

Plastering Contractors **Stanmore** Ltd



HEALTH AND SAFETY POLICY

HEALTH AND SAFETY POLICY

Foreword

It is the wish of senior management of Plastering Contractors (Stanmore) Ltd to comply, as is reasonable and practicable, with all relevant health and safety legislation. To ensure the health, safety and welfare of our Employees and other's are not put at risk all Employees are actively encouraged to adopt sound working practices at all times.

HEALTH AND SAFETY POLICY	
INDEX:	
	POLICY STATEMENT
1	INTRODUCTION
2	HEALTH & SAFETY ARRANGEMENTS
3	HEALTH & SAFETY ASSISTANCE
4	RISK ASSESSMENTS
5	HEALTH SURVEILLANCE
6	TRAINING
7	COMPLIANCE WITH REGULATIONS
8	DOCUMENTATION
9	FIRST AID / FIRE
10	SPECIAL HAZARDS
11	CONTRACTORS
12	CONSULTATION
13	HEALTH & SAFETY GUIDANCE PROCEDURES
APPENDIX 1	INDIVIDUAL RESPONSIBILITIES
APPENDIX 2	COMPANY SAFETY RULES
APPENDIX 3	COMPANY LINES OF RESPONSIBILITY & COMMUNICATION ON HEALTH & SAFETY
APPENDIX 4	ISSUE / RECEIPT OF SAFETY POLICY

POLICY STATEMENT

Plastering Contractors (Stanmore) Ltd accept that they have moral and legal duties and responsibilities for the health, safety and welfare of its Employees, contractors, clients and others who may be affected by the way in which it carries out its business operations. It is therefore, the policy of the Company that all, work activities, e.g. demolition, ground-works, plant hire and maintenance of plant / equipment will be carried out in such a manner as to ensure that so far as is reasonable practicable, the health, safety and welfare of its Employees, clients and any others may not be adversely affected.

The Company also recognises that to comply with its duties and responsibilities as set out in the Management of Health and Safety at Work [M.H.S.W.] Regulations, Construction (Design & Management) [CDM] Regulations, Workplace (Health, Safety & Welfare) [W.H.S.W] Regulations, Work at Height [W.A.H.] Regulations, Provision & Use of Work Equipment [PUWER] Regulations and Lifting Operation & Equipment [LOLER] Regulations, that consideration for health, safety and welfare must be considered as an equal with all other commercial considerations and will therefore give full backing both to this policy and too those with responsibilities to carry it out.

All Employees who authorise or control, work activities / tasks be carried out, are responsible for ensuring that at all times health, safety and welfare facilities are available and that the work is carried out in compliance with all known relevant standards and legislation. Specific attention is to be made to ensure that where work equipment is specified and or issued that it complies with all the relevant legislative requirements, e.g. PUWER & LOLER. It follows that they must ensure that their responsibilities are adequately delegated during their absence.

Employees are actively encouraged to plan their work, operate & maintain plant / equipment and carry out their work activities, in a safe and considerate manner, with due care to their own health, safety and welfare and also that of others.

Disciplinary action will be taken against any Employee who flagrantly disregards safety instructions and or approved safe working practices.

Where hazards cannot be totally removed, due to e.g. (I) the location (ii) the environment and or (iii) nature of the plant / equipment in use, or (iv) control measures when these are not available or practicable, then personal protective equipment must be issued.

Employees, plant / equipment Hirer's and sub-contractors are to be actively encouraged to use such equipment at all times irrespective of the degree of risk, to ensure the safety of themselves.

The Company will so far as is reasonable practicable ensure that (I) contractors employed to carry out work on their behalf (ii) plant / equipment hirer's, are competent and that they conduct their work activities in accordance with the Company policy for health, safety & welfare



Raj Manak,
Managing Director

Dated 25th October 2011

(Review 25th October 2012)

1 INTRODUCTION

Section 2(3) of the Health and Safety at Work Act 1974 requires Plastering Contractors (Stanmore) Ltd; "The Company" prepare, and when appropriate, to revise a written statement of general policy with respect to health and safety of our Employees, and the organisation and arrangements in force for carrying out the policy. The policy statement or policy document is, then required to be, brought to the notice of all Employees.

This document contains the policy statement [S.2] and general policy of the Company with respect to health, safety and welfare. It is the responsibility of management and Employees to know and understand its contents so that they may comply with the policy.

2 HEALTH & SAFETY ARRANGEMENTS

2.1 Planning

To ensure that health and safety is maintained to a satisfactory standard, which covers both duties and responsibilities to our Employees and clients, it will be the responsibility of, Directors, Managers, Supervisors, as "line management" to ensure that safety is an aspect that is considered at all stages of the design, installation, operation and maintenance of services, plant or equipment. To satisfy this, health and safety should be an item on pre-start /new contracts meetings and also during e.g. (i) normal monthly meetings to discuss contract progress (ii) general matters and or (iii) when plant / equipment is to be hired out with (a) a Company operator or (b) without an operator.

It is the responsibility of "line management", etc, to ensure that all Employees, hirer's using plant, equipment and or substances, supplied to the Company for use at work, shall be made aware of all relevant information and instructions provided by the manufacturer or supplier as required under, e.g. Control of Substances Hazardous to Health [COSHH], PUWER, Display Screen Equipment [DSE] Regulations, etc.

2.2 Organisation

The responsibility for health and safety within the Company is delegated to "line management" in accordance with the usual chain of responsibility. In particular, Directors, Managers and Supervisors are responsible to the Director (Health & Safety) for ensuring that,

- i. Work activities are carried out in accordance with known standards and safe working practices.
- ii. Work activities / operations are properly supervised. Control measures and where appropriate, safety devices are provided and used.
- iii. Control measures and where appropriate, safety devices are provided and used.
- iv. The appropriate PPE is issued relevant to trade and COSHH assessment
- v. All plant / equipment purchased and or hired has the lowest level available, with respect to, e.g. health, noise and vibration risks
- vi. Plant / equipment is fit for use / purpose and is operated and maintained to the manufacturers / suppliers, recommendations and is asset numbered in the event that it is to be reported as defective
- vii. All relevant records are maintained of the servicing / maintenance of plant equipment[company owned / hired]
- viii. First aid / welfare facilities are readily available and are in good order (a) on site in liaison with client / Principal | Contractor (b) Head office will have adequate facilities for office staff
- ix. Fire procedures / equipment are in place
- x. Methods of work and risk assessments are reviewed by all those involved in the work / activity
- xi. Persons employed to carry out the work activities are competent and fully informed as to any relevant hazards / risks and the relevant safety measures in place to eliminate or minimise them

- xii. Manual handling is avoided by (a) limiting the weight of the item (b) using powered / mechanical measures, (c) ensuring employees seek guidance on manual handling of loads they feel incapable of moving safely
- xiii. Activities involving Hot Works, Confined Spaces, Plant, Equipment or systems in operation are covered by a Permit to Work system
- xiv. Work at height where there is a risk from falling will be adequately assessed and measures implemented as appropriate also that access equipment shall be erected / inspected by competent person

This responsibility cannot be delegated to others

Where difficulties arise in the maintenance of safe working practices or conditions, these matters should be referred to the Director (Health & Safety), who if required may call on assistance / advice from, e.g. the Health & Safety Advisor, HSE, EHO, Trade Associations [CPA], etc.

The person nominated by the Board with ultimate responsibility for health and safety is, Mr. R. S. Manak, Director (Health & Safety) having the responsibility for ensuring that sufficient authority is given to enable safe working practices (including the expenditure of monies if this is required) be maintained. Specific responsibilities of all levels of management are set out in Appendix 1.

2.3 Control

It is the policy of the Company that all faults, recommendations on health and safety reports and or defects, should be actioned without delay where this is reasonable and practicable.

Matters of concern with respect to health and safety will be discussed with all the relevant persons, i.e. clients, management & Employees, with decisions being made as to whether changes in practices or procedures should be changed following their being reviewed. The resulting proposals will then be placed before the Board for their decision if this is required.

2.4 Monitoring & Review

The Health and Safety at Work Act 1974 requires the Company to monitor the effectiveness of this policy in terms of the use made of it by both management and workforce. Regular reviews of the safety performance of the Company and the functioning of the policy is the task of the Director (Health & Safety) in conjunction with senior management and the Health & Safety Advisor.

This review will be carried out annually unless changes in legislation or Company business, suggests otherwise.

Monitoring health & safety performances on site will be addressed by site inspections/ audits, carried out by "line management", Health & Safety Coordinators and or Health & Safety Advisor.

3 HEALTH & SAFETY ASSISTANCE

3.1 The person nominated to have specific responsibility for health and safety in the Company is Mr. R. S. Manak

3.2 In addition the Company will appoint a Health & Safety Co-ordinator to assist the Director (Health & Safety) and "line managers" in the administration of the policy. The duties of the afore-mentioned will include,

- (i) providing health & safety guidance to line managers and Employee's
- (ii) carry out periodic site / workshop, health and safety audits / inspections and
- (iii) liaise with the Health & Safety Advisor.

- 3.3 A Health & Safety Advisor has been engaged to
- (i) provide assistance / guidance to the Company on all health, safety and welfare matters, and
 - (ii) when appropriate will carry out, periodic health and safety audits,
 - (iii) training
 - (iv) assisting in the development of method statements / risk assessments and
 - (v) if necessary, carry out accident / incident investigations, at the request of the Director (Health & Safety) or other nominated persons.

4 RISK ASSESSMENTS

- 4.1 Risk assessments as required under the MHSW will be carried out for all work activities / tasks with respect to **significant** hazards that may affect Employees' health, safety and welfare. When assessing these hazards, the work activities / tasks, environment of the workplace and the competency of the Employee given the work and or operation to carry out, will all be taken into consideration.

Where a hazard is present and therefore a risk, "line management" will endeavour to eliminate and or reduce this as far as is reasonable practicable.

- 4.2 Specific risk assessments will be carried out for Employees whose work activities involve, e.g. Demolition, Working at Height, Lone Worker, Risk of violence [clients premises and or enroute to from place of work especially when out of hours], Work at height, COSHH substances [prior to use of substance]; confined spaces; noise; manual handling operations [MHO]; the use of personal protective equipment [PPE]; the use of display screen equipment [DSE], the use of plant / equipment that may cause vibration white finger [VWF], etc., to provide a more detailed assessment to ensure that the relevant regulations are complied with.
- 4.3 When "Young Person's" [under 18 years of age and are above Minimum School Leaving Age (MSLA)] are to be recruited, hazards / risks relevant to their proposed work activities will be discussed prior to them commencing work, both with themselves and their parents / guardians. Special efforts will be made by all Employees to address hazards / risks that "Young Person's" [including manual handling up to age of 20 years] may not encounter during the work activities to ensure that there will be no risk to their health, safety or welfare.
- 4.4 All assessments / safe working procedures prepared, will be entered in the "Site / Office Safety File" for easy reference by all Employees.

5 HEALTH SURVEILLANCE

- 5.1 Health surveillance measures will be introduced where appropriate, e.g. a register will be maintained of work locations at which (i) asbestos, and (ii) hazardous substances have been known to be present.
- 5.2 It is the responsibility of "line management" to enquire from clients as to whether there is
- 1 a hazardous substance and/or asbestos present on the site,
 - 2 in what form and
 - 3 at what location and or situation. Brown and blue asbestos was in use in premises up to 1985 whilst white could still be used up to 1999.

In the event that a substance / material is found during work activities that could / may be asbestos [whitish powder when cut and or drilled], work must stop immediately and the specific site "line manager" informed without delay. Work cannot recommence until it has been confirmed by Company "line management" that it is safe to do so.

- 5.3 A record of those Employees who worked / visited such locations will be held in their personal file

5.4 Where sub-contractors are involved in any of the above locations, their Company will be advised accordingly.

5.5 "Line management" will monitor at six-monthly intervals the use of and or contact with substances [skin disorder] in line of work and plant / equipment [VWF / Hearing Loss] to ensure that there is no ill-health effect

6 TRAINING

6.1 Since accidents usually result from the same deficiencies that adversely affect productivity costs, Employee relations and public relations, the safety record is a reliable guide to the general effectiveness of supervision and training.

6.2 As a pre-requisite to Employee training with respect to health and safety, it is necessary to establish the competency of the person who is to carry out the work and or operations, as to their level of competency in that field. Proof of training will be obtained from their records of Trade Training, NVQ's / SVQ's, CPCS, CSCS, Skill Cards, etc. Any deficiencies found, should form part of further training.

6.3 It is the responsibility of Director (Health & Safety) in conjunction with "line management" and the Health & Safety Advisor to review health and safety training requirements at all levels within the individual companies. Safety training for specific items of plant/equipment will be given to Employees as is found necessary.

6.4 "Line Managers" in charge of departments (offices) / locations / sites, are required to review with any new Employee or Employee transferred of any hazards and specific health and safety rules for the work / operations to be done before putting the Employee to work.

They will also talk to new Employees about general health and safety at the earliest opportunity, i.e. at Company / site induction, and whilst doing so express the philosophy of management in with respect to health, safety and welfare. Special attention must be paid when the Employee is a "Young Person".

6.5 Employees joining the Company will be provided with a copy of this document and be advised that a copy, is also held by "line managers" and that additional copies are displayed on Company notice-boards.

7 COMPLIANCE WITH REGULATIONS

7.1 Enactments, Regulations, Codes of Practices and other requirements of the Health and Safety at Work Act 1974, e.g. The Management of Health and Safety at Work, CDM, Consultation, "Young Persons", COSHH, Noise at Work, Vibration, Electricity at Work, Confined Spaces, Pressure Systems, Work at Height, Manual Handling Operation, PPE, PUWER, LOLER [Lifting Operations & Lifting Equipment Regulations], RIDDOR [Reporting of Injuries, Diseases & Dangerous Occurrences Regulations], Lead, Asbestos, Regulations, shall be complied with.

7.2 Health & safety requirements found in other relevant legislation, e.g. Environment Protection, Machinery, Working Time, Control of Pollution [Noise / Dust], Street Works, Hazardous Waste, Clean Neighbourhoods & Environment Act 2005, Chapter 3 – Site Waste, etc. shall also be complied with.

7.3 Whilst "line management" have the responsibility for introducing corrective measures to improve health and safety in the workplace, the Director (Health & Safety) is responsible for reviewing the facts, approving corrective measures with guidance where necessary from knowledgeable, experienced persons such as HSE inspectors, Environmental Health Offices [EHO's], Health & Safety Coordinator, Health & Safety Advisor, and seeing that corrective measures are put into effect, and following up to see that the correction is implemented.

8 DOCUMENTATION / REPORTING

- 8.1** Accidents: - All accidents, however trivial, must be entered immediately into a Company Accident / Incident form by the respective "line manager" and forwarded to the office so that an entry can be made in the Employees Company Accident Book (BI510) [Revised single issue document with effect from 1 January 2004 – Data Protection Act] and where appropriate if working on a clients premises in their accident book, by the respective, "line manager". Accidents to contractors' Employees and any other persons working on or visiting the Company's sites/premises must also be recorded.
- 8.2** Injuries and Dangerous Occurrences at Work must be reported under RIDDOR.

Making a Report

In cases of death or major injuries, you must notify the enforcing authority without delay, most easily by reporting online. Alternatively, you can telephone 0845 300 9923
Cases of over-three day injuries must be notified within ten days of the incident occurring

The person responsible for reporting such incidents is the Health & Safety Co-ordinator or the "line manager" in charge of the contract or control of the premises at that time.

Internet: www.riddor.gov.uk or HSE website: www.hse.gov.uk

Keeping Records

A record must be made and kept of all accidents, including minor, reportable injuries and dangerous occurrences that occur within the respective premises. This includes records of accidents involving Employees whilst they are working on other premises.

The relevant Company Accident Book (BI510), Forms F2508, Accident / Incident Forms and insurance forms are held in,

- 1 Head office,
- whilst "Site" (BI510's) and or Accident / Incident Forms are held in,
- 2 Construction Site Offices

An entry in Accident Book (BI 510) and photocopy of completed Forms, F 2508 & Accident / Incident will be sufficient for record purposes

The Director (Health & Safety) must be informed and copied with details of all accidents and dangerous occurrences without any undue delay.

- 8.3** Reporting a Case of Disease associated with a listed specific type of work, which must be reported under RIDDOR on Form 2508A. Details of the reportable work related diseases can be found in the Form 2508A pad; alternatively, this information can be obtained from the HSE / EHO.
- 8.4** Reporting of "Gas Incidents" as per the Gas Safety (Installation & Use) Regulations are to be reported to the HSE on Form 2508G within 13 days of the incident.
- 8.5** Investigations of serious accidents and dangerous occurrences will be investigated by the Health & Safety Advisor. It is the policy of the Company to provide the person is investigating the accident / incident full facilities during their investigation.
- 8.6** The making of the necessary entries in the registers will normally be the responsibility of the Director (Health & Safety) or in their absence the respective Line Manager.
- 8.7** Annual Statistics will be prepared by the Director (Health & Safety) in conjunction with the Health & Safety Advisor.

8.8 All incidents / near misses will also be reported to the Health & Safety Coordinator, and or the Director (Health & Safety) so that efforts to prevent them re- occurring can be instituted. Where doubts remain as to the possibility of it re- occurring further investigation and where appropriate training will be carried out.

8.9 Suggestions of ways to improve the Company health and safety performance will always be considered by the Board.

9 FIRST AID / FIRE

9.1 First Aid

To comply with the Health and Safety (First Aid) Regulations 1981, and the Approved Code of Practice 1997, First Aid attendance must be provided.

Names of trained First Aider's and or Appointed Persons (i.e. for First Aid) will be displayed on notice boards at head office each site location as is appropriate. First Aid kits will be available at all locations and also be placed in service vehicles [as mobile workplaces]. It is the Company policy to ensure that there are an adequate number of First Aid boxes and First Aider's as has been assessed with respect to the type of work / hazard at head office and the respective site location.

9.2 Fire

Line Manager's must bring to the attention of Employees when they begin work under their control, the fire precautions and procedures that are in place. This information should include,

- 1 location and means of raising fire alarm,
- 2 location of fire fighting equipment,
- 3 where fire procedures are posted /displayed,
- 4 nominated fire wardens where this is relevant,
- 5 fire exits / routes and assembly points / areas. With respect to the latter, this information may also require a statement re. Roll call / head count.

All highly flammable substances are to be stored correctly with the relevant warning notices displayed, at all times. To reduce the risk of fire, it is imperative that

- 1 quantities are kept to the minimum and
- 2 all Employees adopt, good housekeeping practices

Fire prevention / precautions will be implemented relative to the work / hazard, at the respective site / department.

On premises / sites where the client has emergency procedures, e.g. fire, bomb, serious incidents, environment, in place, they will be complied with.

10 SPECIAL HAZARDS

10.1 Regulations, Codes of Practices that relate to our specific business / products, will receive the Company's utmost attention, to ensure that all aspects of the legislation, guidance is fully complied with and this will be supported by the relevant guidance / documentation.

10.2 Where work is undertaken on clients' premises that would put our Employees at risk, adequate information and advice [e.g. (I) HASAWA, S.4 (ii) CDM Health & Safety File (iii) M.H.S.W. Regulation 12 (iv) Asbestos Register] must be obtained from the client to prevent any risk to the health, safety and welfare of those engaged in the work.

10.3 All work of a hazardous nature must be assessed, and the relevant procedures set down in writing as to how the work task is to be carried out. This must be brought to the attention of those carrying out the work task so that they may take all necessary steps to avoid the danger and or risk from injury to themselves and or others.

- 10.4** Specific hazards in our industry include but are not limited to,
1. all construction, site work, especially in areas where multi-trades are working,
 2. delivery/receipt of stud and board materials and transport movements,
 3. works adjacent to lift/riser shafts and stairwells,
 4. display screen equipment,
 5. falls/trips,
 6. manual handling operations,
 7. hot work involving cutting-off disks, and,
 8. COSHH substances.
 9. working in an area, which is shared with other contractors over whom the Company has no control
 10. asbestos, especially in older properties and equipment
 11. confined spaces
 12. noise
 13. Vibration white finger
 14. use of screed pump / hoists
 15. work at height, from which a person / material can fall from

11 CONTRACTORS

All contractors working for the Company will be given a copy of this Health & Safety Policy, which shall then become an integral part of any contract placed.

The Company in return will require a copy of the Contractor's Safety Policy and proof of adequate insurance cover, and as appropriate to the work to be carried out, the following

- 1 Risk assessments (MHSW; Manual operations; Protective equipment, (etc.)
- 2 COSHH assessments
- 3 Noise at work assessments
- 4 Records / tests of portable equipment
- 5 Records of maintenance / tests of plant / equipment
- 5 List of "Competent" persons & proof of competency
- 6 Safe working practices / procedures, method statements.

Where plant / equipment is hired out similar information will be required when such equipment is hired out manned and or un-manned.

12 CONSULTATION

12.1 A safety committee will meet at regular intervals to discuss,

- 1 health & safety policy
- 2 possible review of current policy / procedures and
- 3 discuss
 - (a) any accidents / incidents that have occurred and how similar events may be avoided and
 - (b) site inspections that have been carried, during the period from the previous meeting.

12.2 Arrangements negotiated between the Company and recognised trade unions concerning the appointment and functions of Safety Representatives will be attached as an Appendix to this Safety Policy.

13 HEALTH & SAFETY GUIDANCE PROCEDURES

Standard operating / working procedures, Guidance notes information and Assessments on specific items as appropriate to the site / location will be provided and held in the "Office / Site Safety File". The HSE guidance HSG140 will form the basis of this "File".

Note: The health & safety enforcing authority for,

- 1 construction sites/factories/workshop is the HSE [Health & Safety Executive] and
- 2 offices, etc. is the local authority EHO, [Environmental Health Officer]. Employees working within and or operating from the head office are covered by the EHO.

The foregoing is the Health & Safety Policy of Plastering Contractors (Stanmore) Ltd and has been prepared after due consultation with those involved in their business and operations.

The person nominated Director (Health & Safety) has the full backing and authority of the Board in managing the health, safety and welfare of the Company.

A handwritten signature in black ink, consisting of a large, stylized letter 'P' followed by a long, sweeping horizontal line that ends in a sharp, upward-pointing hook.

Mr R. S. Manak
Managing Director

25th October 2011

(Review 25th October 2012)

APPENDIX 1

This Appendix to the Company Health & Safety Policy document details the responsibilities for health, safety and welfare for all levels of management and Employees. In all cases where responsibility is felt to be less than clear, the advice of senior management must be obtained.

The Director with responsibility for Health and Safety will,

- 1 Administer and interpret the effective implementation of the Safety Policy.
- 2 Understand the application of the Health and Safety at Work Act 1974, Management of Health and Safety at Work, CDM, W.A.H. and other legislation relevant to the Company's business.
- 3 Arrange for funds and appropriate facilities are available to meet the requirements of the policy.
- 4 Discipline any member of staff failing to comply with requirements of the policy.
- 5 Review and recommend health & safety training requirements for all levels of Employees in the Company.
- 6 Liaise with the other Directors / Managers, Health & Safety Co-ordinators and Health & Safety Advisor, over the full range of their duties and responsibilities, with respect to inspections / audits, reports, recommendations, changes in legislation and advice obtained from other parties.
- 7 Ensure that there is adequate means of distributing / communicating, health, safety and welfare information obtained from the, HSE, EHO, Safety Organisations, Trade Associations, Health and Safety Co-ordinators and Health & Safety Advisor, regarding new methods of accident prevention, new legislation requirements and codes of practice.
- 8 Set a personal example at all times with respect to health and safety.

Directors / Managers will,

- 1 Administer and interpret the effective implementation of the Safety Policy.
- 2 Have an understanding of the application of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work, CDM, W.A.H., DSE and Workplace Regulations and other legislation, e.g. "Waste", Supply of Machinery, relevant to the Company's business.
- 3 Discipline any member of staff failing to comply with the requirements of the policy.
- 4 Liaise with the Director (Health & Safety) & Health & Safety Co-ordinators over the full range of their individual responsibilities, with respect to, complying with standards relevant to the Company products, reports, recommendations, changes in legislation and Company policy.
- 5 Ensure that all relevant health, safety and welfare information obtained from the "Health & Safety department" regarding new methods of accident prevention, new legislation requirements and codes of practice.
- 6 Carry out health & safety inspections. Ensure that all relevant plant / equipment statutory examinations and inspections are carried out and records maintained
- 7 Set a personal example.

Managers, Are to ensure that the following responsibilities are delegated to the relevant office / site / workshop / location, Supervisor,

- 1 Organise the department / section / workplace so that operations / work carried out is to a satisfactory standard of safety, resulting in there being a minimal risk to persons, equipment and materials. Where complex operating procedures, e.g. demolition are involved, they will issue working instructions in writing.
- 2 Ensure that hazards from work activities, e.g. Manual handling, W.A.H., COSHH substances, Noise, Vibration, use of DSE, etc. are addressed and that the risk from them is understood and corrective measures are implemented to prevent danger to Employees.

- 3 Plan and maintain a tidy working area, including access to and from the plant / equipment / work areas / workstations.
- 4 Make sure that the control measures in place are not interfered with and are at all times operable and also that personal protective clothing is available where appropriate and that it is used.
- 5 Co-operate with the Health & Safety Co-ordinators & Health & Safety Advisor during their visits, act on their recommendations and also accompany HSE Inspector's / EHO, on their visits.
- 6 Ensure that appropriate fire-fighting appliances are available and are not mis-used.
- 7 Review operating and work instructions and specific related hazards to Employees transferred into the department and or new Employees.
- 8 Ensure that adequate First Aid equipment and attendance, relevant to the hazards known to be present within the department is available, making its location known to Employees.
- 9 Ensure that all accidents are reported to the Director (Health & Safety) so that they may be entered in the accident book.
- 10 Carry out health & safety inspections of the area under their control.
- 11 Ensure a record is maintained of service & inspection of all plant / equipment
- 12 Ensure that a site induction has been carried out and where asbestos and or contamination could be present that this is highlighted and that under no circumstances can work continue when such is found, i.e. until they are authorised by the Company "line manager" in charge of the works.
- 13 Set a personal example.

Supervisors will,

- 1 Administer and interpret the effective implementation of the Safety Policy.
- 2 Have an understanding of the application of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work, CDM, W.A.H., Noise, Vibration, PUWER, DSE and Workplace Regulations and other legislation, e.g. "Waste", relevant to the Company's business.
- 3 Discipline any member of staff failing to comply with the requirements of the policy.
- 4 Be constantly aware of the level of competency of the Employees within the department / site, especially when "young person" are engaged and therefore requiring supervision.
- 5 Set a personal example.

Employees will,

- 1 Carry out all operations and work in the prescribed manner.
- 2 Use the correct tools and equipment for the operation / work, including any relevant safety equipment and protective clothing provided as indicated in the "risk assessments"
- 3 Report any defects in plant or equipment immediately.
- 4 Develop a personal concern for the safety of themselves and for others.
- 5 Avoid improvising, taking shortcuts, which would entail un-authorised and unnecessary risks.
- 6 Inform, transferred and new Employees of hazards involved in the operation / work of the department.
- 7 Report accidents /incidents, which may have led or may lead to injury and or damage to plant / equipment.
- 8 Suggest ways of eliminating hazards / risks.
- 9 Co-operate in the investigation of accidents with the objective of introducing methods to prevent a recurrence.
- 10 Cease work immediately if they find a material [produces whitish powder when cut and or drilled] that could be asbestos
- 11 Set a personal example, especially to junior members ["Young Person's"] of the department.
- 12 Health concerns must be reported to line management without delay, where these may affect your continuing health and safety and/or that of your colleagues in the tasks given you.

First Aiders / Appointed Persons will,

- 1 Ensure that First Aid facilities, equipment, attendance and first aid box is readily available.
- 2 Carry out first aid as per Health & Safety (First Aid) Regulations 1981 and ACOP 1997
- 3 Ensure that all accidents, however slight are recorded in the Accident Book (BI 510) and Accident / Incident Forms are completed and forwarded to the office along with copies of any BI 510 entries
- 4 Ensure that First Aid Box items are re-stocked at regular interval or as when necessary.

Fire Wardens (where this is required) will,

- 1 Ensure that Fire prevention / fighting, e.g. extinguishers / blankets, procedures, notices are readily available and visible
- 2 Carry out fire drills / evacuations as required
- 3 Carry out tests to ensure fire alarms etc, are operational
- 4 Ensure that records are maintained for all relevant incidents / action

Health & Safety Co-ordinator will,

- 1 Have an understanding of the application of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work, CDM, Noise, Vibration, W.A.H., Regulations and other legislation, e.g. "Waste", relevant to the Company operations.
- 2 Carry out health & safety inspections of sites, offices, workshop, and present a report with recommendations as is found necessary to the line manager, with a copy to the Director (Health & Safety) for information.
- 3 Provide support / advice to all site members of staff on matters relating to health and safety.
- 4 Liaise with the Health & Safety Advisor engaged on matters that they may require information / guidance on, to assist them carry out their duties.

The Site Health and Safety Co-ordinator will,

1. Have an understanding of the application of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations and other legislation relevant to Company business,
2. Undertake health and safety inspections and present a report with recommendations, as/if necessary, to the respective line manager and the Health and Safety Director where there is possible risk of danger/ injury to the workforce,
3. Provide support/advice to all members of staff on matters relating to health and safety, and,
4. Liaise with the Health and Safety Advisor when he requires information /guidance on matters that will assist him in the execution of his duties.

Health and Safety Advisor will,

- 1 Represent the Company as Health & Safety Advisor
- 2 Carry out inspections / audits of the sites in the Company of the appointed "Health & Safety Co-ordinator" and or "line management", present a report with recommendations as is found necessary to the Director (Health & Safety).
- 4 Advise the Director (Health & Safety) & Health & Safety Co-ordinator of any changes in health and safety legislation appropriate to the industry.
- 5 Provide support / advice to "Health & Safety Co-ordinator's", "line management" and Employee's on matters relating to health and safety.
- 6 Provide support / advice on the development of risk assessments and safe methods of work
- 7 Provide health & safety training
- 8 Carry out accident / incident investigations

APPENDIX 2

COMPANY SAFETY RULES

Statutory requirements are viewed by the Board, as being, the minimum acceptable standard rather than the ideal maximum. In addition to statutory requirements, e.g. assessments of which all Employees have a duty to familiarise themselves with, the following safe operating practices and procedures are Company Policy and must be strictly adhered to by all Employees regardless of the nature of their specific duties. They will be rigidly enforced. Any contractors on the premises will be also be advised of the Safety Rules.

Employees who disregard any of the safety rules shall be subject to the normal Company disciplinary measures.

- 1 No control measure introduced to prevent there being a risk to the health, safety and welfare of the Employees will be removed or interfered with, which could negate the control measure.
- 2 Personal protective equipment shall be worn without exception wherever necessary. e.g., head protection, overalls, respirators / masks, goggles, footwear.
- 3 No person may wear plimsolls or other soft-sole footwear in the work area. Where areas are designated "safety footwear must be worn", this must be complied with
- 4 All accidents / incidents, no matter how slight are to be reported immediately.
- 5 Employee vehicles must only be parked in designated car park areas.
- 6 No Employee may work under a suspended load.
- 7 No Employee will be permitted to remain within the confines of the workplace when appearing to be under the influence of drugs or alcohol.
- 8 No Smoking policy / signs must be observed in designated areas.
- 9 Equipment and tools must only be used for the task they have been provided for and not mis-used and or used dangerously and (i) if involved in dust generation must be fitted with dust entrapment devices (ii) if noisy and or generates vibrations, be fitted with the maximum suppression devices available
- 10 Only Lifting equipment that has been tested, and where appropriate have the SWL / and identification No., displayed should be used
- 11 All "Live" electrical cables etc. must be secure and protected at all times from possible damage.
- 12 First Aid kits are to be fully maintained at all times and when items are used, the person responsible for the re-stocking of the box must be made aware. In addition, the injury must be recorded in the accident book.
- 13 No work is to be carried out on / at items of plant / equipment / location that may be contain "asbestos products" [may be indicated by whitish powder when cutting and or drilling] until you are informed that it is safe to do so by a Company "line manager".
- 14 No work is to be carried out on / at items of plant / equipment / location that may be contain "contaminated products" until you are informed that it is safe to do so by a Company "line manager".
- 15 All warning signs / notices must be adhered to at all times. They have been so placed to advise all persons of potential hazards.
- 16 Where assessments have been carried out re. Demolition, "Risk", "COSHH", "Noise at Work", Vibration, W.A.H., "Manual Lifting", the safety measures defined to eliminate or reduce the risk from the hazard must be complied with.
- 17 Radio's / "Walkman" and MP3 players are not permitted in work areas where there is a movement of plant / equipment in that by their use there may be an additional hazard / risk to owners and others by them drowning out instructions / warnings and or exceeding workplace noise levels as required under the Noise at Work Regulations.
- 18 Standards / Rules, issued by the Company's Clients and or, e.g. British Standards, relevant to the Company products / services must be complied with at all times, i.e. where these exceed those of the Company

PLASTERING CONTRACTORS (STANMORE) LTD

ISSUE OF HEALTH & SAFETY POLICY

I

Being an Employee of Plastering Contractors (Stanmore) Ltd, have received and have read and fully understand the Health & Safety Policy, as a result of which I am fully aware of the duties and obligations that are placed upon myself, and as stated within the aforesaid policy document, dated 25 October 2011 .

Signature of Employee: Date:

or We,

Being a Contractor to Plastering Contractors (Stanmore) Ltd I have received, read and fully understand the Health & Safety Policy, as a result of which we are fully aware of the duties and obligations that are placed upon the Company, and as stated within the aforesaid policy document, dated 25 October 2011 .

Date of Issue:

Returned signed to Plastering Contractors (Stanmore) Ltd Offices for the attention of Mr R. S. Manak by,

Signature: Name:

Designation: Date: