The Company will endeavour to constantly improve its health and safety standards and performance and comply with all Acts of Parliament and Regulations.

It is intended that the safety policy is made freely available for reference by any employees, Contractors, Clients and other parties as required.

The Safety Policy will be reviewed every 12 months and any adaptations required to comply with revised legislation or current thinking will be incorporated and re-issued

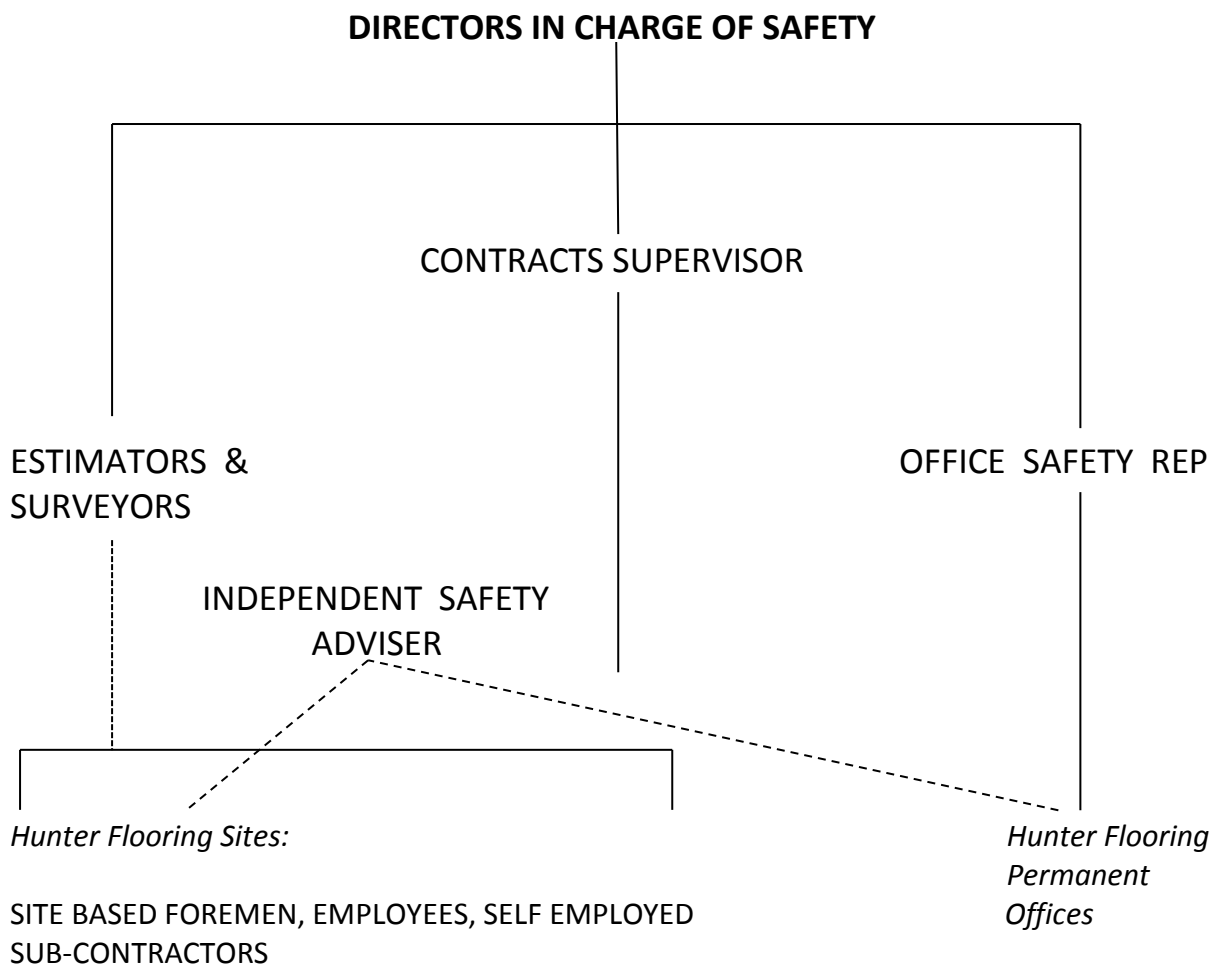
Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Richard Hunter - Managing Director

## **SECTION B – GENERAL ARRANGMENTS**

### **STAFF STRUCTURE AND LINES OF RESPONSIBILITY**



The management's policy is to provide a safe working environment for its employees, sub-contractors, other parties on site and clients, to minimise the risks and provide adequate protection to the general public. They must promote safe practices by their own attitude and example and continually review their working practices to seek improvement.

#### The Director in Charge of Safety

This Director in charge is ultimately responsible for the implementation and resourcing, financial and otherwise of all matters concerning safety on site from tender stage to completion and in permanent company offices. He is responsible for drawing up an overall strategy for the wellbeing of all parties via this policy and associated documentation. He should oversee the selection, investigation and monitoring of potential sub-contractors. He must liaise regularly with management staff and incorporate and actively emphasise all safety issues on the agenda of management meetings. He will appoint a manager (either himself or a supervisor) to each site.

The Director and Contracts Supervisor are jointly responsible for identifying and implementing the following:

1. Employee training, liaison and consultation, safety information provision. They must communicate regularly with foremen, with any potential problems brought to their attention.
2. Administering disciplinary procedures in cases of unsafe work practices by employees.
3. Observing and bearing in mind the overall welfare of employees and be aware of poor attitude, performance or attendance which may be a sign of ill-health or stress.
4. Drawing up written procedures and a risk assessment relevant to each site and passing this information to site employees and other parties.
5. Ensuring that the company health and safety policy and procedures are carried out and that safety systems are regularly reviewed and upgraded.
6. Ensuring that the clients safety rules and regulations are observed and a good relationship with the client is maintained at all times.
7. Providing the means to adequately protect members of the public, visitors and delivery drivers from the effects of their work.
8. Ensuring proper site safety records are kept for all sites including CDM regulations, risk assessments and COSHH data sheets.
9. Ensuring adequate welfare facilities, safety equipment and protective wear are available to employees on all sites.
10. Investigate thoroughly any accidents, injuries or dangerous incidents arising from the works and take any procedural or disciplinary actions as are necessary to prevent a reoccurrence.
11. The careful selection and appointment of sub-contractors to company sites.

### Contracts Supervisors:

Contracts Supervisors are responsible for the correct setting up, assessment and implementation of safety matters and procedures on site and allocate the necessary labour and equipment resources to safely conduct the work. They must be fully conversant with the Company's safety policy. They will appoint a permanent site based responsible person (Foreman or Chargehand) to run each site. They are responsible to:

1. Satisfy themselves that the site or sites in their charge are reasonably safe place(s) of work.
2. Be aware of site rules and regulations and that there is a Company safety policy available.
3. Provide adequate protection arrangements for all site visitors, delivery drivers and the general public.
4. Carry out safety checks on the required basis for scaffolding, plant, equipment, sub-contract labour and processes or arrange for a suitably trained person to do so.
5. Arrange for the correct warning signs to be erected and maintained as he sees fit.
6. Arrange that the correct fire extinguishers and other safety equipment including adequate stocks of the correct PPE are on site and regularly inspected.
7. Ensure that welfare facilities are correctly maintained and arrange to rectify shortcomings.
8. Find out and ensure only qualified operatives use plant, equipment and machinery.
9. Check that the site is kept in a clean and tidy state, with hazardous goods and materials correctly stored.
10. Maintain good communications with the client and/or the Client's representative.

### Estimators and Surveyors

Persons responsible for measuring and costing work carried out by the Company are obliged to maintain safety standards. When preparing estimates they should make due provision for safety resources, ie both labour and equipment. They must consider any safety related conditions imposed by clients at tender stage and consult with the Manager in charge on such matters if necessary.

On Site Estimators and Surveyors must set a good example by their behaviour, act responsibly and not take actions that endanger themselves or others. If they spot employees acting irresponsibly, or observe any unsafe condition, this should be notified to the Contracts Supervisor or Foreman to rectify.

Where Supervisors are not in charge of a site or workplace, temporarily or otherwise, they should appoint a Foreman responsible for the day to day running of the site and the implementation of safety procedures. This person must have the authority to instruct and carry out procedures 1 to 9 below, plus any others he considers necessary for safe work.

**Site based operatives** are expected to cooperate in the implementation of these procedures and properly follow safety related instructions:

1. The overall maintenance of a safe-as-possible site in which no person takes unnecessary risks.
2. A serious effort to read, understand and act upon measures in Hunter Flooring's Health & Safety Policy, assessments, posters and in relevant information supplied to site and co-operation on the attendance and understanding of Company training initiatives.
3. The awareness of all personnel of the location of fire extinguishers and hoses, fire blankets, alarms, first aid kit (and who administers it), exits and telephones.
4. The management of and safe liaison with sub-contractors working on company sites.
5. The relevant issuing and following of safety related instructions and encouragement of personnel to check or ask if they are unsure of any process before embarking upon it.
6. Rectification of any potential hazard that can simply and safely be done and then reported, rather than the other way round.
7. The distribution of plant, materials and resources such as PPE and the correct and responsible use thereof.
8. Reporting of any defects of equipment, material, storage vessels etc and shortages of safety equipment and ensuring a hazard does not develop from any of these situations.
9. A co-ordinated, Foreman led, effort to assist new employees who come to site and making them aware of potential site hazards.
10. Insisting operatives report and seek medical attention for even minor injuries, cuts, allergic rashes, persistent skin disorders and especially numbness in the hands, back stiffness or muscle strains. These should be entered into the main contractor's accident book.
11. The disallowing of "horse play" or dangerous practical jokes.
12. The maintenance of all Company sites as alcohol and drug free, including the reporting of offenders.

Where **New Employees** are engaged for the first time on a site, the Supervisor or designated foreman shall explain to a new employee:

1. Their responsibilities and lines of communication.
2. The presence of any potential hazards in their workplace.
3. Accident procedures, First Aid locations, fire procedures and the location of welfare facilities.
4. The correct way to use any PPE issued to them, with emphasis on their responsibility to look after it.

The new employee should be asked their age (new regulations cover procedures for employees under 18), details of previous experience and any illnesses/disabilities which may affect safe working. Consideration should be given to these when allocating tasks.

**Visitors** to site or workplaces where Hunter Flooring is operating have a duty in law to themselves and others to act safely and responsibly at all times. This Policy can provide guidelines if requires.

### **COMPANY PLACES OF WORK**

The Fire Safety Order requires the Company to assess in full all aspects of fire safety. Not only is the Company now responsible for its employees, but they must assess how an emergency will affect visitors, unconnected persons in the same or adjoining buildings and the welfare of any emergency service personnel who would attend.

#### **Permanent Offices**

The Directors are responsible for creating a safe environment in permanent offices. They will:

1. Draw up a series of office rules and draw the attention of all staff to their existence, including the correct implementation of a “No Smoking” policy.
2. Create and review a suitable fire and emergency plan. See that all fire fighting equipment, escape routes, signs and first aid resources are maintained in good order at all times.
3. Provide suitable, ergonomically adjustable workstations with adequate surrounding space to enable employees to work in relative comfort.
4. Purchase and ensure the maintenance of office equipment; see that it is fit for purpose and safe and reasonably comfortable to use.
5. Provide reasonable welfare arrangements, toilets and washing facilities which must be externally ventilated and sufficient hygiene resources; an area to make hot drinks and a clean supply of drinking water. Ensure they remain reasonably clean and tidy.
6. Provide adequate lighting, natural if possible and sufficient heating and ventilation to maintain the ambient temperature at around 16°C.
7. See that buildings and their contents, including heating and ventilation systems remain reasonably clean and in good repair.
8. Floors, corridors and stairs (especially fire exits) are well lit, free of trip hazards, trailing cables or obstructions.
9. There is no danger of falling objects, eg unsafe or overloaded shelving.
10. Power points do not become overloaded with excessive adaptors.
11. A report form from the accident book is properly filled in should there be an accident.

It is the responsibility of all staff who use the premises and facilities to do so correctly and safely; to be fully aware of the emergency procedures and report any defects they see in the facilities. Employees who abuse workplace facilities or act without regard for their own or others safety will be subject to disciplinary procedures.

### Company Construction Sites

The Director in charge should examine the project specification and ensure there are areas suitable for welfare facilities, material storage and delivery and safe access supplied either directly or by the main contractor. The following should be considered in any site plan to be drawn up:

1. The Company must provide a safe and secure working environment with correct and relevant signs for pedestrian and vehicular traffic.
2. Fire and emergency procedures, including escape routes, access for emergency vehicles, signage, fire fighting equipment, a telephone/communication method for the emergency services, first aid box and someone to administer it. This information must be considered at the earliest planning/design stage and clearly displayed to all persons.
3. Provision of safety documentation as listed below.
4. The legal requirement of welfare facilities must be provided.
5. There must be safe access, scaffolding etc and all plant and equipment must be in good working order.
6. There must be a safe method of handling storage and transport of materials, including a safe vehicle delivery area and suitable means of waste disposal.
7. Adequate site safety information must be given to operatives including procedural training and site induction.
8. Protection of the public likely to be effected by work activities must be taken into consideration, including either local or perimeter fencing to prevent unauthorised access as far as is reasonably possible.
9. The state of any electricity supply must be assessed. A site supply should be checked or installed by a qualified electrician.
10. The Company policy is to avoid “lone working” wherever possible: there should be at least 2 people on every job. Where lone working has to be carried out, approval must be obtained from the Directors first.

### Safety Documentation and Warning Signs

The following should, where possible, be made available either through Hunter Flooring or the main contractor if they control the site:

“Health and Safety Law” poster (issued by HSE)

Company Certificate of Liability Insurance

Accident Book to comply with the Data Protection Act – Stationery Office issue or similar

Emergency procedures poster

Method Statements and Risk Assessments

Supply of induction forms

#### Welfare Facilities on Company Construction Sites

In accordance with the requirements of the CDM (2007) Regulations, the Company will ensure that it will provide its operatives on site with the required level of welfare.

At the outset of a contract, the Manager in charge will assess how welfare may be supplied and review the following options:

- Supplying welfare facilities from within the existing premises
- Provide temporary accommodation and sanitary units of sufficient size and capacity
- Negotiate the supply of welfare with the main contractor, building owner or client
- Arrange for the facilities to be provided in an adjacent premises

Hunter Flooring Contractors will provide for its operatives on site, either directly or through negotiation with the owner/client/principal contractor, the following minimum welfare facilities:

- A Canteen area to heat water and food. A system of providing the basic ingredients for hot drinks; basic or disposable cutlery and crockery; a reasonable secure location for persons to store their own lunch boxes, drinks etc; some chairs and tables; a supply of fresh drinking water; clean toilets; washing facilities with soap, hot and cold water and towels or hand drier.
- First Aid facilities. A trained first aider whether appointed from within the Company or not and access to an adequate first aid kit. A procedure for alerting the emergency services. Knowledge of the location of the nearest A & E unit to site.

If the influx of operatives results in the facilities being overloaded, then the Manager in charge will either arrange for additional resources to meet the demand (eg another drying/canteen room, temporary toilet etc), or approach the site controller to provide them. If further resources are not forthcoming or unavailable at the time of commencement, the manager in charge must review the level of labour on site and reduce numbers accordingly.

Operatives and the foreman must respect the facilities whoever supplies them and report any shortcomings in welfare to the manager in charge.

#### **SUB-CONTRACTORS**

The Company very occasionally uses specialist sub-contractors. The Manager in charge is responsible for the vetting, checking and selecting suitable sub-contractors. The Contracts Supervisor is responsible for monitoring their performance on site. This may require liaison with the Foreman.

The Company requires its sub-contractors, be they sole traders or Companies themselves, to behave responsibly and within the remit of this policy. They must have on site all necessary resources, tools and protection to safely carry out work and be willing to submit method statements and risk assessments on request.

### **CONSULTATION WITH EMPLOYEES**

Under the Health and Safety (Consultation with Employees) Act 1996, the Company must open up channels of communication with all levels of employees to allow feedback on health and safety matters.

The *modus operandi* of the Company is fairly static and significant changes are rare. These would be notified to employees via a memorandum and reaction and feedback encouraged at the time. Minor changes made at a particular workplace are notified by the foreman who should report and feedback to the Directors. A similar channel would be available to office staff through the appointed representative. Feedback from employees is actively encouraged.

Any suggestions received via these routes should be considered on its merits and any resulting positive action acknowledged to the originator

### **TRAINING AND EMPLOYEE LIAISON**

It is the stated objective of Hunter Flooring Contractors to provide employees with a level of training on safety matters relevant to their skills, tasks and position within the Company. The Manager in charge should co-ordinate from time to time to discuss working practices with employees and obtain feedback from them.

The Director in charge must take reasonable steps to keep abreast of development in safety thinking from literature, the HSE and from training courses. Any relevant developments should be communicated to staff.

The availability at workplaces of this policy, hazard assessments and other material in written or poster format comprises an important part of the safety awareness initiative operated by Hunter Flooring Ltd and the Manager in charge must be diligent in ensuring its availability. Deliberate attempts should be made by the Site Foreman to alert employees to risk assessments, literature and posters on site.

New employees must be given a basic training in safety matters by the person in charge of the site prior to their commencement of work.

Employee liaison should be instigated by the Manager in charge or Site Foreman on an informal but regular basis, with opportunity at training sessions to discuss the views of employees in more detail.

## **DISCIPLINARY PROCEDURES**

Whilst the elimination of dangerous working practices by establishing safety ethos through example and training is preferred, Hunter Flooring Ltd hereby make a clear statement to employees that flagrant or careless disregard for correct procedure will not be tolerated.

The Director in charge administers the disciplinary procedure and must set a good example. He should thoroughly investigate breaches of discipline and, along with supervisors, should watch for hazardous behaviour or examples of disregard for procedure. Appropriate action must be taken:

- An informal verbal reminder is sufficient for minor indiscretions.
- A stern, possibly formal, verbal warning is appropriate for a careless or slightly less minor breach.
- A written warning should be given for overtly negligent, hazardous or persistent breaches of procedure.
- The Director in charge should dismiss any employee found guilty of breach of safety procedure which has or could have caused injury or worse, or who has received two written warnings.

## **HEALTH SURVEILLANCE**

Although the work practices in which the Company is involved are not considered hazardous to health if precautions are taken, the Director regularly liaises with operatives to monitor their health. Foremen/Supervisors will from time to time check and be alert to any deterioration in employees' health.

Procedural risk assessments carried out by management at the start of works will review the possible effects of processes and the materials used on employee's health.

Employees are expected to be responsible for their own health and are encouraged to seek assistance if there is a deterioration in their health, especially if this is work related, eg handling materials or using computers.

## **SECTION 'C' – SPECIFIC WORKPLACE HAZARDS**

*This section covers the most common hazards encountered by the workforce and others involved in operations traditionally carried out by the Company. On exceptional occasions, unusual working conditions are encountered or processes not defined below are carried out. Examples are: work in confined spaces, work involving asbestos, mobile plant, cartridge tools, propane or other LPG, using access platforms or other specialist operation.*

*In such cases a process specific method statement and risk assessment is drawn up by the Office Manager assisted, if necessary, by the Safety Adviser and issued prior to any works commencing. Operations would as usual be reviewed from a safety angle at appropriate intervals.*

### **PROCEDURES FOR STARTING UP A NEW SITE**

The Company will fulfil its duties under the Construction (Design and Management) Regulations 2007, especially in regard to the provision of any information which might affect the health and safety of any person who has any connection with the project. The Company must provide this information to the Principal Contractor or Client and will enforce the recommendations included in the statement.

On receipt of an initial enquiry or invitation to tender, the Director and Estimator will assess the scope of works commercially and from a health and safety point of view.

Where, as is usual, the Company is a sub-contractor on a notifiable project, a bespoke written risk assessment, including a material assessment as per the COSHH Regulations will be provided detailing what risk reduction procedures will be in force for each of the operations it conducts.

Occasionally, similar documentation will be required from sub-contractors and their operations will be reviewed to ensure resources are available to counter hazards and to eliminate as far as possible, by programming and liaison, unconnected personnel being put at risk.

The Health and Safety Executive receives the full co-operation of the Company in the implementation of safety measures and any action recommended by their Officers would be acted upon.

Prior to commencement of works on a new site, the Company management must impart to the selected Foreman/Supervisor all the above documentation, safety equipment and other resources required to carry out the works safely. Emphasis should be placed on any potential hazards either observed on site or notified by others. This information is passed to employees by the Office Manager and Foreman/Supervisor.

### **FIRST AID ARRANGEMENTS AND PROCEDURES**

The First Aid at Work Regulations (1981) require Hunter Flooring Ltd to ensure there is an appointed person at all their workplaces to co-ordinate the summoning of the emergency services or other assistance and the administering of first aid.

The Director is responsible for enquiring as to whether there is a first aider on site.

The prime consideration at all times of all personnel when confronted with an individual who is in distress is to seek professional help as quickly as possible. Once that is done and attention turns to assistance, employees must first consider the level of risk to which they themselves will be exposed in going to the aid of an injured person.

### **RISK ASSESSMENT AND MONITORING PROCUEURES**

The Directors are responsible for preparing the risk assessment for the new works. The following procedure will be adopted to carry out this task:

1. Identify all the hazards faced by Hunter Flooring Ltd's operatives and any that may affect others. These may be generic, ie related to the types of routine work that the Company conducts, or job specific, ie as a result of the site itself, its location (including height, confined spaces etc), geography, other trades, public access or that unusual procedures are being carried out that generate specific hazards.
2. Consider the hazards faced by all persons, whether operations generate harmful substances (eg dust) or other hazards (eg spray drift, welding arc, Weil's disease near water).
3. Deduce all the risks that result from the above hazards, both to site personnel and others. Calculate just how serious the risks are in terms of the number of people affected, the severity of the risk and the length of time exposure is anticipated.
4. Identify the control measures needed to reduce these risks to as low a factors as is reasonably possible. Processes will be reviewed to see if they are needed at all or can work be done in a different way or place. When this exercise is complete, local protection measures such as PPE, screening or exclusion should be recorded and resourced. Is specialist assistance required (eg hoist fitters, slingers, traffic control), or specialist training needed for a particular item of plant or process.

5. Once the risk assessment has been prepared, the Manager in charge, in liaison with the Foreman, should periodically review and obtain feedback from others on the effectiveness of the assessment.
6. With information from the feedback, they must revise the control measures if deemed necessary to further reduce the hazards and associated risks arising from the work.

The Company expects its trade sub-contractors to have conducted such assessments as are appropriate to their works and submit their risk assessment prior to commencement on site. The Manager in charge is responsible for reviewing the assessment and if it is deemed inadequate, not allowing the sub-contractor to proceed on site until it is revised to meet the above standards.

Prior to commencement of works on site, the Company management must impart to the selected Foreman all the above documentation and other resources required to carry out the works safely. Emphasis should be placed on any potential hazards either observed on site or notified by others. This information is passed to employees by the Manager in charge and Foreman.

#### Monitoring the Works

The Contracts Supervisor or Foreman and Safety Adviser will co-ordinate to monitor the site as work proceeds and liaise with all parties to eliminate any problems or matters arising that are causing hazards.

Sub-contractors will be subject to similar checks and asked to address any hazards arising as a result of their works.

#### **PROTECTION AND WELFARE OF THE PUBLIC AND OTHERS ON SITE**

There is a duty of care incumbent upon Hunter Flooring Ltd and its employees to ensure the safety of the public and others at all times, even when the facilities for protection of the public are provided by a main contractor or from other sources. Members of the public and others, not generally familiar with the site hazards, are at risk when near to construction work.

The following is a brief but not exhaustive checklist for establishing protective safety steps:

1. Exclude unconnected personnel from site operations by barriers, signs, hoardings and good site security at doors, entrances, perimeter fencing etc.
2. Keep persons affected by the work informed of hazards and notify them of appropriate ways of ensuring they are not affected by them.
3. Keep working platforms tidy and free of dust and debris which may fall or blow off.
4. Avoid tripping hazards or storing materials in access paths.

#### **ACCIDENT REPORTING AND RECORDING PROCEDURE**

The Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR)(1995) apply. Employees should be aware that these regulations require the reporting of dangerous occurrences irrespective of injury. The following procedures should be adopted.

1. Each site and permanent office must have a copy of the pager-per-incident Accident Book either under the Company's control or that of the principal contractor.
2. Where injury occurs to an operative or unconnected person, or if there is a dangerous occurrence such as a fire, acts of violence to or by site personnel, or any incident which may threaten life and health as a result of the company's works, the details must be entered on one of the forms.
3. The Foreman should forward the form to the office.
4. The Director or other competent person should check the HSE website or seek advice from the Safety Adviser to see if the incident is notifiable.  
The link is: [www.hse.gov.uk/riddor/what-must-i-report.htm](http://www.hse.gov.uk/riddor/what-must-i-report.htm)
5. If the injury is notifiable, they will arrange for an online incident report to be completed and submitted to the reporting centre as soon as possible, but no later than 15 days after the incident.
6. If an individual becomes ill as a result of working on site, the office must be informed and the occurrence checked and notified in similar fashion.
7. A fatal or major injury, or a dangerous occurrence as defined in the above regulations must be notified to the HSE immediately by telephone, then followed up as above.
8. The Site Foreman must take immediate steps (but with regard to his and others safety) to ensure no repetition of the incident and no one is at risk from its consequences.

Irrespective of HSE action, a notifiable incident must be investigated by the Director or appointed safety adviser and a report detailing remedial steps compiled. Recommendations arising from the report should be reviewed by the Company's management and implemented as soon as possible. Insurers may have to be advised via a standard incident form.

On conclusion of the contract, the completed forms must remain on file with the contract documents for a minimum of 3 years.

Persons who are required to report an incident of any kind should follow this link: <http://www.hse.gov.uk/riddor/report.htm#online>

## **NOISE**

Control of noise on sites is a requirement mainly of the control of Noise at Work Regulations (2005). The onus is on both employers to control noise and on employees to protect themselves from the cumulative, irreversible handicap of deafness brought on by continuous loud noise. As a rule of thumb, if a person engaged in a noisy operation cannot talk to someone 2m away without having to shout to be understood, then protective measures must be taken.

The Directors should consider the level of risk posed by the generation of noise as part of the overall site hazard assessment, ideally prior to works commencing. The current regulations require that the matter is addressed in the following order:

1. Eliminate the noise altogether.
2. Remove the source of noise from the environment, or relocate persons away from it.
3. Protect persons against extensive exposure to noise.

There is a requirement to take specific action if a person is exposed to a regular level of noise between 80dB – 85dB, or a peak sound pressure of 135dB. Exposure to levels of noise in excess of 87dB must not be exceeded.

As a guide a busy office would be 55dB; scaffold dismantling at 10m, 80dB; unsilenced air breaker at 1m, 130dB (also the threshold of pain). 0dB represents the threshold of hearing.

Site staff must watch for operations carried out by others on site which become noisy and take steps to protect themselves accordingly. If there is doubt or query about the extent of noise levels, then specialist advice should be sought.

If noise is deemed to be in excess of 85dB, operatives should wear ear defenders or at least close fitting ear plugs. For noise levels in excess of 87dB, ear defenders are compulsory and all possible steps must be taken to reduce noise levels as far as reasonably practical. Special consideration given to noise when in confined spaces, near the general public, at night or near hospitals.

Personnel must watch for the following symptoms in themselves and others, which may signify excessive noise levels and hearing impairment: noise or ringing in the ear, trouble hearing speech or TV/radio at average volumes, difficulty hearing high or soft sounds (eg a watch ticking). They must seek assistance if this is the case.

## **MANUAL HANDLING AND LIFTING**

30% of all reported accidents (and probably more not reported) occur due to incorrect handling and lifting. The Manual Handling Operations Regs (1992) govern here and state that “A person shall not be employed to move any load so heavy as to be likely to cause him injury”. In short, if the load is too heavy, operatives must ask for help.

The Director in charge should consider the level of risk posed by manual handling operations as part of the overall site hazard assessment, ideally prior to works commencing. This assessment should be ongoing to take into account any changes in lifting requirements as work proceeds by the Manager in charge as part of routine checks.

Suitable gloves and footwear should be worn. When lifting, stand with feet apart. Hold the object in the palm of the hand and keep the chin in. Always lift loads with a straight back and knees bent using leg rather than back muscles. Do not bend from the hips to pick loads up.

Sufficient labour must be assigned to heavy lifting tasks, eg lifting rolls of carpet, unloading or filling skips. Watch for sharp edges on metal handles and tins of adhesive etc.

The Director in charge is responsible for obtaining suitable lifting equipment (eg gin wheel, hoists, wheelbarrow etc) as needed. Employees have a specific duty in law to then use such equipment properly.

### **SAFE HANDLING OF HAZARDOUS MATERIALS AND OTHER SUBSTANCES**

The handling of and exposure to materials is subject mainly to the COSHH Regulations. This requires Hunter Flooring Ltd to assess the level of risk associated with handling of products used and substances generated (eg Dust, contaminated spoil) and inform all persons involved of their nature.

The Director in charge is responsible for ensuring an assessment is prepared and passed to the client, the person in charge of the site and all other interested parties.

All persons involved in any form of handling of materials must wear the correct PPE and read any posters and safety literature printed on or accompanying the material to be used. Strict attention should be paid to cleanliness and hands washed as soon as handling of materials is finished (but never with solvents). Tools, mixers and work wear must be kept clean.

Lids and caps should be replaced when the materials are finished with. All materials should be stored carefully in the designated area.

#### **Dust**

The risks associated with dust should not be underestimated. Apart from being unpleasant, dust presents a hazard to eyes, respiratory tracts and skin. Sanding down floor surfaces, cutting, sweeping, cement handling and windy weather all generate dust and all such dusts and particles should be regarded as harmful. As a general rule, if the level of dust in a working area is such that visibility is less than 10 feet, the situation is unacceptable. Dust escaping from leaks in plant can be spotted in a torch beam.

#### **Safe Disposal of Waste Materials**

The Site Waste Management Regulations (2008) now require principal contractors running certain sized contracts to develop a strategy for recycling waste. Hunter Flooring Ltd will comply with the principal contractor's waste disposal plan and ensure each type of waste is sorted into segregated skips or bins where applicable.

Persons disposing of the waste will require protection, probably in the form of PPE against hazards posed by the waste material, eg hazardous substances or heavy items.

Disposal from site is usually done by placing in skips. The Controlled Waste Regulations (1991) require those who collect waste to be registered carriers. Hunter Flooring Ltd must check that a skip provider is registered as they would be responsible if the waste were fly tipped.

Company employees are warned to be aware of the need for caution where unknown materials are discovered as work proceeds. Substances which give off dust, a potent smell, are fluid in nature or irritate the skin or eyes must be avoided and reported at once to the Manager in charge. Any containers without labels or unidentified spillages must be treated with suspicion and reported as above.

### **MANAGEMENT OF ASBESTOS**

It is the intention of the Company to ensure that neither its employees and sub-contractors nor unconnected personnel are exposed to asbestos in any form and thus eliminate the possibility that such persons will contract any terminal and debilitating cancers and other diseases that are associated with inhalation of the fibres given off by ACMs if they are inadvertently disturbed.

Hunter Flooring Ltd is not registered to handle or remove asbestos containing materials (ACM).

The Company restricts its involvement with asbestos to ensuring it finds out if ACMs are present on site; its operatives and sub-contractors are familiar with the areas where ACMs may be found and what to do if they are.

If the building being worked upon is existing as opposed to new-build, the Manager in charge will, prior to commencement, approach the client and enquire if there is an asbestos register. This information will be used to review whether Company personnel are likely to be exposed to ACMs and what can be done to mitigate the risk of contact.

Assuming the ACMs are removed or can be avoided, there remains a small residual risk that hitherto undetected examples may still be present. The Company, as part of its commitment to training will progressively educate its frontline employees on techniques on how to recognise ACMs, where they might be found, and what to do if a suspect material is encountered.

If a suspect material is discovered, operatives must notify the foreman immediately. Work in the area should stop and the Directors alerted. The Company may, in liaison with the client, arrange for samples of the material to be removed by competent personnel and sent for analysis. If ACMs are present then a way forward will be agreed with the client prior to work recommencing.

In suspect properties, posters will be displayed, induction procedures will be modified and instruction issued to keep the issue of the possible presence of asbestos at the forefront of the site personnel's thinking to ensure they remain vigilant and do not disturb suspect materials inadvertently.

## **PERSONAL PROTECTIVE EQUIPMENT**

The European regulations on PPE put onus equally on to employers to assess and provide PPE and on operatives to wear and look after it. The Manager in charge is responsible for supplying to site sufficient PPE (including hard hats for visitors) for site staff to work in safety.

The person in charge must ensure as far as reasonably possible that PPE is issued, used correctly and looked after. All operatives must wear the protection supplied in accordance with written rules and signs. They must wear it properly, take reasonable care of it and report loss or obvious defect. Sub-contractors will be required to supply hard hats and PPE and comply in all respects with regulations and site notices.

The basic range of PPE provided by Hunter Flooring Ltd to protect against the harmful effect of substances is as follows, although further protection would be needed for more hazardous operations, eg contaminated land works:

### **Eyes/Face**

*Hazard:* Low level impact (dust) and small volume chemical splash

*Protection:* Clear acetate visors with headband/brownguard, safety spectacles or direct vent goggles with clear polycarbonate lens. Items must be test to EN166

#### Mouth (respiratory)

*Hazard:* Dust, spray mist and some fumes

*Protection:* Respirators – HSE approved, to EN149, parts 1 & 2 and EN405

Effective against fine dusts, spray and organic vapour respectively.

*Other Procedures:* Supply adequate fresh air/ventilation (against fumes). Restrict or substitute solvent based products.

#### Ears

*Hazard:* Exposure to excessive noise causing cumulative industrial deafness

*Protection:* Ear defenders to BS EN352, part 1 (over 90dB) or earplugs to EN352 part 2 (over 8dB)

*Other Procedures:* Reduce noise at source.

#### Hands:

*Hazard:* Dusts, chemical contamination, cuts or abrasion.

*Protection:* Lined abrasion, puncture/chemical resistant gloves. Rigger cloth gloves. Barrier cream.

*Other Procedures:* Substitution of harsh chemical products.

#### General Skin and Body

*Protection:* Kneepads. Hard hats to EN397. Waterproofs where needed. Suitable gloves. Wet work barrier cream. Steel toed and midsole safety boots or safety trainers.

### **SAFETY HELMETS**

Whilst the use of other PPE is subject to assessment, the wearing of safety helmets is compulsory in areas designated by the Site Controller. Site staff must be fully aware of these areas and wear helmets accordingly. It is the responsibility of the Directors in charge to set an example by wearing a hard hat in these areas. Employees may be subject to disciplinary action and non-employees asked to leave site if they refuse or forget to comply.

If, in finished areas, this enforcement is relaxed, eg internally in completed rooms; operatives must keep hats with them and wear the hats when walking to and from such areas.

Paints, solvents, cleaning agents or non-approved stickers must not be applied to helmets. They must be kept out of hot areas (eg car rear windows) and replaced if badly scratched, cracked or over 2 years old. There are no common valid medical reasons for not wearing safety helmets.

### **WORK AT HEIGHTS**

The Company rarely works in high level areas but recognises the risks posed when occasionally they do. 50% of fatalities at work involve falling from heights. It is vital therefore that the access offered to or selected by the company is safe and suitable.

The basic rules to follow, in preferential order, are:

1. **Avoid** working a height unless it is essential.
2. Make sure that working platforms are secure and will not topple, they can be safely reached and will support the weight of workers and materials that will be used or stored there.
3. **Prevent** persons falling using guard rails, barriers etc at open edges, including floor edges and openings.
4. **Minimise** the fall distance using safety harnesses with proper lanyards, safety nets and similar.

The Work at Height Regulations call upon those controlling all forms of temporary access, fixed or mobile to inspect them at least every week or after high winds. If the Company is responsible, then the Manager in charge must ensure that whoever is entrusted with inspection is capable and confident in doing so. In any event they should be sufficiently trained to do simple access assessments and recognise a badly unsafe working platform.

Hunter Flooring personnel must report defects in access systems. Individuals who are uneasy at height or in some types of access must be treated with sympathy and reassigned other tasks.

It is imperative that no Company employee or sub-contractor works near an unprotected edge where they may sustain injury should they fall. Operatives must not approach or work around any such area but report the matter to their Supervisor or the Director who should refer to the site controller

### **SMALL PLANT, POWER TOOLS AND HAND HELD TOOLS**

The EEC Work Equipment Regulations 1992 (PUWER) require that plant systems are constructed and maintained properly, are fit for purpose, regularly tested and advises that records of such tests are kept. In turn the end users, ie employees are responsible to look after the tools and use them correctly.

The Supervisor or the Site Foreman should ensure the electricity supply designated for Hunter Flooring Ltds' use has been properly installed, is in good condition and is sufficiently rated for the work in hand. The above mentioned person should consult the supplier/site controller if there is any doubt. No employee must interfere with the supply installation.

Hunter Flooring Ltd uses a small selection of electric plant and tools and it is the duty and responsibility of all employees to see that they are looked after and not mistreated.

The Director and Supervisor must not allow damaged or inferior quality tools on site. If found, these should be removed from service.

All tools must be battery powered or 110v. Power cables should run clear of access ways and/or securely tied above head height. Avoid gripping hazards. Loose or frayed cables, cracked cases, missing guards, loose or intermittently working switches, overheating and other noted damage should be reported and the tool not used. Do not lower/raise tools by the cable. Use the handles.

Operatives suffering discomfort, numbness or pins and needles in their hands whilst operating plant must stop, report the matter to their foreman and seek medical advice. They may be suffering from Hand Arm Vibration syndrome.

### **USE OF VEHICLES AND MOBILE PHONES**

A significant amount of time is spent by Company employees driving to and from site and other places of work.

The Directors and other senior staff responsible for setting schedules for themselves and other employees must take into account the length of time within a day, or the number of consecutive days a person is being asked to drive significant distances.

The employee must alert senior company staff if he or she feels that the amount of driving they are doing is significant and contributing to fatigue.

The use of hand-held mobile phones while driving, or even stationary in a queue, is now prohibited by law and subject to a fine and penalty points.

The senior company management must consider strategies to ensure no employee is expected to make and receive calls while driving. The following should be considered:

- Employees must be actively instructed to switch their phones off when driving.
- Voice mail messages can be changed to alert the caller that the recipient does not answer the phone when driving and they should be encouraged to leave a message or send texts.
- Senior management must oversee the supply of hands-free systems if receiving calls while driving is essential.
- Notwithstanding the presence of a hands-free system, using the keypad when driving is also prohibited and employees must be encouraged to stop the car if they make a call.