

The**Ceiling&Partition**Company

HEALTH AND SAFETY POLICY

The Ceiling & Partition Company

July 2019

Provided by:



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INTRODUCTION

This policy is available to access by all employees and officers of The Ceiling & Partition Company and any other interested person that may be affected by our work or activities. A hard copy is kept electronic copies can be provided on request.

All employees are encouraged to fully familiarise themselves with this policy and accompanying documentation. Employees are required to confirm that they are aware of and understand the contents of this policy. If they are unsure of or do not understand any aspect, they should speak to their Manager at the earliest opportunity for clarification.

We ensure that this policy is managed effectively by regularly monitoring the policy (at least annually) and revising when necessary. Revisions and amendments may be necessary to reflect legislative change, or changes that have taken place within The Ceiling & Partition Company. Employees are informed when revisions or amendments are made.

The Ceiling & Partition Company encourages all employees to inform the Management of any aspect of this policy which they consider to be inadequate, ineffective, or in any other way unsuitable; with a view to ensuring that this policy is maintained as a true working document.

The Ceiling & Partition Company accepts that the responsibility for health, safety and welfare is ultimately with the Managing Director, and accepts the duty under law to provide a working environment that is free from danger or hazard, so far as is reasonably practicable.

Effective Health, Safety and Welfare management is a priority and will never be compromised for any other objectives.

POLICY STATEMENT OF INTENT

The Ceiling & Partition Company believes that the effective management of health and safety is an essential element within its overall business plan. An effective and practical health and safety ethos is reflected in high productivity and quality standards.

We engage the services of Rhino Safety Limited, an external Health & Safety consultancy, to provide us with expert advice, support and guidance. This demonstrates our commitment to the continuous monitoring and improvement of health, safety and welfare in our workplace, with a view to achieving high standards and best practices.

We recognise that our employees are our most important asset, and we are wholly committed to protecting their health, safety and welfare in our workplace at all times. We will also safeguard any other people who may be affected by our work activities.

We recognise that from an economic viewpoint, early prevention is not only better; it is also more cost effective than a later cure. There is no conflict between profit and safety considerations; they go hand in hand. High health and safety standards make sound commercial sense. Health and safety is never compromised for any other objectives.

We are committed to full compliance with all health and safety legislation. Whenever it is reasonably practicable and appropriate, we will strive to set standards beyond our statutory obligations. We will monitor and review our processes and procedures on an ongoing basis, in order that potential improvements in our health and safety standards can be recognised and implemented.

Our intentions:

- To identify, assess and proactively manage the health, safety and welfare hazards and risks that are associated with our business; and to ensure that all our employees (and any other person who may be affected by our work activities) are aware of and understand those hazards, risks, and control measures. Hazards and risks will be prevented, reduced or controlled to an acceptable level to ensure the potential for incidents and accidents is minimised.
- To require any sub-contractors or other person working in our workplace to prove their health and safety competence; and also require them to identify, assess, manage and communicate any health and safety hazards and risks associated with their work that may impact on our work activities.
- To actively involve our employees in consultation on matters affecting health, safety and welfare, and to promote and demonstrate open and transparent communication.
- To provide our employees with the appropriate information, education and supervision to ensure that they are competent in their duties.
- To provide and maintain safe resources and equipment; and provide adequate and effective control measures to identify, assess and manage the health and safety risks related to our work activities, our resources and our equipment.
- To do everything that is reasonably practicable to prevent incidents, accidents and instances of work-related illnesses; including by providing training and education to employees where appropriate.
- To review and (where appropriate) revise this policy regularly, and to assess its ongoing effectiveness.
- Ultimately, to maintain a safe and healthy working environment.

Signed on behalf of The Ceiling & Partition Company:

Name:

Position:

Date:

RESPONSIBILITIES

DIRECTORS

The responsibilities of the Directors are to:

- Be responsible for the implementation of The Ceiling & Partition Company Health and Safety Policy.
- Regularly (at least annually) review the Health and Safety Policy to ensure that it remains in compliance with The Ceiling & Partition Company's objectives for Health and Safety.
- Ensure that Management and employees at all levels fully understand the arrangements for the implementation of the Health and Safety Policy.
- Ensure that all levels of Management and employees are aware of and carry out their responsibilities and obligation to comply with The Ceiling & Partition Company Health & Safety policy (and other related rules or procedures) that are in place at their actual place of work.
- Ensure that all health and safety issues are communicated promptly and effectively.
- Ensure that sufficient funds/resources are allocated within the company budget for the requirements of health, safety, and welfare provisions.
- Ensure that statutory insurance cover is in place, and that the current statutory Certificate is displayed in a prominent position.
- Ensure that open and transparent consultations between Management and employees take place at regular intervals.
- Ensure that contractors, temporary workers, visitors etc., adhere to The Ceiling & Partition Company health and safety rules and procedures and any other relevant legislation.
- Ensure that all risk and hazard assessments relating to the activities and hazards of The Ceiling & Partition Company are completed and recorded; the results communicated to all employees; and that the assessments are reviewed regularly (at least annually and/or whenever change occurs).
- Ensure that safe access and egress throughout the workplace is provided and maintained.
- Ensure that suitable and sufficient Personal Protective Equipment (PPE), if appropriate, is provided for any relevant hazards within The Ceiling & Partition Company's premises, or operations elsewhere by their employees.
- Ensure that appropriate First Aid personnel and resources are provided; and that employees are aware of the identity of First Aid personnel, the location of facilities, and the requirement to record all accidents/incidents, either in the Accident Book, or in another approved format.
- Ensure that adequate fire-fighting equipment is provided, and to ensure that all maintenance records are kept complete and up to date.
- Ensure that there are suitable means of raising the alarm in the event of a fire, and that checks are carried as per the statutory guidelines.
- Ensure that fire escape routes and doors are provided, maintained in good working order, and kept free from obstruction.
- Ensure that all reportable injuries, diseases, and dangerous occurrences are reported either by telephone or online, and that all required documentation is forwarded within the relevant time periods;
- Ensure that records are compiled for all statutory inspections, testing, or maintenance carried out on all work equipment, and that these are fulfilled by competent personnel.
- Ensure that any faulty work equipment is immediately taken out of service until either repaired or replaced.
- Ensure that all welfare facilities, including temperature, lighting, and ventilation levels, are appropriate and adequate.
- Ensure that all flammable and hazardous substances are contained and identified with signs to comply with the statutory C.O.S.H.H. Regulations.

EMPLOYEES

Health and Safety legislation requires The Ceiling & Partition Company employees to accept and comply with the following responsibilities:

- To take all reasonable care of their own health, safety and welfare; and that of any other person who may be affected by their actions or failure to act; and to cooperate with The Ceiling & Partition Company and its Directors to enable them to fulfil their own responsibilities successfully.
- To always follow safety rules; to avoid improvisation, and to comply with The Ceiling & Partition Company health and safety policy (*and any policy and requirements in place at their working site*).
- To only undertake work or actions in they are qualified or competent; to carry out their work in a safe manner in accordance with instructions.
- To never participate in horseplay or other actions that could place them or those affected by their actions at risk of harm.
- To always use, transport, and store materials, equipment and tools in a safe and secure manner.
- To assist in ensuring that emergency escape routes are never blocked or obstructed.
- To always wear suitable clothing and personal protective equipment (PPE) for the task being undertaken.
- To always report any unsafe action or condition, including hazards, defective equipment, unsafe practices, accidents and near misses.

Under no circumstances must an employee or employees purposely interfere with, or misuse, or compromise, any item or resource (*e.g. guards, signs, and firefighting equipment*) provided in the interests of the health, safety or welfare of The Ceiling & Partition Company staff or other persons.

EXTERNAL HEALTH AND SAFETY CONSULTANCY

The responsibility of Rhino Safety Limited is to:

- Advise The Ceiling & Partition Company on Health and Safety issues and legal compliances.
- To inform the company on any updates to legislation and advise on the effects of any updated legislation to the company.
- Prepare any Health and Safety documentation as required (risk assessments etc.).
- To assist in the regular review and revision of the Health and Safety documentation applicable to the company.
- Provide support and advice in relation to any Health and Safety issues.

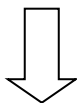
INFORMATION FOR EMPLOYEES

The Ceiling & Partition Company is required to provide certain information regarding health and safety legislation to all their employees. We comply with this requirement by displaying the approved Health and Safety Information poster on their premises. This poster is kept in a readable condition.

ORGANISATIONAL CHART

DIRECTORS

Barry Challinor
Scott Owen



HEALTH & SAFETY CONSULTANTS

Rhino Safety Limited

ARRANGEMENTS

The following sections detail the arrangements we implement to effectively minimise, control and manage the risks that we have identified as having the most potential to cause serious harm associated with our workplace and activities.

We recognise that there are other ways in which harm may be caused during our work activities, even when the harm may not be significant. As with general daily life, there are very few areas that are entirely free from risk. We expect all employees, subcontractors, and others who may be involved in or affected by our work activities to take all reasonable care to prevent any harm, irrespective of how minor the harm may seem, and to engage in sensible precautions where necessary; even where such precautions are not explicitly identified within this document.

ASBESTOS (WORKING WITH)

The Ceiling & Partition Company recognises that work with asbestos (and certain materials containing asbestos) can be dangerous, and that every precaution must be taken to ensure that anyone who may be affected by such work is protected from the potential hazards. The Ceiling & Partition Company takes all necessary precautions to ensure that exposure to asbestos is reduced so far as is reasonably practicable.

Management Controls

When undertaking operations on site, The Ceiling & Partition Company operatives may come into contact with asbestos.

- If there is suspect material on site that may cause employees to come into contact with asbestos, The Ceiling & Partition Company ensures that the Client is informed of the presence of the suspect material.
- Operatives do not work on the site until a sufficient assessment is made.
- The survey and assessment is then used to formulate a Safe Working Procedure to allow the work to be undertaken.
- This may be after a licensed Asbestos Waste Contractor is contracted to safely remove the suspect material and also safely dispose of it.
- Operatives working on such sites have Asbestos Awareness training provided so that they are aware of the hazards and can identify if potential asbestos is accidentally disturbed. If this is the case, work would cease immediately and would be communicated to all relevant parties pending further investigation by a licensed Asbestos Contractor.

ASBESTOS (PRESENT IN THE BUILDING)

The Ceiling & Partition Company recognises that work with asbestos (and certain materials containing asbestos) can be dangerous, and that every precaution must be taken to ensure that anyone who may be affected by such work is protected from the potential hazards. The Ceiling & Partition Company takes all necessary precautions to ensure that exposure to asbestos is reduced so far as is reasonably practicable.

Management Controls

- We ensure that an asbestos register for the building identifies all known areas of asbestos.
- This register is made available to all relevant parties if they will be disturbing the fabric of the building (for example contractors etc.)
- All areas are identified with the relevant signage to warn anyone of the presence of asbestos.
- No work is permitted to take place that would disturb asbestos without the correct controls and competent operatives.
- We ensure that anyone disturbing the fabric of the building has asbestos awareness training.
- The condition of the asbestos is monitored on a regular basis and if there are any concerns regarding its condition, a specialist contractor is engaged for further advice.
- For any invasive refurbishment or for demolition, we engage a specialist contractor to conduct a suitable refurbishment/demolition asbestos survey prior to works commencing.

CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015

- The Aims of the Regulations are to help everyone;
- Sensibly plan the work so the risks involved are managed from start to finish;
- Have the right people for the right job at the right time;
- Co-operate and co-ordinate work with others;
- Have the right information about the risks and how they are being managed;
- Communicate this information effectively to those who need to know;
- Consult and engage with workers about the risks and how they are being managed.

CONSTRUCTION PHASE PLAN

The client must ensure that a construction phase plan for the project is prepared before the construction phase begins. The plan outlines the health and safety arrangements, site rules and specific measures concerning any work involving the particular risks. For single-contractor projects that The Ceiling & Partition Company are working on, we will ensure we prepare the plan. For projects involving more than one contractor, it is the principal contractor's duty.

THE HEALTH AND SAFETY FILE

A health and safety file is only required for projects where the client is non-domestic, and involving more than one contractor. The client must ensure that the principal designer prepares a health and safety file for their project; where the principal designer's appointment finishes before the end of the project, the principal contractor must take on responsibility for ensuring that the file is reviewed, updated and revised for the remainder of the project. Its purpose is to ensure that, at the end of the project, the client has information that anyone carrying out subsequent maintenance or construction work on the building will need to be aware of in order to be able to plan and carry out the work safely and without risks to health.

NOTIFIABLE PROJECTS

A project is notifiable if the construction work on a construction site is scheduled to:

- Last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project, or;
- Exceeds 500 person days.

Where a project is notifiable, the client must give notice in writing to the HSE as soon as is practicable before the construction phase begins and the F10 must be displayed on site.

PRINCIPAL CONTRACTOR

When The Ceiling & Partition Company act as principal contractor, we will plan, manage and monitor the construction phase and co-ordinate matters relating to health and safety during the construction phase; to ensure that, so far as is reasonably practicable, construction work is carried out without risks to health or safety.

Specifically, we will ensure that:

- Design, technical and organisational aspects are decided in order to plan the various items or stages of work which are to take place simultaneously or in succession; and
- The period of time required to complete the work or work stages is estimated;
- The general principles of prevention are taken into account.
- The Ceiling & Partition Company must:
 - Organise co-operation between contractors;

- Co-ordinate implementation by the contractors of applicable legal requirements for health and safety;
- Ensure that employers apply the general principles of prevention in a consistent manner;
- Ensure a suitable site induction is provided;
- Ensure the necessary steps are taken to prevent access by unauthorised persons to the construction site;

We will liaise with the principal designer for the duration of the principal designer's appointment and share information relevant to the planning, management and monitoring of the pre-construction phase and the co-ordination of health and safety file.

CONTRACTOR

When The Ceiling & Partition Company acts as a contractor during a project, we will ensure that:

- We will not carry out construction work in relation to a project unless satisfied that the client is aware of the duties owed by the client under these Regulations;
- We plan, manage and monitor construction work carried out either by ourselves or by workers under our control, to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety.

Where there is more than one contractor working on a project, we will comply with:

- Any directions given by the principal designer or the principal contractor; and
- The parts of the construction phase plan that are relevant to that our work on the project.

If we are the sole contractor working on the project, then we will draw up a construction phase plan, as soon as is practicable prior to setting up a construction site.

We will not employ or appoint a person to work on a construction site unless that person has the necessary skills, knowledge, training and experience to carry out the tasks allocated to that person in a manner that secures the health and safety of any person working on the construction site.

We will provide each worker under our control with appropriate supervision, training, instruction and information so that construction work can be carried out without risks to health and safety.

PRINCIPAL DESIGNER

When we act as a Principal Designer during a project, we will ensure that we:

- Plan, manage, monitor and coordinate health and safety in the pre-construction phase. In doing so we will take account of relevant information (such as an existing health and safety file) that might affect design work carried out both before and after the construction phase has started.
- Help and advise the client in bringing together pre-construction information and provide the information designers and contractors need to carry out their duties.
- Work with any other designers on the project to eliminate foreseeable health and safety risks to anyone affected by the work and, where that is not possible, take steps to reduce or control those risks.
- Ensure that everyone involved in the pre-construction phase communicates and cooperates, coordinating their work wherever required.
- liaise with the principal contractor, keeping them informed of any risks that need to be controlled during the construction phase.

CONTRACTOR SELECTION

The Ceiling & Partition Company has adopted a policy that we will only work with Contractors who can demonstrate and validate their commitment to high standards of health and safety. As such, all Contractors will be selected via a process that substantiates their competency.

Management Controls

- Wherever possible, contractors are selected through seeking recommendations from trusted industry peers; and the development of a good working relationship over many years.
- Contractors are required to submit documentation including their Health and Safety Policy, Risk Assessments, Method Statements, and valid Insurance Certificates.
- Contractors are required to provide evidence of the Training and Experience of their staff.
- Contractors are required to provide evidence of relevant industry accreditations that they hold.
- Contractors are required to provide details of their Accident Records and any relevant prosecutions.
- For any contractors' work equipment used on the premises, safe procedures for use and maintenance are expected to be followed, to meet the requirements of the relevant Work Equipment regulations.

C.O.S.H.H.

C.O.S.H.H. stands for the Control of Substances Hazardous to Health. In the course of our work activities, employees may be exposed to, or required to use, substances that may be hazardous to health if proper control measures are not adhered to.

SUBSTANCES HAZARDOUS TO HEALTH INCLUDE:

- Any chemicals that have to be labelled as 'very toxic', 'toxic', 'harmful', 'irritant' or 'corrosive';
- Any substance with a 'maximum exposure limit' or 'occupational exposure standard' (OES);
- Substantial quantities of airborne dust of any kind;
- Harmful micro-organisms;
- Any other substance that creates a comparable health hazard.

Certain substances, such as asbestos and lead, are covered by specific Regulations.

Management Controls

- We ensure that we have the current datasheets for all substances hazardous to health that we use during our operations.
- These substances are assessed, and the correct control measures implemented.
- All the hazardous substances we hold are stored in a suitable safe location.
- Where appropriate, suitable Personal Protective Equipment is provided for use when dealing with hazardous substances, and staff are instructed that they must wear it.

Employee Responsibilities

- Always wear the Personal Protective Equipment provided.

CYLINDER HANDLING

Gas cylinders are heavy and can be awkward to handle and move, and as such pose a risk of injury.

Management Controls

- Cylinders are checked for any damage or corrosion prior to moving them.
- Valves are checked to ensure they are fully closed.
- Trolleys are provided and must be used when moving cylinders over large distances.
- Suitable Personal Protective Equipment is provided.

Employee Responsibilities

- Do not roll cylinders, as this damages them and could cause the valve to accidentally open.
- Ensure you are wearing the correct Personal Protective Equipment.
- Never use a cylinder as a roller or to support other objects.
- Always report any damaged cylinders.

DISPLAY SCREEN EQUIPMENT

A user of Display Screen Equipment is defined as a person who "habitually uses display screen equipment as a significant part of their normal work". Generally, this means an employee who uses DSE more or less continually during the working day (*or for continuous spells of an hour or more at a time*); and who has to transfer information quickly to or from the screen.

Management Controls

- Workstations within our offices will be assessed with a view to reducing the risks associated with DSE.
- The assessment will be reviewed when; hardware/software is modified or changed; the workstation is modified; the time spent using equipment increases; there is a change in task, the workstation is relocated, or the lighting modified.
- We ensure that there is sufficient space for the operator to move, change position, and store documents.
- We ensure that lighting is suitable and sufficient to reduce glare and reflections.
- We assess ancillary equipment to ensure noise does not create excessive disturbance.
- Checks are made to ensure that excessive heat is not produced by ancillary equipment.
- We ensure that humidity is maintained at a suitable and adequate level.

EYE TESTS

The provision of eyesight tests for present and future users of DSE is available. Present users shall be provided, on request, with appropriate eye tests. It is advised that future users are tested before they become users.

Repeat testing is to be at the discretion of the optometrist conducting the test. However, there is no compulsion on employees to undergo tests against their will.

Where the user experiences difficulties with DSE the employer should provide eye/eyesight tests as soon as possible. The Ceiling & Partition Company will meet the cost of providing a full eye / eyesight test with an optometrist or doctor; and will contribute towards the cost of any corrective equipment (such as spectacles) that are prescribed specifically for use with DSE.

FIRE SAFETY

Strict compliance with fire safety instructions is necessary to ensure the safety of all staff and visitors to the premises of The Ceiling & Partition Company.

Management Controls

- Senior Management are responsible for ensuring that each member of staff is aware of these instructions and is also familiar with the procedures to be followed in the case of a fire or fire alarm.
- All staff are briefed by a nominated and competent person on the fire safety arrangements of The Ceiling & Partition Company at least once a year. Such training is recorded and held on the premises. The training record is signed by the employee, to formally confirm their understanding of that training.
- The Ceiling & Partition Company nominates a person to be responsible for ensuring that employee training in fire safety is carried out as necessary. The person responsible is competent in fire safety and arranges the necessary training in accordance with the following guidelines:

DUTIES OF THE NOMINATED AND COMPETENT PERSON RESPONSIBLE FOR FIRE SAFETY

The person responsible for fire safety:

- Maintains an up-to-date Register of Employees. This Register is available for inspection at all times and is taken to the fire assembly point in the event of an evacuation, for the purpose of ensuring that all staff are accounted for;
- Maintains a Visitors Book, in which the names and vehicle registration numbers of all visitors to the premises are recorded. This Visitors Book is taken to the fire assembly point in the event of an evacuation for the purposes of ensuring all visitors are accounted for;
- Ensures employee training in Fire Safety;
- Maintains the Fire Safety Records, detailing all relevant records regarding fire safety, and available for inspection by the local authority and/or Fire Service as required;
- Ensures that all fire alarm and associated equipment is tested regularly, with results being recorded;
- Ensures that all firefighting equipment is tested on a regular basis in accordance with the manufacturers' or suppliers' guidelines;
- Ensures that a fire evacuation drill is carried out every six months;
- Ensures that all automatic fire detection equipment is tested according to the manufacturers' or suppliers' guidelines;
- Ensures that all emergency lighting and emergency exit lights are tested according to the manufacturers' or suppliers' current guidelines;
- Ensures that all hazardous substances or materials are recorded in the appropriate format, and that the information is readily available to the local Fire Service when needed or requested;
- Ensures that escape routes and doors are not obstructed; that Fire Exit doors are unlocked and available for use when the building is occupied; and that Fire doors are closed at all times and not wedged open.

FIRE INSTRUCTION

Fire Instruction notices are displayed in prominent positions and highlight the action to be taken by all staff in the event of a suspected fire situation occurring.

The Fire Instruction notice contains the following details:

- Name and address of the premises;
- How to raise the alarm;

- How to call the Fire Service;
- How to act on hearing the alarm;
- Location of the assembly point;

Together with the following mandatory instructions:

- Raise the alarm if not already done;
- Evacuate the building (*and vicinity if necessary*);
- Ensure the relevant emergency services have been notified;
- Go to the pre-designated assembly point;
- Do not stop to collect personal belongings;
- Obey instructions from the Fire Safety Marshal and Fire Service;
- Do not re-enter the building until told it is safe to do so.

FIRE TRAINING

All staff receive instructions by a competent person on fire safety at the induction stage of their employment, and then at least once annually.

The training includes the following:

- Basic advice on fire prevention;
- Procedures in case of fire;
- Methods of raising the alarm;
- Location of fire alarm call points and alarm indicator panels;
- Action to be taken on hearing the alarm;
- Correct procedures in calling the Fire Service;
- Position and use of internal firefighting equipment;
- Location of Fire exits and routes leading to them;
- Evacuation procedures;
- Special arrangements for staff or visitors with disabilities;
- Arrangements for the assistance and guidance of visitors.

FIRE PREVENTION

- Fire extinguishers, call points, fire detectors, and all other fire prevention equipment items must not be abused or misused;
- Fire Exits and escape routes are well signed and available for use at all times when the building is occupied;
- Internal fire doors are clearly labelled and fitted with closing devices;
- Adequate provision for the disposal of cigarette ends etc. are provided;
- Waste materials are not allowed to accumulate, and all waste disposal containers are constructed of fire-resistant material and fitted with lids;
- Portable heaters are located well away from combustible materials and pedestrian routes, and the instructions for use strictly observed;
- Temporary fixtures and fittings used for special occasions are located away from heat or flame sources, not attached to lights or heaters, or to any fire safety equipment provided for use in an emergency;
- Emergency signs and notices are not obscured, and fire exit routes kept clear;
- Electrical apparatus conforms to British Standards and only installed by a competent electrical contractor;

At the end of the day a check is made of all rooms to ensure that:

- Fire doors are closed;
- Windows are closed;
- All potential seats of fire (*e.g. cigarette ends, combustible waste etc.*) have been properly disposed of.

FIRST AID

FACILITIES AND EQUIPMENT

The Ceiling & Partition Company will provide suitable and sufficient First Aid facilities and equipment as required by the relevant legislation.

FIRST AID PERSONNEL

The number of First Aid personnel ('Appointed Persons' and 'First Aiders') required in a workplace depends on the potential hazards identified therein.

APPOINTED PERSON

An Appointed Person is an employee authorised by the employer to take charge if an injury or illness should occur. This person will act in the absence of a trained First Aider and have the responsibility of summoning help, calling for an ambulance, etc. Appointed Persons should be trained to such a level that they are competent in emergency situations.

FIRST AIDERS

A First Aider is a person who has undertaken training and obtained qualifications approved by the Health and Safety Executive. All First Aid certificates are valid for three years. It is important that qualified First Aiders undertake refresher training before their current certificate expires.

FIRST AID INFORMATION

Notices detailing the arrangements that have been made in connection with First Aid, including the location of First Aid facilities and personnel will be displayed.

FIRST AID RESOURCES

The First Aid box will be adequately stocked with resources that the First Aider has been trained to use, but it will not contain any form of medication.

As a general guide (*there is no mandatory list*) the First Aid Box **will typically contain:**

- A First Aid General Guidance card, or a First Aid at Work booklet;
- Approx. 20 individually-wrapped sterile adhesive dressings of assorted sizes;
- Approx. 2 Sterile Eye Pads, with holding attachments;
- Approx. 4 individually-wrapped sterile triangular bandages;
- A suitable number of safety pins;
- Approx. 6 medium individually-wrapped sterile wound dressing, unmedicated;
- Approx. 2 large individually-wrapped wound dressings, unmedicated;
- One pair of disposable gloves.

These contents must be examined regularly and restocked when necessary (including the replacement of items that have reached their expiry date). **Under NO circumstances should any medication or tablets such as Aspirin, Paracetamol, and ointments be placed in First Aid Box.**

PROCEDURES FOR STAFF WORKING ON SITES

The person responsible for any work by employees away from our own premises will ensure that there are adequate stocks of first aid resources and suitable facilities or, where necessary, will arrange for them to be shared with clients or other contractors. The Company's aim is to ensure that trained first aiders are available close to the work areas of employees, either by ensuring that sufficient employees are

trained in accordance with the legislation, or by making appropriate arrangements with clients or other contractors where necessary.

GENERAL PREMISES CONDITIONS

CLEANLINESS AND WASTE

All work areas are kept clean and tidy with waste removed at regular intervals and not left to build up.

WORK STATIONS AND SEATING

Each workstation and chair are suitable for the job function and the person utilising them. Workstations are arranged so that each task can be carried out safely and comfortably, including ensuring that the worker can work at a suitable height in relation to the work surface.

Those members of staff who use computer equipment on a regular basis are required to complete a Display Screen Equipment assessment form.

DRINKING WATER

An adequate supply of drinking water is readily accessible in our premises.

INDOOR TEMPERATURE

A reasonable temperature (*normally at least 16 degrees Celsius*) is provided during work hours in our premises.

TRAFFIC ROUTES

Car parking outside our premises is organised to allow pedestrians and vehicular traffic to circulate safely.

WASHING AND SANITARY FACILITIES

Our premises comply with the regulatory requirements with regard to the number of WCs provided in relation to the number of staff employed on the premises.

In the case of female WCs, suitable means is provided for the disposal of sanitary dressings.

In both male and female WCs, washing facilities are suitable and sufficient, with hot and cold running water, soap, and suitable drying facilities.

Washing and sanitary facilities are regularly checked to ensure standards of cleanliness and tidiness are maintained. All WCs are adequately ventilated and lit.

HAND TOOLS

Many accidents occur when hand tools fall from heights, are tripped over, or placed in such a position that the cutting edges cause injury.

Management Controls

- All hand tools comply with the relevant regulations and standards, and are maintained in good repair;
- Suitable Personal Protective Equipment is provided, and staff instructed to wear it.
- Staff will be trained in the correct selection and safe use of hand tools.

Employee Responsibilities

- Select the correct tools for the job;
- Check that the tools are in good condition;
- Use them correctly;
- Store the tools in a suitable location.
- Keep all the tools in good condition.
- Remove any damaged tools from use until repaired or replaced.
- When not in use, ensure that any hand tools are stored in a manner unlikely to be hazardous to others. Use boxes or other suitable containers.
- Ensure all cutting edges, teeth, etc. are adequately sheathed or otherwise protected;
- Do not lay tools down so that they can fall, roll or be knocked over;
- Never leave tools lying in walkways or any place where they could be tripped over.

LADDERS / WORKING AT HEIGHT

Work which cannot be comfortably reached from a ladder must not be undertaken from a ladder. The risk involved calls for a better method (e.g. *mobile scaffold tower etc.*).

- Ladders are a means of access/egress; not a work platform;
- The foot of the ladder must be supported on a firm level surface and should not rest either on loose material or on the equipment to gain extra height;
- The top of the ladder must be securely fixed to the structure so that it cannot slip. While lashings etc. are being secured, the ladder shall be footed;
- Ladders fitted with a proprietary spreader arm may be used, provided certain conditions are met:
- Fitted with Non-slip feet, and based on a firm level surface, which is not slippery;
- Erected at a safe angle (1:4);
- Where it is not practicable to lash the ladder, a person should foot the ladder until the user has returned to the bottom. However, footing is not considered effective for ladders longer than 5m;
- Different grades of ladder are available. Ensure that the ladder in use is the correct strength for the work to be carried out:

Current Grades of Ladders

Class 1	The heaviest duty ladder is suitable for construction work where the ladder is subject to the heaviest loads.	BS 1129
Class 2	Is intended for lighter trades, such as decorating where relatively low loads are involved.	BS EN 131
Class 3	Is for light (e.g. domestic) use.	BS 2037

These are being replaced with a new standard **EN131**

Professional (commercial)	Load Capacity 150kg
Non-professional (domestic)	Load Capacity 150kg

As per the regulations, our current ladders that are in good condition will not be changed. When they need replacing, we will ensure that the new ladders that are purchased conform to the new standard EN131 and have the correct minimum rating of 150kg.

Management Controls

- The risks associated with working at height are assessed taking the following factors into consideration:
 - The time and duration of the work;
 - The height at which work is to be undertaken;
 - Hazards associated with falling objects and fragile materials;
 - Local restrictions (*related to structures, overhead lines, etc.*);
 - Choice of access equipment;

- Ground conditions, weather and other environmental considerations;
- Training and experience;
- Requirements for additional safety equipment;
- Other work being undertaken in the vicinity.
- After access equipment choices have been determined, all those required to work at heights are informed of their Health and Safety duties and requirements.
- Where required, a specific Risk Assessment and Method Statement for the operations is produced.

Employee Responsibilities

- Before using a ladder, inspect it to insure it is in good condition. Do not use a damaged ladder (cracked stiles and rungs).
- Check that the ladder is of the correct length, unless there is a suitable handhold to reduce the risk of overbalancing.
- Never rest the top of the ladder against plastic gutters or other such surfaces. The top of the ladder must rest against a solid surface.
- Never carry heavy items (e.g. propane cylinders) up a ladder. Heavy or awkward loads shall be raised to the working platform by other means (gin wheel etc.).

STEP LADDERS

Step ladders will be provided for staff to use when they need access to high level areas for short duration works only. Ensure these are inspected prior to use for any damage or defects. If the step ladders are damaged do not use them; report the damage to the office immediately.

Step ladders must only be used on level ground and never placed on top of something else to gain extra height. If you still cannot reach what you need to access, you must contact the office for more appropriate equipment.

Remember:

- Set up the ladder in a safe manner;
- Never climb on furniture.
- Stepladders and folding trestles must not be used for any degree of side loading. The top platform must not be used for work (unless it is designed with special handholds).

LONE WORKING PROCEDURE

Within The Ceiling & Partition Company, there are a number of situations where it is possible that an employee may be called upon to work on their own. An employee working alone should never be at greater risk than any other employee at any other time. Working alone can result in risks and hazards that would otherwise be non-hazardous and not subject to a formal risk assessment.

Although instances may differ, the following guidelines are to be followed in the case of employees called upon to work alone.

Management Controls

- Tasks in any lone worker situations are assessed, taking into account the following; is the work a one-person job? Is the location of the work remote or isolated? Is there likely to be any problems with communication? Is there any security risk, or the possibility of violence towards the lone worker? Are emergency exit routes available (consideration given to those that may be routinely locked out of hours)?
- Safe working practices and arrangements are implemented with a view to eliminating or minimising any risk;
- Staff working alone are given instructions on what to do in the event of an accident or emergency;
- Appropriate first aid resources are made available to any lone workers.

Employee Responsibilities

- To ensure that whilst working alone, their whereabouts and the work they are doing is known to others;
- To ensure that the guidelines for working alone are followed.

LIMITATIONS

No member of staff will be required to work alone on behalf of The Ceiling & Partition Company in circumstances where:

- His or her location is unknown;
- He or she does not feel confident in carrying out lone work;
- He or she has no means of summoning assistance or indicating their location in an emergency (including being taken ill);
- He or she has received no training or at least a briefing as to the potential hazards of working alone, and the measures to be taken when working alone.

EMERGENCY SERVICES CONTACT

In an emergency, always dial **999**.

THE CEILING & PARTITION COMPANY STAFF CONTACT

Any employee likely to be in a lone working situation must ensure that they are provided with a contact telephone number of a work colleague and that the number is immediately to hand (*e.g. stored in the employees' mobile phone memory*).

MANUAL HANDLING

More than a quarter of all reportable accidents annually are associated with manual handling. Although fatalities accidents are rare, a vast majority of reported accidents result in 'over three (3) day' injuries.

There are three fundamental principles:

- As far as is reasonably practicable, hazardous manual handling activities should be avoided;
- If unavoidable, then a risk assessment of the hazardous manual handling activity must be undertaken;
- Following the assessment, the risk of injury should be reduced to as low as is reasonably practicable.

Management Controls

- Assessments for manual handling activities are recorded and reviewed.
- Wherever possible, we avoid employees undertaking unnecessary manual handling activities that involve risks;
- Employees are provided with information and guidance with regard to correct handling and lifting techniques;
- Employees are provided with appropriate training and suitable personal protective equipment;
- If a task has to be undertaken in the knowledge of the risk, employees are informed of the weight of the load and the centre of gravity (if not central).

Employee Responsibilities

- To follow and comply with any system developed to ensure safe manual handling techniques;
- To use any personal protective equipment provided;
- To practice safe work habits;
- To report any hazard or defect

SAFETY CHECKLIST MANUAL HANDLING AND LIFTING

Preparation

- What is being lifted?
- Where to and how far?
- How many people will be needed to move the load safely?
- Are they all trained in kinetic lifting and handling?
- What methods and equipment will be required?
- Is the required equipment available?
- Would mechanical means be more practical or appropriate?
- Is the lifting and handling area/route clear of hazards?
- Is the operation part of a routine? If so, could it be more effectively planned and executed?

Lifting and handling

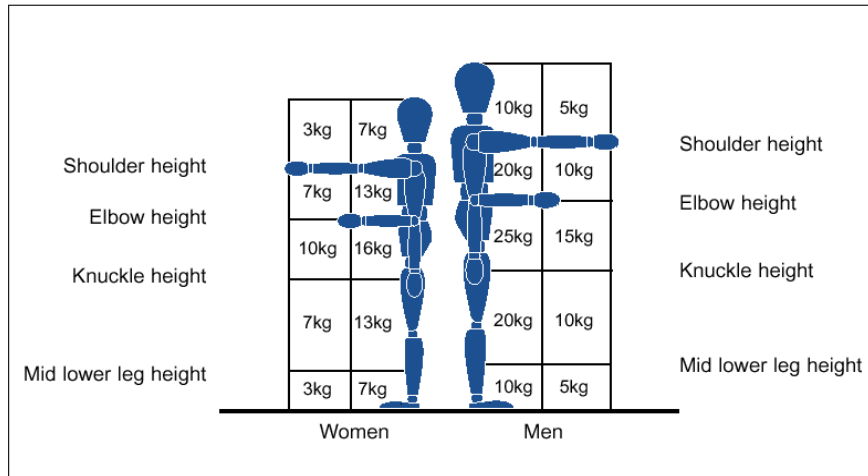
- Is the proper clothing in use?
- Are proper (*kinetic*) lifting methods being employed?
- Is co-ordination satisfactory in dual and team lifting?
- Is the necessary equipment in use or to hand?
- Are excessively heavy weights being lifted?
- Are loads being deposited or stacked safely and securely?

- Is adequate supervision employed where necessary?

After lifting and handling

- Are any incidents or accidents reported and recorded?
- Where injuries have been sustained, has medical attention been sought?
- Is the damage or loss of equipment etc. recorded?

GUIDELINE WEIGHTS FOR MANUAL HANDLING OPERATIONS



Each box in the diagram above shows guideline weights for lifting and lowering.

Observe the activity and compare to the diagram. If the lifter's hands enter more than one box during the operation, use the smallest weight. Use an in-between weight if the hands are close to a boundary between boxes. If the operation must take place with the hands beyond the boxes, make a more detailed assessment.

The weights assume that the load is readily grasped with both hands.

The operation takes place in reasonable working conditions with the lifter in a stable body position.

Any operation involving more than twice the guideline weights should be rigorously assessed –even for very fit, well-trained individuals working under favourable conditions.

There is no such thing as a completely 'safe' manual handling operation. But working within the guidelines will cut the risk and reduce the need for a more detailed assessment.

EMERGENCIES

Well-intentioned improvisation in an emergency, for example to rescue a casualty, does not amount to a breach of these Regulations.

MOBILE ELEVATED WORKING PLATFORMS

Management Controls

- The safe use of Mobile Elevated Working Platforms (MEWPs) is carried out in accordance with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).
- Any MEWPS used during the course of our working operations will have a valid LOLER certificate.
- MEWPs are clearly marked to indicate their safe working loads.
- Employees are adequately trained in the use of such lifting equipment and hold a valid license.
- Safe systems of work are set up and maintained.
- Inspection and maintenance of equipment is properly carried out.
- MEWPS are used in accordance with the manufacturers' instructions.

Employee Responsibilities

- Do not use the MEWP for unusual loads.
- Ensure that the MEWP is used on firm level ground.
- Ensure no unauthorised personnel are within the working area, by erecting barriers and signage.
- Monitor weather conditions when working outside, and postpone the work if conditions are unsafe.
- Never climb outside of the guard rails; all work must be conducted within the rails, with no leaning or stretching over the side.
- In the event of an emergency a trained member of staff will lower the MEWP from the emergency controls on the ground.

NOISE

High levels of noise can cause hearing damage when the worker is subjected to it over the working day and a period of time.

Management Controls

- The **lower exposure action value** is a daily or weekly average noise exposure level of 80 dB. At this level, we provide information and training for employees affected, and provide suitable hearing protection and instructions on how to use it.
- **The upper exposure action value** is set at a daily or weekly average noise exposure of 85 dB. At this level, we implement all reasonably practicable measures to reduce noise exposure, such as engineering controls or other technical measures. The use of hearing protection is also mandatory if the noise cannot be controlled by these measures, or while these measures are being planned or carried out.
- Finally, there is an **exposure limit value** of 87 dB. We ensure that no employees are exposed to noise above this level (*taking hearing protection into account*).
- Where noise levels are thought to be excessive, we carry out an assessment to highlight where any excesses or breaches of the action levels are occurring, and to determine what actions need to be carried out in order to protect the employees and other persons.

Employee Responsibilities

- To wear the hearing protection provided at all times when exposed to noise at the above levels.
- To familiarise themselves with the Hearing Protection required for the tools & equipment they use.

OFFICE SAFETY

Management Controls

- Risk assessments of the office premises are conducted, recorded and reviewed.
- Objects are not stored on the floor, in walkways, or on top of cabinets where there could be a danger of falling objects.
- Waste is not left to build up, bins are emptied on a regular basis.
- Contractors are monitored to ensure that they are working safely.
- All staff have enough space to carry out their working tasks.
- Walk-rounds will be carried out to ensure a safe working environment is maintained.
- All lighting is suitable and sufficient.
- All flooring in the premises is suitable and checked regularly for damage that could create a slip or trip hazard.

Employee Responsibilities

- To return all articles and equipment to their storage location after use.
- To report any issues that require maintenance immediately, such as bulbs that need to be replaced, damage to fixtures or fittings that could pose a risk of harm.
- To take all reasonable care of all fixtures and fittings, and never cause or allow damage through wilful misuse or neglect.

PERSONAL PROTECTIVE EQUIPMENT

The Regulations regarding Personal Protective Equipment (PPE) deal with clothing and equipment designed to protect employees from external influence (*but does not include equipment or clothing required by other legislation such as C.O.S.H.H. or Food Hygiene*). The equipment provided should be suitable for the risks involved and the conditions at the place where exposure to the risk may occur. It is also important that the equipment is suitable for the person who is required to wear it and does not induce any unnecessary stress when in use. PPE will be provided free of charge if an assessment has indicated that PPE is required to be worn.

Management Controls

- We assess our work activities to determine whether PPE is appropriate and necessary. The assessment will determine; What PPE is required? Is the PPE compatible with other equipment that has to be used or worn for that task? Does the PPE create any additional risks itself?
- The Ceiling & Partition Company provide PPE to employees if they are exposed to any risks that cannot be controlled by other means.
- We will also provide suitable training on how and when to use the PPE provided.
- We recognise that PPE may become damaged or defective through normal 'wear and tear', and on such occasions, we will remove and replace the PPE. Where PPE becomes damaged or defective through wilful neglect or misuse, employees will be required to contribute to or cover the cost of repair or replacement.

Employee Responsibilities

- To always wear the PPE provided.
- To inform Management if you believe for any reason that the PPE provided is unsuitable for the task or creates additional risks.
- To take all reasonable care of PPE provided to you, including regular appropriate cleaning.
- To check PPE before use and report it to Management for replacement if it is found to be damaged or defective.

PORTABLE APPLIANCE TESTING

INSPECTION

In most cases, inspection is a simple visual technique that does not need to be carried out by a trained electrical expert.

TESTING

Testing is carried out by a competent person and involves a full inspection of the electrical equipment along with appropriate tests. Individuals who carry out the testing should possess sufficient knowledge, experience and training in order for them to identify the risks and appropriate control measures.

COMBINED INSPECTION AND TESTING

A combination of inspection and testing should be carried out by a competent electrician where there is reason to suspect electrical equipment may be faulty or damaged.

Management Controls

- Where Testing is required, a competent electrician is engaged in accordance with our policy on Contractor selection.
- Records of all Portable Electrical Appliance testing will be kept on the premises and will be available for inspection when required.
- Any defective equipment will be placed out of use until such time as it can be repaired, with all remedial action/s being recorded. All items of equipment that cannot be repaired will be withdrawn from use and disposed of accordingly.

Employee Responsibilities

- Before using any item of electrical equipment, carry out a visual check of the plug along with the connected cable, which should be gripped securely at the plug.
- At the first sign of damage or excessive wear, report the item to Management to be removed from use and isolated until it can be checked by a competent electrician, repaired or replaced.

PORTABLE ELECTRIC TOOLS

There is a constant risk of electric shock whilst working with electric power tools.

Management Controls

- All power tools comply with the relevant regulations and standards and are maintained in good condition in accordance with manufacturer's guidelines.
- Where safety devices or guards are required for use with power tools, they are provided and maintained in good condition in accordance with manufacturer's guidelines. Staff are trained in the use of and instructed to always use safety devices and guards where applicable.
- Suitable Personal Protective Equipment is provided, and staff instructed to wear it.
- Staff will be trained in the correct selection and safe use of hand tools.

Employee Responsibilities

- Always select the correct tool for the task being carried out.
- Always carry out a visual inspection of power tools prior to using them, to identify any defects or damage to the equipment.
- Do not use any power tools that have defects or damage; report the defects or damage to a Manager and remove the tool from use (with clear labelling to show it is not to be used) until repaired or replaced.
- Always wear the suitable Personal Protective Equipment provided.
- Always use safety devices and guards where provided.
- Always use safe working practices when using power tools.
- Always store, transport, and use hand tools in a safe manner.

RECORDING ACCIDENTS

All accidents, incidents, and near-misses, no matter how small, must be recorded.

Management Controls

- Appropriate arrangements are made for the provision of suitably trained First Aiders and First Aid equipment.
- Staff are informed of who the nominated and/or qualified First Aiders are and where they can be contacted, and the location of First Aid equipment.
- All accidents and incidents are recorded by the First Aider or appointed person. The records include:
 - the name of the casualty;
 - the date and time of the accident or incident;
 - the circumstances of the accident or incident;
 - the details of any injuries sustained;
 - the details of any treatment given.
- Records are kept securely in a suitable location for ease of inspection.

Employee Responsibilities

In the event of being involved in or witnessing an accident, incident or near miss, the following procedure must be adhered to:

- Seek medical attention from a First Aider or appointed person or dial 999 in an emergency situation.
- Once the situation has stabilised (which may be some time after the event), ensure the details are recorded in the accident book.

R.I.D.D.O.R.

(REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES)

The Ceiling & Partition Company has a duty to prevent, as far as is reasonably practicable, accidents at work. However, despite the best efforts and intentions, accidents at work may still occur.

Management Controls

If an accident or dangerous occurrence does occur, the following procedure is followed:

- Ensure that the victim receives the correct medical attention and that any residual hazard is safely removed if necessary and as appropriate;
- Ensure that an investigation is undertaken to prevent the accident recurring;
- Ensure the incident is reported to the correct authority as required.

The Ceiling & Partition Company is responsible for investigating the accident/dangerous occurrence and completing the appropriate documentation. Details of all reportable accidents and injuries must be kept for at least three (3) years and record the following:

- Date and time of the accident or dangerous occurrence;
- Full name and occupation of the victim/s, with details of the nature of the injuries or other related condition suffered;
- Where the accident/dangerous occurrence happened;
- Description of the circumstances surrounding the accident or occurrence.

Employee Responsibilities

- To cooperate fully with The Ceiling & Partition Company in the gathering and recording of details regarding accidents, incidents and near misses.
- To always report any event that may be considered an accident, incident or near miss.

REPORTABLE ACCIDENTS AND OCCURRENCES

Determining whether a particular incident or accident should be reported can be confusing. The following **must** be reported:

- Deaths;
- Specified reportable injuries;
- Accidents resulting in over seven (7) day injury to an employee;
- Reportable diseases;
- Reportable dangerous occurrences;
- Gas incidents.

DEATH OR SPECIFIED INJURIES

If there is an accident connected with work and;

- an employee, or a self-employed person working on our premises is killed or suffers a specific injury (*including as a result of physical violence*); or
- a member of the public is killed or taken to hospital;

the HSE Incident Contact Centre **must** be informed without delay, either via telephone or completion of the appropriate form on the HSE website.

REPORTABLE SPECIFIED INJURIES:

Specified injuries are classified as:

- Fractures, other than to fingers, thumbs and toes;
- Bone fractures including a break, crack or chip;
- Amputation of an arm, hand, finger, thumb, leg, foot or toe;
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes;
- Any crush injury to the head or torso, causing damage to the brain or internal organs;
- Any burn injury (including scalding) which:
 - covers more than 10% of the whole body's total surface area; *or*
 - causes significant damage to the eyes, respiratory system or other vital organs;
- Any degree of scalping requiring hospital treatment;
- Any loss of consciousness caused by head injury or asphyxia;
- Asphyxia (lack of oxygen) may happen when a person enters an oxygen-deficient atmosphere, such as a confined space, or are exposed to poisonous gases, e.g. carbon monoxide;
- Any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness; *or*
 - requires resuscitation or admittance to hospital for more than twenty-four (24) hours;

In some cases, employers and self-employed workers may not be in a position to know the full extent of an injury, (e.g. when a prognosis has not yet been established in relation to an eye injury, or when efforts are being made to treat an injured limb which may ultimately require surgical amputation). In such situations, there is no requirement to make precautionary reports of specified injuries. However, it is likely that the accident will require reporting due to the injured person being incapacitated for more than seven (7) days. The enforcing authority should be notified or updated as soon as a specified injury has been confirmed.

OVER SEVEN-DAY INJURY

You **must** report injuries that lead to a worker being incapacitated **for more than seven (7) consecutive days** as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days). **The report must be made within fifteen (15) days of the accident.** 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. You must still keep a record of the accident if the worker has been incapacitated **for more than three (3) consecutive days.**

REPORTABLE DISEASES

If a doctor determines that an employee is suffering from a reportable work-related disease, then the details must be reported. Reportable diseases include:

- Certain poisonings;
- Some skin diseases;
- Lung diseases, including occupational asthma, pneumoconiosis, asbestosis;
- Infections such as hepatitis; tuberculosis; legionellosis and tetanus;
- Other conditions, such as occupational cancer; certain musculoskeletal disorders; decompression illness and hand-arm vibration syndrome.

REPORTABLE DANGEROUS OCCURRENCES

If something happens that, although it may not have resulted in a reportable injury, clearly could have done; it may be a dangerous occurrence. This must be reported to the HSE Incident Contact Centre immediately. Reportable dangerous occurrences include:

- Explosion, collapse or bursting of any closed vessel or associated pipe work;
- Electrical short circuit or overload causing fire or explosion;
- Accidental release of a biological agent likely to cause severe human illness, or any substance likely to be harmful to health;
- Collapse or partial collapse of a scaffold over five metres high;
- Unintended collapse of any building or structure under construction;
- Explosion or fire causing suspension of normal work for over twenty-four (24) hours.

RISK ASSESSMENTS

GENERAL PRINCIPLES

Where five or more persons are employed, health and safety legislation requires written risk assessments of hazards and risks to be undertaken, and the findings to be brought to the attention of those who might be affected by the associated hazard or risk.

Assessments are to be undertaken by a trained and competent person, being *"a person having the necessary training, qualifications, and relevant practical experience concerning the task being assessed"*. There is no such thing as a risk-free workplace, but you can minimise threats to health and safety through risk assessment.

Management Controls

- We assess all processes that have the potential to cause harm.
- Completed assessments are made available to all employees.
- Risk Assessments are periodically monitored, to ensure their continued relevance and suitability.

Employee Responsibilities

- To comply with all measures identified by Risk Assessments.

FIVE STEPS TO RISK ASSESSMENTS

The following five steps are the key:

Step 1: WHAT?

Identify the hazards which could cause harm. Key hazards include:

- Slipping or tripping hazards, (e.g. uneven or wet floors, cabling);
- Fire risks;
- Chemicals, fumes, dust;
- Machinery, portable appliances;
- Working at height, (e.g. from mezzanine floors, scaffolding);
- Vehicles, forklift trucks;
- Electricity;
- Manual handling, lifting, carrying;
- Noise pollution;
- Poor lighting;
- Low (or high) temperature.

Step 2: WHO?

Decide who the people, or groups of people, are that might be affected by the hazard, for instance:

- Office staff;
- Maintenance staff and operatives;
- Contractors and Cleaners;
- Visitors or members of the public.

Remember to consider those people or groups that might be more vulnerable, and therefore at greater risk, such as disabled persons, young persons, new or expectant mothers, visitors, inexperienced/temporary staff, lone workers.

Step 3: HOW?

Evaluate precautions that are in place, or need to be put in place; how can the risks be eliminated, reduced or minimised?

- By complying with recognised industry quality standards?
- By removing the source of the hazard completely?
- By introducing and maintaining good housekeeping?
- Accepting the risk, but reducing it as far as possible?

Have you ensured that you

- Have provided adequate information?
- Have arranged sufficient relevant training?
- Have effective systems or procedures?
- Have clear organisational responsibilities?

Step 4: RECORD

Keep records of assessments:

- Record when the assessment was done;
- Record what risks were identified;
- Indicate what precautions are in place;
- Indicate what additional precautions are needed;
- Create an Action Plan, together with a timescale or schedule, to work to;
- Keep the Record of Assessment easily to hand, so that it can be amended as changes occur.

Step 5: REVIEW

Ensure effective monitoring of assessments:

- Remove complacency;
- Regularly review and update your hazard precautions;
- Identify those areas that remain a problem, and take steps to amend and improve;
- Be aware of changes in the workplace that may reduce the effectiveness of your assessment (*e.g. new machinery, change of process or personnel etc.*);
- Be prepared to adjust and reappraise.

SAFETY TRAINING

Safety training is cost effective and is proven to reduce accidents at work. The Ceiling & Partition Company has a duty to provide information, instruction, training and supervision to all employees to ensure their health, safety and welfare whilst they are at work.

Management Controls

- We ensure all employees are suitably trained to implement and comply with the Health and Safety policy.
- Employees are trained to undertake specific tasks in relation to their job function, regardless of the location where the work is being carried out.
- Training is provided:
 - As part of the induction programme when first commencing employment with The Ceiling & Partition Company;
 - When transferred to a different function or task, or when promoted;
 - When the equipment being used, or the system of work, has changed.
- All levels of employees will receive training; including Directors, Management, and Supervisors.
- All training requirements are monitored and reviewed on a regular basis to take into account any new or changed risks.
- Wherever possible, training is conducted during working hours.

Employee Responsibilities

- All employees have a legal responsibility to take reasonable care of themselves, and others who may be affected by their actions or failure to act.
- Employees must co-operate in relation to training programmes and are expected to attend any training courses that are provided.

SECURING LOADS

Management Controls

- Ensure that staff are suitably trained in the risks associated with loads.

Employee Responsibilities

- Understand the risk of the loads prior to loading and setting off on a journey
- Load heavier items at the bottom to support the lighter items on top.
- Firmly secure equipment and items in/on the vehicle with straps to ensure they do not move around in transit.
- Ensure that the vehicle weight limits are never exceeded.
- When transporting cylinders, ensure that the valves are suitably protected to stop damage or dirt getting into them.
- Secure cylinders in a manner so they cannot roll around.

SIGNS AND NOTICES

Under statutory legislation certain signs and notices must be displayed in prominent positions around the premises. Those signs that convey a safety message must do so pictorially as well as in writing, to ensure that the information can be understood by all those within the premises.

NOTICES AND CERTIFICATES DISPLAYED

Certificate	Location
Employers Liability Insurance	Prominent

Notice	Location
Health and Safety Law Information Poster	Prominent
Fire Direction Signs	Prominent
Fire Instruction Notices	Prominent
First Aid Information Notices	Prominent

VEHICLES AND DRIVING

This policy relates to all vehicles being driven for or on behalf of The Ceiling & Partition Company, whether Company-owned vehicles, contract lease vehicles, rental vehicles, or vehicles owned personally but being driven for business purposes.

Management Controls

- We audit MOT certificates, insurance policies and service schedules for all vehicles being driven on our behalf, and records kept of these audits. Vehicles with incomplete or expired documentation must not be driven on our behalf.
- We audit driving licences and insurance policies for all employees driving on our behalf, and records kept of these audits.
- We require all employees who drive on our behalf to produce their driving licence and insurance policy for inspection when required. Failure or refusal to do so results in the authority to drive on our behalf being revoked.
- Employees who do not have appropriate insurance (covering business use, not just commuting) to drive on our behalf are not authorised to do so.
- Employees who become disqualified from driving are immediately and automatically unauthorised to drive our vehicles. We cannot guarantee to find alternative work for a disqualified driver and, if the disqualification renders an employee incapable of doing their job, this could result in their dismissal, or discharge from their employment.
- As required by law, we disclose details of a presumed driver if requested by relevant authorities in relation to motoring offences.
- We reserve the right to conduct random checks to ensure compliance with our expectations for vehicle care and maintenance.

Employee Responsibilities

- Employees must produce their Driving Licence for inspection upon demand, as and when required.
- Employees must hold suitable and sufficient insurance to be authorised to drive on our behalf.
- Employees must inform us without delay of any changes to the particulars of their Driving Licence, including endorsements.
- When driving their own vehicle on our behalf, it is employees' own responsibility to check that their insurance covers them for business use (not just commuting). If in doubt, they must not drive their vehicle on our behalf.
- When driving on our behalf, employees must be physically and mentally capable of doing so in a safe manner. Employees who are excessively tired (physically or mentally), suffering from illness, or taking medication, you must not drive on our behalf and notify Management immediately.
- Employees are personally responsible for any fines or penalties incurred as the result of motoring offences incurred whilst driving on our behalf, including fixed penalties and parking or speeding fines.
- Employees are required to comply with all current road traffic legislation and demonstrate high driving standards at all times when driving on our behalf.
- Seat belts (*both front and, when occupied, rear*) are required by law to be worn at all times where provided. Employees who are passengers of vehicles being drive on our behalf must also wear seat belts. The Ceiling & Partition Company will not accept any responsibility for fines imposed for breach of this legislation.
- Permission must be obtained before our vehicles are used for social, domestic or pleasure purposes; and they must not be taken out of the United Kingdom without prior written permission.

- Our vehicles must not, under any circumstances, be used for any business purpose other than the business of The Ceiling & Partition Company. Using our vehicles for carrying passengers for hire or reward, or for sporting or racing purposes, is strictly forbidden.
- Employees are expected to assist in the care and general upkeep of vehicles allocated to them; they must be clean and tidy and reflect our business image in a positive manner. Similarly, employees driving their own vehicles on our behalf are expected to maintain them in a clean and roadworthy manner.
- Employees must ensure that the vehicle is kept legal, safe, and secure (keys should never be left in vehicles when unattended). All faults or suspected faults must be reported immediately, and drivers should help in ensuring that all service schedules are met.
- Vehicles must be loaded safely, and items/equipment suitably secured. Vehicle payloads must not be exceeded, and any warnings required by law (e.g. width, length, hazardous loads) must be displayed.
- Employees must ensure they know the dimensions of their vehicle (including loads) and abide by any traffic restrictions on their route.
- Employees must not use a hand-held mobile telephone whilst driving; this includes speaking, dialling, texting, accessing any apps or internet services. Accepting or making calls using a Bluetooth or hands-free device is acceptable only when it is legal and safe to do so. Wherever possible, accepting or making calls even via Bluetooth or hands-free devices must be avoided whilst driving. This includes when stationary in traffic delays or at traffic lights.
- Employees must avoid all other distractions whilst driving on our behalf, including eating, drinking, adjusting navigation systems.
- Employees must never smoke in our company vehicles or whilst driving on our behalf, even in their own vehicles.
- Employees must plan their journeys prior to setting off, giving consideration to distance, navigation, timescales, road conditions, and their own physical and mental capacity. They must plan for regular breaks in accordance with their own tolerances, but at least every two hours.
- Employees must ensure that no property is left unattended or in view in vehicles being driven on our behalf. Tools must not be left unattended in vehicles at any time.
- Vehicles must be left in secure locations when unattended, especially overnight.

ACCIDENTS / INCIDENTS

If employees are unfortunately involved in an accident or incident whilst driving on our behalf, they should **not** under any circumstances express any opinion (one way or the other) on the degree of responsibility or the cause. Exchange particulars and nothing more.

If employees are asked to give a statement to the police, remember it is not obligatory to make any comment. Legal representation may be sought before giving any statement.

It is a condition of our insurance policy that the insurers are notified of all accidents/incidents, even if apparently of no consequence. Drivers involved in an accident/incident must therefore act quickly and provide us with a written report within twenty-four (24) hours.

Whenever possible the following points should appear on the report:

- Names and addresses of the third-party driver and details of their insurers.
- Names and addresses of anyone else involved in the accident/incident.
- Names and addresses of all passengers in the vehicle being driven for The Ceiling & Partition Company and any third party's vehicle.
- Names and addresses of all witnesses. It will be of considerable assistance if statements can be obtained from all witnesses at the time.
- Particulars of the attending emergency services.

VULNERABLE PERSONS

We recognise that vulnerable persons are at greater risk of harm than other people. Vulnerable persons include young people, elderly people, people with impaired physical or mental capacity. People who are not ordinarily vulnerable may become vulnerable either temporarily or permanently, such as during pregnancy, or following surgery.

Management Controls

- Whenever vulnerable persons are employed or affected by our work activities, specific risk assessments are carried out prior to their commencement of work. The assessment will consider:
 - The person's experience and ability to perceive danger;
 - Their workplace and workstation;
 - Any exposures to physical, chemical and/or biological agents;
 - Any work equipment used;
 - The work activities and processes to be undertaken;
 - Any training provided, and any risks from specified agents and processes.
- The risk assessment will be fully communicated to all parties involved in the process.
- The Ceiling & Partition Company will comply with all regulations on working hours and rest break requirements for vulnerable workers.

WORK EQUIPMENT

Management Controls

- All work equipment provided by The Ceiling & Partition Company is regularly and satisfactorily inspected and maintained as required under the Provision and Use of Work Equipment Regulations (1998).
- Risk Assessments and Method Statements are produced and implemented for Work Equipment.
- Suitable training is provided for the safe use of Work Equipment.
- Suitable Personal Protective Equipment is provided where applicable, and staff instructed to wear it.
- Any safety equipment, including safety devices, guarding of dangerous parts of machinery and equipment, etc. used by employees are also regularly inspected.

Employee Responsibilities

- Always use safe working practices for the Work Equipment provided.
- Always wear Personal Protective Equipment provided.
- Work Equipment must be visually inspected prior to use, and if any defects or damage is found, the Work Equipment must not be used and removed from use.
- Defects or damage must be reported immediately to Management for repair or replacement.

WORKING ON SITE

There may be occasions when employees working for The Ceiling & Partition Company may be required to visit a construction site.

Management Controls

- Instructions are given to employees on site specific rules and procedures prior to or upon arriving on site.
- We liaise with other Contractors and Site Managers to ensure site specific rules and procedures are effective, implemented, and communicated.
- To ensure that adequate welfare provisions are available on site in accordance with INDG293, prior to work commencing.

Employee Responsibilities

- Employees must inform a manager of the location they will be working in, how long they will be there for and when they expect to leave.
- Always follow the specific site rule and procedures;
- Always wear the Personal Protective Equipment provided;
- Always remain aware of their surroundings and the likely risks;
- Familiarise themselves with the emergency procedures and site arrangements.
- If employees are unsure of arrangements, they must ask their contact or site manager before commencing work on site.