



HEALTH & SAFETY Management System Documents (CDM 2015)



EXTERIOR INTERIOR
DESIGN & BUILD LTD

**Exterior Interior Design & Build
4 York House, Langston Road, Loughton, Essex IG10 3TQ
Tel: 07771 845828**



INTRODUCTION

Health & Safety At Exterior Interior Design & Build Ltd

This manual details our system for the management of occupational safety and health within the workplace.

The system encompasses the Health & Safety Executives model HSG 65, for the effective management of health and safety in the workplace.

The purpose of this manual is to:

1. Describe to our personnel, contractors and clients who is responsible for and how to implement effective health and safety management in accordance with the Company's procedures and the prevailing legislation.
2. Describe our minimum level of requirements to our contractors and how we expect them to implement these requirements.
3. Demonstrate to third parties, our commitment to raising standards of occupational Health and Safety in all aspects of our business.

The Directors have detailed the stated aims of the organisation in respect of health, safety and environmental issues within the organisation's policy statement. This manual has been devised to support our management and employees in the positive and pro-active management of health and safety to ensure these aims are achieved.

This manual has been divided in to the following sections;

1. Policy statements
2. Company organisational chart
3. Organisation & Responsibilities
4. Arrangements for health & safety management
5. Appendices – Supporting forms.



Revision Record

Revision.	Date	Section Revision.	Reason	Print Name and Signature
A	06/09/21	All	Initial Draft	Sukh Purewal
B	10/02/23	All	Update	H Mirza
C	6/01/26	All	Update	H Mirza



HEALTH & SAFETY: Exterior Interior Design & Build Ltd

Contents

Section A

HEALTH & SAFETY MANAGEMENT SYSTEM AND ASSOCIATED INFORMATION

SAFETY MANAGEMENT SYSTEM STATEMENT

SAFETY MANAGEMENT SYSTEM RESPONSIBILITIES

SAFETY ARRANGEMENTS

PROCEDURE FOR INDUCTION OF NEW EMPLOYEES

SITE INDUCTION

SITE RULES

HEALTH AND SAFETY SITE REPORT

EMPLOYEE TRAINING

EMPLOYEE TRAINING RECORD

SUB CONTRACTORS

SUB CONTRACTORS HEALTH AND SAFETY VETTING QUESTIONNAIRE

EMPLOYERS DUTY TO THOSE OUTSIDE EMPLOYMENT

COMPANY DISCIPLINE PROCEDURE

HEALTH AND SAFETY INSTRUCTION NOTICE

GOOD HOUSE KEEPING

ALCOHOL AND DRUGS POLICY

POSTERS AND DIRECTIVES

EMERGENCIES AND FIRST AID

ACCIDENT REPORTING

EMPLOYEE HEALTH SURVEILLANCE 21 (a-d)

PERSONAL PROTECTION EQUIPMENT

PPE EQUIPMENT AT WORK REGULATIONS

LADDERS AND STEPS

WORKING ALONE

WORKING AT HEIGHT REGULATIONS

VEHICLES & MAINTENANCE

THE CONSTRUCTION (DESIGN & MANAGEMENT) CDM REGULATIONS

EQUAL OPPORTUNITY STATEMENT OF POLICY



Section B

WORK RISK ASSESSMENTS

WORK RISK ASSESSMENTS
RISK ASSESSMENT SHEET
NOISE AT WORK REGULATIONS
FIRE SAFETY
SAFE USE OF ELECTRICAL EQUIPMENT
MANUAL HANDLING
WORK EQUIPMENT
TESTING AND INSPECTING
PROTECTION OF YOUNG PERSONS

Section C

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

COSHH REGULATIONS

Section D

ASBESTOS

CONTROL OF ASBESTOS CONTAINING MATERIALS

Section E

WORK METHOD STATEMENTS

SAFETY WORK METHOD STATEMENT COVER
CONTRACTOR SAFETY METHOD STATEMENT
INDUCTION
AIR OPERATED EQUIPMENT

Section F

SAFETY AUDITS

SAFETY WORK METHOD STATEMENT COVER



Section G

FORMS:-

RISK ASSESSMENT
REPORT ON INSPECTION OF WORK EQUIPMENT
REPORT ON INSPECTION OF LIFTING EQUIPMENT
HEALTH AND SAFETY SITE REPORT
LADDER CHECK LIST
LADDER INSPECTION REPORT
SITE INDUCTIONS/SITE RULES
CONTRACTOR SAFETY METHOD STATEMENTS
INDUCTION
TOOLBOX TALK REGISTER
HOT WORK PERMIT/ PERMIT TO WORK

Section H

STAFF WELFARE FACILITIES

STAFF FACILITIES

Section I

EMPLOYEE HAND DOCUMENT



SECTION A

Health & Safety Management System & Associated Information



SAFETY MANAGEMENT SYSTEM STATEMENT

Commitment

Exterior Interior Design & Build Ltd has a primary objective to secure the health and safety of all those affected by its activities- employees, the self-employed, clients, contractors, the public and others on or about our premises.

Exterior Interior Design & Build Ltd further recognises that the effective management of health and safety is an integral and essential part of our successful business, and that the co-operation and partnership of staff at all levels is vital in achieving the continual health and safety improvements for which we strive.

Strategy

As there are distinct benefits to be gained from providing a safe and healthy working environment, appropriate levels of resources will be allocated to ensuring health and safety within the organisation is maintained. A positive culture will be encouraged within the organisation and senior management shall actively support this encouragement.

We shall pursue a systematic, planned approach to the identification of hazards, assessing associated risks and controlling the significant risks through the application of accepted risk assessment methodology

All employees will be involved in the decision-making processes either on an individual basis or through their representatives. The performance of both individuals and the organisation will be monitored to pre-determined standards with continual improvements being made to Health and Safety standards.

Planning, monitoring and review of the implementation of the health and safety policy will be carried out on a regular basis – taking into account changes in legislation and good practice.

In order to ensure that this policy statement is achieved, the following will form the company aims and objectives:

1. The Directors will ensure that there are arrangements put into place for the effective planning, development and review of this policy statement.
2. The Directors will ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout the organisation.
3. The Company will provide the necessary information, instruction and training to employees and others, including temporary staff to ensure their competence with respect to health and safety.



4. All of the Management team will ensure that health and safety rates equal to all other business functions and will attach equal importance to achieving health and safety targets.
5. The Directors of the Company will devote the necessary resources in the form of finance, equipment, personnel and time to ensure health and safety. The assistance of expert help will be sought where the necessary skills are not available within the company.
6. The management team will liaise and work with all necessary persons to ensure health and safety. The company will also ensure that adequate arrangements are also in place for ensuring the health and safety of clients and visitors.
7. The company believes in constantly improving health and safety standards and performance. It will, to this end endeavor to ensure that all relevant Statutes, Regulations Codes of Practice and guidance documents are complied with.
8. The minimum standards that will be adopted by the company are those required by law, although the company will always seek to exceed these where there is a demonstrable benefit.
9. The Company recognises that safety is the responsibility of everyone within the organisation and is not just a function of management. Managers will have specific duties and responsibilities to comply with the letter and spirit of the company policy.
10. Employees will have specific responsibilities to take reasonable care of themselves and others who could be affected by their activities and to co-operate with management in achieving the standards required.
11. The company will ensure that health and safety management is an integral part of the manager's function and will monitor their performance along with their other duties.
12. The Management team will ensure that health and safety is fully integrated into the management and decision-making processes within the organisation.
13. The Company will set up a system to ensure that accidents and 'near-misses' are fully investigated and appropriate action taken to reduce the likelihood of their occurrence.
14. The Company will also ensure that procedures are established to ensure that safe equipment and plant are provided for employees and non-employees.

All employees of the Company are to be educated and made aware (by the respective line managers / supervisors) of the intentions of the Directors, through this policy and integral statement on a minimum of an annual basis (or when any substantial or significant changes are made).

This statement of intent and the company Health and Safety Policy are to be reviewed on an annual basis, taking into account any changes in legislation, Good Practice or Company Policy.

Signed _____
Naeem Mirza
Director

Date: _____



ENVIRONMENTAL POLICY STATEMENT

Commitment

Exterior Interior Design & Build Ltd is a responsible company committed to the environment with a principle objective of continual environmental improvement. It will continuously seek to conduct its activities in a manner that will minimise environmental harm, and where possible prevent any polluting activities by implementing the requirements of the legislation, recognised standards or industry good practice.

The Company will undertake to:

Endeavour, in all that we do, to hold the highest regard for the local and, where appropriate, the wider environment, by seeking to embody the principal of sustainable development.

Promote and support environmental measures at all levels within our Company of “best practices” to encourage environmental improvement and to minimise, where necessary, the potential of any environmental damage that may be caused by our operations.

Conduct environmental audits of all our operations and functions to ensure that the risk of environmental pollution is minimised, and to monitor the impacts of our Company policies and programmes on the local and, where appropriate, the wider environment.

Ensure that the Company acts in a socially responsible manner in dealing with environmental issues, policies and programmes.

Develop closer links with other organisations in order to improve the control and reduction of all forms of pollution generated by our Company operations.

Actively encourage our own suppliers to demonstrate a commitment to environmental issues, policies and programmes.

Maximise awareness and understanding of environmental issues within the Company by continued publicity, consultation and encouragement of employees and public participation with similar types of business.

Achieve high standards of site cleanliness and we shall endeavour to minimise and reduce any nuisance as a result of our site operations and, where appropriate, to use environment friendly products and materials in the operation of our day-to-day activities.

In order to achieve these objectives it is the policy of to establish and maintain an effective and efficient Environmental Management System, planned and developed in conjunction with other management functions.

Signed: _____
Naeem Mirza (Director)

Date: _____



SAFETY MANAGEMENT SYSTEM - RESPONSIBILITIES

Company Directors

The Directors will understand the main requirements (and associated penalties) of the Health and Safety at Work etc. Act 1974 and all other relevant legislation.

The Directors shall be solely responsible for all health and safety issues, and as such shall implement and communicate the policy and associated procedures to all personnel.

The Directors has appointed Medway Safety Limited as its external Health and Safety Advisor, and as such will be given the responsibility for the monitoring of the Companies Health, Safety and Welfare. The Directors of the company will give the post-holder the authority to administer its Policy on Health and Safety throughout the Company on its behalf.

The Directors will allocate adequate resources to allow all management and supervisory personnel as well as the Safety Advisor to successfully carry out their duties. The Directors shall review the Safety performance of the Company on an annual basis in consultation with the Safety Advisor.

The Directors will ensure that the management structure is sufficient to manage health and safety, and will ensure that safety is given equal importance as all other business (and management) functions.

Directors will know the appropriate statutory requirements affecting the Company's operations.

They will ensure that appropriate training is given to all staff as necessary.

Insist that sound working practices are observed as laid down by Codes of Practice and that work is planned and carried out in accordance with the statutory provisions.

Ensure that tenders are adequate to allow for proper welfare facilities, safe working methods and equipment to avoid injury, damage and wastage and that health and safety factors are considered in the selection of subcontractors.

Ensure that there is liaison on Health and Safety matters between the Company and others working on site.

Reprimand any member of the staff failing to discharge satisfactorily their responsibilities for Health and Safety.

Arrange for funds and facilities to meet the requirements of the Company Policy.

Ensure that Managers, Engineers, Foremen, etc. understand that injuries, equipment damage and wastage will all be taken into account when bonus, salary review and promotion are being decided.



Set a personal example when visiting sites by wearing all appropriate protective clothing.

To conduct a management safety tour on a monthly basis on each site and record the results on the designated form.

Individual Directors are to give Safety a high profile when visiting sites and to personally discuss safety matters with the Site Management to reinforce the importance of safety from their Superiors.

Individual Directors will regularly attend safety training courses / seminars to keep up with current legislation and to refresh on existing legislation.

Managers

The Managers will understand the main requirements (and associated penalties) of the Health and Safety at Work etc. Act 1974 and all other relevant legislation.

The Managers shall be responsible for the day-to-day management of all health and safety issues whether site based or at the head office, and as such shall implement and communicate the policy and associated procedures to all personnel.

The Managers will work with the appointed Health and Safety Advisor and provide all reasonable assistance to ensure the safety of all personnel.

The Managers shall provide relevant information to assist with the review of the Safety performance of the Company on an annual basis.

Managers will know the appropriate statutory requirements affecting the Company's operations.

Ensure that appropriate training is given to all staff as necessary and that the knowledge and skills gained are put in to practice as part of the company's safe systems of work.

Insist that sound working practices are observed as laid down by Codes of Practice and that work is planned and carried out in accordance with the statutory provisions.

Ensure that tenders are adequate to allow for proper welfare facilities, safe working methods and equipment to avoid injury, damage and wastage and that health and safety factors are considered in the selection of subcontractors.

Ensure that there is liaison on Health and Safety matters between the Company and others working on site.

Reprimand any member of the staff failing to discharge satisfactorily their responsibilities for Health and Safety.



Make certain, that Site Agents, Foremen, etc. understand that injuries, equipment damage and wastage will all be taken into account when bonus, salary review and promotion are being decided.

Set a personal example when visiting sites by wearing all appropriate protective clothing.

Individual Managers are to give Safety a high profile when visiting sites and to personally discuss safety matters with the Site Management to reinforce the importance of safety from their Superiors.

Individual Managers will regularly attend safety training courses / seminars to keep up with current legislation and to refresh on existing legislation.

Safety Advisor

1. Will prepare and keep up to date a Statement of the Company's Policy for Health and Safety and ensure that it is brought to the notice of the client.
2. Will prepare instructions for the organisation and methods for carrying out the Company Policy to make sure each person is aware of their responsibilities and the means by which they can carry them out.
3. Monitor compliance with policy throughout the Company.
4. Know the appropriate statutory requirements affecting the Company's operations.
5. Advise on the appropriate training to be given to staff as necessary.
6. Recommend that sound working practices are observed as laid down by Codes of practice or Guidance notes and that work is planned and carried out in accordance with the statutory provisions.
7. Where requested, ensure that tenders are adequate to allow for proper welfare facilities, safe working methods and equipment to avoid injury, damage and wastage and that Health and Safety factors are considered in the selection of subcontractors.
8. Advise on Health and Safety matters between the Company and others working on the site.
9. Carryout investigations and costing of injury, damage and loss and promote analysis of investigations to discover trends and eliminate hazards.
10. Advise any member of the staff failing to satisfactorily discharge their responsibilities for Health and Safety.



11. Where requested, the Safety Advisor will liaise with external accident prevention organisations, with the Health and Safety professionals working for client companies and encourage the distribution of safety literature throughout the Company.
12. Give advice to management as requested on:
 - (a) Legal requirements affecting health, safety and welfare.
 - (b) Prevention of injury and damage.
 - (c) Provision, selection and use of protective clothing and equipment.
 - (d) New working methods, equipment or materials that could reduce risks.
 - (e) Proposed changes in legislation.
 - (f) Potential hazards on new sites before work starts, health and safety factors affecting the selection of plant and equipment, subcontractors and so on.
 - (g) Specialist services required in relation to substances hazardous to health, noise, asbestos removal, etc.
13. Carry out inspections of sites and workplace upon instruction from the client to determine whether work is being carried out in accordance with Company Policy, Method Statements and the relevant statutory provisions. Provide an inspection report to site supervision and send a copy of the report to the Company Directors.
14. Notify the Health and Safety Executive of dangerous occurrences, major injury accidents and so on, in accordance with Company Policy.
15. Assist management in any dealings with the Health and Safety Executive.
16. Carry out investigations of serious accidents in accordance with Company Policy and prepare and provide statistics.
17. Check that necessary statutory literature for use or display is on sites or at workplace and arrange for supply if requested.
18. Provide advice on training requirements and arrange training courses where required.
19. Endeavour to establish at all levels within the Company an understanding that compliance with the Regulations and prevention of injury and damage is a profitable and essential integral part of business and operational efficiency.
20. Report any serious deficiencies found on a site to the Site Foreman for immediate action, if this is not actioned, then the problem will be reported to a Director of the Company.



Administrator

The Administrator shall maintain records of the following information:

- Staff training
- Accident reports
- COSHH assessments
- Risk assessments
- Method statements
- Electrical safety information
- Plant hire documentation
- Records of statutory inspections

The Administrator shall, upon request from the Site team, requisition all safety equipment required to carry out the task safely.

Prepare the Site Health & Safety Files for each project, prior to the completion of the project.

Liaise with the Safety Advisor:

- To inform of any new projects
- To arrange domestic safety resources (site safety files, signage, literature Etc.)

Attend safety-training courses when requested.

Look for and suggest ways of enhancing procedures. Bring to the notice of the Safety Advisor any improvements or additions to the Company Safety Policy that he/she feels should be made.

Site Agents /Foremen

1. Read and understand the Company's Health and Safety Policy and ensure that the relevant sections are brought to the notice of all operatives and Contractors under their control, also by the way of toolbox talk. This will also include the monitoring of the compliance of all works in accordance with its requirements.
2. Know the Construction regulations and safe systems of work applicable to the works on which your operatives are engaged and ensure that these Regulations are adhered to.
3. Ensure that risk assessments are carried out on any substance, process or work activity hazardous to Health and Safety and that appropriate control measures, training, instruction, protective clothing etc. will be provided.



4. Keep all registers, records and reports up to date and properly completed and ensure that they are filed in the site files and are readily accessible to the appropriate authorities.
5. Ensure that the "competent persons" appointed to make the necessary inspections of scaffolding, excavations, plant, etc. have sufficient knowledge and experience to evaluate all aspects of safety relating to the item being inspected and that the inspection is correctly recorded within an inspection report.
6. Ensure that Supervisors and operatives under their control are aware of their responsibilities for safe working and that they are not required or permitted to take unnecessary risks.
7. Ensure that you read and understand the contents of your Project Health and Safety Plan, and that the relevant parties understand the contents and implement the requirements of the plan on site.
8. Ensure that any electricity supply installed is tested and certificated, then maintained in a safe and proper manner and tested on a regular basis.
9. Ensure that all information available relating to underground services on the site is obtained and that services are located, marked and plotted accurately before any excavation or penetrative works commence.
10. Protect and highlight all overhead services in accordance with the Service Company's recommendations and Company Policy before work starts.
11. Maintain a clean, tidy and organised site.
12. When appropriate, prepare the "method statement" for each activity under your control as far in advance of the activity as possible.
13. Ensure that all persons working on the company's behalf receive a site induction, and a toolbox talk on the applicable method statement and risk assessments carried out for their particular activity.
14. Ensure that young employees (under 18 years) do not drive any item of plant or operate any type of tool or equipment except under direct supervision.
15. Commend operatives who, by action or initiative, eliminate hazards.
16. Report immediately to the Head Office, defects found with the plant or equipment on site.
17. Ensure any accident, is recorded in the site Accident book.
18. Set a personal example by wearing the correct protective clothing whenever site.



19. Liaise with the Safety Advisor to ensure that all policy standards are being monitored and adhered to whenever considered necessary.
20. Complete all site safety paperwork, this will include at least:
 - Weekly site safety checklists
 - Toolbox talks
 - Inductions
 - PPE Issue Registers
 - Statutory inspection reports / records.
 - Fire Extinguisher Registers / Checklists
 - Accident Report Forms.
21. Action all safety reports, sign all actions off & return the report when completed to the Head Office.
22. Praise operatives for achievement regarding any safety award / recognition (inc safety league wins).
23. Make a Manager or Director of the Company aware of any accident / reportable injury as soon as it is brought to your attention
24. Take responsibility for the actions of your subordinates and contractors.
25. Look for and suggest ways of enhancing procedures. Bring to the notice of the Safety Advisor any improvements or additions to the Company Safety Policy that you feel should be made.
26. Ensure that any plant (mobile, static or hand held) has all the relevant test and inspection certification, this will also include Hired and sub-contract plant, and all ancillary items such as chains / strops / slings / beam clamps / lifting appliances.
27. Incorporate safety instructions into all routine orders given to your subordinates and see that they are obeyed.

Operatives

1. Read and understand the relevant sections of the Company Health and Safety policy issued to yourselves and carry out your work in accordance with its requirements.
2. Use the correct tools and equipment for the job and look after them.
3. Wear safety footwear and safety helmets at all times and use, where necessary, all protective clothing and safety equipment provided. E.g. Hi-Visibility clothing, goggles, masks and so on.



4. Keep tools stored when not in use and in good condition - report any defects.
5. Report immediately to a Foreman any defects in electrical plant or equipment.
6. Work in a safe manner at all times. Do not take unnecessary risks that could endanger you or others, and if possible, remove site hazards yourself, e.g. remove or flatten nails sticking out of timber, tie unsecured access ladders etc.
7. Do not use equipment for work for which it was not intended or if you are not trained or experienced to use it.
8. Warn other employees, particularly new employees and young people, of particular known hazards.
9. Do not play dangerous, practical jokes, or "horseplay" on site.
10. Report to a Foreman any person seen abusing the welfare facilities.
11. Report any injury to yourself that results from an accident at work, even if the injury does not stop you working.
12. Practice and maintain good housekeeping at all times.
13. Do not abuse any facilities provided for your well-being / benefit.
14. Suggest safer methods of working to your Site Agent / Foreman.
15. Do not operate any plant / machinery that you have not received training for.
16. Take note of, learn and work to the given toolbox talks, they are designed and intended to help and assist you in keeping safe.
17. Cooperate fully with any requests to participate in any fire drills / training Etc.
18. ABOVE EVERYTHING ELSE - DO NOT TAKE ANY RISKS.

Contractors

1. All contractors will be expected to comply with both Exterior Interior Design & Build Ltd Policy for Health, Safety and Welfare and the Site Health and Safety Plan, they must also ensure that their own Company Policy is made available and implemented on site whilst work is carried out.



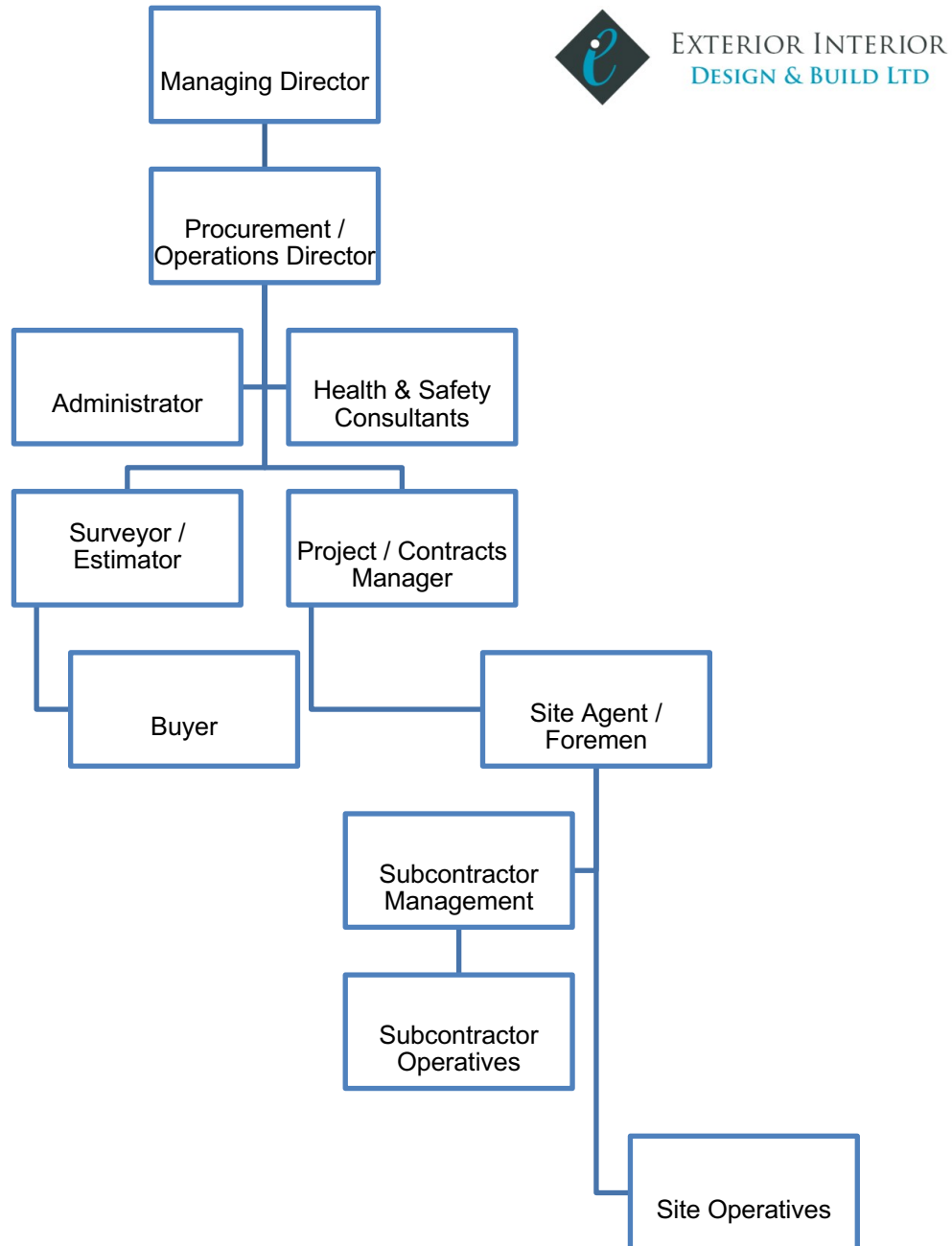
2. Prior to any works being carried out, all employees must receive a site induction from the Principal Contractor. All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site and any staff or general public.
3. All contractors are to carry out suitable and sufficient assessments of the risks associated with any substance, process or work activity on site, which would be hazardous to health or safety. These must be provided to our Management before work commences. Any material or substance brought on site that has health, fire or explosion risk must be used and stored in accordance with the Regulations and current recommendations.
4. This information must be provided to any other person who may be affected on site.
5. Scaffolding used by sub-contractor employees (even when a scaffold is erected for other contractors) must be inspected by their employer or a competent person appointed by their employer to ensure that it is erected and maintained in accordance with the regulations, British Standards (5973) and Codes of Practice.
6. Contractor employees are not permitted to alter any scaffold provided for their use or use or interfere with any plant or equipment on the site unless authorised by Exterior Interior Design & Build Ltd.
7. All plant or equipment brought onto site by Contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary test certificates readily available for issue or checking.
8. Information and assessment on noise levels of plant equipment or operations to be carried out by the subcontractor must be provided to our Company's Site Representative before work commences. No power tools or electrical equipment of greater voltage than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be to latest British Standards for industrial use, and in good condition.
9. Any injury sustained, or damage caused, by subcontractors employees must be reported immediately to Exterior Interior Design & Build Ltd.
10. Contractor's employees must comply with any safety instructions given by any member of Exterior Interior Design & Build Ltd Management.
11. The Company's Health and Safety Advisor carries out inspections of sites by request, and in turn reports on health and safety matters to the Directors of the Company. Contractors informed of any hazards or defects noted during these inspections will be expected to take immediate action. Contractors will provide Exterior Interior Design & Build Ltd Management with the name of the person they have appointed as their Site Safety Foreman and the name of the contractor's safety advisor / manager.



12. Contractors must provide suitable first aid cover and equipment in accordance with the Regulations, and a copy of any certification must be issued.
13. Contractors are particularly required to note that the workplace must be kept tidy and all debris, waste materials, etc. cleared as work proceeds, this will also include the storage of tools / plant and materials.
14. All operatives, Contractors, visitors, etc. on Exterior Interior Design & Build Ltd sites will wear safety helmets at all times other than in areas specifically designated as "no risk" areas by site management. Signs erected on site that state safety helmets are to be worn must be complied with by contractors and their representatives / personnel.
15. A detailed specific Method Statement and risk assessments will be required from all contractors at the request of Exterior Interior Design & Build Ltd, and are mandatory for carrying out high risk activities, e.g. steel erection, demolition, roofing, entry into confined spaces, etc.
16. The method Statement must be agreed with Exterior Interior Design & Build Ltd Management before work begins and copies made available on site to the operatives so that compliance with the agreed Method Statement can be maintained. This will also require the contractor to give to all associated operatives a toolbox talk on the method statement, and the significant risks assessed, a copy of this registered talk must be issued to Exterior Interior & Co management.
17. Any contractor that intends to use a further "sub-contractor" must bring this to the attention of Exterior Interior Design & Build Ltd and prove their Health and Safety competence, before commencement of any works.



Company Organisational Chart





GENERAL ARRANGEMENTS AND COMMUNICATION ARRANGEMENTS

ACCIDENTS/INCIDENTS AND REPORTABLE OCCURRENCES – RIDDOR

Unsafe Situations

Any situation leading to an accident or a potential accident is immediately made safe, as far as possible, to enable work to continue. The senior person present is the responsible person to ensure that unsafe situations are effectively managed.

Where a situation cannot be made safe for work to continue, work will be suspended and the area demarcated as hazardous until it can be made safe. The Manager will immediately notify the Client and other appropriate responsible persons of the event and make a preliminary investigation.

Personal Injury

Any accident, near miss, injury (no matter how small) or damage caused to or by any employee or others must be reported at once to the Manager.

All accidents and injuries shall be entered onto a company accident/Incident report pro-forma. This report must be given immediately to the Management and Directors of Exterior Interior Design & Build Ltd who will organise an investigation to be conducted by a suitably competent person.

The company accident book is available for employees to have entries made as requested.

If possible the name and address of any witness should be obtained and recorded on the accident/incident report.

When on site the person in charge must be informed and a record made in their accident book as appropriate.

Occupational Disease

When the company is notified of a case of industrial disease (substantiated by a medical certificate or report) by an employee or their representative, it will be recorded and investigated and be referred to the company's insurers.

Statutory Reporting

Only fatalities and major incidents may be reported directly to the HSE (by telephone/see below) - all others to be reported via the internet (HSE website) using www.hse.gov.uk/riddor/report.

Where required under the Reporting of Injuries, Disease and Dangerous Occurrences Regulations (RIDDOR) a report is required to be made to the enforcing authority. This will be done by Exterior Interior Design & Build Ltd Management & Directors or an appointed external adviser.



Major Injury Or Death

In the event of a fatal or major injury, as defined in RIDDOR, the management and Director will immediately inform the relevant enforcing authority (Local Authority for works in occupied premises) by calling via the National reporting system Tel: 0345 300 9923 weekdays 8.30am to 5.00pm only.

Out of hours call the duty officer who can be contacted on 0151 922 9235.

7 Day Time Off Injury

Where time off from normal work (i.e. unable to carry out their normal duties/job) because of an accident exceeds the seventh day (beginning the day after the accident and including normal days off) the responsible management will make a report in the prescribed form (Form F2508) within fifteen days (of the date of the accident) via www.hse.gov.uk/riddor/report.

Accident & Incident Investigation

All accidents & incidents will be investigated. The result of investigations and the actions taken or to be taken to prevent recurrence will be recorded.

The investigation will determine and record the causes of the accident and any remedial actions to prevent recurrence and the record signed and dated to that effect.

Any RIDDOR reportable event, accident, dangerous occurrence or occupational disease will be fully investigated by Exterior Interior Design & Build Ltd Management or appointed external adviser and records of the investigation maintained.

Exterior Interior Design & Build Ltd Management will ensure that investigations are carried out by an appropriate (suitably competent) person (depending on the seriousness of the event).

A nominated responsible person will be appointed by Exterior Interior Design & Build Ltd Management to develop and implement an appropriate action plan to prevent recurrence.

Enforcement Notices Investigation

Any enforcement notices or other action issued against us by an enforcing authority will be investigated by a specially convened panel under the auspices of the Exterior Interior Design & Build Ltd Management.

As required Exterior Interior Design & Build Ltd Management will formulate and implement an action plan to fully address and ensure compliance with notice requirements.



Data Protection

The Data Protection Act requires that personal information should not be able to be viewed by persons making entries.

Completed company report forms and/or the tear out page from the HSE pro-forma accident book (if used) are to be given, immediately, to Exterior Interior Design & Build Ltd Management for safekeeping.

Exterior Interior Design & Build Ltd Management is responsible for data protection in these matters

ASBESTOS

As part of our legal duty we will ensure that prior to all our groundworks, surveys of areas to be excavated will be carried out by our clients prior to any commencement of works. Our clients will produce a plan and register showing where the asbestos is, and giving details of the types of asbestos, its condition and what action is being taken regarding it. The plan and register will be made available to anyone doing work on client sites who is likely to disturb any asbestos containing materials.

All staff will receive asbestos awareness training.

AUDITING & INSPECTION

Exterior Interior Design & Build Ltd will carry out regular inspections of the work place. A report should be completed by a competent person to ensure that the premises are safe for employees.

Example of report content;

Safe access and egress.

Site tidiness.

Availability of safety aids and equipment.

Erection of safety signs and notices.

Tools.

Health hazards.

PPE.

Records will be kept. These show that procedural checks and safety inspections are carried out and that safety requirements and needs are being met.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

A COSHH risk assessment is made where a substance may give rise to injury, disease or illness. Exterior Interior Design & Build Ltd is responsible for them and ensuring they are kept up to date, all COSHH risk assessments are available in all RAMS.



Hazardous substances are not to be used without a COSHH assessment having been carried out. Where a new substance is introduced the relevant COSHH assessment will be made and the relevant training carried out.

Included as part of COSHH assessment are those relating to exposure to biological hazards. e.g. Weil's disease, which may be encountered when working close to water channels.

Assessments will be used in the on-going training of employees who will be expected to become familiar with them.

Substances are grouped into assessments that require similar controls and precautions allowing for simplicity in understanding the requirements and in the issue and use of Personal Protective Equipment.

DISPLAY SCREEN EQUIPMENT (DSE)

DSE equipment is used within our office and we have identified employees as 'users' as per the Display Screen Equipment Regulations.

All users are instructed in the health hazards of DSE work and in how to set up a workstation to minimise those affects. Information & training is given to users to enable them to avoid adverse muscular skeletal effects and Repetitive Strain Injury (RSI).

EQUIPMENT – ELECTRICAL

Portable electrical equipment is defined as electrical equipment not hard wired, but excluding equipment that is not easily moveable (as set out in HSE guidance).

230v may be used e.g. in offices where appropriate, RCD protection device must be used at the socket outlet.

The user must inspect electrical equipment each time it is used e.g. visual check.

- Inspected/tested annually by a competent 'person' (Electricity at Work Regulations).
- Visually inspected quarterly by the responsible Manager or competent person.
- Class 1 equipment (with an earth wire) is PAT (portable appliance test) 'tested' 6 monthly or as assessed.
- Records of formal inspection is maintained (on the company pro-forma, or as supplied by the tester).



ELECTRICITY AT WORK

All electrical systems on our premises will be inspected on a regular basis by a competent contractor.

Managers must make sure that any new equipment they purchase is CE marked and complies with the Electrical Equipment (Safety) Regulations where appropriate.

No individual shall bring into any department, electrical equipment that has not been inspected by a competent person. Anyone found to have brought unauthorised equipment on site will be subject to the Company's disciplinary procedures.

We will ensure that any electrical contractors employed to carry out electrical work on our premises are competent, are members of an appropriate body and comply with all relevant safety standards.

All our first aiders will be trained in the treatment of electrical shock. If there is any accident involving electricity, a qualified first aider should be summoned immediately.

All portable appliances will be given a visual check by a trained person at a frequency of at least once every six months and a thorough electrical test undertaken by a competent person at a frequency of at least once a year. The fixed electrical installation supplying the Company facilities shall be inspected by a competent specialist electrical contractor at a frequency of at least once every 5 years.

EQUIPMENT - GENERAL

Procedures & Risk Assessment

There are specific and general hazards and risk associated with tools and equipment.

The use of tools, equipment is dealt with in specific risk assessments and safe working procedures where there is more than a significant risk.

Where equipment is hired it must be ascertained that it is suitable and sufficient for the work i.e. the right equipment is being hired and that it is fit for use (e.g. tested and inspected).

It must also be confirmed that any operator supplied with equipment is competent.

No employee under the age of 18 years may use plant or equipment without being trained and passed as competent and be under supervision.



Hazards

Specific sections of the policy should be referred to in order to identify the hazards applicable to any particular plant item used in an activity.

Hazards associated with the use of tools, equipment and plant arise out of;

- Unskilled operation & incorrect use.
- Poor installation & maintenance.
- Defects unchecked.
- Noise & vibration.

Each employee must check plant and equipment daily and report any defects to their Manager. Defective equipment shall be removed from service until repaired by a competent person or replaced.

Eye protection must be used when using power tools safety glasses/goggles to minimum BS EN 166 – medium impact resistant.

Planning

Ensure that equipment available is in good order and has been fitted with all necessary safety devices, guards and noise control measures and that any necessary testing and thorough examination is carried out at the prescribed intervals.

Where we supply equipment to site ensure copies of necessary test and thorough examination certificates and instructions for the safe use of the equipment where applicable are available with it on site.

Determine whether any preparatory work is required for the use of equipment on site and ensure that requirements are planned.

Training

To ensure that operators are trained and experienced to competently operate the equipment and to carry out any appropriate inspections and routine maintenance.

Training will be provided to all operators and, where relevant, only holders of an approved qualification (e.g. NPORS, IPAF, CPCS, CTA, FCEC or CITB) will operate plant. Where appropriate the operator should possess an operator's certificate.



Abrasive Wheels

Only trained and authorised employees are allowed to change Abrasive Wheels. Operators of abrasive wheels must wear protective equipment at all times during use, especially impact resistant goggles of BS EN 166 – Grade medium for impact resistance.

Explosive impact tools

Only trained and authorised employees are allowed to operate this equipment. Operators must use the required Personal Protective Equipment (PPE) e.g. Impact resistant goggles of at least BS EN 166 – Grade high for impact resistance.

Electrical

The main controlling regulations are the Electricity at Work Regulations (EAW) & the Provision and Use of Work Equipment Regulations (PUWER).

Within the European Union safety requirements are made through European Directives on Health and Safety at Work and our procedures meet the UK requirements of the directives. The company will provide suitable equipment meeting the standards required by the regulations.

Where hired equipment is used the required certification must be issued at the time of hiring, otherwise the equipment will not be accepted for use. Equipment will be maintained fit for use and regularly inspected.

FIRE

It is essential for all employees and others to be vigilant with regard to the prevention of, and precautions relating to fire.

Assessment of fire risk

The following is useful in determining the extent and significance of the risk from fire;

- The general environment.
- Whether flammables are in proximity to the work and can they be moved.
- Other persons in the area who may be affected.
- The availability of fire-fighting equipment.
- The proximity of fire alarms or means of raising an alarm or calling assistance.



Precautions

Precautions such as the following must be taken. This should not be considered as a definitive list (circumstances and conditions being variable);

- General environment condition (wind, type of building, escape routes).
- Move flammables away, if this cannot be done ensure they are covered with flame retardant sheeting.
- Ensure fire-fighting equipment is available.
- Know the position of fire alarms and telephones.
- Maintain awareness in restricted and confined spaces, fire can spread very quickly, do not get cut off from your escape route.
- Where others are creating a fire hazard, employees may retire until safe conditions restored.
- The fire alarm/audible device at all depots will be tested weekly and recorded in the fire book held on site.
- Weekly fire alarm tests at all depots & will be signed in the fire book held on site.

General Procedures

Employees coming across a fire must immediately raise an alarm and call assistance (this is the priority) using our procedures as appropriate.

An employee may attempt to fight a fire; they must not put themselves in any danger, but should preferably withdraw and let other trained persons tackle it.

An employee may take emergency action as required to save life or to avoid serious personal injury to any party and/or to protect our assets.

FIRST-AID

In our operations there is the possibility of serious personal injury.

Responsibility is to ensure that all first aid kits are kept stocked and contain the relevant leaflets. On site the person in control becomes the appointed person.

The appointed person should ensure that trained assistance is called, as required, and to liaise with the emergency services.

Guidance is that appointed persons should be emergency first aid trained.



First Aid Kits

First-aid kit will be kept at the head office and may be placed in company vehicles and/or at the point of work.

It is the responsibility of the appointed person/first aider to ensure they are maintained. Employees must inform the appointed person of any use of the kit and when replenishment of items is required.

A list of emergency contact numbers should be kept with the first-aid kit. Where there is no running water eye-wash bottles must be with/adjacent to the kit.

Treatment

Where there is any doubt about the condition or treatment to be given medical assistance is called using the public emergency services by dialling 999 on any telephone (but see below for 'site').

Emergency telephone 999 & 112 on mobiles

Employees are expected to make themselves familiar with site emergency procedures and use them when required, i.e. where the first-aid box is located and how to contact a first-aider and how to contact the emergency services (some sites have specific arrangements through their security employees/reception).

Clients are expected to make use of the facilities provided. Employees must not feel constrained in calling assistance from the emergency services if in their opinion any delay could result in a serious or life threatening condition.

Site authorities must be told immediately of any such action (by appointed person) so that reception arrangement can be made for an ambulance.

HEALTH SURVEILLANCE

This section refers to health surveillance, as assessed for activities in the business e.g. COSHH, noise, vibration, musculoskeletal affects and stress.

COSHH

During normal supervisory activities Supervisors make basic enquiries of employees as to any adverse reactions to skin or signs of occupational dermatitis e.g. scaliness or redness of hands through the use of materials or substances.

It is not perceived from the substances and their proper use (using the controls and precautions in the assessments) that there is a requirement for formal health surveillance.



Vibration (hand arm) HAV

See arrangements/risk assessment for HAV.

Musculoskeletal

Our employees may be at risk from suffering injuries or pain with joints, ligaments, muscles & nerves caused by work activities. Statistically, the most common types of musculoskeletal disorders (MSD's) related to our work activities are upper limb disorders, repetitive strain injuries and back pain.

MANUAL HANDLING

The activities for manual handling in our business are general and non-specific. Manual handling assessment is included in the general works activities and on site risk assessment.

Where a more specific activity is identified then a stand-alone assessment is made.

The Manual Handling Operations Regulations control the moving of loads by persons at work and requires;

1. **Avoidance** - the company aims to avoid manual handling tasks wherever possible.
2. **Risk assessment** - where unavoidable and there is the likelihood of risk of injury.
3. **Provision of mechanical aids** - wherever possible mechanical aids will be employed to minimise the risk of injury to employees. On sites and where there are unmade paths/roads it may not be possible or practical to use wheeled mechanical aids. Where site equipment is available it will be used e.g. fork lift truck/tele-handler, hoist, conveyor, chain block & pulley systems.
4. **Minimisation of the risk** of injury as far as reasonably practicable.
5. **Assessment of individuals** - see health surveillance section.

The requirement of the regulation is to avoid manual handling wherever possible and make an assessment of the manual handling task through a hierarchy of provisions to minimise the risk of injury.



Any assessment will be undertaken using the TILE principles;

Task	Does the activity involve twisting, stooping, bending, excessive travel, pushing, pulling or precise positioning of the load, sudden movement, inadequate rest or recovery periods, team handling or seated work?
Individual	Does the individual require unusual strength or height for the activity, are they pregnant, disabled or suffering from a health problem? Is specialist knowledge or training required?
Load	Is the load heavy, unwieldy, difficult to grasp, sharp, hot, cold, difficult to grip, are the contents likely to move or shift?
Environment	Are there space constraints, uneven, slippery or unstable floors, variations in floor levels, extremely hot, cold or humid conditions, poor lighting, poor ventilation, gusty winds, clothing or personal protective equipment that restricts movement?

Employees should follow a simple procedure (or refer to Kinetic Manual Handling training information available) to minimise strain in lifting and moving items;

- Do not lift or move items beyond your personal capability.
- Think about the task to be done - can it be avoided or done more easily?
- Keep a straight back.
- Ensure firm grip.
- Vision not obstructed.
- Avoid twisting, bending and stretching and move in straight lines.
- Use mechanical aids whenever possible.
- Use team lifting.
- Use gloves when handling rough items.

NOISE

Where a risk assessment has identified that noise is an issue then Exterior Interior Design & Build Ltd Groundworks will engage a competent person to undertake a noise assessment using appropriate calibrated noise measuring equipment.

Assessment has shown that for the type of tools used and length of time of use it has been assessed that some employees would be exposed to over the Personal Daily Exposure Limit; 87dBA(Lepd)8hrTWA.

Employees are instructed to wear hearing protection (ear-muffs or ear plugs – normal commercial standard) at all times when using equipment emitting loud noise i.e. not able to hear a person talking normally at 1m from the ear (above the Upper Action Value of 85dBA8hrTWA).



PERMITS TO WORK

In the course of our work, our employees and contractors may undertake high-risk activities, tasks or processes, which require the use of a permit-to-work (PTW) control procedure. Such activities which may be undertaken include;

- Electrical work.
- Work in confined spaces.
- Pressure testing.
- Excavation work.
- Mechanical (maintenance).
- Welding or other hot work.

We will ensure that the Supervisor, the Project Manager or the competent person appointed by them is in control of the PTW procedure and will issue/close each permit issued.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE as appropriate will be supplied to employees and casual visitors as required to comply with statutory requirements and where the Manager feels it is necessary and where risk assessment deems it to be required.

PPE will be worn as the site rules require.

All employees issued with PPE will inspect it before every use, wear and/or use it properly and keep it clean and in serviceable condition. Misuse will be regarded as misconduct and may result in disciplinary action.

Fit, Comfort, Choice And Co-Ordinated Use

Employees will be consulted as to the wear-ability for them of the PPE, as required by the regulations. Consideration will be taken of; personal preference (reasonable choice), fit and comfort, co-ordination with other PPE required to be worn/used.

Maintenance And Storage Of PPE

Employees must inspect PPE before each use. Where found unserviceable it will be replaced before work is continued. For non-disposable PPE, defects must be reported to the Manager.

PPE is required to be inspected by Manager at intervals of not more than 1 month and this is a part of the normal workplace inspection routine.



Issue

PPE is issued to individuals & recorded.

This is to prevent sharing and cross-contamination. It also reinforces the duty of the individual to look after and maintain PPE and to store it correctly. These issues are dealt with within employees training.

RESPIRATORY PROTECTIVE EQUIPMENT (RPE)

We will ensure that all reasonably practicable steps are taken to reduce the exposure to hazardous substances as low as possible by use of control measures. RPE will be provided to all employees in situations where it is likely that exposure exceeds the exposure limit.

All RPE provided will fulfil the following;

- Comply with all requirements for Respiratory Protective Equipment.
- Reduce employee exposure to hazardous substances to as low as is reasonably practicable, as a minimum to below the exposure limit. This RPE will give the highest protection that is reasonably practicable for the work conditions, taking account the other potential hazards and features within the work area which may cause difficulties to the wearer (e.g. snagging of airlines or puncture of blouses).

RISK ASSESSMENT

Under the Health & Safety at Work Act an employer must assess the risks their activities present to employees and others.

The significant findings (including controls and precautions) and any groups especially at risk must be recorded. Assessments must be kept up to date and be readily available.

These assessments are made to satisfy the requirements of legislation and may not prevent liability at Common Law; but the basis of acting within a duty of care to others is a common precept of both systems of law.

Risk assessment is carried out for all activities and where the risk outcome is regarded as significant a written record is made and kept available for reference.

An overall assessment of activities is done to identify those activities that have “significant risk” and have to be recorded in writing. Only those risks identified as being significant or worthy of note have been recorded in writing to comply with the Management of H&S at Work Regulations (MHSWR). Risk assessments are reviewed to confirm existing and/or assist in up-dating as required.



The generality of employing young persons has also been considered in our risk assessments and they have been considered to be suitable and sufficient for tasks involving young people.

For the employment of a particular young person a review of existing assessments will be made. Persons under 18 years are considered to be trainees and will be under competent supervision.

Generic

Generic risk assessments where appropriate are used/made. They are reviewed and confirmed or changed for specific job conditions.

The management regulations allow for generic assessments where the work is similar e.g. operating and working on machinery. Where the generic assessment is suitable for particular job conditions, no further action need be taken. Where conditions are such that there is a significant risk to be dealt with then an addition to the risk assessment, specific for the task, is added or amended.

Methodology

The objective of risk assessment is to achieve a “picture” of the consequences or outcomes in any given situation and is based on;

1. The likelihood or frequency of an event occurring.
2. The severity of the outcome.

Controls can then be identified and measures prioritised and actions taken to meet relevant statutory provisions i.e. minimise the risk by working through a hierarchy of control measures and precautions.

It can be relevant to use simple numerical systems to produce risk ratings or indices which can help greatly in the consideration of factors making up the whole, or elements of, an assessment.

Procedure

Identify the hazards defined as “the potential to cause harm”.

List those which could reasonably be expected to result in significant harm such as;

Slips, trips, falls (poor flooring)	Fire (from flammable materials)
Chemicals (solvents)	Moving parts of machinery
Projectiles (chipping)	Electricity
Dust	Manual handling
Fumes & Noise	Poor lighting
Low temperature	Vehicles/Plant (fork-trucks, cranes)



Identify who may be harmed

Office employees	Machine operators
Maintenance personnel	Cleaners
Contractors	Members of the public
Employees with disabilities	In-experienced workers
Visitors	Lone workers

Identify other applicable legislation and regulations

Such as COSHH, Noise, Asbestos, Manual Handling for example. These do not have to be repeated but should be incorporated into the overall assessment or suitable reference made to where the information can be found.

Refer to or incorporate other authoritative methods/systems of work materially affecting the assessment into the assessment such as safety rules, permit to work systems, codes of practice, management instructions and code of practice, work instructions, safety cases. Do we meet the standards? Do our practices represent best practice?

Determine the **likelihood** of the harm being realised such as;

Who might be affected (machine operator, repair person). How many & how often.

Severity of the consequences to them such as;

The categories of injury, industrial disease or dangerous occurrences set out in the Reporting of Injuries, Disease and Dangerous Occurrences Regulations (RIDDOR) can be used as a guide.

Identify **control measures and/or precautions** to reduce or eliminate the risk such as; new methods of work, replacing the hazardous substance with one that is non/less hazardous or provide information to employee's & others about the risk. The last resort should also be to provide suitable PPE.

Recording

The significant findings of assessments will be recorded. These may be as stand-alone assessments or integrated into procedures, as required.

Implementation

The results of assessments will be implemented.

The findings and results of assessments will be communicated to all as required.



Monitoring

After control measures and/or precautions have been taken the assessment will be monitored in practice to ensure it is suitable and sufficient. Where adjustments are required these would be done and the assessment monitored again.

Review

Assessments will be reviewed annually or when required (change of legislation, ACOP, Guidance). If required they will be re-done to ensure that the risk(s) have been reduced and that no new hazards have been introduced.

SAFE WORKING PROCEDURES

These are developed to give guidance on the set up and execution of work. They may take the form of specially developed statements for specific complex work or standard generic procedure/work instruction for routine works.

Within the company these are kept to a minimum and that employees are competent and trained in the classes of works that they will be required to undertake.

The relevant risk assessments and safe working procedures, required for the activity, may be brought together to form a cohesive safe working procedure.

Site risk assessments and safe working procedures are reviewed for each job and where required amended to be made job specific.

Exterior Interior Design & Build Ltd Groundworks is responsible for ensuring that this procedure is complied with; normally at pre-contract and pre-work stages. Exterior Interior Design & Build Ltd and their clients all participate in developing safe working procedures.

The company has developed stand-alone risk assessments and safe working procedures. Risk assessments are available for specific higher risk or specific activities.

The company also has risk assessment and safe working procedures incorporated into procedural safety documents (in policy arrangements section, appendices).



RISK RATING MATRIX

Likelihood

Index	Description
5	Almost certain
4	More than even chance
3	Even chance
2	Less than even chance
1	Almost impossible

Severity

Index	Description
5	Permanent total incapacity or death
4	Permanent partial incapacity / disabled
3	RIDDOR reportable Absent from work more than 7 days but with subsequent complete recovery
2	Absent less than 7 days with complete recovery
1	Minor injury with no time lost and complete recovery

Likelihood						
S e v e r i t y		5	4	3	2	1
	5	High	High	High	Med	Low
	4	High	High	Med	Low	Low
	3	High	Med	Med	Low	Low
	2	Med	Low	Low	Low	Low
	1	Low	Low	Low	Low	Low

High	Needs to be addressed quickly and the risk factor reduced
Medium	Needs to be given attention and risk factor reduced where possible
Low	Can be regarded as acceptable



SAFETY PERFORMANCE

To comply with requirements to monitor and review safety performance in the company the following arrangements are made;

Management Review

A review of the company safety policy and arrangements and safety management system will be carried out annually and as required e.g. should legislation or an Approved Code of Practice (ACOP) or HSE guidance change significantly.

Any shortfall in the system or changes identified e.g. changes in law of HSE guidance will be made and the changes briefed to employees.

It is anticipated that at the same time as the above an audit of the safety systems and arrangements will also be carried out.

Audit

An annual audit of the safety management system and policy and arrangements will be carried out.

A comparison will be drawn on current compliance and performance. The targets and objectives for the future will then be established.

TRAINING

The Management of Health and Safety at Work Regulations require an employer to ensure that an employee is competent through experience or training to carry out the duties assigned, without danger to themselves or others.

Our employees will receive training in the skills required to carry out their duties for the company. Records of training will be kept including the company safety induction & competency cards where applicable.

Employees must not attempt to carry out any activity for which they have not been trained or authorised to carry out by the company; unless under training and close supervision. This includes training in the results of risk assessments including those for hazardous substances under (COSHH).

For site works, employees will be encouraged to undertake H&S training appropriate to their activities, e.g. CSCS & ECS. We recognise that many work sites specify this as a mandatory requirement and we will ensure that our employees and contractors under our control comply with this at all times.

Refresher training should be carried out as required and at intervals not less than those recommended by certification bodies as appropriate or as assessed by the company.



Trainees

All employees under 18 years of age will be regarded as 'trainees'. Young persons under training will be closely supervised and be under close personal supervision if training on high hazard tasks e.g. machinery with dangerous parts.

Induction

The Induction syllabus includes safety issues such as;

- Company policy, organisation and arrangements including consultation.
- Site instruction and rules.
- Risk and COSHH assessments and safe working procedures.
- Emergency procedures e.g. first aid and fire.
- Reporting of accidents and incidents.
- Use of tools and equipment and electricity.
- Use and care of Personal Protective Equipment (PPE).

Team Briefing

The company briefs employees at regular team briefings and/or Safety Briefings. Safety issues are always an agenda item and this forms part of the consultation process.

All employees are given a team briefing/ induction before commencing work.

VEHICLES

Only licensed and/or certificated employees authorised by the Company may drive company vehicles or plant.

The nominated driver will carry out a user safety check of the vehicle/plant at the start of each working day and before driving off. The driver will report any defects. The driver will not drive a defective/un-roadworthy vehicle.

Vehicles will be regularly maintained and serviced and kept roadworthy. Maintenance of vehicles will be carried out, according to the requirements of the road traffic legislation and PUWER and the results recorded (e.g. servicing and MOT records maintained).

Drivers must comply with the requirements of the Highway Code (and any laws of a host country) and of the rules when on a site.



Employees using own vehicles on the business of the company;

- Must be authorised by a responsible Director and must have a valid licence to drive the class of vehicle concerned.
- Must ensure that the vehicle is roadworthy.
- Must ensure that they have insurance to cover business use.
- Must ensure that a daily check/inspection of the vehicle before driving off.
- Must be aware of the requirements of the vehicles risk assessment.

Rescue services

Drivers should use the facilities of a convenient rescue service in the event of an accident or breakdown.

Emergencies

The driver or others must ensure the safety of people as their first priority. Response to emergencies is set out in the vehicles risk assessment.

Mobile Phones

The use of hand held mobile phones is prohibited by a driver whilst the vehicle is not parked. The use of a hands free phone installation is allowed provided that this does not give rise to any hazard.

VIBRATION

The operation of tools can transmit vibrations to the hands and upper limbs of the holder. In the work that our employees and contractors carry out there is some use of power tools.

The operators of vehicles and plant can be subjected to whole body vibration which can affect the operator's health.

The exposure to any form of vibration can be managed administratively e.g. job rotation, so that the action value (EAV) is not exceeded and detailed health surveillance/monitoring is not required, or the Limit Value (ELV) is not exceeded.

Note: Battery equipment does not exceed the Upper Vibration Exposure Value, even if used throughout an 8hr working day.

VISITORS & THE PUBLIC

The business, in recognition of our responsibilities to the general public and others, is committed to ensuring that none of our operations present hazard or risk to them.

This applies especially where work takes place on our site/premises where this is taken account of



in the way in which our risk assessments and safe working procedures are compiled.

It is our intention to minimise any impact by maintaining for example safe access and egress, and ensuring warning and other explanatory and safety signs are posted.

Pedestrians may have to be controlled whilst loading or unloading vehicles or gaining access to our site/premises.

Typical precautions may include;

- Protection from falls of materials.
- Public footpaths/highways, stairs, corridors, vestibules maintained in a safe condition.
- Installation of temporary lighting.
- Maintenance of access for emergencies e.g. fire, first aid.
- Protection against contamination from site operations (spread of solvent vapour, dust, sprays).
- Minimisation of nuisance from noise.

WELFARE

Facilities are provided as required by the Workplace (Health, Safety and Welfare) Regulations 1992.

The company and its clients are responsible for providing or making available suitable welfare facilities for its employees whether they are direct employees or sub-contractors. Such welfare facilities are to be suitable and sufficient for all working on site and may be arranged separately or jointly with others under a shared welfare arrangement.

WORKING AT HEIGHT

Our employees do undertake work at height and we ensure that the requirements set out in the Work at Height (WAH) Regulations are adhered to at all times.

We will ensure that a robust risk assessment is undertaken as part of an overall safe system of work for each activity, task or project that requires our employees to work at height, including temporary access.

We acknowledge that work at height will only be undertaken after the consideration of other means that does not require work at height i.e. first element of the work and risk assessment.

As part of the planning process, we will ensure that other risks are considered, such as the water, stairwells or excavations being adjacent to the works. We will not carry out work at height when the prevailing weather conditions could jeopardise the health or safety of our employees or others.

We will take into account all of the WAH regulations & schedules, including those concerning



fragile surfaces, falling objects, danger areas, inspections & working platforms.

Competent persons (contractors) will be used to erect scaffolding & mobile access towers. Any employee erecting these must hold the appropriate CISRS or PASMA training card/certificate.

YOUNG PERSONS & VULNERABLE ADULTS

The requirements of the Management Regulations in relation to children, young persons & women of child bearing age, and pregnant ladies and nursing mothers, are acknowledged.

Children And Young Persons

The company does not employ children for work experience.

See trainees/apprentices in training section - regarded as a trainee until reaching the age of 18 years. While under training the person will be under competent supervision and mentoring/monitoring.

Women

When notified that a lady is pregnant, a risk assessment shall be carried out to ensure that there are no significant risks to which the lady will be exposed and consideration of any health damage to the unborn child is considered.



PROCEDURE FOR INDUCTIONS OF NEW EMPLOYEES

This procedure should be carried out by a member of Management before the employee is given any work to do.

1. Ensure a full copy of the "SAFETY MANAGEMENT SYSTEM" is available to all employees if they require to see it. A copy of the "HEALTH AND SAFETY AT EXTERIOR INTERIOR DESIGN & BUILD LTD" handbook document must be provided to each employee and the back page signed, dated and returned.
2. Go through the above documents and when the employee is conversant with the contents get them to sign the declaration of acceptance, found at the front of the document **"HEALTH AND SAFETY AT EXTERIOR INTERIOR DESIGN & BUILD LTD"**
3. Explain to the employee that as a representative of the company it is expected that they will ~~do~~ observe all rules of safety in whatever circumstances.
Carry out the instructions as contained in **Form ICD 1** in section 4/b
4. Ascertain that they have the expertise required for the tasks expected of them. (Certificates, experience, observe them operating machinery etc.).
5. Issue any protective clothing or equipment that is necessary for the tasks to be performed, and get them to sign the PPE. Acceptance form (see section A page 21(d)).
6. If the employee is under 18 years of age explain that under the terms of current legislation they are not allowed to carry out certain tasks. These restrictions are put in place to protect them, they should be informed that the Management of EXTERIOR INTERIOR DESIGN & BUILD LTD observe these regulations and if they are asked to carry out a restricted task, they should refuse and inform the Management who will support them.

N.B. Under the terms of the Health & Safety (Young Persons) Regulations a specific assessment of risks must be carried out on all tasks expected to be done by young persons under the age of eighteen. This MUST BE DONE BEFORE THE YOUNG PERSON STARTS WORK ON THAT TASK.

7. Give examples of the tasks restricted: -
 - a) Must not operate any power equipment.
 - b) Must not access heights unless supervised by competent person.
 - c) Must not use any power tools or equipment unless they have been trained, and then only under the direct supervision of a competent person.
8. Inform the local careers office on the appropriate form



Name of company: EXTERIOR INTERIOR DESIGN & BUILD LTD

Form: ICD 1

This form to be completed BEFORE an employee is allowed to work.

Name:

Job Description:

Date:

The following information / items were given to the above-mentioned person on the date as above. (For actioning and completion.)

1. Induction as demanded by EXTERIOR INTERIOR DESIGN & BUILD LTD (MUST include but not necessarily be limited to the following items.)

- a) **Risk Assessments** appropriate to the job description.
- b) **COSHH Assessments** appropriate to the job description.
- c) **Work Method Statements** applicable to their duties.
- d) **Mandatory Provision of PPE** required by EXTERIOR INTERIOR DESIGN & BUILD LTD and appropriate to the tasks being carried out. (Must be signed for and a copy kept on file).
- e) **Disciplinary procedure** for breaches of health and safety rules and regulations
- f) **Accident reporting** (Procedure to take when an accident occurs, location of Accident document).
- g) **First Aid** (Location of and access to First Aid).

2. The publication "Health and Safety at EXTERIOR INTERIOR DESIGN & BUILD LTD (Must be signed for and acknowledgement slip kept on file.)

3. ADDITIONAL ITEMS NOT COVERED ABOVE: (Write on back of form.)

The above requirements have been carried out by me in accordance with my responsibilities at EXTERIOR INTERIOR DESIGN & BUILD LTD

Signed:

Date:

To be kept on file



EXTERIOR INTERIOR DESIGN & BUILD LTD - Site Induction

Operatives Name:	Trade:	Date:	Supervisor's Name:
Home Address:		Home Tel No:	Emergency Contact:
Any Medication Being Taken?			
Any Medical problems that could affect safety?			

Information

Tick

1.	Notify inductee that _____ is the Principal Contractor for the project.	
2.	Notify inductee that _____ is the CDM designer for the project.	
3.	Explain the project objectives, nature of the works, describe the site. Notify arrangements for meals, location of the welfare facilities and site working hours.	
4.	Advise of any present hazards on site.	
5.	Notify inductee that _____ is the Project Manager and _____ is the Site Manager.	
6.	Inform where the Site safety Notice Board is situated and that all relevant documents are displayed (i.e. F10 Insurance Certificate, Fire/Emergency Plan, Project Management Plan, Safety Meeting Dates and Minutes. First Aid Arrangements.	
7.	Inform Inductee of site First Aiders and the location of the First aid Post and Accident.	
8.	Notify inductee of Emergency Procedures and Accidents/Incident reporting Procedures.	
9.	Advise that all Dangerous Occurrences must be reported to the client immediately.	
10.	State that responsibility for Health Safety is shared by all site staff and operatives and that the inductee is obliged to draw to the attention of client site staff any unsafe conditions, working practice or dangerous occurrence observed on site.	
11.	Explain fire extinguishers and where the Fire Points are located, escape routes and the Fire Assembly Point.	
12.	Explain the system for non-compliance of Site Rules and Safety Procedure on site.	
13.	Ensure the inductee has received, read and understood their Company's Safety MANAGEMENT System.	
14.	Ensure the inductee has received, read and understood the Work Method Statement/Risk Assessment for the specific operations they will undertake	



Site Rules

Tick

1.	Safety Helmets	Safety Helmets must be worn at all times whilst on the site.	
2.	Hi-Vis Jacket Vest	High visibility Jackets or Vests must be worn when working or moving about the site.	
3.	Footwear	Suitable footwear in good condition incorporating a steel toe cap when moving about the site.	
4.	Eye Protection	Whenever there is potential risk of eye injury, suitable approved eye protection must be worn	
5.	Hearing Protection	If the site noise level or your particular operation exceeds 85dB(A), suitable ear defenders must be worn if the noise cannot be reduced at source.	
6.	Banksman	All lifting Machine/Crane operations and reversing vehicles with restricted rear and side vision must have a trained Banksman in attendance.	
7.	Welfare Facilities	Anyone found defacing or abusing the site welfare facilities will be removed from site	
8.	Smoking	Enter smoking policy here	
9.	Housekeeping	All working areas must be kept tidy. It is your duty to remove your waste to the appropriate skip daily.	
10.	Hygiene	The taking of meals or other refreshments within the building is prohibited. Use facilities provided.	
11.	Fires	The lighting of fires on site is strictly forbidden. A "HOT WORK PERMIT" system may be in use, check and ensure you obtain a permit daily.	
12.	Emergency Exits	All escape routes and exits must be kept clear at all times.	
13.	Hand Tools/ Electrical Tools	Only 110 Volt electrical tools are allowed. Training is required to change Abrasive Wheels/Discs (inc Stihl Saws) and cartridge tools.	
14.	Scaffolding	Do not alter or tamper with scaffold. See the Principal Contractor or your allocated Scaffolder, if you require scaffold alterations.	
15.	Ladders/Steps	You are not allowed to use stepladders on site.	
16.	Excavations	The client may operate a "PERMIT TO DIG" system. Do not proceed without a permit. Ensure the excavation is safe to enter.	
17.	Confined Spaces	Manholes, Ducts, Shafts, Trenches and small unventilated areas can be highrisk. You will require a "CONFINED SPACE" permit to enter. If in doubt, ASK!	
18.	Radios/ Personal Stereos	These are not allowed on site at any time	

HAVE YOU ANY QUESTIONS TO ASK?

INDUCTION COMPLETE - PLEASE SIGN BELOW.

In confirm that I have received and understood the above induction and will comply with all site rules and control measures.

Signed..... (Inductee)

I confirm that on I have inducted

In all the above matters. Signed..... site Supervisor/Manager

Ref. No.

The completed forms are to be retained in a site file and a copy sent to Head Office



EXTERIOR INTERIOR DESIGN & BUILD LTD

HEALTH & SAFETY SITE REPORT

Projects:	Safety Advisor:	
Site Address:	Date of Visit:	
Person Seen:	Visit Type:	
ITEMS RAISED		ACTION TAKEN

Are the following available and acceptable?

	Y	N
First Aid	☐	☐
Statutory Registers	☐	☐
Safety Plan	☐	☐
Welfare	☐	☐
Accident Document	☐	☐
Method Statement	☐	☐
Fire Extinguishers	☐	☐
Safety MANAGEMENT System	☐	☐
Risk Assessments	☐	☐

Signed: _____

Date: _____



EMPLOYEE TRAINING

It is the policy of **EXTERIOR INTERIOR DESIGN & BUILD LTD** to provide training/instruction that will strengthen the safety awareness of its employees. To that end arrangements will be made to provide all employees with appropriate training/instruction as and when necessary.

Areas will be targeted, indicated by observations taken at site safety inspection, observations of accident trends and by consultation with employees.

Where a particular expertise or skill is required that is not available within the workforce, the Management will seek to supply this by employing outside help.

No one employed by **EXTERIOR INTERIOR DESIGN & BUILD LTD** will be expected to carry out any task unless they have been trained to do so.

Employees are encouraged to identify any specific training need that they feel is required and relevant to the business of **EXTERIOR INTERIOR DESIGN & BUILD LTD**

Employees will be expected to attend any training provided for them by Management. Employees will sign an attendance sheet when attending any training session and records will be kept on file in the office.

Any material/information provided for an employee at these training sessions, will be kept by the employee for reference purposes.

If any employee has received relevant training outside that provided by **EXTERIOR INTERIOR DESIGN & BUILD LTD** it would be helpful if they could provide any certificates/documentation or inform the Management so that it can be recorded.



EMPLOYEE TRAINING RECORD

TRAINING ATTENDED	SUBJECT	DATE



SUB-CONTRACTORS

EXTERIOR INTERIOR DESIGN & BUILD LTD expects a high level of Health and Safety compliance by the companies they employ on sub-contract work. To this end the following criteria will be expected

1. All subcontractors will provide a copy of their Health & Safety Management System for **EXTERIOR INTERIOR DESIGN & BUILD LTD** to inspect.
2. All statutory provisions in respect of the work being done must be carried out.
3. Equipment used by sub-contractors must comply with all relevant statutory provisions.
4. All power tools or electrical equipment brought on or into to a work area must be in a safe condition, complete with all necessary guards and safety devices and with any necessary certificates.
5. No alterations to work structures or formats to be carried out by sub-contractors without authority from this company's Management.
6. No departure from the original terms of contract unless written authority is given by a director of **EXTERIOR INTERIOR DESIGN & BUILD LTD** or agent.
7. Sub-contractors employees must comply with any instructions in respect Health and Safety given by this company's site representative.
8. Any injury or damage caused by sub-contractors employees or working operations must be reported immediately to this company's site representative.
9. It is a policy of this company that all people entering a work area, for whatever purpose, will wear appropriate personal protection, unless an area has been designated "No Risk".
10. All Method Statements and Permits to Work MUST be strictly adhered to.
11. All sub-contractors must co-operate in any Site Safety Inspection commissioned by **EXTERIOR INTERIOR DESIGN & BUILD LTD**
12. Any sub-contractor visited by any enforcing agency must report the visit to **EXTERIOR INTERIOR DESIGN & BUILD LTD** in writing, within 24 hours.
13. Any breach of agreed Health and Safety provisions under the terms of a contract, will be deemed a breach of the contract, and will be dealt with in accordance with the seriousness of the breach.



Sub-Contractor Health & Safety Vetting Questionnaire

Company Name:

Company Address:

Telephone No:

Contact Person:

Position within Company:



Sub-Contractor Health & Safety Vetting Questionnaire

SECTION 1		COMMENT
POLICY		
Do you have a Health & Safety Policy Document/Management System?		YES / NO
YES	Attached a signed and dated copy of your policy statement.	
NO	Explain why you have no policy.	
Do you have a health & Safety Management System?		YES / NO
YES:		Attached a signed and dated copy of your Management System
NO:		Explain why you have no Management System
GENERAL SAFETY MANAGEMENT		
Do you have a company safety organisation chart?		YES / NO
YES	Attach a copy of the chart.	
NO	Explain why you do not have an organisation chart	
SAFETY RESPONSIBILITIES		
Do you allocate individual responsibilities?		YES / NO
YES	Attach details of safety responsibilities	
NO	Explain why you do not allocate responsibilities	
HEALTH AND SAFETY ARRANGEMENTS		
Does your policy include arrangements for Implementing the health & Safety MANAGEMENT System		YES / NO
YES	Attach lists of health & safety arrangements	
NO	Explain why you do not have such arrangements	



SECTION 2		COMMENT
TRAINING		
Do you have a health & safety training programme and keep records of training	YES / NO	
YES	Attach copy of training matrix and records.	
NO	Explain why you do not carry out health & safety training	
SECTION 3		
RISK ASSESSMENT		
Do you undertake formal risk assessments?	YES / NO	
YES	Send a sample risk assessment	
NO	Explain why you do not carry out formal risk assessments	
SECTION 4		
METHOD STATEMENTS		
When undertaking work for clients, do you provide method statements covering the nature of the work to be done and the measures to control risk inherent in the work undertaken?	YES / NO	
YES	Send an example of your method statements	
NO	Explain why you do not provide such method statements	



SECTION 5		COMMENTS
CONTROL OF SUBCONTRACTORS		
Do you ensure that all of your subcontractors are competent to undertake the work?		YES / NO
YES	Send details of how you assess their competence	
NO	Explain why you do not assess your subcontractors	
SECTION 6		
HEALTH & SAFETY ASSISTANCE		
Do you have a full time safety adviser, or access to specialist safety advice?		YES / NO
YES	Give details	
NO	Explain how you obtain health & safety advice and information	
SECTION 7		
HEALTH SURVEILLANCE		
Following a risk assessment have you ever needed to provide health surveillance?		YES / NO
YES	Provide evidence of how you monitor compliance	
NO	Explain why you do not monitor compliance	



SECTION 8		
ACCIDENT/INCIDENT RECORDS		
Do you keep accident/incident records?		YES / NO
YES	Please provide your company records for the last 3 years	
NO	Explain why you do not keep accident/incident records	
SECTION 9		
HEALTH & SAFETY NOTICES OR PROSECUTIONS		
Has your company been prosecuted or had a prohibition or improvement notice served against you under health and safety legislation in the last 5 years?		YES / NO
YES	Please provide details	

SIGNED.....

POSITION..... DATE.....

Failure to observe the requirements set out in this document, or provide the documentation Requested will preclude your company from being placed on the list of Approved Contractors.



EMPLOYERS DUTY TO THOSE OUTSIDE EMPLOYMENT

Section 3 of the Health and safety at Work Act places a legal duty on employers to make satisfactory arrangements during their working operations, that those outside their employ are not put at risk.

The majority of the work being carried out by **EXTERIOR INTERIOR DESIGN & BUILD LTD** will be within the confines of a site, our offices and yard area. However there will be visitors onto our premises and so such arrangements as are necessary will be provided. Appropriate signs will be posted to indicate areas with particular hazards (i.e. Noise Areas).

When any work proper to **EXTERIOR INTERIOR DESIGN & BUILD LTD** is carried out outside the confines of the yard, such as loading and unloading. The safety of others, not in the employ of **EXTERIOR INTERIOR DESIGN & BUILD LTD** must be a priority.

When employees of **EXTERIOR INTERIOR DESIGN & BUILD LTD** are employed at or in premises of clients they must observe all safety control measures to ensure a safe system of work.

Employees must always co-operate with any safety measures introduced by our clients. Section 4 of the Health and Safety at Work Act places a legal duty on our client to provide the necessary safe working environment that will facilitate our safe working.

WE SHOULD DO NOTHING THAT WOULD PREJUDICE OUR CLIENTS POSITION IN RESPECT OF THAT DUTY!

BY CARRYING OUT THE INSTRUCTIONS AND GUIDANCE IN THIS DOCUMENT WE ARE NOT ONLY CARRYING OUT OUR LEGAL OBLIGATIONS, BUT WE ARE ALSO PROTECTING THE LEGAL INTEREST OF OUR CLIENTS.



COMPANY DISCIPLINE PROCEDURE

Under the terms of the Health and Safety at Work Act EXTERIOR INTERIOR DESIGN & BUILD LTD has a legal duty to provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of its employees.

To this end EXTERIOR INTERIOR DESIGN & BUILD LTD encourage its employees to bring to its notice any part of its Safety Management System that they feel is lacking in this regard.

However, it must be pointed out that it is not enough that EXTERIOR INTERIOR DESIGN & BUILD LTD implement the measures of the Health and Safety at Work Act. Without the co-operation of you, the employees, it would be an investment without any return.

Under the terms of Section 7 of the Health and Safety at Work Act, you the employees have a legal duty to take reasonable care for your own health and safety, also that of your colleagues. It also places a duty upon the employee to co-operate with the employer in enabling them to carry out their legal duties under the Act.

It therefore follows that EXTERIOR INTERIOR DESIGN & BUILD LTD cannot and will not take a lighter view of a breach in safety rules and regulations than the Act does. It is for this reason that such a breach will be taken very seriously by the Directors and will be treated in accordance with the seriousness of the breach, under the terms of the company discipline code.

YOU THE EMPLOYEE ARE OUR BIGGEST ASSET. WE WISH TO SEE YOU COMPLETE YOUR EMPLOYMENT WITH US SAFE AND HEALTHY.

Discipline, Appeals and Complaints

Discipline: All employees have a legal obligation to co-operate with the Company and to comply with the law in matters of Health and Safety. Failure to do so or to follow safe working practices will result in disciplinary action. This is covered in the Terms of Employment.

Right of Appeal: Any employee who has received a verbal warning, which he/she considers unjustified, may ask for the matter to be referred to the Director responsible for Health and Safety who, after investigation, may confirm or cancel the warning. Written warnings, suspension or dismissal are covered in the Terms of Employment.

Complaints: Complaints of employees concerning Health and Safety must be referred to your immediate Supervisor, who will attempt to settle the problem. If the parties fail to agree, the employee may then refer the matter to the Contract Manager for discussion with the Health & Safety Consultant and others, if appropriate.



EXTERIOR INTERIOR DESIGN & BUILD LTD

HEALTH AND SAFETY INSTRUCTION NOTICE

NAME OF OFFENDER:

DATE:

The following items have been identified as being in breach of current requirements as specified by legislation, code of practice, or instructions contained as part of the company Safety Management System.

You are therefore instructed to: rectify before work can continue *

Rectify by* _____ hrs on _____ *delete as necessary.

Signed:

Date:

Time:

Description of breach:

Specific location of breach:

Statement of remedial action taken.

The above breaches were rectified at _____ hrs on the _____

Signed:

Date:

This form to be sent to the office when remedial work is completed.



GOOD HOUSEKEEPING

A basic requirement for ensuring the health and safety of the employees of **EXTERIOR INTERIOR DESIGN & BUILD LTD** is an organised, tidy workplace.

Hazards can be reduced if floors, passages, access routes and stairs are kept clear of materials, tools, rubbish and trailing leads.

All waste roofing materials are removed from the roof and scaffolds as soon as work is completed. All materials must be secured to prevent them falling. **DO NOT THROW MATERIALS DOWN TO THE GROUND.**

Everyone in a workshop, or in an office should think before they place any item in such a position that it could cause an accident.

All rubbish should be cleaned away on a regular basis and not allowed to accumulate.

Broken glass or other sharp objects must be disposed of very carefully and never left exposed in a waste receptacle.

Vehicles should not be so overloaded that their contents drop onto work areas or access routes.

Spilt liquids can cause many accidents, so **always** clear up such spills immediately.

Many accidents can be avoided if only people would think before they acted.

Store your work materials in a safe and orderly manner; it will make your work easier and more effective.

REMEMBER A PLACE FOR EVERYTHING AND EVERYTHING IN ITS PLACE.

If you see something which you think is a potential hazard, you should not assume that someone else is dealing with the problem. Make it your problem and report it to Management to deal with.

If you see something that is actually causing a hazard, **REPORT IT RIGHT AWAY TO MANAGEMENT FOR ACTION TO BE TAKEN.**



ALCOHOL AND DRUGS POLICY

EXTERIOR INTERIOR DESIGN & BUILD LTD recognises that the excessive use of alcohol or drugs can lead to an increased risk of accidents, as well as long term adverse affects on the health of the individual concerned.

In order to prevent the possibility of increased accidents at work, **EXTERIOR INTERIOR DESIGN & BUILD LTD** requires that no employee or sub-contractor shall:

- a) report or try to report for duty having just consumed alcohol or be under the influence of drugs of abuse.
- b) report for duty in an unfit state due to the use of alcohol or drugs.
- c) be in possession of drugs of abuse in the workplace.
- d) consume alcohol or drugs whilst on duty.

Employees MUST inform **EXTERIOR INTERIOR DESIGN & BUILD LTD** of any medication which may affect the operation of work equipment. i.e. Causing Drowsiness

EXTERIOR INTERIOR DESIGN & BUILD LTD will treat any departure from these rules very seriously.

EXTERIOR INTERIOR DESIGN & BUILD LTD reserve the right to remove from their premises any person who due to drugs or alcohol they feel is unfit to work safely.



POSTERS AND DIRECTIVES

EXTERIOR INTERIOR DESIGN & BUILD LTD have placed around their work site posters that are relevant to the work being carried out. These are indicating the measures that **MUST** be taken by employees working in those areas to maintain their health and safety.

They are not there to make life difficult for our employees, but to ensure their employment with **EXTERIOR INTERIOR DESIGN & BUILD LTD** is in accordance with the demands placed on the company by current health and safety regulations, and so compliment our Health & Safety Policy Document/Management System in ensuring a healthy and safe working environment.



EMERGENCIES AND FIRST AID

EMERGENCIES

Hopefully we will not have the occasion to put into practice an emergency procedure. However such a procedure will form part of the **EXTERIOR INTERIOR DESIGN & BUILD LTD** Safety Management System. All employees must make themselves fully aware of the evacuation procedure and location of emergency exits. On evacuating the offices all employees must report to the designated assembly point (e.g. The Main Gate Entrance.) Once there they must report to a member of Management who will take a roll call to ensure all are present. If such an emergency occurs that did or could have caused injury to anyone the Managing Director will determine the level of investigation required.

FIRST AID

Prompt first aid may save a life or lessen the consequences of an injury. If an injury occurs you should make immediate use of any first aid facilities available. All work areas will have access to first aid facilities. (Kept in the office)

An ambulance must be called if the injury is serious or if you have any doubts about the person's condition. If they can walk without pain it may be quicker to use the nearest vehicle to get them to hospital. The ambulance service must be informed if heart failure or exposure to dangerous substances is suspected so that they can arrive appropriately prepared.

Do not move a seriously injured person if it can be avoided, unless resuscitation is necessary. If the casualty must be moved, be very careful with them, particularly if the victim complains of back pain or when broken bones are suspected.

With burns, the affected parts should be cooled with water where possible. This is especially helpful with smaller burns; these should be held under slowly running water for several minutes.

The casualty should be made comfortable, kept lying down and warmed with rugs or coats. These should be placed under and over the patient if it can be done gently.

Unconscious casualties should be placed on their side with the one arm clear of the back This is commonly known as the recovery position and will prevent the tongue from blocking the windpipe and enable any vomit to escape without choking the patient

NEVER GIVE ANYTHING TO DRINK!! !!

In all emergency situations the professional emergency services should be the first consideration.



ACCIDENT REPORTING

If you have an accident at work, no matter how trivial it seems, you must report it in the company accident document provided by **EXTERIOR INTERIOR DESIGN & BUILD LTD**

Unless the accident occurred whilst driving it will normally be regarded as an industrial accident, which means you must report the incident and have it recorded in the accident document within 24 hours. **If you are unable to do this yourself, it is acceptable for someone else to do it for you.**

It is the company policy to investigate all accidents. The object of this is to try and identify the accident causes so that a repeat of the accident can be avoided.

To assist in these investigations you will be asked to complete **FORM A. (ICD 5)** It is in all our interests that as much detail as possible is included; from this Management can decide if a visit to the accident site is necessary.

The results of the investigation will be kept on file in the office.

N.B. If an accident is not reported for inclusion in the company accident document within the 24 hour period the company will note the incident, but will not necessarily accept that the accident happened during working operations, unless this can be independently verified.

There are cases where **EXTERIOR INTERIOR DESIGN & BUILD LTD** has a legal responsibility to report certain injuries to the Health & Safety Executive. This is provided for under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. It will be the responsibility of the Managing Director to ensure a procedure is in place to facilitate such reports.



RIDDOR REPORT FORM 0845 3009923

EXTERIOR INTERIOR DESIGN & BUILD LTD

INDUSTRIAL ACCIDENT/INCIDENT REPORT (Form 'A')

(To be completed by the injured person)

Details of ALL Accidents/Incidents MUST be reported and an entry made in the ACCIDENT DOCUMENT.

Once this Form 'A' has been completed please hand it to the person supervising your work unit who will forward it to the office for recording.

If the injured party cannot fill in this form then another employee can fill in the details as well as their knowledge of the accident/incident will allow.

Name of injured person: _____

Date of accident/incident _____

Time of accident/incident _____

Specific location of accident/incident _____

In your own words explain what happened: (What task was being carried out? What tools were being used? What PPE was being used? What went wrong? etc.). _____

Describe the events leading to the accident/incident: (Was the task planned? Could you access the task without obstruction? Was the task straightforward? etc.). _____

Specific part of the body affected (Left leg, Right hand, etc.). _____

Names of witnesses: (Actually seen or heard something). _____

Date entered in accident document: _____

Signed: _____ (Injured person). Due to the incapacity of the injured person Form "A" was completed by:



RIDDOR REPORT FORM 0845 3009923

EXTERIOR INTERIOR DESIGN & BUILD LTD

INDUSTRIAL ACCIDENT/INCIDENT WITNESS STATEMENT (Form 'B')

(To be completed by any witness to an industrial accident/incident)

As a witness to an industrial accident/incident your comments on what you saw or heard can be a great help in establishing the cause or causes that led to the accident/incident. By identifying such causation we can eliminate them thus ensuring that a similar or more serious accident/incident does not recur.

Once this Form 'B' has been completed please hand it to the person supervising your workunit who will forward it to the office for recording.

NOTE: YOU CAN ONLY GIVE INFORMATION ON WHAT YOU ACTUALLY SAW OR HEARD YOURSELF!

Name of witness: _____

Date of accident/incident: _____

Time of accident/incident: _____

Specific location of accident/incident: _____

In your own words describe what you saw or heard: _____

If you wish to add more to your statement than this Form 'B' allows please continue on the back of the form and sign at the bottom.

Signed: _____ Date: _____

Address _____



RIDDOR REPORT FORM 0845 3009923

EXTERIOR INTERIOR DESIGN & BUILD LTD

INDUSTRIAL ACCIDENT/INCIDENT INVESTIGATION REPORT (Form 'C)

(For guidance please see the notes appropriate to Form 'C)

Name of injured person _____

Date of accident/incident _____

Specific location of accident/incident _____

Nature of injury: _____

- 1. Had personal protective equipment/clothing been provided as part of a safe system of work for the task being carried out?**

If so, was it being used/worn at the time of the accident/incident?

If not give details?

- 2. Had any procedures or training been introduced to cover the task being performed?**

- 3. Were these being carried out?**

If not please state the omissions:

- 4. Describe your findings of events leading up to the accident/incident:**

- 5. What contributing factors/causes led to the accident/incident?**



RIDDOR REPORT FORM 0845 3009923

EXTERIOR INTERIOR DESIGN & BUILD LTD

INDUSTRIAL ACCIDENT/INCIDENT INVESTIGATION REPORT (Form 'C – continued)
(For guidance please see the notes appropriate to Form 'C)

6. What action has been taken to prevent a recurrence?

7. What other action has been taken?

Signature of investigator: _____

Address of investigator: _____

The information on this Form “C” is the property of the company and as such can be used as and when litigation is anticipated by or against the company.

This Form 'C should be kept on file for a period of not less than three years.

WHEN COMPLETED SEND TO THE OFFICE.

REMEMBER THE INFORMATION YOU GIVE IS CONFIDENTIAL.



EMPLOYEE HEALTH SURVEILLANCE

EXTERIOR INTERIOR DESIGN & BUILD LTD recognises that good employee health is important. The nature of the type of work undertaken by the company and a review of the substances used, would indicate that statutory health surveillance is not required.

However, the company will ensure that during their employment, ill health as a result of exposure to substances and articles used during the course of their work will be identified, then eliminated or adequately controlled.

All substances and materials will be subject to the company COSHH assessment procedures and Personal Protective Equipment (PPE) procedures. These procedures will identify any materials/substances, which could affect employee health, in the short or long term.

It shall be the duty of all Site Supervisors to ensure that all substances used on their site are suitably and sufficiently risk assessed. These assessments must be read and understood by all operatives. The Control Measures indicated must be followed, to minimise exposure, which could lead to ill-health. PPE is a vital part of this control measure, when engineering controls and other safe systems of work have been established.

Health Surveillance will be a requirement under specific health and safety regulations, for example, working with Asbestos and Asbestos containing materials, working with Lead and work involving radioactive substances. Other substances may also require health surveillance. This will be included in the manufacturers Materials Safety Data Sheets (MSDS). Health Surveillance will be introduced where this is the case.

EXTERIOR INTERIOR DESIGN & BUILD LTD will require all new employees to complete a 'New Starter' questionnaire, which includes questions on any ill-health condition that the individual may suffer from. Where Health Surveillance is considered appropriate for an individual or group of employees, a health record will be kept and this will be filed for at least the duration of the individual's employment.



PERSONAL PROTECTION EQUIPMENT

Personal Protection Equipment at Work Regulations

It is part of the "Safety Policy Document/Management System" of **EXTERIOR INTERIOR DESIGN & BUILD LTD** that the above regulations are observed. To this end all employees will be provided with the appropriate protective equipment for the job being done.

It follows that any employee issued with such protective equipment **MUST** use it for it to be effective. It is therefore a requirement of employment at **EXTERIOR INTERIOR DESIGN & BUILD LTD** that such equipment is respected and taken care of.

Each employee on receiving such equipment will be asked to sign an acceptance form (Example attached).

The following information in this section is placed there for your information and protection. It is in every employee's interest that this information is read and acted upon.

Employees **must** report any loss or obvious defect in **PPE** to his supervisor immediately.



PERSONAL PROTECTION EQUIPMENT

Protective clothing and equipment play a vital part in accident prevention and it is the policy of **EXTERIOR INTERIOR DESIGN & BUILD LTD** to provide that PPE necessary to protect their employees.

It is the duty of the employees of **EXTERIOR INTERIOR DESIGN & BUILD LTD** to use the equipment/clothing provided when carrying out work, which requires the use of PPE.

HEAD PROTECTION

The Health and Safety Executive have now given directives concerning the wearing of head protection on sites. Whenever any work is being carried out above head height, or there is likelihood of falling materials, such as in scaffolded areas, such head protection should be worn.

ALL EMPLOYEES OF ADAM MCPHEATERS BUILDING CONTRACTORS LTD WILL BE EXPECTED TO WEAR HEAD PROTECTION WHEN WORKING IN SUCH DESIGNATED AREAS.

EYE PROTECTION

Protection of Eyes Regulations

Section 11 of the above Regulations place a requirement upon employees to use the protection provided for them by their employer. In simple terms this section states.

"Every person who is provided with eye protection, **MUST** wear the said protection at all times while they are employed on that specific process or while they are employed in a place where there is reasonable foreseeable risk of injury to the eyes".

YOU MUST WEAR EYE PROTECTION IN THE FOLLOWING AREAS OF WORK:

- Sanding wood.
- Using abrasive wheels.
- Wherever airborne particles are released by work operations.
- Using chemicals, Solvents and other substances.



EAR PROTECTION

You must wear ear protection wherever signs indicate you are entering a hearing hazard zone. You must also wear ear protection if the work you are doing is noisy (see section B page 3 (a) & (b)).

Damage to hearing through noise exposure can be permanent.

Ear Protection MUST be worn whenever there is a reasonably foreseeable risk of damage to hearing. If you have to shout to make yourself heard because of the noise, YOU NEED EAR PROTECTION.

HAND PROTECTION

You only have one pair of hands so look after them.

Gloves are provided for your protection so wear them.

If you wear rings on your fingers you should consider removing them or taping over them before starting work. Rings can all too easily catch on sharp edges or projections so be extra careful, better to be safe than sorry. **Particularly when operating machinery.**

ALWAYS USE GLOVES WHEN

- * **Loading or unloading vehicles.**
- * **Handling sharp or rough objects or materials.**
- * **Dealing with coated materials.**

Whenever there is reasonably foreseeable risk of damage to hands.

BODY PROTECTION

Do not let work clothing become impregnated with Solvents or flammable substances. Protect your skin and clothing by wearing overalls.

Solvent impregnated clothing can easily catch fire. Overalls should be cleaned on a regular basis, or if disposable, changed regularly.



EXTERIOR INTERIOR DESIGN & BUILD LTD

PPE Issue Note FORM ICD 2

P.P.E REGS

As a company committed to your safety **EXTERIOR INTERIOR DESIGN & BUILD LTD** will provide you with the appropriate personal protection equipment applicable to the work you are doing. The provision and use of this equipment is a part of the company Safety MANAGEMENT System. As such you are expected to use it in accordance with its designed purpose and report any defects as and when they happen so that replacements can be provided. Any misuse of personal protective equipment will be deemed a disciplinary offence.

PERSONAL PROTECTION EQUIPMENT	TYPE	DATE OF ISSUE	DATE OF RETURN
Head Protection			
Eye Protection			
Ear Protection			
Respiratory Protection			
Hand Protection			
Foot Protection			
Overalls			
other (Specify)			

I understand that the above equipment is provided for my protection whilst at work. I also understand that to provide the protection it was designed to give relies on proper care and use, I therefore agree to take reasonable care of the equipment and report any defects as soon as is practicable.

I further acknowledge that the equipment remains the property of **EXTERIOR INTERIOR DESIGN & BUILD LTD** and will therefore be returned at the completion of my employment or at any time on request.

NAME

SIGNATURE

DATE

- Top copy to file, bottom copy to be retained by employee.



PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS

Training Requirements.

Introduction

Personal Protective Equipment (PPE) should always be considered the 'last resort' when addressing potential risks in the workplace. **EXTERIOR INTERIOR DESIGN & BUILD LTD** will provide suitable and sufficient Risk Assessments to ensure any risk to health & safety is properly dealt with through elimination, substitution, engineering controls and safe systems of work, in conjunction with the Principal Contractor's specific site rules.

Where the risk cannot be controlled or entirely eliminated, PPE will be issued and suitable information, instruction and training given by the Site Supervisor.

Contents of the training

Users of the PPE must be shown the proper use of the protection. How to check its component parts to ensure it is complete and serviceable. How to correctly fit and wear the protection. The training should include elements of theory as well as the practical use of the equipment. This may include recommendations and instructions supplied by the PPE manufacturers.

Reporting loss or defective PPE

The **EXTERIOR INTERIOR DESIGN & BUILD LTD** Site Supervisor will, during his company induction with new operatives arriving on site for the first time, check the PPE brought onto site by the new operatives. The Supervisor will ensure the PPE is in good order and suitable for the tasks to be undertaken. **Any PPE not to standard must be withdrawn and replaced.**

The required PPE not in their possession will be issued, recorded and signed for on the standard company form. The recipient will be informed that any defect or loss of PPE **must** be reported to the Supervisor immediately.

Any 'special' PPE not on personal issue must be made readily available by the Supervisor. (i.e. Respirator, safety harness, full face shields etc.).

'LOSS OR UNAVAILABILITY OF PPE IS NO EXCUSE FOR NON-COMPLIANCE'



SUMMARY OF PERSONAL PROTECTIVE EQUIPMENT TRAINING

PPE	TRAINING NOTES	DATE	PRINT NAME	SIGNATURE
Head Protection	Regulation 4 of the PPE AT WORK REGS and the CONSTRUCTION (HEAD PROTECTION) REGS requires head protection to be worn in hazardous areas. Most, if not all construction sites will enforce head protection at all times whilst on site. You are responsible for checking your hard hat. Any helmet showing more than superficial 'scuffing or abrasions' to the shell should be replaced. You must not deface or paint your hard hat. The head harness must be in good order and correctly fitted to the shell. Remember, headharnesses are not interchangeable between different makes. Check the date of the helmet and replace if beyond the manufacturers recommended time scale. Ensure that any other PPE you may be required to wear, is compatible with your safety helmet. Do not wear your safety helmet with the peak to the rear. When working at height or in high winds, it may be necessary to fit a chin strap to your helmet to prevent it falling. Store helmet in a clean place. Keep away from heat and light. (e.g. rear window of your car). SAFETY HELMETS APPROVED TO EN 379 ONLY.			
Ear Protection	LISTEN! YOU ONLY HAVE TWO EARS, they have to last you a lifetime. Noise in the workplace is the most common cause of hearing impairment and like radioactivity we can only tolerate a limited daily dosage. How harmful the noise is depends on the exposure time and the 'loudness'. CONSIDER! 5 MINUTES CARELESSNESS DURING A WORKING DAY COULD RESULT IN IMPAIRED HEARING FOR THE REST OF YOUR LIFE If the noise cannot be eliminated or reduced below 85db at source, then ear plugs or ear protectors must be worn. Ensure the ear protectors are compatible with other PPE, are kept in a clean serviceable condition. Also, ensure that protectors will give you adequate protection (i.e. reduce noise at the ear to below 85db(A)). If you choose ear plugs, ensure your hands are clean before fitting and removing, to prevent ear infections. EAR PROTECTORS APPROVED TO EN 352-1 EAR PLUGS APPROVED TO EN 352-2			



SUMMARY OF PERSONAL PROTECTIVE EQUIPMENT TRAINING

PPE	TRAINING NOTES	DATE	PRINT NAME	SIGNATURE
Eye Protection	Your eyesight is precious and cannot be replaced. So look after it. Every effort will be made to eliminate or reduce the hazard at source. Where eye protection is still required by law, or specific Risk Assessment, it will be provided. You must comply by wearing it and caring for it, keeping it in good order and serviceable. It is important to ensure you are wearing the correct eye protection for the task, for both safety and comfort. If in doubt, ask your Supervisor or Safety Adviser. Eye protection comes in many forms, to differing standards. (e.g. Safety Spectacles, inc. Prescription. Eyeshields, goggles and full face shields). Providing protection for Dust / Chemicals / Impact / Molten Metal. Do not allow your eye protection to become so scratched / damaged / dirty that you cannot see clearly through them. CHANGE THEM! *Box goggles are the only protection against dust. *Safety Spectacles must not be used for impact hazards. Stocks of eye protectors are kept in the site office. Ask your Supervisor for advice. EYE PROTECTION APPROVED TO BS 2092			
Respiratory Protection	Choosing the right respiratory can seem daunting, but the type you will require will be listed in the specific Risk Assessment for the task to be performed. Remember! No respiratory protection gives 100% protection. Generally, in our industry, we use the single shift disposable paper type. This paper type physical face mask may only give limited protection for dust and no protection against fumes or vapours. The Site Supervisor will ensure that you are given the right type and made readily available. As with all other protection measures, the respirator / mask should be considered "last resort". Elimination, substitution, engineering controls and safe systems of work must be addressed first. Any residual risk can then be controlled with PPE. The chosen Respiratory Protective Equipment (RPE) must suit the hazard, fit the user, be checked prior to donning and worn at all times when the hazard is present. RPE is approved under EN 149. 2001 FFP1, FFP2, and FFP3. FFP1 being the lowest protection factor and FFP3 being the highest protection factor and required as a minimum. Ensure you have adequate protection.			



SUMMARY OF PERSONAL PROTECTIVE EQUIPMENT TRAINING

PPE	TRAINING NOTES	DATE	PRINT NAME	SIGNATURE
Hand Protection	Anyone who does a job of work is dependent on their hands. You only have one pair, look after them. The wearing of gloves in hazardous conditions is a legal requirement and is covered by The Personal Protective Equipment Regulations. Regulation 4. Exterior Interior Design & Build Ltd will provide the appropriate gloves for the hazards. These hazards are categorised as follows:- Mechanical Hazards. These are associated with the handling of rough or sharp objects, which could abrade the skin. The handling of roofing tiles and slates is an example. Moving machinery is not classed as a mechanical hazard. In fact, it is extremely dangerous to wear gloves when they could become caught in moving parts or serrated edges. Machine guards must always be in place. Ensure you wear the approved type of glove for this category of hazard. These will be to BS EN 388. with abrasion rating 1 to 5. No.1, being the lowest performance rating. Chemical Hazards. Whether total immersion, or merely splash is involved, any substance, which would irritate, inflame or burn the skin is classed as a chemical hazard. Some substances can cause the skin to become sensitised over a period of time, while others have an immediate and painful effect. Lead, Mortar, Additives, Petrol, Diesel, Solvents, Coatings, Bitumen Mastics etc. are examples of potentially hazardous materials you may work with. Gloves with knitted wrists and / or open backs are NOT suitable for chemical protection. If you are working with a new or different material or substance, ensure you have the correct hand protection. Gloves for these hazards will be to BS EN 374.			



SUMMARY OF PERSONAL PROTECTIVE EQUIPMENT TRAINING

PPE	TRAINING NOTES	DATE	PRINT NAME	SIGNATURE
	Falls from height account for approximately 50% of all fatalities in the construction industry . The law demands that all falls must be prevented. A safe system of work must always be adopted when working off the ground. All edges must be protected. Handrails and toe boards in place on scaffolds. Proper safe access to height. However, there are situations when fall prevention may not be practicable and fall arrest methods are employed. These could be nets or crash bags, which are fitted in place as an overall protection, or a Safety Harness for individual protection. Safety harnesses must be properly inspected prior to use and fitted correctly. A thorough inspection by a competent person will be carried out every 2 MONTHS. When checking a harness ensure all webbing is in good order, with no serious cuts or fraying. All metal rings and buckles must be sound and not distorted. They must be kept clean. Do not use any solvents or chemicals to clean the harness. Check the safety lanyard for damage and ensure the attachment 'snaphook' is working correctly and not distorted. Store in a dry place out of direct sunlight.			



LADDERS & STEPS

Ladders and steps are not a regular tool of the trade being carried out by **EXTERIOR INTERIOR DESIGN & BUILD LTD**. However, whenever such items have to be used, care must be taken to ensure safe use. It is for this purpose that the following rules are a mandatory requirement for **ALL EMPLOYEES**.

- Always check the ladder and steps before use. **If in any doubt do not use!**
- Ensure that there is always clear access to top and bottom of ladder
- Ensure angle of ladder is at 4:1
- Use a ladder size suitable for the job. (The ladder should extend approximately 1m. past alanding place).
- Wherever possible secure the ladder by **lashing TOP** (LASH BOTH STILES AND NOT THE RUNG) **AND STABILISE THE BOTTOM**.
- If unable to lash the ladder, have someone stabilise the ladder by footing the base whilst work is in progress from the ladder.
- Always have three points of contact with the ladder when in a working position.
- Never stretch to reach the work in hand. **MOVE THE LADDER**.
- When climbing, grip the rungs and not the stiles
- Only one person on a ladder at any one time.
- Never climb or descend a ladder carrying a heavy load.
- Always face a ladder when ascending or descending.
- When using steps, never stand on the top step and position steps so that they are facing the work position.

ALWAYS REPORT ANY DEFECTS ON LADDERS AND STEPS.



LADDER INSPECTION CHECKLIST

DEPARTMENT

LADDER TYPE

LADDER IDENTIFICATION NO.

Condition	
OK	Faulty

Identification	-	missing or illegible
Stiles	-	cracked, split or broken
Stiles	-	twisted or distorted
Rungs	-	cracked, split or worn
Rungs	-	loosed (considered loose if they can be moved at all by hand)
Rungs	-	damaged, worn or missing
Plugs	-	damaged, worn or missing
Clutch (Ext.)	-	damaged, worn or missing
Fittings	-	rusted, corroded, damaged, worn or missing
Fasteners	-	rusted, corroded, damaged, worn or missing
Ropes	-	damaged, worn, badly deteriorated or missing

REMARKS

Inspected by: **Date:**



LADDER INSPECTION REPORT

Identity No.	Type	Location	Inspection Details	Date of Inspection	Signature



THE WORK AT HEIGHT REGULATIONS

Working at height remains the single biggest cause of workplace deaths and one of the main causes of major injury.

This document is written for employers, the self-employed and anyone who works at height. It tells you what you need to do to comply with the Work at Height Regulations, as amended by the Work at Height (Amendment) Regulations. The Regulations apply to all work at height where there is a risk of a fall liable to cause personal injury.

Using this information

1. This document summarises what you need to do to comply with the Work at Height Regulations. Some industry/trade associations may have produced more detailed guidance about working at height. You can also find more information on the HSE website.
2. It has been written so that in most cases it can be used without access to the Regulations. However, it may be useful to have the Regulations to hand if you require more information.
3. These Regulations have been made to prevent the deaths and injuries caused each year by falls at work.

Why are these rules important?

4. They replace all the earlier regulations about working at height. The Work at Height Regulations consolidate previous legislation on working at height and implement European Council Directive 2001/45/EC concerning minimum safety and health requirements for the use of equipment for work at height (the Temporary Work at Height Directive).

What is 'work at height'?

Regulation 2

5. A place is 'at height' if (unless these Regulations are followed) a person could be injured falling from it, even if it is at or below ground level.
6. 'Work' includes moving around at a place of work (except by a staircase in a permanent workplace) but not travel to or from a place of work. For instance, a sales assistant on a step ladder would be working at height, but we would not be inclined to apply the Regulations to a mounted police officer on patrol.



What do the Schedules to the Regulations cover?

7. They cover the detailed requirements for: Schedule

Existing places of work and means of access for work at height	1
Collective fall prevention (eg guard rails and toe boards)	2
Working platforms	3
Collective fall arrest (eg nets, airbags etc)	4
Personal fall protection (eg work restraints, work positioning, fall arrest and rope access)	5
Ladders and stepladders	6
Inspection reports (for working platforms in construction only)	7
Revocations	8

Do the rules apply to you?

Regulations 3 and 14

8. The Work at Height Regulations apply to all work at height where there is a risk of a fall liable to cause personal injury. They place duties on employers, the self-employed, and any person who controls the work of others (eg facilities managers or building owners who may contract others to work at height) to the extent they control the work.
9. Paid instructors or leaders of caving or climbing activities may use recognised alternative means of rope access and work positioning that does not make provision for two separately anchored ropes, providing they maintain an equivalent level of safety.
10. If you are an employee or working under someone else's control, regulation 14 says you must:
- Report any safety hazard to them;
 - Use the equipment supplied (including safety devices) properly, following any training and instructions (unless you think that would be unsafe, in which case you should seek further instructions before continuing).

Special cases

Regulations 3, 15 and 16 and Schedule 2

11. In certain cases the Regulations can apply outside Great Britain. (For details see regulation 3 (1).)



12. There are some exemptions for shipping, offshore installations, and docks. (For details see regulation 3(4) – 3(6) and 16.) People and organisations acting in the interests of national security may be exempted by the Secretary of State for Defence.
13. You may ask the Health and Safety Executive (HSE) to exempt certain people, premises, equipment, or activity from some of the regulations relating to guard rails and the like, but you will have to show that there is no risk to anyone's health or safety. (for details see regulation 15 and Schedule 2.)

What you must do as an employer

Overriding principle
Regulation 6(3)

14. You must do all that is reasonably practicable to prevent anyone falling.

The Regulations hierarchy

15. The Regulations set out a simple hierarchy for managing and selecting equipment for work at height.

DUTYHOLDER MUST:

- **Avoid work at height where they can;**
- **Use work equipment or other measures to prevent falls where they cannot avoid working at height: and**
- **Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.**

Dutyholders' responsibilities

16. The Regulations require dutyholders to ensure:
- All work at height is properly planned and organised;
 - All work at height takes account of weather conditions that could endanger health and safety;
 - Those involved in work at height are trained and competent;
 - The place where work at height is safe;
 - Equipment for work at height is appropriately inspected;
 - The risks from fragile surfaces are properly controlled; and
 - The risks from falling objects are properly controlled.



Planning

Regulations 4 and 6(1,2)

17. You must:

- Ensure that no work is done at height if it is safe and reasonably practicable to do it other than at height;
- Ensure that the work is properly planned, appropriately supervised, and carried out in as safe a way as is reasonably practicable;
- Plan for emergencies and rescue;
- Take account of the risk assessment carried out under regulation 3 of the Management of Health and Safety at Work Regulations.

Weather

Regulation 4(3,4)

18. You must ensure that the work is postponed while weather conditions endanger health or safety (but this does not apply to emergency services acting in an emergency.)

Staff training

Regulations 5 and 6(5)(b)

19. You must ensure that everyone involved in the work is competent (or, if being trained is supervised by a competent person). This includes involvement in organisation, planning, supervision, and the supply and maintenance of equipment.
20. Where other precautions do not entirely eliminate the risk of a fall occurring, you must (as far as it is reasonably practicable to do so) train those who will be working at height how to avoid falling, and how to avoid or minimise injury to themselves should they fall.

The place where work is done

Regulation 6(4)

21. You must ensure that the place where work is done at height (including the means of access) is safe and has features to prevent a fall, unless this would mean that it is not reasonably practicable for the worker to carry out the work safely (taking into account the demands of the task, equipment and working environment). Detailed safety requirements about where work is done at height are set out in Schedule 1.



Equipment, temporary structures, and safety features

Regulations 6(4)(b), 6(5)(a,b), 7, 8 and 12

22. If you rely on the exception in paragraph 21 above, you must provide equipment for preventing (as far as is reasonably practicable) a fall occurring.
23. If the precautions in paragraphs 21 and 22 do not entirely eliminate the risk of a fall occurring, you must do all that is reasonably practicable to minimise the distance and effect of a fall.
24. When selecting equipment for work at height you must:
 - Use the most suitable equipment;
 - Give collective protection measures (eg guard rails) priority over personal protection measures (eg safety harnesses);
 - Take account of:
The working conditions, and
Risks to the safety of all those at the place where the work equipment is to be used.
25. You must ensure that all equipment, temporary structures (eg scaffolding), and safety features comply with the detailed requirements of Schedules 2 to 6.

Inspections

Regulations 12 and 13

26. 'Inspection' is defined by regulation 12(10) as 'such visual or more rigorous inspection by a competent person as is appropriate for safety purposes.....(including) any testing appropriate for those purposes'.
27. You must ensure (as far as it is reasonably practicable to do so) that each individual place at which work is to be done at height is checked on every occasion before that place is used. This involves checking the surface and every parapet, permanent rail etc.
28. You must ensure that any item of a type mentioned in Schedules 2 to 6 is inspected:
 - After it is assembled or installed (or after it has been assembled and installed if both are required), if its safety depends on how it is assembled or installed;
 - As often as is necessary to ensure safety, and in particular to make sure that any deterioration can be detected and remedied in good time.



29. You must ensure that before you use any equipment which has come from another business, and before any equipment leaves your business, it is accompanied by an indication (clear to everyone involved) that the last inspection required by these regulations has been carried out.

Note: This does not apply to lifting equipment governed by regulation 9(4) of the Lifting Operations and Equipment Regulations, but since that rule is similar to this one there is little practical difference.

30. You must ensure that any platform used for (or for access to) construction work and from which a person could fall more than 2m is inspected in place before use (and not more than seven days before use). Where it is a mobile platform, inspection at the site is sufficient without re-inspection every time it is moved.

Notes: 'Construction work' is defined in detail in regulation 2(1) of the Construction (Health, Safety and Welfare) Regulations but broadly means 'the carrying out of any building, civil engineering or engineering construction work'.

'Platform' is widely defined by regulation 2 to include areas like gangways and stairways.

31. You must ensure that the person inspecting the platform (as required in paragraph 30):

- Prepares a report before going off duty, giving the details listed in Schedule 7;
- Give the report (or a copy) within 24 hours of completing the inspection to the person for whom the inspection was done (eg you or your site manager).

32. You must keep the report of a platform inspection made under the instructions given in paragraphs 30 and 31:

- At the construction site until the work is completed;
- Then at an office of yours for another three months.

33. 'Keeping' a report means keeping it (or a copy) safe from loss and unauthorised interference and so that a printed copy can be supplied when required.

34. You must keep all other records of inspection until the next inspection has been carried out.

35. Paragraphs 31 to 33 do not apply to lifting equipment governed by the similar rules imposed by regulations 9 and 10 of the Lifting Operations and Lifting Equipment Regulations.



Fragile Surfaces

Regulation 9

36. You must ensure that no one working under your control goes onto or near a fragile surface unless that is the only reasonably practicable way for the worker to carry out the work safely, having regard to the demands of the task, equipment, or working environment.

37. If anyone does work on or near a fragile surface you must:

- Ensure (as far as it is reasonably practicable to do so) that suitable platforms, coverings, guard rails, and the like are provided (and used) to minimise the risk;
- Do all that is reasonably practicable, if any risk of a fall remains, to minimise the distance and effect of a fall.

38. If anyone working under your control may go onto or near a fragile surface, you must do all that is reasonably practicable to make them aware of the danger, preferably by prominent warning notices fixed at the approaches to the danger zone.

Falling Objects

Regulations 10 and 11

39. Where it is necessary to prevent injury, you must do all that is reasonably practicable to prevent anything falling.

40. If it is not reasonably practicable, you must ensure that no one is injured by anything falling.

41. You must ensure that nothing is:

- Thrown or tipped from height if it is likely to injure anyone;
- Stored in such a way that its movement is likely to injure someone.

42. If the workplace contains an area in which there is a risk of someone being struck by a falling object or person, you must ensure that the area is clearly indicated and that (as far as reasonably practicable) unauthorised people are unable to reach it.



Vehicles

Vehicle Maintenance:

All Company vehicles shall be serviced at the frequencies recommend by the Manufacturer of the vehicle. It is the responsibility of the driver to carry out daily checks of their vehicles prior touse and in conjunction with the laid down checking procedure. Any defects noted must be reported immediately to the Transport Manager who shall co-ordinate servicing of all vehicles and any repairs necessary.

Driving Licences:

The Transport Manager must ensure that drivers have the correct licence for the class of vehicle they have authority to drive. All licences shall be inspected annually and drivers are required to report any convictions, points etc..

Mobile Phones:

The use of mobile phones is prohibited when driving Company vehicles. Drivers, on receiving acall, should pull in at the next convenient spot, identify the caller's number and return the call.

Seat Belts:

All drivers and passengers are required to wear seat belts when using Company vehicles.

Traffic Management:

All vehicles delivering plant and materials onto premises or sites must only do so under the strict control or a nominated responsible employee (Banksman) appointed by Management.

Usage:

Drivers are required to drive vehicles safely with regards to the Highway Code and are responsible for the safe and correct stowage of the loads they transport. They must not carry unauthorised passengers or unauthorised loads, use Company vehicles for unauthorised purposes or overload vehicles beyond the stated capacity.

Vehicles must be kept clean and tidy on the inside and the outside of the vehicle washed at agreed intervals.

Drivers must not drive or operate vehicles whilst suffering from a medical condition or illness that may affect their driving or operating ability or operate any Plant, Vehicle or Equipment whilst under the influence of alcohol or drugs unless medically prescribed.



THE Construction (Design & Management) Regulations (CDM Regs).

The CDM Regulations were introduced to improve the safety record of work carried out in construction and demolition. Not all our work will fall under these regulations but when they do, we must all ensure that the regulations are strictly adhered to.

The CDM Regs 2015 place specific duties on the following: CLIENT, DOMESTICCLIENT, DESIGNER, PRINCIPAL DESIGNER, PRINCIPAL CONTRACTOR, CONTRACTORS and OTHER CONTRACTORS. They also introduce a new duty holder, thePRINCIPAL DESIGNER previously the CDM COORDINATOR. When the new regulation comes in to force ON THE 6TH April 2015 there will be a 6 months transitional period for thetransfer from CDM coordinator to principal designer.

By doing this certain objectives are aimed for:

- Improve co-ordination of health and safety on construction and demolition work betweencontractors, thus promoting better management of the day to day work being carried out.
- Ensure that all information on identified hazards is provided for those actually doing the work.
- Ensure that checks are made on the competence of contractors engaged to do the work.
- Ensure that employers have competent health and safety advice to facilitate a healthy andsafe working environment.
- A requirement for designers to consider issues of health and safety in the construction ordemolition of structures under their control.

EXTERIOR INTERIOR DESIGN & BUILD LTD have a duty as employers, to notify the appropriate office of theHealth and Safety Executive when work is being carried out in the following terms.

Construction Work

1. All work that is expected to last for longer than 30 days.
2. Work that involves the employment of more than 500 person days.



Equal Opportunity Statement of Policy

EXTERIOR INTERIOR DESIGN & BUILD LTD will provide equal opportunity for all job applicants and workers. All recruitment, promotion and training will be based upon an individual's ability and job performance and will exclude any consideration of an applicant's/worker's religious beliefs, political opinion, sex, sexual orientation, marital status, race or disability, trade union membership or non membership or being part time worker. EXTERIOR INTERIOR DESIGN & BUILD LTD will not directly or indirectly discriminate on the aforementioned grounds.

To ensure that the Equal Opportunity Statement of Policy is effective the company will:

1. Make this statement known to all workers
2. Consult with workers about procedures required to make this statement effective.
3. Maintain a neutral working environment in which no worker feel under threat or intimidation because of his/her religious belief, political opinion, sex, sexual orientation, marital status or disability, race, trade union membership or non membership or being a part time worker.
4. Provide facilities for any worker who believes he/she has been discriminated against to raise the matter through the appropriate procedure.
5. Ensure the company recruitment and selection procedures outlined below are consistent provide equality of opportunity and are seen to be fair by all worker and job applicants. Selection will be based on ability to do the job in question.
6. Job descriptions and personnel specifications will be used for each post in question
7. All vacancies will be advertised as widely as possible
8. Any advertisement for a vacancy in the company will clearly define duties and necessary requirement for the post in question.

EXTERIOR INTERIOR DESIGN & BUILD LTD will keep under review the operation of this Equal Opportunity statement of Policy to take account of changing circumstances.

The company will regard any breaches of this statement as misconduct which will lead to disciplinary proceedings.



SECTION B

Work Risk Assessments



WORK RISK ASSESSMENTS

The Management of Health and Safety At Work Regulations requires all employers to assess the risks to workers and any others who may be affected by their undertaking.

EXTERIOR INTERIOR DESIGN & BUILD LTD have carried out this assessment and recorded the findings and action taken as required by these regulations. As new work methods are introduced, fresh assessments will be made as and when necessary.

The main reason for such assessments is to ascertain any significant risk present in a work operation and the degree of injury or damage that could be sustained by reason of this risk. From this a decision can be made if the risk is reasonable and acceptable in the circumstances. If not then action will be taken to remove the risk or reduce it to an acceptable degree.

The findings and results of the "Work Risk Assessment" are recorded and kept in the office. All employees of **EXTERIOR INTERIOR DESIGN & BUILD LTD** must make themselves familiar with all control measures required by these assessments. Clients of **EXTERIOR INTERIOR DESIGN & BUILD LTD** can view these assessments on request.



Work Activity Risk Assessment/Safety Method Statement

Reference:

Site Location:	Black Sheep Coffee, U058, Bluewater Shopping Centre, Greenhithe DA9 9ST				
Period of Work:	6 Hours				
Work Description:	Remove seat cushions and replace with new				
Personnel Affected:	EXIN				
Hazards:	Debris				
Risk:	LOW				
Existing Controls:	PPE				
RISK RATING (Tick As Applicable)					
LOW X		MEDIUM		HIGH	
ADDITIONAL CONTROLS TO REDUCE RISKS TO AS LOW AS REASONABLY PRACTICABLE					
Additional Controls Required:	N/A				
REVISED RISK RATING (Tick As Applicable)					
LOW		MEDIUM		HIGH	
Management of Work:	Naeem Mirza				
Signature:			Date:		



NOISE AT WORK REGULATIONS

Exposure to high noise levels can cause incurable hearing damage. Employees of **EXTERIOR INTERIOR DESIGN & BUILD LTD** could, at some time, be working in areas subject to the use of mandatory noise protection. This will usually be when working in factory / workshop environment usually the important factors are:

The noise level, given in decibel units. Examples of typical noise levels are:

- | | |
|--|-------------------------|
| * Busy street 80dB | * Chainsaw 125dB |
| * Heavy lorry 7 metres away 90dB | * Office machinery 55dB |
| * Jet aircraft taking off 25 metres away 140dB | * Grinder 107dB |

The other factor that has to be taken into consideration is the duration of exposure. **This could be hourly, daily or over a number of years.**

Sometimes the peak pressure of the sound wave may be so great that there is a risk of instantaneous damage. This is most likely when explosive sources are involved such as cartridge and nail guns, or compressed air operated tools.

The regulations place a requirement upon employers to provide protection for their employees when the noise reaches certain levels (80-85dB). **These regulations also place a requirement on employees to use the necessary protective devices provided and to maintain them in a useful condition.**

Areas designated as being at risk should be identified by notices. It is in your own interest to observe the warning and use the protection provided.

If you are working in a situation where a previous assessment has not been made and therefore warning signs are not posted, the following procedure should be followed:

1. **Decide whether you may have a noise problem.** (If people have to shout or have difficulty being understood by someone two metres away you could have a problem).
2. **Inform your Supervisor who will form a second opinion.**
3. **If there is any doubt YOU MUST WEAR EAR PROTECTION.**

IF YOU HAVE DEFECTIVE EAR PROTECTORS INFORM YOUR SUPERVISOR WHO WILL REPLACE THEM



FIRE SAFETY

All employees of **EXTERIOR INTERIOR DESIGN & BUILD LTD** are expected to observe good fire precautions such as: -

- Maintaining clear access to escape routes, free from boxes or rubbish and fire doors closed and not obstructed;
- Waste or rubbish cleared promptly and not allowed to accumulate;
- Potentially hazardous materials or flammable liquids stored safely;
- All electrical equipment safely connected to the appropriate mains supply and mains or higher voltage equipment switched off or disconnected when not in use.

All employees should make themselves aware of the location of fire extinguishers, they should also be aware of the different types of extinguishers and their operation.

ALL Fire Extinguishers now have red cylinders with a label coloured as below to indicate the type and classes of fire for which they are to be used. i.e. A Cream label for a foam extinguisher etc.

Older extinguishers STILL have the entire cylinder coloured to indicate the type as shown below.

CLASS OF FIRE	EXTINGUISHER TYPE	COLOUR
Paper, wood, textile & fabric	WATER	RED
Flammable Liquids	FOAM POWDER CO ² GAS BCF	Red with CREAM decal Red with BLUE decal Red with BLACK decal Red with GREEN decal
Electrical	POWDER CO ² GAS HALON	Red with BLUE decal Red with BLACK decal Red with GREEN decal

FROM THIS CHART IT SHOULD BE OBVIOUS THAT WATER EXTINGUISHERS MUST ALWAYS BE SITED AWAY FROM ELECTRICAL HAZARDS AND EXTINGUISHERS FOR ELECTRICAL HAZARDS SITED NEAR ELECTRICAL EQUIPMENT



FIRE SAFETY Cont.

Use the appropriate fire extinguisher only if you feel confident enough to attack the fire. Do not enter smoke filled areas and NEVER LET A FIRE OR SMOKE GET BETWEEN YOU AND THE EXIT.

FIRE---FIRE---FIRE---FIRE

Fire notices state what immediate action is to be taken in the event of fire. Additionally the following procedure should be carried out.

If you discover a fire you should:

- Raise the alarm to warn others and to summon help. Shout **"FIRE"** as loud as possible.
- Call the fire brigade from a safe position. Do not assume that someone else will do this and it does not matter if the fire brigade receive more than one call about the fire.

If you hear someone shouting 'FIRE' you must react immediately by carrying out the following:

- **Evacuate the area using the nearest exit.**
- **Assemble in a safe area.**
- **Do not re-enter the affected area until such times as a manager or a fire-fighter gives you permission.**

THE CAR PARK IS DESIGNATED FOR SUCH PURPOSE. A ROLL CALL WILL BE MADE BY MANAGEMENT

Any employee working on a client's site **must** make himself or herself conversant with the evacuation process established at the site. In the event of a fire drill taking place on that site employees of **EXTERIOR INTERIOR DESIGN & BUILD LTD MUST** co-operate in that drill.

Maintenance

All fire extinguishers will be checked every twelve months. These checks will be recorded on the extinguishers.

FIRE EXITS MUST BE KEPT UNLOCKED DURING WORKING HOURS AND THE AREA AROUND THEM FREE FROM OBSTRUCTION.



SAFE USE OF ELECTRICAL EQUIPMENT

By the very nature of the business being conducted by **EXTERIOR INTERIOR DESIGN & BUILD LTD** you will, at some time, come into contact with electrical equipment. The safe and correct use of electrical equipment is vital to prevent the risk of electrical shock or fire. **Always ensure you have received adequate training and instruction in the safe use of the equipment before attempting to operate it.**

When new electrical equipment is installed it must be properly tested and labelled accordingly before it is used. After this it must be tested in accordance with the following:-

50 volt equipment	12 monthly
110 volt equipment	3 monthly.
230 volt hand held tools etc	6 monthly.
230 volt fixed equipment and machines	12 monthly

By a trained person as required by the Electricity at Work Regulations.

In any event the user should **ALWAYS DO A VISUAL CHECK BEFORE USE**, and periodically, during use, ensure that obvious defects such as worn or damaged cables, broken switches or sockets, are reported immediately so that repairs can be undertaken before use.

If any electrical equipment bears an out of date test label or identification at all, you **MUST** inform a member of Management so that this situation can be rectified.

UNSAFE EQUIPMENT MUST BE TAKEN OUT OF SERVICE UNTIL IT HAS BEEN REPAIRED.

If electrical equipment develops a fault never attempt to carry out repairs yourself.

All connections to socket outlets must be made by proper electrical plugs and NOT by bare end wire/cables.

Do not carry or drag electrical equipment by its cable.

Do not allow cables or wires to come into contact with moisture.

Keep cables and wires out of the way of other operatives to prevent tripping hazards and to avoid damage to the cable.

Whenever on the spot adjustments or changes in attachments need to be made, power tools must be disconnected from the mains supply.



SAFE USE OF ELECTRICAL EQUIPMENT Cont.

All hired electrical equipment must be certificated as per the above regulations.

All electrical equipment that is hand held and used in an enclosed space must be at an operating voltage of 110v, or battery powered.

ELECTRICAL EQUIPMENT IS SAFE IF USED IN ACCORDANCE WITH ITS DESIGN AND PURPOSE. IT SHOULD BE TREATED WITH RESPECT.

DO NOT ABUSE ELECTRICAL EQUIPMENT ----- IT COULD SAVE YOUR LIFE!!!!



MANUAL HANDLING

More than a quarter of all accidents reported to the enforcing authorities are associated with manual handling. It follows that extreme care must be taken when employees are carrying out manual handling tasks. By following simple rules and techniques, the employees of **EXTERIOR INTERIOR DESIGN & BUILD LTD** can ensure that any risk presented whilst manual handling, is removed or reduced to a minimal level.

- Check the load before attempting a lift.
- Use mechanical aids wherever possible.
- Seek assistance when it is available.
- Plan the lift, i.e.
 - Where is the load going to be placed?
 - Is the route clear?
 - What height is the object being placed?
- When lifting, place the feet apart, giving a balanced and stable base for lifting.
- **Place the leading leg** as far forward as is comfortable in the direction you are to travel with the load.
- **Adopt a good posture.** Bend the knees so that the hands when grasping the load are as near waist level as possible. (Do not kneel or over flex the knees)
- **Keep your back straight** (Tucking the chin in helps).
- **Lean forward a little over the load.**
- **Get a firm grip and lift using the legs.**
- **Carry out the lifting movement smoothly** (keeping control of the load.)

IF IN ANY DOUBT **DO NOT LIFT** BUT SEEK ADVICE FROM MANAGEMENT
DO NOT LIFT ANY WEIGHT WHICH IS BEYOND YOUR PERSONAL CAPABILITY.



WORK EQUIPMENT

All work equipment comes under the Provision & Use of Work Equipment Regulations (PUWER) 1998. They concern the inspection of machinery, both static and mobile and also lifting equipment. PUWER replaces the old regulations of which we were familiar with. Abrasive Wheels Regulations and the Woodworking Regulations being just two of them.

ALL work equipment first provided for use after the 5th December 1998 must meet all the requirements of PUWER.

The responsibility for abiding by these regulations falls on employers and also the people who have control of work equipment.

It is the policy of **EXTERIOR INTERIOR DESIGN & BUILD LTD** to carry out such measures as required by PUWER, and as such will require operators of such equipment, as supplied by **EXTERIOR INTERIOR DESIGN & BUILD LTD** to ensure the programmed inspections are carried out and recorded. Where expert knowledge is required to carry out such inspections, this will be provided. No one is expected to work on machinery designated as requiring such inspections if such inspections have not been carried out and the equipment been deemed fit for service.

The following demands are placed upon us by PUWER.

- a) **SUITABILITY OF WORK EQUIPMENT:** The equipment must be suitable for the actual work being done. That it is safe to be used in the particular location designated to it and only used for the operations it was designed for and under conditions for which it is suitable. (Regulation 4)
- b) **MAINTENANCE:** The equipment is maintained in an efficient state, in efficient working order and in good repair. A record of maintenance to be kept for all high risk equipment. (Regulation 5). Any machine that cuts, grinds or presses is deemed high risk.
- c) **INSPECTION:** The equipment must be inspected whenever there is a significant risk to employees or other persons resulting from incorrect installation, deterioration or as a result of exceptional circumstances which could effect the safe operation of the equipment. Any equipment hired must have documentation to show it has been subject to such inspections and deemed fit for use. (Regulation 6)
- d) **COMPETENT PERSONS:** PUWER states that persons given the task of inspecting such equipment must be deemed competent to do so. They should have the necessary knowledge and experience. (Regulation 6) It follows that only those designated by the Management of **EXTERIOR INTERIOR DESIGN & BUILD LTD** will be deemed competent. (Regulation 6).



WORK EQUIPMENT Cont.

- e) **SPECIFIC RISK:** Use of work equipment which involves a specific risk, identified in a **RISK ASSESSMENT**, which cannot be controlled by guards or protective devices **MUST** be restricted to those persons who have received specialised training, information and instruction. (Regulation 7) * **In the main this means installation and or maintenance engineers. Guards and control devices must always be functioning and in place during normal working operations of work equipment.**
- f) **INFORMATION and INSTRUCTION:** It is the policy of **EXTERIOR INTERIOR DESIGN & BUILD LTD** that only those employees instructed to, and with relative experience, should operate work equipment provided by them. Any employee who goes against this policy will be dealt with in accordance with the company discipline code. (Regulation 8)
- g) **TRAINING:** Any employee who is instructed to operate such work equipment as necessary for them to do their job will be given appropriate instruction/training that will allow them to satisfy the demands of section (f). (Regulation 9)

There are other demands placed upon us all by PUWER 98 these will be addressed in the appropriate Work Method Statement applicable to the job our employees are carrying out. Such Work Method Statements will be provided to the employees and Management concerned.

NOTE: Work equipment first brought into service after 5th December 1998 MUST comply with all these regulations. Equipment in place before that date need not have complied until the 5th December 2002. However if a significant risk to health and safety is identified under a Risk Assessment. Then the appropriate measures will be put in place to remove or reduce this to an acceptable level at the time of discovery

Any employee or manager has a responsibility to ensure any shortcomings on our work equipment, is brought to the attention of the Managing Director.



TESTING and INSPECTING.

Under the terms of PUWER 98 Regulation 6. EXTERIOR INTERIOR DESIGN & BUILD LTD have a duty to test and inspect our machinery on a regular basis. This testing will be carried out at intervals decided by Management who will take in consideration the machine, its purpose and the frequency of use. The results of the tests and inspections will be recorded on Form ICD 4.

In addition to the official recorded tests, each operator of power driven equipment is, as part of his regular work, to check the machine he/she is working on before commencing work each day, or when the machine is first operated that day. Such checks that are required will be within the scope of a machine operator and will not require specialised knowledge. In the main they will be visual checking for wear and tear and breakages. Where a machine employs an emergency cut out switch, this MUST be checked that it is functioning BEFORE work commences on the machine. Such procedures will be indicated in the specific Work Method Statement for each machine and its operator.

IN ACCORDANCE WITH USE OF WORK EQUIPMENT REGS



EXTERIOR INTERIOR DESIGN & BUILD LTD

INSPECTION REPORT

FORM 91

ICD 4

DATE OF
INSPECTION

1.02.26

TIME OF
INSPECTION

10AM

PLANT OR EQUIPMENT INSPECTED

LOCATION N/A

TYPE & MODEL OF EQUIPMENT

Makita Cordless Driver

IDENTIFICATION MARK OR NUMBER

ANY FAULTS IDENTIFIED

NA

ACTION TAKEN TO REMEDY FAULTS (INCLUDING NAME OF PERSON INFORMED)

NA

DATE REMEDIAL ACTION CARRIED OUT:

NAME AND POSITION OF COMPETENT PERSON:

DATE REPORT HANDED OVER:

INSPECTION REPORTS: Makita cordless in good working order



PROTECTION OF YOUNG PERSONS

There could be times when young persons are employed by **EXTERIOR INTERIOR DESIGN & BUILD LTD** in such cases we are expected to take particular care of them. To this end it is our policy to protect any such young persons from any risks to their health and safety, which arises out of their lack of experience, or absence of awareness of existing or potential risks within our working environment.

When young persons are employed by **EXTERIOR INTERIOR DESIGN & BUILD LTD** a specific Risk Assessment **MUST** be carried out for the task being taken up by the young person.

In any event no young person should be asked to carry out any task that is beyond their physical or psychological capacity. Neither should they be exposed to extreme cold or heat, noise or vibration.

If in carrying out a Risk Assessment the control measures required to maintain the health and safety of the young person are not practical with that work process, then that young person **SHOULD NOT** be employed on that task.

This applies to **ALL young persons under the age of eighteen years.**

There are however times when a young person above the minimum school leaving age would have to do such work as part of his/her training. In such cases

CONSTANT supervision, by a COMPETENT PERSON is a requirement of the regulations covering the protection of young persons. It follows that this is also a requirement under our own Health & Safety Policy Document/Management System. ANY BREACH OF THIS WILL BE TREATED AS SERIOUS AND DEALT WITH UNDER OUR DISCIPLINE CODE.

As a general principle young persons should not be employed to use any fixed powered machinery with exposed moving parts. Any lifting equipment. Or direct any other work operation being done by others. i.e. Guiding vehicles etc.



SECTION C

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)



CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS (COSHH) 2002.

As an employee of EXTERIOR INTERIOR DESIGN & BUILD LTD you may encounter some hazardous substances. All of these items must be assessed to ensure that they comply with the above regulations (COSHH), as amended

Examples of some of these are: Lead, Cleaning Solvents, Lead based paints, Thinners, Adhesives, Sealants, and Bitumen Products etc.

Anyone using such items must be made aware of the hazards involved. The manufacturer's instructions must be followed and the items used for their intended purpose only.

It follows that only such items that have the approval of **EXTERIOR INTERIOR DESIGN & BUILD LTD** must be used.

NO SUBSTANCE MUST BE INTRODUCED INTO THE WORK METHODS OF EXTERIOR INTERIOR DESIGN & BUILD LTD UNLESS THEY HAVE BEEN ASSESSED AND APPROVED.

Empty containers or residue must be disposed of as directed in the manufacturer's instructions. You should always read these instructions carefully and only use the substance as directed.

Everyone must take care not to allow chemicals to come into contact with their eyes, skin or clothing. In the event of contamination, use plenty of cold water to wash the affected area and seek medical advice without delay.

Only the minimum quantities of solvents or chemicals needed should be kept, these should be stored in suitable cabinets. You must always keep them properly labelled and in the containers which the manufacturers have supplied or approved.

REMEMBER ONLY SUBSTANCES APPROVED BY THE MANAGEMENT CAN BE USED. IF YOU WISH TO USE SOMETHING THAT HAS NOT HAD APPROVAL, SUBMIT IT FOR ASSESSMENT, (PRIOR TO USE).

N.B. A list of approved substances is kept in the office.

HAVE YOU SEEN THE ASSESSMENT OF THE PRODUCT YOU ARE USING? ARE YOU APPLYING THE RECOMMENDED CONTROL MEASURES?

IF NOT YOU ARE IN BREACH OF THE COMPANY SAFETY MANAGEMENT SYSTEM!!



SECTION D

Control of Asbestos Containing Materials



CONTROL OF ASBESTOS CONTAINING MATERIALS

Services in the identification, assessment and control of asbestos risk

Under the Health and Safety at Work etc. Act there is a requirement for any employer to provide a safe workplace. Work on asbestos is covered by its own set of Regulations: *the Control of Asbestos At Work Regulation (CAWR) 2012*. There are duties to prepare a risk assessment and to make written arrangements to protect those at risk in the *Management of Health and Safety at Work Regulations* and to maintain the building/premises to protect occupants and workers under the *Workplace (Health, Safety and Welfare) Regulations*.

The CAWR regulations place a duty on employers before carrying out any work on asbestos to make an adequate assessment of the exposure of his employees and to prepare a written plan of work detailing the method by which the work is to be undertaken.

The new duty to manage asbestos in non-domestic properties will require the employer to make an assessment as to whether asbestos is or is liable to be present. Where asbestos is or liable to be present the employer has to prepare a written plan identifying the areas concerned and specify the measures to manage the risks arising. The risks will vary with circumstances, ranging from normal occupation of a premises, to the repair, refurbishment and removal of the asbestos containing material and they need to be assessed accordingly. The broad requirements on employers and building owners are to:

- take suitable and sufficient steps to determine the location of materials likely to contain asbestos;
- presume materials to contain asbestos, unless a reasoned argument to the contrary can be made;
- make and maintain a written record of the location of the asbestos and presumed asbestos materials;
- monitor the condition of asbestos and presumed asbestos materials at regular intervals;
- assess the risk of exposure from the asbestos and presumed asbestos materials and document the actions necessary to manage the risk;
- take steps to see that the actions above have been carried out.



To manage the risk from asbestos it will be necessary to:

- keep and maintain an up to date log of the location, condition, maintenance and removal of all asbestos containing materials on the premises;
- repair, seal or remove, if the risk of exposure is due to its condition or location;
- maintain in a good state of repair;
- inform anyone who is likely to disturb it about the location and condition of the material;
- have arrangements and procedures in place, so that work which may disturb the materials complies with the Control of Asbestos at Work Regulations
- Review the plan at regular intervals

Management

Maintain and update log of
ACMs;
Monitor condition;
Restrict access/isolate;
Label/colour code;
Inform;
Train;
Define safe systems of work;
Operate a permit to work
system

=

Control

Clean up debris;
Repair;
Encapsulate
Enclose; Remove.



SECTION E

Work Method Statements



THE MANAGEMENT OF HEALTH & SAFETY
AT WORK REGULATIONS

**SAFETY WORK METHOD
STATEMENT**

BY

EXTERIOR INTERIOR DESIGN & BUILD LTD

DATE

2.02.26



CONTRACTOR SAFETY METHOD STATEMENT

Contractor:	Description of work to be undertaken:
EXIN	Construction of 5x New house and associated Landscaping

Please read this document carefully.

Complete as accurately as possible making reference where appropriate to Statutory Regulations Approved Codes of Practice, HSE Guidance Notes.

COMPLETE ALL SECTIONS

1.0 CONTRACTOR DETAILS

1.1		
1.2	Telephone No:07771 845 828 Fax No:	
1.3	Manager responsible for the work:	N Mirza
	Manager responsible for safety, if different:	J Birch
1.4	Start date: Estimated duration of work (weeks):	TBC 150 Weeks
1.5	Number of employees on site:	4/5
1.6	List employees occupations Contracts Manager/ Site Manager/ Plant Operator/ Groundworkers/ Electricians/ Plumbers/ Carpenters/ Decorators	

2.0 NOMINATED SUB-CONTRACTORS

Name:	Address:	Activity:
Tel:		Fax:
Name:	Address:	Activity:
Tel:		Fax:
Other Contractors:	Fill details on separate sheets:	



CONTRACTOR SAFETY METHOD STATEMENT Cont.

MATERIALS/SUBSTANCES/AGENTS/COSHH REGS

Indicate the nature of hazardous substances on site or to be used on site (Tick Box):

Flammables		Fumes		Toxic	
Corrosive		Irritant and Harmful	X	None	
Asbestos Cement					

Give a brief detail of all hazardous substances etc. that will be used/produced on site and what safety precautions will be taken to ensure the safety of all personnel in or near the work area, and for the containment of spillage and disposal of waste: **No hazardous materials on site**

SUPERVISION

Detail the level of supervision to be provided and described their responsibilities with regard to the monitoring of safe working activities:

CO-ORINATION OF ACTIVITY

Indicate others you are responsible for (Tick Box): N/A

Deliveries	NA	Public	NA	Others (set out details on separate sheet)	
------------	----	--------	----	--	--

Describe how the supervisor will ensure the safe co-ordination of activities:

The Supervisor will ensure that his work does not cause a hazard to members of the public who will have access to his work areas. Barrier off the area if required.



CONTRACTOR SAFETY METHOD STATEMENT Cont.

PERSONAL PROTECTION EQUIPMENT (PPE)

Indicate the PPE to be used (Tick Box):

Head Protection	X	Face/Eye Protection	X	Hearing Protection	
Respiratory Protection		Hand/Arm Protection	X	Foot/Leg Protection	
Fall Arrest Equipment		Protective Clothing		Others	

Detail the type of PPE to be used by employees: Hi Vis Vest/ Hard Hat/ Safety Boots

HOUSEKEEPING

Detail the arrangements that will be made to ensure high standards of housekeeping:

All the waste created by the preparation of the surfaces must be cleaned up and “bagged”

Any spillages of paint or solvents must be cleaned up immediately. No liquid waste to be disposed of by pouring down drains.

Signed:	N Mirza
Position:	Director
For and on behalf of:	EXIN
Date:	6.01.26

The completion of this Method Statement does not relieve the contractor from providing the technical details of how they intend to carry out the work they are contracted to do.

Date Issued to Contractor:



CONTRACTOR SAFETY METHOD STATEMENT Cont.

INDUCTION

This Safety Method Statement must be read in conjunction with any other procedures or instructions that may form part of the overall contract.

All personnel on this project must familiarise themselves with this Method Statement and the site specific Risk Assessment attached.

We, the undersigned have read and understood the Method Statement and Risk Assessments for this project:-

DATE	PRINT NAME	SIGNATURE



AIR OPERATED EQUIPMENT

There may be times when employees of **EXTERIOR INTERIOR DESIGN & BUILD LTD** will use, or be exposed to those using, air operated equipment.

Equipment powered by compressed air must be inspected to ensure all hoses and couplings are intact with no apparent wear. This inspection must take place each day before the commencement of each work period. If in any doubt as to the fitness of the equipment it **MUSTNOT** be used and the defects reported to a member of Management who will arrange a repair.

The offending equipment **MUST** be marked **DO NOT USE** until such time as the equipment is deemed fit for purpose.

Compressed air is a safe medium provided certain rules are strictly observed. It is the policy of EXTERIOR INTERIOR DESIGN & BUILD LTD that such rules form a major part of the work method statement relating to the use of this type of equipment.

1. **Always ensure that equipment is sound and fit for purpose.**
2. **Never point the equipment in the direction of another person.**
3. **Treat the equipment with respect.**
4. **Always uncouple from air supply when work completed.**
5. **Wear appropriate PPE as indicated in the Risk Assessment and Work Method Statement.**



SECTION F

Safety Audits

SAFETY AUDITS

To ensure health and safety standards are maintained, it is an integral part of the Health & Safety Policy Document/Management System of **EXTERIOR INTERIOR DESIGN & BUILD LTD** that high standards of health and safety are maintained. To that end health and safety audits will be carried out on a regular basis. These will consist of a general audit every month and a specific detailed audit every twelve months. The following check list will be used in the general audits. Any action items identified will be prioritised in accordance with the seriousness of the omission.

DAILY CHECKS REGISTER

THIS REGISTER MUST BE SIGNED EACH DAY BY THE MANAGER OR A NOMINATED DEPUTY BEFORE THE BUILDING IS OPENED FOR NORMAL TRADING TO VERIFY THAT AT THE START OF BUSINESS CHECKS HAVE BEEN DONE.

[illegible]



SECTION G

Forms Used By

EXTERIOR INTERIOR DESIGN & BUILD LTD



Work Activity Risk Assessment/Safety Method Statement

Reference:

Site Location:	Campbell Road	
Period of Work:		
Work Description:	Construction of 5x new house and associated Landscaping	
Personnel Affected:	EXIN Site Employees	
Hazards:	Hazards 1-Dust 2-Chemical Products (Silicone/ Glue) 3-Working at Height (Ladders/ Towers) 4-Slips & Trips 5-Use of Power Tools (Battery powered Cordless)	
Risk:	Risks 1-Respiratory Disorder 2-Skin irritation 3-Fractures/ bruising 4-Fractures/ Bruising 5-Electric shock	
Existing Controls:	Controls 1-Suitable PPE – Hard hats/ masks, ventilation, regular vacuuming of work area, 2- Handled in line with COSHH Guidelines /products used to manufactures guides/ ventilation/ COSHH data sheets, secure storage 3-Routine inspection of ladders/ work undertaken in teams/ appropriate step ladders used in line with manufactures guidelines 4-ensure good housekeeping/ ensure space around work area/ ensure dust sheets are secure/ clean any spillages immediately 5-visual inspection to ensure equipment is in good working order	
RISK RATING (Tick As Applicable)		
LOW	MEDIUM	HIGH
ADDITIONAL CONTROLS TO REDUCE RISKS TO AS LOW AS REASONABLY PRACTICABLE		
Additional Controls Required:		
REVISED RISK RATING (Tick As Applicable)		



LOW		MEDIUM		HIGH	
Management of Work: J Birch/ N Mirza					
Communication:					
Signature:					N Mirza
Date:					1.02.26 4

Method Statement



REPORT OF INSPECTION ON WORK EQUIPMENT

The Provision and use of work Equipment Regulations

Inspection carried out on Makita Cordless Drill Machine.....

Inspection carried out on by (Name) J Birch..... Position Contracts Manager.....

Address of site Campbell Road DA12

Date & Time of Inspection	Description of work Equipment	Details of any matter identified giving rise to a risk to the Health & Safety of any person	Details of any action taken as a result of any matter identified	Signature of person making the report
1.02.26	Monthly power tool check	NA	NA Equipment in good working order	J Birch



REPORT OF INSPECTION ON LIFTING EQUIPMENT

The Lifting Operation and Lifting Equipment Regulations

Inspection carried out on behalf of

Inspection carried out on by (Name) Position

Address of site

Date & Time of Inspection	Description of Lifting Equipment	Details of any matter identified giving rise to a risk to the Health & Safety of any person	Details of any action taken as a result of any matter identified	Signature of person making the report



Site Safety Inspection

Location _____ Supervisor _____ Date _____

Person Seen _____ Safety Advisor _____

Code: VG = Very Good G = Good A = Average P = Poor VP = Very Poor

Action: A: Within 1 day.

P: Immediately

VP: All work stop

Action : A: Within 1 Day	VG	G	A	P	VP	Comments
GENERAL						
Site Tidiness						
Access to work areas						
Traffic routes						
Protection of public						
Safety Notices						
Working at heights						
Confined spaces						
Defective floors/ceilings						
Fire Extinguishers						
First Aid Provision						
PERSONNEL						
Site Safety Induction						
Use of PPE						
Training & Certificates						
Welfare facilities						
Staff awareness of emergency arrangements						
STORAGE AREAS						
Housekeeping, lighting, space						
COSHH						
COSHH Assessments / PPE						
Storage / Spill Kits / Bunding						
PLANT & EQUIPMENT						
Electrical checks conducted						
Level of Maintenance						
Correct consumables fitted						
LONE WORKING						
DOCUMENTATION						
Method Statements, Risk Assessments, safety plan						
OTHER (site specific Hazards)						

Site Rating (VG) (G) (A) (P) (VP)



LADDER INSPECTION CHECKLIST

DEPARTMENT

LADDER TYPE ...Step Ladder.....

LADDER IDENTIFICATION NO. Werner...Youngman.....

Condition	
OK	Faulty

Identification	NA	missing or illegible
Stiles	NA	cracked, split or broken
Stiles	NA	twisted or distorted
Rungs	NA	cracked, split or worn
Rungs	NA	loosed (considered loose if they can be moved at all by hand)
Rungs	NA	damaged, worn or missing
Plugs	NA	damaged, worn or missing
Clutch (Ext.)	NA	damaged, worn or missing
Fittings	-	rusted, corroded, damaged, worn or missing
Fasteners	-	rusted, corroded, damaged, worn or missing
Ropes	-	damaged, worn, badly deteriorated or missing

REMARKS

Ladder is good condition/ safe working order

Inspected by: J Birch..... Date: 1.02.26.....





LADDER INSPECTION REPORT

Identity No.	Type	Location	Inspection Details	Date of Inspection	Signature
Werner Youngman	Step Ladder	EXIN Yard	Ladder inspection/ test	10.01.26	JBirch



EXTERIOR INTERIOR DESIGN & BUILD LTD - Site Induction

Operatives Name:	Trade:	Date:	Supervisor's Name:
Home Address:		Home Tel No:	Emergency Contact:
Any Medication Being Taken?			
Any Medical problems that could effect safety?			

Information

Tick

1.	Notify inductee that _____ is the Principal Contractor for the project.	
2.	Notify inductee that _____ is the CDM Co-ordinator for the project.	
3.	Explain the project objectives, nature of the works, describe the site. Notify arrangements for meals, location of the welfare facilities and site working hours.	
4.	Advise of any present hazards on site.	
5.	Notify inductee that _____ is the Project Manager and _____ is the Site Manager.	
6.	Inform where the Site safety Notice Board is situated and that all relevant documents are displayed (i.e. F10 Insurance Certificate, Fire/Emergency Plan, Project Management Plan , Safety Meeting Dates and Minutes. First Aid Arrangements.	
7.	Inform Inductee of site First Aiders and the location of the First aid Post and Accident.	
8.	Notify inductee of Emergency Procedures and Accidents/Incident reporting Procedures.	
9.	Advise that all Dangerous Occurrences must be reported to the client immediately.	
10.	State that responsibility for Health Safety is shared by all site staff and operatives and that the inductee is obliged to draw to the attention of client site staff any unsafe conditions, working practice or dangerous occurrence observed on site.	
11.	Explain fire extinguishers and where the Fire Points are located, escape routes and the Fire Assembly Point.	
12.	Explain the system for non-compliance of Site Rules and Safety Procedure on site.	
13.	Ensure the inductee has received, read and understood their Company's Safety MANAGEMENT System.	
14.	Ensure the inductee has received , read and understood the Work Method Statement/Risk Assessment for the specific operations they will undertake.	



Site Rules

Tick

1.	Safety Helmets	Safety Helmets must be worn at all times whilst on the site.	
2.	Hi-Vis Jacket Vest	High visibility Jackets or Vests must be worn when working or moving about the site.	
3.	Footwear	Suitable footwear in good condition incorporating a steel toe cap when moving about the site.	
4.	Eye Protection	Whenever there is potential risk of eye injury, suitable approved eye protection must be worn	
5.	Hearing Protection	If the site noise level or your particular operation exceeds 85dB(A), suitable ear defenders must be worn if the noise cannot be reduced at source.	
6.	Banksman	All lifting Machine/Crane operations and reversing vehicles with restricted rear and side vision must have a trained Banksman in attendance.	
7.	Welfare Facilities	Anyone found defacing or abusing the site welfare facilities will be removed from site	
8.	Smoking	Enter smoking policy here	
9.	Housekeeping	All working areas must be kept tidy. It is your duty to remove your waste to the appropriate skip daily.	
10.	Hygiene	The taking of meals or other refreshments within the building is prohibited. Use facilities provided.	
11.	Fires	The lighting of fires on site is strictly forbidden. A "HOT WORK PERMIT" system may be in use, check and ensure you obtain a permit daily.	
12.	Emergency Exits	All escape routes and exits must be kept clear at all times.	
13.	Hand Tools/ Electrical Tools	Only 110 Volt electrical tools are allowed. Training is required to change Abrasive Wheels/Discs (inc Stihl Saws) and Hilti cartridge tools.	
14.	Scaffolding	Do not alter or tamper with scaffold. See the Principal Contractor or your allocated Scaffolder, if you require scaffold alterations.	
15.	Ladders/Steps	You are not allowed to use stepladders on site.	
16.	Excavations	The client may operate a "PERMIT TO DIG" system. Do not proceed without a permit. Ensure the excavation is safe to enter.	
17.	Confined Spaces	Manholes, Ducts, Shafts, Trenches and small unventilated areas can be high risk. You will require a "CONFINED SPACE" permit to enter. If in doubt,ASK!	
18.	Radios/ Personal Stereos	These are not allowed on site at any time	

HAVE YOU ANY QUESTIONS TO ASK?

INDUCTION COMPLETE - PLEASE SIGN BELOW.

In confirm that I have received and understood the above induction and will comply with all site rules and control measures.

Signed..... (Inductee)

I confirm that on I have inducted

In all the above matters. Signed..... site Supervisor/Manager

Ref. No.

The completed forms are to be retained in a site file and a copy sent to Head Office



CONTRACTOR SAFETY METHOD STATEMENT

Contractor:	Description of work to be undertaken:

Please read this document carefully.

Complete as accurately as possible making reference where appropriate to Statutory Regulations Approved Codes of Practice, HSE Guidance Notes.

COMPLETE ALL SECTIONS

1.0 CONTRACTOR DETAILS

1.1	Address:	
1.2	Telephone No: Fax No:	
1.3	Manager responsible for the work:	
	Manager responsible for safety, if different:	
1.4	Start date: Estimated duration of work (weeks):	
1.5	Number of employees on site:	
1.6	List employees occupations:	

2.0 NOMINATED SUB-CONTRACTORS

Name:	Address:	Activity:
Tel:		Fax:
Name:	Address:	Activity:
Tel:		Fax:
Other Contractors:		Fill details on separate sheets:



MATERIALS/SUBSTANCES/AGENTS/COSHH REGS

Indicate the nature of hazardous substances on site or to be used on site (Tick Box):

Flammables		Fumes		Toxic	
Corrosive		Irritant and Harmful		None	
Asbestos Cement					

Give a brief detail of all hazardous substances etc. that will be used/produced on site and what safety precautions will be taken to ensure the safety of all personnel in or near the work area, and for the containment of spillage and disposal of waste:

SUPERVISION

Detail the level of supervision to be provided and described their responsibilities with regard to the monitoring of safe working activities:

CO-ORDINATION OF ACTIVITY

Indicate others you are responsible for (Tick Box):

Deliveries		Public		Others (set out details on separate sheet)	
------------	--	--------	--	--	--

Describe how the supervisor will ensure the safe co-ordination of activities:

The Supervisor will ensure that his work does not cause a hazard to members of the public who will have access to his work areas. Barrier off the area if required.



PERSONAL PROTECTION EQUIPMENT (PPE)

Indicate the PPE to be used (Tick Box):

Head Protection		Face/Eye Protection		Hearing Protection	
Respiratory Protection		Hand/Arm Protection		Foot/Leg Protection	
Fall Arrest Equipment		Protective Clothing		Others	

Detail the type of PPE to be used by employees:

HOUSEKEEPING

Detail the arrangements that will be made to ensure high standards of housekeeping:

All the waste created by the preparation of the surfaces must be cleaned up and “bagged” asbestos waste.

Any spillages of paint or solvents must be cleaned up immediately. No liquid waste to be disposed of by pouring down drains.

Signed:	
Position:	
For and on behalf of:	
Date:	

The completion of this Method Statement does not relieve the contractor from providing the technical details of how they intend to carry out the work they are contracted to do.

Date Issued to Contractor:



INDUCTION

This Safety Method Statement must be read in conjunction with any other procedures or instructions that may form part of the overall contract.

All personnel on this project must familiarise themselves with this Method Statement and the site specific Risk Assessment attached.

We, the undersigned have read and understood the Method Statement and Risk Assessments for this project:-

DATE	PRINT NAME	SIGNATURE



Toolbox Talk Register

Job No. _____

Contract: _____

Sheet: _____ of _____

Details of training session undertaken: _____

Date session delivered: _____

Start Time: _____ **End time:** _____ **Duration (Minutes)** _____

Details/Topic

1. _____
2. _____
3. _____

I confirm that I have attended the above noted training session and that I understood my responsibilities outlined during the presentation.

Name (Signature)	Name (Print)	Position	Employer	Score



HOT WORK PERMIT

APPLIES ONLY TO AREA SPECIFIED BELOW

PART 1

SITE FLOOR ROOM

Nature of the job (including exact location)

The above location has been examined and the precautions listed below have been taken:
(The person carrying out this check must tick as appropriate those precautions that have been taken. Those that are not relevant should be marked with a cross)

HOT WORK AREA

- ☐ LOOSE COMBUSTIBLE MATERIAL CLEARED
- ☐ NON-MOVEABLE COMBUSTIBLE MATERIAL COVERED/SUITABLE
- ☐ EXTINGUISHERS TO HAND
- ☐ OPERATIVES TRAINED IN USE OF EXTINGUISHERS
- ☐ GAS CYLINDERS FITTED WITH A REGULATOR AND FLASHBACK ARRESTOR, VALVE HANDLE ATTACHED
- ☐ GAS CYLINDERS SECURED IN A VERTICAL POSITION ON A TROLLEY
- ☐ OTHER PERSONNEL WHO MAY BE AFFECTED BY THE WORK MOVED FROM THE AREA

WORK ON WALLS, CEILINGS OR PARTITIONS

- ☐ OPPOSITE SIDE CHECKED AND COMBUSTIBLES MOVED AWAY, BITUMEN BOILERS, LEAD HEATERS ETC.
- ☐ GAS CYLINDERS AT LEAST 3 METRES FROM BURNER IF SITED ON ROOF, HEAT INSULATING BASE PROVIDED

PART 2

Signature of person receiving permit

Date of permit

Time work started

Time work finished on clear up
(Note completion at least 1 hour prior to site closure).

PART 3

FINAL CHECK

Work areas and all adjacent areas to which sparks and heat might have spread (such as floors above and below and on opposite sides of walls) were inspected one hour after the work finished and were found to be clear and clean.

Signature of person carrying out final check.

AFTER SIGNING RETURN PERMIT TO PERSON WHO ISSUED IT.



PERMIT TO WORK (PTW) PROCEDURE		Page 1 of 3
Contract Number:		Contract Title/Location:
Method of Issue/Control		
1.	The Contracts Manager and/or Project Engineer, where appropriate in association with the Client and / or Main Contractor will identify areas within the contract to be controlled by a Permit to Work.	
2.	All such areas will be clearly identified on appropriate documentation / drawings and to appropriate personnel, both supervisory and operatives.	
3.	Permits to Work (Appendix PTW1) may only be issued by either the Contracts Manager or the Project Engineer (hereafter called the ‘originator’).	
4.	To generate a Permit to Work, the originator will; i) Allocate the next sequential PTW from the Permit to Work Register (PTW2) ii) Generate the Permit to Work (identified with the PTW number) iii) Record details of the Permit to Work in the Register	
5.	The Permit to Work will detail the following: i) Personnel requiring entry ii) Responsible Person iii) Location/Area of Work iv) Details of work to be carried out v) Equipment/PPE to be used vi) Period of Access – date, time of entry and time of exit	
6.	The Permit to Work will be signed by the recipient (person in charge of works to be carried out) and the originator.	
7.	Both entries will be dated and timed accurately.	
8.	Upon completion and signing of the Permit to Work, a copy will be made and issued to the responsible person.	
9.	After issue, the originator will enter necessary details on the Permit to Work Register.	
	N.B. Permits to Work will be issued on a daily basis.	
10.	Upon completion of works, the responsible person will report to the Contracts Manager or Project Engineer to inform of completion.	
11.	The Contracts Manager or Project Engineer will: i) Cancel the original Permit to Work ii) Attach the copy surrendered by the responsible person iii) Record cancellation details on the Permit to Work Log	
12.	The Permit to Work Register and related Permits to Work, both ‘live’ and ‘surrendered’, will be retained in a suitable location on site.	

Appendix G



PERMIT TO WORK (PTW) PROCEDURE		Page 2 of 3	
Contract Number:		Contract Title/Location:	
Permit To Work		PTW Number:	
Personnel requiring entry:			
Responsible person:			
Location/Area of works:			
Details of work to be carried out:			
Equipment/PPE to be used:			
Period of Access: Date:		From:	To:
		am/pm	am/pm
ISSUE OF PERMIT			
P.T.W. received by:			
Signed:		Print Name:	
Person in charge of works to be carried out and I confirm that one man working will not be permitted at any time.			
Date:		Time: am/pm	
P.T.W. issued by:			
Signed:		Print Name:	
Date:		Time: am/pm	
CANCELLATION OF PERMIT			
Permit cancelled by:			
Signed:		Print Name:	
Date:		Time: am/pm	

Appendix G



PERMIT TO WORK (PTW) PROCEDURE

Page 3 of 3

Contract Number:

Contract Title/Location:

PERMIT TO WORK REGISTER

Date Issued	Ptw Nbr	Area of Work	Issued to	Work Period	Nbr of Persons	Issued by	Date & Time Cancelled
				From: am/pm To: am/pm			
				From: am/pm To: am/pm			
				From: am/pm To: am/pm			
				From: am/pm To: am/pm			
				From: am/pm To: am/pm			
				From: am/pm To: am/pm			
				From: am/pm To: am/pm			

AppendixG



SECTION H

Staff Welfare Facilities



STAFF FACILITIES

1 SANITARY CONVENIENCES

1.1

Sanitary conveniences shall be provided in accordance with the requirements of the Workplace (Health Safety & Welfare) Regs

1.2

Where the number of people employed to work in premises is five or less at any one time (regardless of whether male or female) one toilet is sufficient. In all other cases, separate sanitary accommodation must be provided for persons of each sex and marked appropriately.

2 WASHING FACILITIES

2.1

Washing facilities shall be provided in accordance with the requirements of the Workplace (Health Safety & Welfare) Regs.

2.2

In particular, wash basins shall have a smooth impervious surface and have a supply of clean running hot and cold water. Towels or other means of drying and soap shall be provided. Rooms containing washing facilities must be ventilated.

3 DRINKING WATER

An adequate supply of wholesome drinking water shall be provided in all premises.



SECTION I

HEALTH & SAFETY AT

EXTERIOR INTERIOR DESIGN & BUILD LTD



EMPLOYEE HAND DOCUMENT

CONTENTS

1. Your guide to Safety
2. Health & Safety MANAGEMENT System
3. Good Housekeeping
4. Manual Handling
5. Ladders / Steps
6. Scaffolds / Towers & Trestles
7. Personal Protective Equipment
8. Accident Reporting & First Aid
9. Vehicles and Plant
10. Fire
11. Liquid Petroleum Gas
12. Abrasive Wheels / Cartridge Tools
13. Hazardous Substances
14. Noise
15. Electricity
16. Machinery
17. Excavations
18. Holes in Floors
19. Discipline
20. Safety Audits



YOUR GUIDE TO SAFETY

The following pages in this document let give basic guidance on what is expected from all who do work for EXTERIOR INTERIOR DESIGN & BUILD LTD. The information is extracted from the publication Health & Safety at EXTERIOR INTERIOR DESIGN & BUILD LTD which is a supporting document to our Health& Safety MANAGEMENT System. This publication, along with our Safety MANAGEMENT System, is readily available on all work sites to anyone who wishes to refer to it.

Safety rules and regulations are put there to ensure that we complete our working lives healthy and in one piece, they are not there to hinder, frustrate or make our lives uncomfortable. If we are to do our work in a quality way we cannot ignore safety, for the safety way is the quality way.

EXTERIOR INTERIOR DESIGN & BUILD LTD by their work to this regard they are committed to providing and maintaining safe and healthy conditions and systems of work for all situations under their control and direction RESPONSIBILITIES.

The directors of the EXTERIOR INTERIOR DESIGN & BUILD LTD have overall and final responsibility for all Health & Safety issues. To this end they are responsible for ensuring all necessary resources are made available to satisfy the demands of this policy.

All operatives have a responsibility to co-operate with EXTERIOR INTERIOR DESIGN & BUILD LTD in working out this policy.

All operatives have a responsibility, whilst at work, to take care of the Health & Safety of themselves and others affected by their work.

The Safety Co-ordinator for all work areas will be Naeem Mirza..

GOOD HOUSEKEEPING

A basic requirement for ensuring the Health & Safety of all employed in the working of EXTERIOR INTERIOR DESIGN & BUILD LTD is an organised, tidy, workplace.

Hazards can be reduced considerably if floors, passages, stairs and ladders are kept clear of materials, tools, rubbish and trailing leads.

Everyone should think before they place an item in such a position that it could cause an accident.

All rubbish to be cleared away on a regular basis. All materials to be stored in an ordered and structured manner. This will make work easier and more efficient.

If you see something that is causing a hazard, you must not assume that someone else is dealing with the problem.

REMEMBER - A place for everything and everything in its place.



MANUAL HANDLING

More than quarter of all accidents reported to the enforcing authorities are associated with Manual Handling. It follows that extreme care must be taken when employees are carrying out Manual Handling tasks.

By following simple techniques, employees can ensure that any risk presented when Manual Handling is removed or reduced to a minimal level.

- Check the load before attempting to lift.
- Use mechanical aids whenever possible.
- Seek assistance when it is available.
- Plan the lift.
- Where is the load going to be placed?
- Is the route clear?
- What height is the object to be placed?
- When lifting, place the feet apart giving a balanced base.
- Adopt a good posture.
- Bend the knees.
- Keep your back straight.
- Keep your chin in.
- Lift using your legs, **not your back**

IF IN DOUBT DO NOT LIFT

LADDERS AND STEPS

- Always check ladders and steps before use. **If in doubt do not use.**
- Use ladders for short duration work only.
- Ensure the angle of the ladder is **4:1**
- Use a ladder suitable for the job
- Whenever possible secure the ladder by lashing **both** stiles and stabilise the bottom.
- If you are unable to stabilise by lashing, have someone stabilise by footing the base.
- Always maintain the three point contact with the ladder.
- **Never** stretch to reach the work, **move the ladder**
- When climbing grip the rungs, not the stiles.
- Only one person on the ladder at any one time.
- Always face the ladder when ascending and descending.
- Ensure the ladder rises at least 1.07m (3' 6") above the landing place
- **Never** stand on the top step when using stepladders.

Always report any defects.



SCAFFOLDS / TOWERS AND TRESTLES

Ensure that scaffolds are properly boarded and fitted with guard rails appropriate to the job being done. Never remove any boards, guard rails or ties. **Report all defects.**

Never alter the structure of the scaffold. Never overload the scaffold, or stack materials in such a way that they could fall over and cause injury to those below.

Do not throw materials down from scaffold, tower or trestle.

Only use to gain access and egress.

If scaffold or tower is in process of being erected or dismantled, **KEEP OFF.**

All scaffold, tower and trestles not complete and therefore unsafe, MUST carry warning notices.

Towers must only be erected, dismantled in accordance with the manufacturer's instructions. Toe boards and guard rails must be in place.

Before using towers ensure the ground is suitable, firm level.

Always lock wheels before using and **never** move them with people and materials on board.
(Creates a high centre of gravity)

PERSONAL PROTECTIVE EQUIPMENT

EXTERIOR INTERIOR DESIGN & BUILD LTD will ensure that you are provided with the appropriate PPE for the task you are doing. **It is of no use if you do not wear it!**

Head protection - All operatives of EXTERIOR INTERIOR DESIGN & BUILD LTD will be expected to wear head protection at all times when on a construction site. Breaches of this rule will be treated as serious. Exceptions to this rule will only be relaxed in areas of work designated as separate from the main "Hard Hat" area. As designated in the site Health & Safety Plan.

Hand Protection - You only have one pair of hands, look after them. Appropriate gloves will be provided. If you wear rings on your fingers, tape them up or consider removing them before starting work. Always use gloves when: Loading and unloading vehicles. Handling sharp or hot objects. Dealing with coated materials. Handling rough wood.

Ear Protection - You must wear ear protection wherever signs indicated you are in a noisy area. You must also wear ear protection if the work you are doing is noisy.

Eye Protection - Regulations are in place that indicate that eye protection must be worn in certain conditions. Type of protection is also specified. These are too exhaustive to list here, but in general terms whenever there is a foreseeable risk to the eyes, protection must be worn.

Foot Protection – Protective boots must be worn at all times.



ACCIDENT REPORTING

If you have an accident at work, no matter how trivial it seems, you must report it to your supervisor and enter it in the Accident Document.

(EVERY WORK SITE WILL HAVE A COPY)

It is the company policy to investigate all reported accidents. The objective is to try to identify the accident cause(s) so that a repeat of the situation can be avoided. All employees are expected to co-operate in these investigations.

The slightest cut or splinter can easily turn nasty and cause you to have time off work. Do not ignore small injuries, have them treated by a First Aider.

FIRST AID

FIRST AID KITS ARE KEPT ON ALL WORK SITES

All operatives are expected to familiarise themselves with all emergency procedures in place at the work site being attended.

VEHICLES AND PLANT

You must not operate mobile plant - dumpers, fork lifts, MEWP's cranes etc. unless you have been suitably trained and have authority to do so by site Management.

A high proportion of reversing accidents cause serious injuries. All drivers intending to reverse **MUST** get someone to see that the reversing path is clear, unless they are satisfied **BEYOND ALL DOUBT** that no-one is likely to be struck by their vehicle.

REMEMBER - drivers of vehicles and plant may not be able to see you so keep well away.

Wear your High Visibility vest or jacket!

All drivers and operators must ensure that the machines under their control cannot be started by others - especially children.

LEAVE YOUR MACHINE SAFE!



LPG (Liquid Petroleum Gas)

LPG is a safe product providing a few simple rules are followed:

1. Always place cylinders in such a position so that a breeze or draught will take away any leakage or fumes.
2. Always use hoses and fitting specified by the manufacturer.
3. Ensure all appliances are fitted with individual closure valves.
4. Keep cylinders away from any means of ignition.
5. Make sure the area being worked is well ventilated.
6. Keep cylinders vertical at all times.
7. All cylinders to be turned off when appliance is not in operation.
8. Storage of cylinders must be marked "**FLAMMABLE**".
9. Before use ensure the means to extinguish a fire is available.

FIRE

Employees should familiarise themselves with areas deemed to be "**FIRE RISK**" and all "**NO SMOKING**" signs must be strictly observed. Flammable materials should be stored in suitable accommodation with access to fire fighting equipment.

Be careful with that discarded cigarette, it could be the cause of a fire.

Employees must familiarise themselves with the location of the fire extinguishers and the type of fire each can be used against safely.

REMEMBER - ALL FIRE EXTINGUISHERS NOW HAVE RED BODIES.

Some of the old coloured ones may still be around.

<u>Class of Fire</u>	<u>Details</u>	<u>Extinguisher</u>
Combustible Solids	Paper, Wood, Textiles etc	Water
Flammable Liquids	Petrol, Paints, Oils, Grease etc	Dry Powder, CO ² , Foam
Flammable Gases	Butane, Propane Acetylene	Dry Powder CO ²
Electrical Equipment	Anything Electrical	Dry Powder CO ²



ABRASIVE WHEELS/CARTRIDGE TOOLS

Abrasive wheels and cutting discs must only be fitted or adjusted by persons who have received the appropriate training and formally appointed to carry out this work.

N.B. The appointed person will have their name entered into the **ABRASIVE WHEEL REGISTER**.

Guards must always be fitted when in use. PPE must be worn at all times by the operator. Cartridge Tools are for the use of trained persons only. When cartridge tools are being used **ALWAYS** check that no persons are in the vicinity of the work that could be surprised by the sudden noise emitted by the tool.

All cartridge tools and cartridges must be returned to the store immediately after use.

DO NOT LEAVE THEM LYING ABOUT!

By nature of the work at EXTERIOR INTERIOR DESIGN & BUILD LTD some of the materials may be deemed as hazardous. EXTERIOR INTERIOR DESIGN & BUILD LTD have carried out assessments of all such substances/materials to ascertain the effects on their employees and subcontractors.

Whenever possible, materials with no or little risk will be used, however, where a material does present a hazard, appropriate control measures will have been introduced.

IT IS VITALLY IMPORTANT THAT THESE CONTROL MEASURES ARE CARRIED OUT.

Most materials we use that are potentially hazardous, are likely to cause skin irritation and minor burns. It follows that if the materials can be kept away from the body when being used, their use is safe.

You will be provided with the appropriate protection by EXTERIOR INTERIOR DESIGN & BUILD LTD

USE IT!

ALWAYS FOLLOW THE MANUFACTURERS INSTRUCTIONS!

Only materials provided by EXTERIOR INTERIOR DESIGN & BUILD LTD must be used.

If you wish to use a material not previously provided by EXTERIOR INTERIOR DESIGN & BUILD LTD you must have it assessed before use.



NOISE

Noise can seriously damage your ability to hear, particularly if the exposure to the noise is prolonged. Sometimes the peak pressure of a sound wave may be so great that there is a risk of instantaneous damage. This is most likely when explosive sources are involved, such as cartridge tools.

On a construction site noise can be made up of various levels from different work areas. The general rule is:

IF YOU HAVE TO SHOUT TO SOMEONE NEARBY TO MAKE YOURSELF HEARD, YOU HAVE A PROBLEM.

EXTERIOR INTERIOR DESIGN & BUILD LTD will provide you with the appropriate equipment to protect you from the noise, you are expected to wear it!

"ONCE YOU HAVE LOST YOUR HEARING IT IS GONE FOREVER"



ELECTRICITY

Tools driven by electricity have become common throughout the construction industry. With care electric tools are safe to use, but if abused they can become **LETHAL**.

Treat all electrical tools with respect, check them before use and store them safely when finished with.

- Never lift or pull electric tools by the lead.
- Never allow leads to trail through water.
- Always ensure long leads do not cause a trip hazard.
- Electric tools must be at 110 volts unless special authorisation has been given by EXTERIOR INTERIOR DESIGN & BUILD LTD, site supervisor.
- If electrical equipment develops a fault NEVER attempt to carry out repairs yourself.
- All electrical equipment provided by EXTERIOR INTERIOR DESIGN & BUILD LTD is checked periodically in accordance with the Electricity At Work Regulations, and labelled accordingly.

MACHINERY

All machinery must be:

GUARDED EFFECTIVELY
MAINTAINED EFFECTIVELY
USED EFFECTIVELY AND SAFELY

Never interfere with machines or their guards. **REMEMBER**, it is illegal to remove guards from machines in use.

Report immediately any faults when you notice or think they are developing on the machines you are operating.

IF IN DOUBT, DO NOT USE!

DISABLE THE MACHINE AT THE END OF THE WORKING DAY.



EXCAVATIONS/TRENCHES

No work to be carried out unless authorised by the Supervisor on site.

There is no limit to the depth of an excavation, which must be supported. All excavations must be risk assessed and collapse prevention applied.

Do not interfere with or alter the positioning of barriers or supports unless authorised to do so. Never work beyond the supporting sides of an excavation.

Materials and spoil **MUST** be stored away from the edge of the trench.

Before digging, establish the position of all underground services in the work area. If an excavation machine is in use, always face it.

Ladders must be used to access and egress excavations. Be careful of slipping when using ladders in trenches.

HOLES IN FLOORS

All holes, openings, manholes etc. **MUST** be protected with proper covers or barriers to prevent falls or trips.

IF A FOOT CAN FIT, A HOLE NEEDS TO BE PROTECTED.

NEVER MOVE HOLE PROTECTION UNLESS AUTHORISED TO DO SO.

ALWAYS REPLACE AND SECURE THE COVER WHEN ACCESS IS NOT REQUIRED.

WHERE BOARDS ARE USED TO COVER HOLES THEY MUST BE SECURED DOWN TO PREVENT MOVEMENT. THEY MUST ALSO BE CLEARLY MARKED.

"DANGER - HOLES BELOW"

DISCIPLINE

As an employee of EXTERIOR INTERIOR DESIGN & BUILD LTD you have certain responsibilities in respect of Health and Safety issues. The first is to yourself to ensure that you do not sustain any injury that could be prejudicial to your quality of life. The second is to your colleagues and those who share the working environment you are working in.

The Rules and Regulations in respect of Health and Safety issues are there for a purpose, to this end EXTERIOR INTERIOR DESIGN & BUILD LTD intend that they should be fully implemented in their day to day work. It follows that any blatant breach of such Rules and Regulations will be dealt with in accordance to the formal procedure for dealing with such matters and all such recorded offences are kept on file.

In many cases it will be a simple matter of reminding an employee of the standard required in Health and Safety matters. However, in cases where a pattern of behaviour is evident that Health and Safety is not a priority with an employee, EXTERIOR INTERIOR DESIGN & BUILD LTD will not hesitate to treat the matter as a serious breach of discipline and act accordingly.



SAFETY AUDITS/INSPECTIONS

To ensure standards of Health and Safety are kept to a high standard EXTERIOR INTERIOR DESIGN & BUILD LTD commission regular safety audits of their work. A Safety Adviser will visit work sites on an agreed basis and will report to the site supervisor and Managing Director of any observed conditions that could breach statutory requirements and company standards. It is the responsibility of all employees to co-operate with Management in ensuring such conditions are not allowed to reach a situation where a serious breach is evident.

EXTERIOR INTERIOR DESIGN & BUILD LTD employees are encouraged to speak to the Safety Adviser for advice and instruction.

REMEMBER THE SAFETY INSPECTIONS ARE NOT THERE TO MAKE LIFE DIFFICULT, BUT TO MAKE LIFE SAFER!



HEALTH AND SAFETY AT EXTERIOR INTERIOR DESIGN & BUILD LTD

The aim of this document let is to highlight some of the areas we all need to look to, if we are to keep free from serious accidents. It is so easy to fall into bad habits that create hazards for ourselves and also for those affected by our work.

The Health and Safety at Work Act was introduced as a basis to ensuring that all people at work have legal responsibilities to act safely. By following the advice given in the pages of this document let, you will be doing just that.

Name: Naeem Mirza.....

Signed:

Company: EXIN.....

Date: 01.02.26.....

I acknowledge I have read and understand its contents.

The aim of this document let is to highlight some of the areas we all need to look to, if we are to keep free from serious accidents. It is so easy to fall into bad habits that create hazards for ourselves and also for those affected by our work.

The Health and Safety at Work Act was introduced as a basis to ensuring that all people at work have legal responsibilities to act safely. By following the advice given in the pages of this document let, you will be doing just that.

Name: ..Naeem Mirza.....

Signed:

Company: EXIN.....

Date: 01.02.26.....

(This page is to be signed and handed to the Site Supervisor for filing at the company office)