

Company Health and Safety Policy

Poulton Ceilings and Partitions Ltd

168 Poulton Road, Wallasey, Merseyside, CH44 4BZ

Tel: 0151 630 6000

Fax: 0151 691 0087

Reviewed by the Managing Director

Contents

1.0 **INTRODUCTION**

2.0 **GENERAL STATEMENT**

3.0 **ORGANISATION AND RESPONSIBILITIES**

- 3.1 Structure of Company Personnel – for effective health and safety management
- 3.2 Managing Director
- 3.3 Safety Advisor
- 3.4 Directors
- 3.5 Site Supervisor
- 3.6 Administration
- 3.7 Drivers
- 3.8 All Employees

4.0 **ARRANGEMENTS**

- 4.1 Risk Assessments
- 4.2 Control of Substances Hazardous to Health (COSHH)
- 4.3 Manual Handling
- 4.4 Safe Systems of Work
- 4.5 Purchase and Hiring Equipment
- 4.6 Health and Welfare Facilities
- 4.7 Information, Training, Supervision and Competency
- 4.8 Consultation / Communication with Employees
- 4.9 Display Screen Equipment Assessing and Monitoring (DSE)
- 4.10 Plant and Equipment including PAT
- 4.11 Use of Mobil Elevated Working Platforms
- 4.12 Working at Height
- 4.13 Safe Use of Ladders
- 4.14 Mobile Scaffolding Tower
- 4.15 Drivers of Cars and Van
- 4.16 Electricity
- 4.17 Asbestos

- 4.18 Vibration
- 4.19 Mobile Phones
- 4.20 Young Persons
- 4.21 Visitors to Site
- 4.22 Lone Workers
- 4.23 Protection of the Public
- 4.24 Contractor Control
- 4.25 Personal Protection Equipment (PPE)
- 4.26 Respiratory Protection
- 4.27 Noise
- 4.28 Drugs and Alcohol
- 4.29 Violence and Abuse
- 4.30 Dermatitis
- 4.31 Tetanus
- 4.32 AIDs or Hepatitis
- 4.33 Smoke-free Policy
- 4.34 CDM (Principal Contractor)
- 4.35 CDM (Sub Contractor)
- 4.36 First Aid
- 4.37 Incidents and Emergencies
- 4.38 Emergency Procedures
- 4.39 Rehabilitation Policy
- 4.40 Advice
- 4.41 Monitoring of Safety Performance

5.0 CONFIRMATION OF EMPLOYEE READING POLICY

- Appendix 1 Blank Risk Assessment
- Appendix 2 Safe System of Work
- Appendix 3 Blank COSHH Assessment
- Appendix 4 DSE Handout
- Appendix 5 Blank Manual Handling Assessment
- Appendix 6 Manual Handling Tips
- Appendix 7 Training Needs Summary – Management
- Appendix 8 VDU User Exercises
- Appendix 9 Updates to Policy

1.0 INTRODUCTION

Brendan Desmond, the Managing Director of Poulton Ceilings and Partitions Ltd, regards the successful promotion of health and safety as a mutual objective for all engaged by the company, which must be actively pursued by management and employees at every level.

It is the policy of the company to conduct its undertaking in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees whilst at work, and of any other persons not being in its direct employment who may be affected by its operations. This is regardless of whether the work is undertaken at 168 Poulton Road, Wallasey, Merseyside, CH44 4BZ, on a project under the control of Poulton Ceilings and Partitions Ltd when we are the Principal Contractor or on sites where we are sub-contractors.

Poulton Ceilings and Partitions Ltd recognises that the health and safety of its employees is of paramount importance both in social and economic terms, and consequently the Managing Director freely accepts the responsibilities placed on him under law. This responsibility is embodied in the Policy Statement, which shall be the basis of sound and safe practices used within the company.

Employees and others working or visiting the sites under our control will only be allowed to do so providing that they are prepared to conform to the principles and practices laid down in the Policy Statement. Likewise employees and others who have an association with the company are required to conform to any reasonable rule or practice imposed through statute or particular requirement of any site where the company is or is due to carry out work as a Principal Contractor or Sub-Contractor.

It is important that everyone related to Poulton Ceilings and Partitions Ltd fully understand that any failure to comply with the contents of this policy could expose them as individuals and the company to potential criminal liability. As such, any blatant or wilful disregard of the standards and arrangements set out in this policy could be viewed as gross misconduct and result in appropriate disciplinary action by the employer.

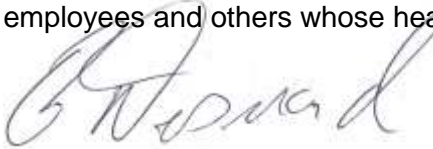
2.0 GENERAL STATEMENT

Poulton Ceilings and Partitions Ltd and our employees' recognise the legal obligations placed on them by the Health and Safety at Work etc. Act 1974 and of any other statutory provisions and health and safety regulations applying to our activities, with regards to:

- Provision of adequate resources (money and time) to discharge our duties under health and safety
- Ensuring the Safety of all employees, public and others
- Provision of adequate control of the health and safety risks arising from our work activities.
- Provision and maintenance of plant and systems of work that are safe and without risks to health.
- Consultation with our employees including sub-contractors we may engage on matters affecting their health and safety.
- Provision and maintenance of a safe and healthy working environment with adequate welfare facilities and arrangements on projects under our control.
- Ensuring that all employees are competent to do their tasks and give them adequate training.
- Provision of maintenance of a safe means of access to and egress from all workplaces at our offices or on sites where we are the Principal Contractor.
- Prevention of incidents resulting in personal injury, property damage and cases of work-related ill health.
- The safety of; and absence of risks to health in connection with the use, handling, storage, transportation and disposal of materials and substances.
- Provision of such information, instruction, training and supervision as is necessary to ensure that work may be carried out safely, either at [ADD] or on projects without risks to health.
- Reviewing and revising this policy at regular intervals not exceeding annually.

Employees and sub-contractors have a duty to co-operate in the operation of this policy by fulfilling the responsibilities placed upon them.

As stated, the operations of the company and this policy will be reviewed at regular intervals or in light of changing company circumstances, procedures and legislation. These changes will be brought to the attention of employees and others whose health and safety might be affected by such changes.

Signed:  _____ **Managing Director**

Date: January 2016

Review Date: January 2017

3.0 ORGANISATION AND RESPONSIBILITIES

The Managing Director of Poulton Ceilings and Partitions Ltd, Brendan Desmond, will make available adequate resources for the implementation and monitoring of Poulton Ceilings and Partitions Ltd Health and Safety Policy and holds overall and final responsibility for health and safety at work. He shall also be responsible for the establishment of structures through which safety matters can be dealt.

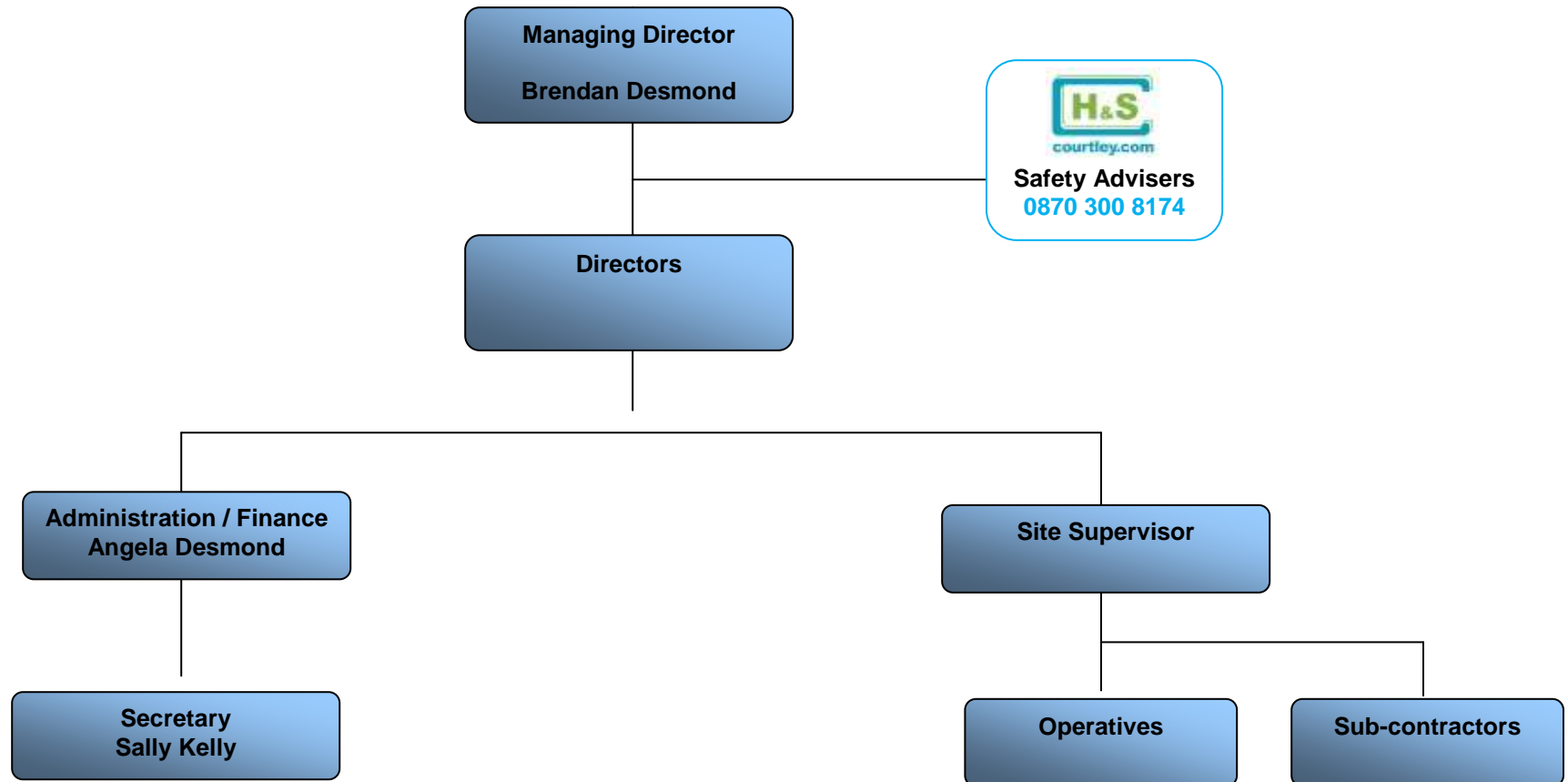
The Managing Director has the day to day responsibility for ensuring this Health and Safety Policy is put into practice. To help him to achieve the health and safety standards, and subsequently to maintain and improve them, He has the help of all employees including;

- The External Safety Advisor
- Directors
- Site Supervisor
- Administrators
- Drivers
- All Employees

All Employees must co-operate with supervisors and managers by;

- Complying with all health, safety, environmental and quality matters,
- Not interfering with anything provided to safeguard their health and safety,
- Taking reasonable care of their own health and safety,
- Reporting all health, safety, environmental and or quality concerns to appropriate person.

3.1 Structure of Company Personnel – For effective health and safety management



3.2 Managing Director

The Managing Director, Brendan Desmond, will initiate and administer the Health and Safety Policy. He will make adequate provision of resources for the successful implementation of the health and safety management system, including finance, time, logistics and commitment.

He will put the Health and Safety Policy into practice on a day to day basis to help achieve the health and safety standards of Poulton Ceilings and Partitions Ltd. He will also maintain and improve these standards when the opportunity arises.

He is to:

- Set a personal example at all times.
- Initiate Poulton Ceilings and Partitions Ltd Health and Safety Policy for the prevention of injury and damage, and to set targets for the reduction of accident and incident rates.
- Know the requirements of the relevant legislation and ensure they are observed whilst carrying out company activities.
- Arrange for funds and facilities to meet the requirements of Poulton Ceilings and Partitions Ltd Health and Safety Policy.
- Ensure adequate insurance cover is in place at all times and as appropriate to the operation of Poulton Ceilings and Partitions Ltd and our employees.
- Ensure that all employees receive adequate and appropriate training to enable them to carry out their work safely.
- Initiate proper reporting procedures in the event of injury, damage and loss, and to promote action to preclude re-occurrences.
- Reprimand any employee (including sub-contractors) failing to discharge satisfactorily their responsibilities regarding health and safety.
- Encourage the distribution of relevant safety information to all persons concerned.
- Arrange for periodic audits of the health and safety management system through Poulton Ceilings and Partitions Ltd independent safety advisors.
- Discuss with others in the Poulton Ceilings and Partitions Ltd management structure, methods of preventing injury to any persons connected with Poulton Ceilings and Partitions Ltd and possible improvements in existing working methods that effect health, safety and welfare.
- Promote and maintain Poulton Ceilings and Partitions Ltd's on-going determination to improve its performance in health, safety and welfare.
- Carry out risk assessments of any operations deemed necessary prior to commencement of work and communicate the finding to personnel involved.
- Liaise with Senior Management in order to maintain safe working methods.
- With the co-operation of the Client and Principal Contractor, lay down specific site rules.

- Ensure, along with Courtley (Health and Safety) Ltd, that COSHH assessments are carried out on all new substances used on behalf of Poulton Ceilings and Partitions Ltd, and the actions that are identified in these assessments will be implemented and monitored for effectiveness.
- Arrange the storage of materials to avoid possible hazards.
- Ensure that protective clothing and equipment is used correctly.
- Check equipment used on behalf of Poulton Ceilings and Partitions Ltd is in good condition and fit for purpose.
- Ensure that all plant and equipment is suitable for the work it is intended for.
- Check appropriate test certificates.
- Ensure that any necessary training is provided prior to use.
- Initiate proper reporting procedures in the event of injury, damage and loss. Promote action to preclude re-occurrences.
- Ensure first aid and emergency equipment that is required is available.
- Report all accidents and incidents in line with company procedures and legal requirements.
- Organise workstations / areas so that work is carried out to the required standard with minimum risk.
- Ensure that personnel working for Poulton Ceilings and Partitions Ltd keep the workplace well organised and tidy.
- Accompany HM Inspectors of health and safety on any visits and arrange compliance with all recommendations made by them.

3.4 Safety Advisor

The external safety advisor provides the company with the following services:

- Access to competent health and safety advice.
- Advice and production of a workable company Health and Safety Policy.
- A telephone advice line, answering any queries employees or directors may have regarding legislation.
- Information services supplying continuous up dates and advice in respect to changes in health and safety legislation and procedures.
- The availability of health, safety and welfare site inspections and reports.

3.5 Directors

Directors are responsible for securing health and safety relating to their particular contract, planning, designing and ensuring compliance with statutory requirements and for ensuring that instructions issued by the Client are complied with.

The Directors will:

- Implement the company Health and Safety Policy to promote a healthy and safe working environment and incorporate safety instructions when issuing directions.
- Carry out risk assessments on any operations deemed necessary prior to commencement of work and communicate the findings to personnel involved.
- Liaise with Senior Operatives, Foremen / Supervisors and other management in order to maintain and monitor safe working methods.
- With the co-operation of the Client and Principal Contractor, lay down specific site rules including the correct use of protective equipment.
- Ensure that all employees receive adequate and appropriate training to enable them to carry out their work safely.
- .Arrange the storage of materials to avoid possible hazards.
- Check equipment used on behalf of the company is in good condition and fit for purpose.
- Ensure that any necessary training and appropriate test certificates are provided prior to use.
- Discuss with other management methods of preventing injury to any persons connected with the company and possible improvements in existing working methods that affect health, safety and welfare.
- Initiate proper reporting procedures in the event of injury, damage and loss, and promote action to preclude re-occurrences.
- Ensure first aid and emergency equipment that is required is available and when necessary report all accidents and incidents in line with company procedures and legal requirements.

3.6 Site Supervisor

Site Supervisor is responsible for securing health and safety relating to their particular site, securing compliance with statutory requirements and for ensuring that instructions issued by the company are complied with.

Site Supervisor will:

- Implement the Poulton Ceilings and Partitions Ltd Health and Safety Policy to promote a healthy and safe working environment and incorporate safety instructions when issuing directions.
- Discuss with Poulton Ceilings and Partitions Ltd management methods of preventing injury to any persons connected with the company and possible improvements in existing working methods that affects health, safety and welfare.

- Ensure that protective clothing and equipment is used correctly.
- Organise work stations / areas so that work is carried out to the required standard with minimum risk.
- Arrange the storage of materials to avoid possible hazards.
- Check all equipment used on behalf of the company is in good condition.
- Ensure first aid and emergency that is required is available.
- Liaise with management in order to maintain safe working methods.
- Report all accidents and incidents in line with company procedures and legal requirements.
- Ensure that work is carried out with the proper equipment and that there is sufficient equipment on site for the safe working of the site, reporting any shortage or defects to the Safety Co-ordinator.
- Ensure that any necessary information on known hazards and the need for taking safety precautions is passed on to all relevant employees'.
- Maintain a system of good "housekeeping" to ensure that work areas are kept as clean and tidy as possible to reduce hazards in an endeavour to maintain a safe place of work.

3.7 Administration Staff

Although we might not consider the office environment to be as potentially hazardous as the other activities of Poulton Ceilings and Partitions Ltd, the people who work here have an important role in ensuring the success of our safety management system.

There duties in respect to health and safety include the following:

- Dress appropriately, particularly footwear. Make sure it is suitable for a working environment. Consider the floor coverings, stairs and tasks such as carrying mail and stationery.
- Not to use any faulty equipment and report any defects immediately to an office manager.
- Ensure the following information is displayed in an appropriate location:
 - The Health and Safety Law Poster.
 - Action to taker in the event of evacuation.
 - Current Employers and Public Liability Insurance Certificate
 - Name of the First Aider and location of the first aid kit.
- Ensure all access routs and doorways about the office areas are kept clear and free from obstruction.
- Do not lift or carry anything that might be too heavy or awkward. This includes not over stretching to place or retrieve stock or materials from on top of high shelves or cupboards.
- If appropriate, suggest ways of eliminating hazards and improving working methods to an office manager.
- Warn new employees, particularly young people, of known hazards.

- Keep records of the following in a safe and retrievable manner;

Documents

○ Accident Book	Keep for 7 years
○ Employers and Public Liability Insurance Certificate	40 years
○ Individual Training Records	10 years
○ Risk Assessments	Until revised
○ COSHH Assessments	Until revised
○ Manual Handling	Until revised
○ Method Statements	3 years after end of job
○ Scaffold Inspection Records	3 years after end of job
○ Workplace Health, Safety and Welfare Inspections	3 years
○ Test Certificates of Plant and Equipment	3 years
○ PPE Issue Register	3 years
○ Inspection Register	3 years
○ List of 'Approved' Suppliers	Ongoing

3.8 Drivers

It is the responsibility of all drivers of Poulton Ceilings and Partitions Ltd company vehicles to ensure that the vehicles of road worthy.

This includes:

- Any defects found must be reported to the Manager responsible for authorising repairs.
- All vehicles utilized on behalf of the company are to be visually inspected by the driver or operator prior to being used.
- A Vehicle Users Form must be completed on a weekly basis and returned to the head office on a monthly basis.
- Drivers are to observe the standards set out in the Highway Code while using Poulton Ceilings and Partitions Ltd company vehicles.
- Drivers are to inform their manager immediately in the event of them becoming unfit to drive.

3.9 Employees

In general, their personal responsibilities under the Health and Safety at Work Act etc. 1974 are:

- To take reasonable care of their own health and safety or any other person who might be affected by their acts or omissions whilst at work.
- To co-operate with Poulton Ceilings and Partitions Ltd in matters relating to health and safety at work.
- Not to interfere with or misuse anything provided in the interests of health, safety or welfare.

To this end all employees will:

- Work in a safe manner and refrain from horseplay.
- Refrain from using the welfare facilities provided.

- Observe all warning notices and instructions displayed on projects on other work areas and advise management if they do not understand them.
- Use tools and equipment appropriate to the job, and ensure that they are kept in good condition.
- Make full and correct use of safety aids, appliances, equipment and protective clothing provided.
- Report unsafe conditions and defects in plant or equipment as soon as they are observed.
- Report any accident, unsafe or hazardous conditions to appropriate persons without delay.
- Suggest ways of improving safety to Poulton Ceilings and Partitions Ltd management when appropriate.
- Not operate any item of plant unless they are competent and authorised to do so.
- Not conduct any tasks that they feel they are not competent to carry out, or which involve unreasonably high risks.
- Find out who the first aider is, where first aid is available and what to do in an emergency or if fire breaks out, at the earliest opportunity on sites.

4.0 ARRANGEMENTS

4.1 Risk Assessments

Everyone at Poulton Ceilings and Partitions Ltd is aware that there are risks to health and safety arising from work activities. To help control these we formally assess risks arising from our activities. We undertake and retain risk assessments as either generic that cover our routine working practices and would apply anywhere or specific to a more unusual task, activity or site. Both of these are performed using the risk assessment format in the appendices by a responsible person or team following this procedure:

- a) The workplace is identified.
- b) We consider the task or activity.
- c) The date the assessment is being conducted is recorded.
- d) The identity of those who are undertaking the assessment is recorded. The assessors are named. One of the assessors must be a person who has had some formal training in risk assessment including the appropriate application of the hierarchy of control measures.
- e) In column 1 of the risk assessment form, the hazards (These are 'something with the potential to cause harm') arising from the task or activity are identified, consider how the hazard will be realised, hazard effect is stated. (This is the potential injury or loss sustained. It is important to be realistic and sensible. Do not be too alarmist or blasé about the hazard effect).
- f) Identify who is at risk in column 2. The class of person at risk is selected from the list on the foot of the form. Remember that members of the public will need a much greater degree of control than our employees.
- g) Rate the severity in column 3 and the probability in column 4 from the guides in the footer. Again it is important to be reasonable about this.
- h) The risk rating in column 5 is defined by multiplying the severity and probability.
 - I. If the rating is <5 the hazard may be considered acceptable or insignificant. Only put effort into reducing this if it is easy to do.
 - II. If the rating is between 6 and 14 inclusive there might need to be further control. In practice these should be sought and prioritised. Apply greater control to those hazards with a greater risk rating.
 - III. When the rating is >15 it is considered unacceptable in any circumstances and must be reduced further.
- i) The control measures required or appropriate to be implemented are to be detailed in column 6.
- j) The residual risk is then to be calculated in columns 7, 8 and 9 using the same standards and principals as stated in points g) and h) above.
- k) These must be assessed as acceptable for the work to commence.
- l) If, during the assessment process, further actions or controls that could be implemented at the planning stage are identified these are recorded with the assessment distributed to an appropriate person. For example, this could be a Principal Contractor, designer, Planning Supervisor or Client.

- m) Any additional comments or actions identified by the personnel on site that could make the task safer are to be recorded on the assessment while on site. Note that these amendments can only be incorporated into the system of work if agreed with the suitably trained person as stated at d) above.
- n) The risk assessment is to be endorsed and accepted by the manager responsible for ensuring that the controls as defined are implemented.

The Assessment is assigned a record number to simplify document control.

4.2 Control of Substances Hazardous to Health (COSHH)

We accept that the activities of Poulton Ceilings and Partitions Ltd will sometimes require our workers to come into contact with substances that can be hazardous to health. It is important that our workers know what these are and how to control the risks presented by the substances. Many of these will be identifiable through experience, common sense or deemed to be hazardous through legislation. Before deciding to use a product the manager will use the hierarchy of controls to determine whether the product needs to be used at all.

The hierarchy is:

- Avoid
- Prevent
- Protect
- Other

A responsible manager who has been suitable trained will carry out assessments on the potentially hazardous substances we encounter. This will determine the control measures we need to employ to ensure the safe handling, use, storage, and disposal of the substances and of what to do in case of emergencies. For most substances Poulton Ceilings and Partitions Ltd encounter, a lot of the information we need for the assessment will come from manufacturers or suppliers' product and safety data sheets. The format we use to carry out the assessment is in the appendices and the responsible manager follows this procedure

- a) The task or job that will cause the hazardous substance to be encountered is identified.
- b) The area or location where the substance is likely to be encountered is identified.
- c) The responsible manager and their title are recorded along with the date of the assessment.
- d) The hazard posed by the substance as it will be encountered is marked off.
- e) The first aid requirements for various exposure routes are stated.
- f) The effects of the substance on the body are listed. This information could highlight the worker to instances of exposure.
- g) The source and duration of the potential exposure is considered which allows the assessor to evaluate the risk.
- h) The emergency and disposal requirements are assessed and defined.
- i) From the above information, a list of suitable and adequate control measures to ensure that the work can take place safely is set out.
- j) A review date is defined which should not be more than twelve months following the initial assessment.

k) The assessment is given a number to ease document control.

No employee should use a chemical without a COSHH assessment and risk assessment for the task. If one is not available they should ask their manager for one and not proceed until it is produced.

4.3 Manual Handling

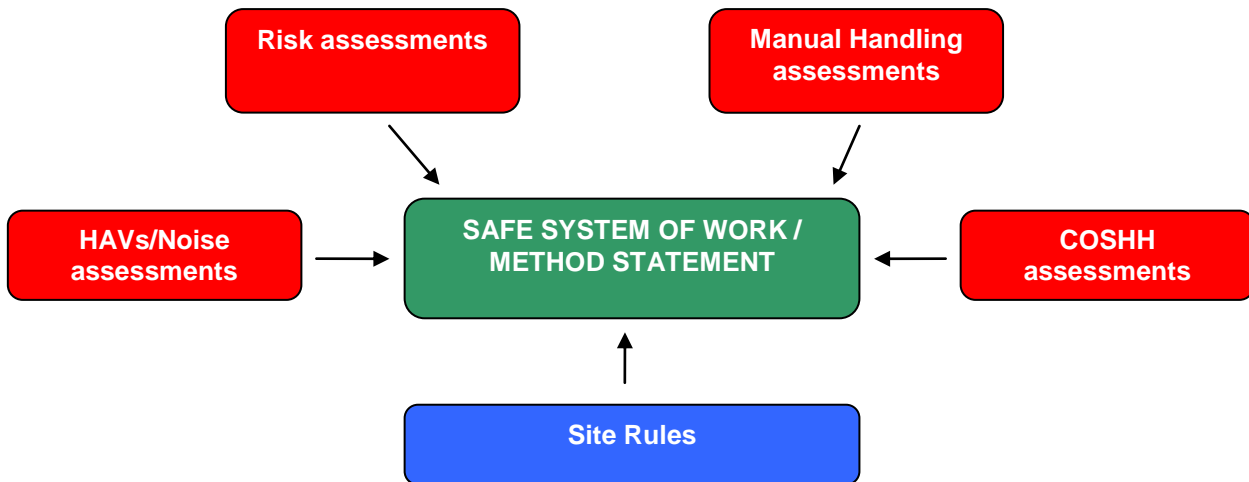
We at Poulton Ceilings and Partitions Ltd accept that our work requires people to lift and carry items. We also understand that a significant number of personal injury incidents are attributable to such activities. We will provide guidance as detailed in the appendices to all workers with those employees expected to carry out significant handling operations receiving more formal training. Where we cannot remove significant manual handling tasks we will try and use mechanical methods to reduce manual handling, if this is not possible they will be assessed by a responsible manager using the manual handling assessment form included in the appendices and following this procedure:

- a) The job or task is defined.
- b) The workplace is noted.
- c) The assessment team is recorded. This must include a team leader who will usually be a responsible manager who has had formal training in undertaking assessments. It is much preferred if the people who are to be tasked with the job are also included as this will develop awareness and understanding on the safety management system.
- d) The date that the assessment is being undertaken is to be recorded.
- e) The team consider if the task poses a significant risk of injury, if it can be avoided or mechanised and is the task within the guidelines in appendix 1 of the Manual Handling Regulations. This will define whether to simply carry out an assessment or to consider the task in detail then carry out the assessment.
- f) When taking into account the task in detail; the assessment teams consider several aspects of the task, the load, the environment and individual capability. The risk posed by each consideration is determined as either low, medium or high.
- g) When carrying out the manual handling assessment, if a task assessment has been undertaken the high risk aspects should be addressed first then medium and finally low.
- h) At the manual handling assessment the overall risk of injury is assessed.
- i) The weights involved in the task are recorded.
- j) The actions or controls required to reduce the risk to a low or insignificant level are listed and these are to be signed off when implemented which must be prior to the task being performed.

The assessment record concludes with a short reminder of basic manual handling advice

4.4 Safe Systems of Work

To achieve the standards that we have set out in our health and safety policy statement we have set out clear procedures, method statements or safe systems of work. These can be developed through various means with the formal route being the findings of our risk, COSHH and manual handling assessments and lifting plans being brought together with the site or clients requirements and rules.



Our safe systems of work will be effectively communicated by a responsible manager to our workers and others who need to know of the procedure and requirements.

The media used to effectively convey the safe system of work will include method statements, signs, memos, Tool Box Talks, newsletters and any other technique we feel appropriate.

4.5 Purchase and Hiring Equipment

- The Managing Director will ensure that all equipment purchased or hired on behalf of Poulton Ceilings and Partitions Ltd complies with the relevant legal requirements and displays the CE mark.
- Poulton Ceilings and Partitions Ltd will ensure that only suitable and safe equipment and machinery is purchased or hired. This is done by considering the following points:
 - Where and how will the machine be used;
 - What will the equipment be used for;
 - Who will use it (skilled employees, trainees);
 - What risk to health and safety might result;
 - Noise and vibration levels are to be considered;
 - Potential for environmental damage;
 - Where practical compare products from different hire companies to identify the least hazardous alternative.
- When buying or hiring a complex or custom-built machine the Managing Director will liaise with potential suppliers to ensure causes of injury and ill health can be eliminated at the design stage and the necessary safeguards to control health and safety risks are implemented.
- When Poulton Ceilings and Partitions Ltd take delivery of equipment; the Managing Director will be informed prior to the machine, plant or equipment being put into operation.

- On delivery of any plant or equipment, a copy of the Declaration of Conformity and a set of operating instructions should be issued. If the equipment is not thought to be safe or is received without instructions, the Managing Director will contact the supplier and arrange for it to be effectively removed from service and the fault rectified.
- The Site Supervisor will be responsible for ensuring that all identified maintenance is implemented for the specific equipment.
- Any problems found with any equipment should, in the first instance, be reported to the Site Supervisor. Where appropriate he will ensure that the equipment is removed from operation until repaired or replaced.
- A register of all equipment will be drawn up and maintained.

4.6 Health and Welfare Facilities

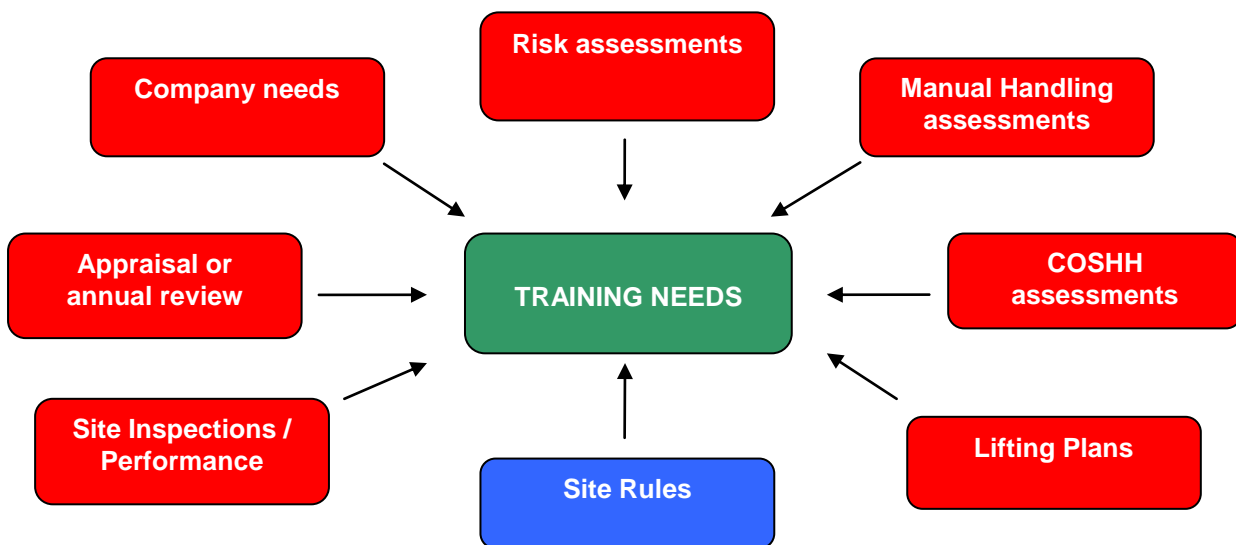
It is incumbent upon Poulton Ceilings and Partitions Ltd to ensure all workers have access to suitable welfare facilities wherever they are engaged. The company is aware it has an obligation and the following requirements will be adhered to:

- The Principal Contractor is responsible for the supply and allocation of suitable and sufficient welfare facilities as may be required for any project.
- All canteens and drying rooms allocated for site use will be adequate and suitable for the total and maximum number of people likely to use them at any one time. They will be provided to site in a clean and tidy condition.
- Toilets and washing facilities will be equipped with an adequate supply of hot and cold or warm running water suitable for washing. There will also be an adequate supply of towels or operational hand dryers.
- Drinking water will be available at each point of work. If this is not readily available through the host organisation or by means of a suitable connection to a safe water supply then drums may be used however they must be labeled and never used for any other purpose.
- When in use, all site facilities will be maintained in a clean and tidy condition; Poulton Ceilings and Partitions Ltd will monitor this and report any failings to the Principal Contractor.
- A person will be appointed to ensure that:
 - Canteen floors are swept and mopped.
 - Tabletops are washed after each use with hot clean soapy water.
 - Cooking equipment is cleaned after each use.
 - Canteen waste is properly disposed of on a daily basis.
 - The area around the site office, canteen and toilets are kept free from obstruction, waste material and rubbish.
- If the welfare facilities are found to be in a poor condition the Poulton Ceilings and Partitions Ltd will seek to instigate disciplinary proceedings against identified offenders. The Principal Contractor will remind the users that the facilities are there for the benefit of all users.

4.7 Information, Training, Supervision and Competency

- We aim to ensure that every person who undertakes work on behalf of Poulton Ceilings and Partitions Ltd is fully competent to carry out their work.
- We understand there is a need to train our employees on a regular basis to ensure that they are competent to fulfil their position within the company and to carry out work safely.
- On initial employment or following re-assignment Poulton Ceilings and Partitions Ltd will give all new employees induction training.

The Managing Director will identify further training with regard to experience and the task as identified.



- All training records and needs will be recorded on a matrix as shown in the appendices and will be kept at head office, 168 Poulton Road, Wallasey, Merseyside, CH44 4BZ.
- An annual training schedule will also be drafted by the Managing Director for all employees and we will endeavour to accomplish it. This does not stop any employee requesting further training for his or her own development and this will be given due consideration.

Specific jobs requiring special training are:

- **Apprentices**
 - ◆ All aspects of the trade
 - ◆ Attend college
- **Drivers**
 - ◆ Relevant drivers licence
- **Supervisors**
 - ◆ Working at a height
 - ◆ Asbestos awareness
 - ◆ Hot Works
 - ◆ Manual Handling
 - ◆ Fire Awareness

- ◆ Selection and Use of Ladders
- ◆ Site Safety Awareness
- ◆ CDM Awareness
- ◆ Safety for Supervisors
- ◆ Abrasive Wheels
- ◆ Working with Asbestos
- ◆ Erection and Use of an Alloy Tower
- ◆ Use of Personal Protective Equipment
- ◆ Toolbox Talks

4.8 Consultation / Communication with Employees

- In Poulton Ceilings and Partitions Ltd we are fully aware for the need to communicate at all levels. Good communication provides a solid backbone in any management system.
- The Health and Safety Committee will meet every three months to discuss health and safety issues. All employees will be represented at this forum with minutes of meetings displayed on notice boards throughout the company.
- The Site Supervisor will meet with the Managing Director on a regular basis to discuss any problems. Their comments or concerns are either addressed by the Managing Director or passed to Courtley (Health & Safety) Ltd.
- Where there is a non English speaking worker or person affected by the activities of the company there is a requirement to make additional provisions. A risk assessment will be undertaken to assess the risk associated with verbal and written communication. There is a use a lot of pictures and graphics in our safety documentation to help convey safety messages. If there is a need, the assistance of an interpreter would be used to ensure workers have a good grasp of the health and safety implications. Poulton Ceilings and Partitions Ltd would also encourage and facilitate the worker to take the free facility of learning English as a second language to promote the worker benefiting from linguistic integration
- All employees work closely with their designated Site Supervisor. This relationship ensures close communication on all points particularly health, safety, environmental and quality matters.
- All employees have free access to the company independent safety advisers:

Courtley (Health & Safety) Ltd
 5 Platinum Court
 Alchemy Way
 Liverpool, L33 7XN
 Tel: 0870 300 8174
 Fax: 0870 300 8175
 Web: www.courtley.com
 e-mail info@courtley.com

4.9 Display Screen Equipment (DSE) Assessing and Monitoring

The prolonged or inappropriate use of DSE can attribute to work related upper limb disorders (WRULD) or repetitive strain injury (RSI). We will protect our employees who use such equipment for a significant part of their work from these effects as far as we reasonably can. We will do this by the following means:

- Within one month from them starting work with us, an assessment will be carried out with them to ensure that the workstation is acceptable and suitable for their needs. The assessment is to include a demonstration of the adjustments the worker is empowered to make to their workstation that includes the following;
 - How to adjust the chair. Include height, base, back and arms.
 - How to adjust the keyboard
 - How to adjust the monitor. Including height, swivel, contrast, brightness and colour.
 - Issue the guidance regarding DSE use as in the appendices.
- We will re-assess the worker and work station in the event of changes in the individual capability or where there has been some significant change to the workstation or office design or layout.
- Eye tests by a qualified optician are available to all Poulton Ceilings and Partitions Ltd workers who use DSE as a significant part of their job. Such examinations are provided to the worker free of charge.
- People who use DSE on behalf of Poulton Ceilings and Partitions Ltd are empowered to take regular breaks away from the equipment. The office equipment is set out to encourage such breaks during the course of the normal day.

4.10 Plant and Equipment including PAT

- Poulton Ceilings and Partitions Ltd understand that equipment will need inspecting from time to time and where identified by manufacturers, suppliers or others. A register will be kept of all equipment to ensure that inspections are completed as recommended.
- All equipment used on behalf of Poulton Ceilings and Partitions Ltd will be inspected by the user prior to being put to work and then continually throughout use and then again before being put away. If equipment needs any maintenance users will identify this. Any problems found with the equipment should be reported without delay to a responsible manager.
- The responsible manager will ensure effective maintenance procedures are drawn up. This will include either a suitable temporary repair with a permanent repair to follow or the effective removal of the equipment from service until a permanent repair or remedy is found.
- He will also be responsible for ensuring that any maintenance procedures that are required are implemented.
- We carry out in-service inspection and testing of electrical equipment at intervals as defined in the Approved Code of Practice as published in the Approved Code of Practice by the Institute of Electrical Engineers. The Site Supervisor is responsible for ensuring that this is carried out. With employees ensuring that equipment is available for inspection.
- All electrical appliances will be tagged to highlight whether they have passed or failed the testing. In addition to this a log will also be kept at head office – 168 Poulton Road, Wallasey, Merseyside, CH44 4BZ Each log entry will show the following information:
 - Type of equipment
 - Make
 - Serial Number
 - Location
 - Visual Inspection
 - Earth Continuity Reading (Class 1 only)
 - Insulation Reading

- Adequate Fusing
- Date of Inspection and Testing
- If an employee finds a defective piece of electrical equipment they will report this to Site Supervisor without delay so that the equipment can be effectively withdrawn from service until an appropriate replacement or repair has been made.
- The induction training for new employees will include a demonstration and highlight the importance of user inspections and care for their equipment.

4.11 Safe Use of Mobile Elevated Working Platforms (MEWP's)

- All Poulton Ceilings and Partitions Ltd employees that will use MEWP's will be trained and familiar with the performance and controls of the MEWP are that they are going to use.
- Each MEWP used by Poulton Ceilings and Partitions Ltd will be checked by a competent person each day before use. Should the plant be suspected to be faulty, it will not be used, the key will be removed, and the Site Supervisor informed immediately.
- Maintenance of MEWP's will only be carried out by competent people, in accordance with the manufacturer's instructions. For Poulton Ceilings and Partitions Ltd this will usually mean getting an engineer from the company where the MEWP has been hired.
- The most suitable MEWP will be selected for each individual job (ground condition, working height, the range of movement required and anticipated loads will be considered).
- The site at which work is to be carried out will be examined carefully to ensure that the ground is suitable for the safe working of a MEWP. The ground will be checked thoroughly paying particular attention to the following:
 - The presence of features such as manholes, service ducts and potholes, that might cause the MEWP to overturn.
 - Weather conditions (particularly heavy or prolonged rain) that might affect surface conditions
 - The load-bearing capability of the ground when working inside a building or on a structure (e.g. a jetty)
- Should the ground not be considered suitable for the safe working of a MEWP, then a MEWP will not be used.
- Falls from a MEWP may be caused by:
 - Impact on the vehicle
 - Ground movement or subsidence
 - Failure of a mechanical part critical to the stability of the MEWP
 - Overreaching.
- The working area below a MEWP will be secured by physical barriers and signs to prevent entry from unauthorised people or collision with any other vehicle on the project with the MEWP.
- The extended boom of a MEWP will not be allowed to project beyond the boundary of the work area. If this is not practicable, other measures (such as temporary road closure) must be considered
- To control the risk of falling, all operatives should use a fall restraint system, which could be a combination of a full body harness and a lanyard. This equipment is to be worn by operatives at all times when on a MEWP at height when there is a risk of them overstretching.

- All Poulton Ceilings and Partitions Ltd operatives will wear suitable head protection when work at height is being carried out.

4.12 Working at Height

- Working is said to be 'at height' if a person could be injured falling from it, even if it is at or below ground level. Poulton Ceilings and Partitions Ltd will strive to ensure, as far as is reasonably practicable, that employees working at height do so in a way that is safe and secure.
- If reasonably practicable, working at height will be avoided. When this is not practicable, the amount of working at height will be kept to a minimum and the following control measures used:
 - Where work has to be carried out at height, if possible, it should be carried out from an existing workplace with access and egress by use of the existing means;
 - Where the above arrangement is not possible Poulton Ceilings and Partitions Ltd will provide sufficient equipment to avoid falls. This will be applied taking consideration to minimising the distance and consequences of any such fall. Where this is not reasonably practicable, every effort will be made to minimise the consequences of a fall from height;
 - Where work at height has to be undertaken Poulton Ceilings and Partitions Ltd will provide training and instruction and take other measures to prevent any person falling a distance liable to cause personal injury.

The Site Supervisor will:

- Ensure that fall protection equipment is provided and used when appropriate. This could include netting, airbags, or as a last resort, fall arrest equipment.
- With the help Courtley (Health & Safety) Ltd, if required, carry out toolbox talks on safe working at height at regular intervals when such operations are taking place.
- Ensure that full restraint equipment is used by operatives during work at height where appropriate (for example, when working in a MEWP and there is a likelihood that the worker may lean out of the safe working area).
- Ensure that any fall protection equipment is used as directed by the manufacturer / installer of the equipment and will make certain that hard hats are worn on-site at all times when work overhead is being conducted.
- Operatives who use the equipment will ensure that any access equipment (ladder, tower scaffold, platform etc.) will be checked every time after it has been assembled and/or installed, and before it is used. Operatives will ensure, so far as is reasonably practicable, that each place at which work is to be done at height is checked on every occasion before work commences. This involves checking the stability of the surface the access equipment is standing on or resting against, and parapets, permanent rails etc. as required.
- Such equipment will in addition be inspected as often as necessary to ensure safety, and in particular to make sure that any deterioration can be detected and remedied in good time.
- Any faults will be reported to the Site Supervisor, and the piece of equipment in question removed from service immediately.

4.13 Safe Use of Ladders

- Ladders or stepladders will be chosen for working at height only if they are deemed to be the correct equipment for the task in hand.

The Site Supervisor will:

- Ensure that any work which cannot be comfortably reached from a ladder while maintaining at least three points of contact shall not be undertaken from a ladder.
- Ensure a risk assessment on the task has been completed to determine if a ladder is suitable for the works.
- With the help of Courtley (Health & Safety) Ltd, if required, carry out toolbox talks on the selection and use of ladders and will include the following points:
 - The foot of the ladder will be supported on a firm level surface and must not rest either on loose material or on equipment to gain extra height.
 - The top of the ladder will be securely fixed to the structure so that it cannot slip. While lashings etc are being secured, the ladder must be footed.
 - Ladders fitted with a proprietary spreader arm may be used, provided the following conditions are met:
 - ◆ The ladder is fitted with non-slip feet
 - ◆ The ladder is based on a firm level surface which is not slippery
 - ◆ The ladder is erected at a safe angle (1: 4)
 - Where it is not practicable to lash the ladder, a person should foot the ladder until the user has returned to the bottom. However, footing is not considered effective for ladders longer than 5m.
 - Different grades of ladder are available but only class 1 will only be used on construction sites and class 2 will be used for lighter trades such as decorating.
 - Before using a ladder, it will be inspected to ensure it is in good condition. Damaged ladders are to be effectively removed from service and will never be used.
 - The ladder will be of the correct length unless there is a suitable handhold to reduce the risk of overbalancing.
 - Ladders will never be placed against plastic gutters or other such lightweight surfaces. The top of the ladder must rest against a solid surface.
 - Heavy items will not be carried up a ladder. Heavy or awkward loads shall be raised to the working platform by other means.

4.14 Mobile Tower Scaffolds

- There are a number of prefabricated towers available that are used by Poulton Ceilings and Partitions Ltd. The manufacturer or hire company from where we have sourced the towers should provide an adequate instruction manual or erection guide for each particular type. The supplier

should pass this information onto the user of the tower. Where this information is provided it must be closely followed.

- Mobile tower scaffolds will only be used for works for which they are suited. These are generally light duty, short duration tasks. If the work will put varying loads onto the temporary structure or the working platform will be in place for some time then a tube and fitting scaffold will be used.
- Only those employees who are competent and trained in the safe erection and use of mobile tower scaffolds shall be engaged with the task.
- If the information on maximum height to at least base ratio is not available in the manufacturers or suppliers information, the Site Supervisor will assume that towers may only be erected to a height of twice the base length.
- Any sheeting, tying or exceeding manufactures free standing height limitations should only be completed and inspected by a competently trained person. (PASMA trained does not make a person competent to do this).
- The Managing Director will arrange for any training requirements.

4.15 Drivers of Cars and Vans

- Poulton Ceilings and Partitions Ltd understand that it has a responsibility to purchase or hire suitable vehicles and they will need inspecting, servicing and maintenance from time to time in line with the recommendations of manufacturers. Employees that drive vehicles on behalf of Poulton Ceilings and Partitions Ltd, whether owned or hired by the company or the driver must observe the Highway Code.
- A log will be maintained of all company vehicles to ensure all inspections, servicing and maintenance is carried out to maintain the vehicles in a roadworthy condition and in accordance with the legislation for the particular vehicle. A log of defects will be maintained by the drivers and defects that adversely affect the handling or legality of the vehicle. A vehicle with a defect that makes the vehicle unsafe or illegal will be reported to the manager responsible and withdrawn from use until the defect is rectified. Employees will undertake a daily inspection of the vehicle they are to drive and record in the defects log all relevant defects and re-inspection will be undertaken if circumstances warrant.
- Employees will not drive a vehicle under the influence of alcohol or drugs. Employees involved in driving will be made aware that heavy drinking the evening before may result in them still being under the influence of alcohol and "over the limit". Employees are not to drive while taking a course of medication that might impair their judgement. Drivers will be reminded that they must be able to satisfy the eyesight requirements.
- The company will check the competency of the driver and current validity of the licence to drive the vehicle and endorsements on driving licences on induction, annually and at other times as required and will add the driving licence check onto the training needs matrix.
- The company and all employees will endeavour to ensure unnecessary journeys are not undertaken during periods of inclement weather. The company endeavours to ensure employees are not driving long hours and driving long distances will be kept to a minimum if possible. Where possible two drivers will be used on long journeys. If two drivers are in the vehicle on a long journey driving should be shared as much as possible. Lone drivers will stop driving and park in a safe place if they feel tired. Stops and refreshments will be used to break up long journeys.

- The company will plan work schedules with enough time so there is no need for any employee to exceed the speed limit but the Company understands that traffic conditions can lead to delays. Employees should therefore set out on journeys in enough time to remove the need to speed and are not to exceed the speed limit or drive at a speed excessive to the traffic and conditions.
- All employees of Poulton Ceilings and Partitions Ltd are aware that the use of a mobile phone whilst driving on a public highway can potentially distract the attention of the driver is also against the law (this is covered further in the arrangements). Provided that a phone can be operated without holding it, then hands-free equipment may be used by the employees whilst driving, though the user must still retain proper control of the vehicle whilst using the equipment. Passengers are not to distract the attention of the driver.
- Workers are to adopt defensive driving when on the road.
- In the event of a Road Traffic Accident (RTA), workers will collect details without any statement that could jeopardise further legal proceedings.
- All employees will co-operate with any rules relating to the use and driving of vehicles laid down by Poulton Ceilings and Partitions Ltd or Host Organisation.

4.16 Electricity

- Poulton Ceilings and Partitions Ltd know that unlike most other hazards that can be seen felt or heard, there is no advance warning of danger of electricity.
- All employees will be instructed to treat all electrical installations with the utmost care and be under the control and supervision of experienced competent persons.
- The site generator will supply electricity to areas where public supply is not practicable or uneconomic.
- During the planning stage, prior to works beginning, the Managing Director will write an application to the local electricity authority.
- When a generator is used, attention will be given to siting in order to minimise noise and fumes.
- The supply, fitting, commissioning and inspection of the electrical fittings or installations will be carried out in accordance with BS7671 (IEE Regulations) by a competent person.

4.17 Asbestos

- Poulton Ceilings and Partitions Ltd recognise that work with asbestos and materials containing asbestos can be dangerous and that every precaution must be taken to ensure that anyone who may be affected by such work is protected.
- Poulton Ceilings and Partitions Ltd is aware that a dangerous environment can be prevented if the correct precautions are fully carried out.
- Prior to the commencement of any work in an unknown environment, a request for sight of the asbestos refurbishment / demolition survey is to be made to the client or their appointed representative. This is to be examined to identify if the intended work tasks, including associated temporary works, interfere with the previously identified material.

- Many buildings and structures on which Poulton Ceilings and Partitions Ltd work are of an age and will often contain varying amounts and types of asbestos. Therefore Poulton Ceilings and Partitions Ltd will ensure that before works such as refurbishment or demolition begin in any area where asbestos is thought to be present, an asbestos refurbishment / demolition survey will take place to identify the types and locations.
- All operatives will co-operate with owners or managers of other premises regarding the management of asbestos in their premises. If a substance is found that may be asbestos or asbestos containing material that has not been identified they will cease work and cordon off the area, it will be reported to the managers of that building without delay. Such findings will be recorded in the appropriate asbestos registers. Before works such as refurbishment or demolition recommence in any area where asbestos is thought to be present, a survey will take place to identify the types and locations.
- We will encounter asbestos cement roof sheets and wall cladding; however it is known that asbestos containing materials can be in less expected products such as 'Artex', floor tiles or sanitary wares. As the material is potentially wide spread we are to consider all materials to contain asbestos unless it is known to be otherwise.
- The Site Supervisor, with advice from Courtley (Health & Safety) Ltd, will undertake the asbestos risk assessments. The findings of the asbestos risk assessments will be reported to those identified in the assessments.
- Personal protective equipment will be provided by the Site Supervisor, who will train and ensure that all operatives can use the equipment correctly. Operatives will also be fully informed about the hazards and need for protection, detailing why the equipment is required.
- When asbestos content and condition is known removal will be in accordance with the Control of Asbestos Regulations 2012 by one of the following:
 1. Specialist licensed asbestos company
 2. Notifiable non licensed removal
 3. Non notifiable non licensed removal in accordance with the Asbestos Essentials published by the HSE
- All operatives who are to work with asbestos or asbestos based material will follow procedures that will be communicated from the survey, risk assessments and method statements through the Site Supervisor or Courtley (Health & Safety) Ltd.

4.18 Vibration

- Employees of Poulton Ceilings and Partitions Ltd are expected to use plant and equipment that has the potential to cause damage to their health such as hand-arm vibration syndrome (HAVS) or vibration white finger (VWF) which is also known as Reynaud's Syndrome or whole body vibration through the use of ride on equipment. Workers who experience 'pins and needles' when using equipment or those who suffer with finger tips becoming pale with a loss of feeling usually set off during cold are to inform their Site Supervisor without delay.
- Employees working with vibrating tools will be made aware of the risks of vibrating equipment and all efforts will be made to eliminate or reduce vibration exposure.
- When practical the use of vibrating tools will be eliminated through the use of automation of mechanisation of the process. This is seen when using a 'pecker' attachment on a digger instead of pneumatic breakers.

- The temperature of the workplace or hardness of the material being worked may be altered to reduce the effects of the vibration.
- Poulton Ceilings and Partitions Ltd is committed to buying or hiring equipment which incorporates low vibration technology. This includes the active identification and removal of old or worn out plant and equipment from sites.
- The Site Supervisor will ensure that equipment used on behalf of Poulton Ceilings and Partitions Ltd is installed correctly and that regular maintenance is carried out. This will include checks on bearings, shafts, rotating parts, holding down bolts, gear teeth and ensuring cutters and blades are sharp.
- Good welfare facilities are to be maintained on all projects where vibrating plant and equipment is used.
- Work patterns are to be defined and supervised to reduce the period of exposure of particular workers to vibrating tools to a minimum. This can often be achieved effectively through job rotation amongst workers.
- Workers who are expected to use vibrating plant or equipment are trained to control risks, including;
 - Using the correct or minimum force required to apply and control the tool
 - Using warm welfare facilities. This includes taking hot drinks and washing their hands under warm water (ensuring they are properly dried).
 - Smoking increases the risk of HAVS.
 - Massaging and exercising fingers to help circulation.
- Workers who report symptoms of HAVS are to be offered health surveillance checks. Those identified as suffering from the syndrome are to be reported as required by RIDDOR.
- Anti vibration gloves will be available to all workers who are exposed to vibrating tools.

4.19 Mobile Phones

- All employees of Poulton Ceilings and Partitions Ltd are aware that the use of a mobile phone whilst driving on a public highway can potentially distract the attention of the driver, and is also against the law.
- Mobile phones should be switched off whilst driving. Voicemail, message service or call diversion arrangements can be used so that messages can be left when the phone is switched off.
- All employees of Poulton Ceilings and Partitions Ltd know to find a safe place to park and switch off the engine of the vehicle before using a mobile phone. This should not be on the hard shoulder of a motorway, except in an emergency.
- Provided that a phone can be operated without holding it, then hands-free equipment may be used by Poulton Ceilings and Partitions Ltd employees whilst driving, though the user must still retain proper control of the vehicle whilst using the equipment.
- Poulton Ceilings and Partitions Ltd operatives should avoid taking calls on a hands free phone whilst driving, but if they must, they should end the conversation quickly.
- Poulton Ceilings and Partitions Ltd operatives who are driving or using vehicles or plant on site should not use mobile phones whilst the vehicle or plant is running.

- Poulton Ceilings and Partitions Ltd operatives will co-operate with any rules relating to mobile phones laid down by the Host Organisation or Principal Contractor whilst on site. This might include using mobile phones only in designated areas, or not using mobile phones at all in the work areas.

4.20 Young Persons

- Where young persons, under the age of eighteen years, are employed a risk assessment will be conducted and it will take particular interest in the lack of experience, lack of awareness of risks and immaturity of the young person. Risk assessments will focus on the following hazards:
 - Exposure to agents that are toxic, e.g. radiation
 - Failure to realise the hazards associated with their work either to themselves or others around them
 - Having a short concentration span.
 - Failing to maintain safe system of work.
 - Failure to appreciate their individual capability leading to over exertion.
 - Working in extreme environment, noise, heat, cold and vibration, leading to total loss of concentration.
- Where it is not possible to guarantee the safety of a young person from the possible risks from the above, the young person should not be employed.
- The following information will be given to the young person's parent or guardian before employment begins.
 - The risks to his health and safety identified by the assessment;
 - The preventative and protective measures.

The Managing Director will:

- Be responsible for ensuring that the young person has read and understood the risk assessments carried out on him / her and knows who his / her designated mentor is.
- Ensure that the designated mentor has adequate qualification and experience within the industry and is competent to carry out this role.
- The mentor will ensure that the procedures and control measures in the risk assessment are followed and when necessary remove the young person from the work area.

4.21 Visitors to Site

The Site Supervisor will ensure:

- All visitors have reported to him and completed an entry in the attendance sheets.
- The visitor is accompanied until they are fully aware of all safety and emergency procedures.
- All visitors are issued with the correct personal protective equipment and shown how to wear them correctly.
- Persons visiting from the authorities are accompanied at all times.

4.22 Lone Workers

- Poulton Ceilings and Partitions Ltd will ensure prior to being requested that the worker is competent and able to work alone. In addition, all lone workers must be fit and healthy, and will undergo medical assessments on a regular basis.
- Where persons are employed to carry out lone work; a risk assessment will be conducted and will consider the task, environment and experience of the worker. Risk assessments will focus on the following hazards:
 - Accident, injury or illness
 - Failure to realise the hazards associated with their work either to themselves or others around them
 - Failure to maintain a safe system of work.
 - Failure to appreciate their individual capability.
 - Physical violence.
- Where the safety of a lone worker from all the above possible risks cannot be ensured, lone work should not be carried out.
- The following information is given to the lone worker before the task begins.
 - The risks to his health and safety identified by the assessment;
 - The preventative and protective measures required to ensure his safety.
- The company understands the need to stay in communication with the lone worker and will therefore issue a fully operational and charged mobile telephone. The lone worker is to carry this at all time.
- The lone worker must be fully aware of emergency procedures in the location that they are working.
- Lone workers are to be provided with access to a first aid kit sufficient for the treatment of minor injuries.
- The Site Supervisor will keep in regular contact with the lone worker at least twice per day (am and pm) and make one site visit per day if practicable. The lone worker will contact the office to report at the end of their shift.

4.23 Protection of the Public

- Areas open to members of the public will be inspected regularly to identify and remedy any failings in standards of housekeeping or safety.
- An employee of Poulton Ceilings and Partitions Ltd will supervise the area whenever it is open to the public.
- All presentation furniture and materials will be subject to a risk assessment before exposure to the public.

4.24 Contractor Control

Sub Contractors

- When Poulton Ceilings and Partitions Ltd uses sub-contractors these will work to the same standards as those people who are directly employed by the organisation. The sub-contractors used will be either bona fide organisations or suppliers of labour only.
- Should any sub-contractor or employee of a sub-contractor have any concerns regarding health and safety performance on any Poulton Ceilings and Partitions Ltd project they are to raise this with the Site Supervisor who will investigate and act appropriately on their concerns?
- Any 'near **misses**, property damage or injury sustained by any sub-contractor must be reported to the Site Supervisor without delay. Failure to report any incident in a timely manner will be sufficient grounds for removal from our list of approved sub-contractors.

Bona Fide Sub-Contractors

- These will be engaged to deliver a service or product. The exact system of work to be used to ensure the delivery will be at the discretion of the employer in each case.
- These sub-contractors will be drawn from an approved suppliers' list. To gain access to this list the supplier must undergo a three-stage assessment.
 - The first part of the assessment will be the completion of a competency assessment questionnaire. This document will be examined by the Managing Director who will approve or return the questionnaire to perspective sub-contractors for further information. Only when this documentation is in the possession of the company with copies of supporting documentation can the sub-contractor be engaged.
 - The second part of the assessment will take place throughout the first project given to the sub-contractor. This will include close supervision of the sub-contractors work and activities by the Site Supervisor. On completion of the first project a review will take place with the client and the sub-contractor as appropriate with a view to confirm their continued inclusion on the approved list. Should their performance fall below the standards expected they would be removed from the list of approved suppliers.
 - The third stage of approval will be through a continual monitoring process of their performance. This will include gathering 'feed back' from Site Supervisor, clients and our safety advisors.
- Method statements must be forwarded to the company detailing the safe system of work to be employed on company projects. This must include specific risk, COSHH and manual handling assessments as relevant. This documentation must be forwarded prior to the commencement of works to a company manger that will assess the suitability of the systems as described.

Labour Only Sub-Contractors

- These individuals will generally be paid on an hourly or daily basis. The system of work they will use to achieve their tasks will be developed by the company.
- The plant and equipment used by labour only sub-contractors on company projects will be maintained to the same standards as company held equipment.

- Work must be carried out in accordance with the systems detailed in company policies, statements and assessments.

4.25 Personal Protection Equipment (PPE)

- The Managing Director will be responsible for ensuring that Poulton Ceilings and Partitions Ltd maintains a suitable stock of the various types of PPE used on behalf of the company. This is to ensure the ready availability of the most commonly used equipment.
- All PPE purchased for use on behalf of Poulton Ceilings and Partitions Ltd will be manufactured to relevant standards and bear the CE mark.
- Each employee will be provided with suitable and sufficient PPE at the start of their employment. This could include but is not limited to the following;
 - Hard hat
 - Safety footwear
 - Rigger gloves. Latex gloves
 - Harnesses and lanyards
 - Flame proof overalls (Welders only)
 - Sweatshirts, trousers, tee shirts,
 - Wet weather wear
 - High visibility jackets or vests
 - Light eye protection (safety specs)
- The equipment issued to each individual will be recorded in the PPE Register that is held in the stores.
- All items of PPE are subject to regular inspection and recording as follows:

Item	Individual User	Third party inspection	Independent thorough inspection with certificate
Harness	Prior to each use	Monthly: To be recorded	Six monthly*: certificate to be retained on site
Lanyard	Prior to each use	Monthly: To be recorded	Six monthly*: certificate to be retained on site
Hard hat	Daily	Three monthly	None
Safety footwear	Daily	Three monthly	None
Gloves	Daily	Three monthly	None
Overalls	Daily	Three monthly	None
Eye protection	Daily	Three monthly	None
Wet wear	Prior to each use	Three monthly	None
High visibility clothing	Daily	Three monthly	None

- Unsuitable or damaged equipment will be exchanged at the stores before employees can receive new. Again this will be recorded in the PPE Register.

- On provision of the equipment the Site Supervisor will ensure that employees can wear the kit correctly. Training will be given in the appropriate use of PPE to workers unfamiliar with the equipment or those who fail to use equipment properly.
- The Site Supervisor will ensure that the PPE to be used on projects are stored correctly. Employees must ensure that the equipment provided is cared for; this includes cleaning and appropriate storage when not in use.
- PPE will be worn when identified as required by risk assessment, site rule or common sense.

* *For new equipment, record the serial number of each item on the delivery note or receipt until the certificate of conformity is received from the supplier.*

Head Protection

The Site Supervisor will ensure that:

- All personnel operating on sites have head protection available to them.
- Where there is a foreseeable risk of head injury from falling or swinging objects, or striking the head against something then head protection will be worn.
- Through their site health, safety and welfare inspections, undertaken by Courtley (Health & Safety), ensure that all personnel on site are wearing the correct head protection.
- Will carry out any assessments. During the assessment due thought must be given to compatibility between head protection and other items, and a system must be in place to report loss/defect.

Foot Protection

The Site Supervisor will ensure that:

- Ensure that all personnel are provided with the correct foot protection dependent upon the risk.
- Through their site health, safety and welfare inspections, undertaken by Courtley (Health & Safety), will ensure that all personnel on site are wearing the correct foot protection.
- That foot protection conforms to the Principal Contractor's site rules prior to works beginning.

Hearing Protection

- Exposure to high levels of noise over long periods can cause damage to hearing. Those persons who use noisy work equipment and those in the vicinity of this should be protected. The noise at work regulations require adequate assessment and reduction of the risk of hearing damage, together with reduction of noise exposure starting with engineering controls.
- To combat the harmful effects of noise that cannot be reduced at the source, it will be necessary to provide information and training for employees, and to use manufacturers and others to provide noise data.

The Site Supervisor will ensure that:

- All employees exposed to noise that cannot be reduced at source wear hearing protection
- All employees know how to wear the hearing protection correctly.

- The safe storage of hearing protection.
- The Site Supervisor or Courtley (Health & Safety) Ltd will carry out any noise assessments. During the assessment due thought must be given to compatibility between hearing protection and other items, and a system must be in place to report loss/defect.
- The results will be reviewed, recorded and monitored by the Site Supervisor and Courtley (Health & Safety) Ltd.
- If there is doubt as to whether hearing protection is required the Site Supervisor must report this to the Managing Director who will assess whether a noise assessment is necessary.

4.26 Respiratory Protection

- Poulton Ceilings and Partitions Ltd will ensure that all personnel are provided with the correct respiratory protection dependent upon the risk.
- To combat the harmful effects of Dust, particles, chemicals or bacteria that cannot be reduced at the source, it will be necessary to provide information and training for employees to wear the correct respiratory protection in the correct manner and that they are aware of the fitting requirements.
- All personnel required to wear close fitting respiratory protection will be clean shaven. Personnel who have facial hair who are required to wear respiratory protection will be provided with air fed protection
- The Site Supervisor and Courtley (Health & Safety) Ltd through their site health, safety and welfare inspections will ensure that all personnel on site are wearing the correct respiratory protection.
- Poulton Ceilings and Partitions Ltd will ensure that respiratory protection conforms to OM 2009/03 Appendix 4 – European Standards and Markings for Respiratory Protection and the Principal Contractor's site rules prior to works beginning.
- The Site Supervisor or Courtley (Health & Safety) Ltd will carry out any assessments. During the assessment due thought must be given to compatibility between respiratory protection and other items, and a system must be in place to report loss/defect.
- The Site Supervisor will ensure the safe and correct storage of respiratory protection.
- If there is doubt as to whether respiratory protection is required the Site Supervisor must report this to the Managing Director who will assess whether respiratory protection is necessary.
- The Managing Director will ensure those personnel that have been exposed to harmful substances will undertake medical assessments to include lung capacity and peak flow tests or x-rays as required.

4.27 Noise

- All operations or work environments where Poulton Ceilings and Partitions Ltd are engaged where there is the potential for excessive noise are to be considered and assessed to determine the level of risk. We will consider the type and duration of the noise.
- All personnel associated with Poulton Ceilings and Partitions Ltd will take reasonable steps to reduce excessive noise at work as source. This could be achieved by;

- Purchase of equipment and machinery that is as quiet as reasonably practical
 - Use of less noisy machines or methods of working.
 - The use of mufflers and exhaust silencers.
 - Relocating machinery, such as behind things or turning it to redirect the noise.
 - Ensuring doors are closed on compressors.
 - Regular servicing of equipment.
 - Turning equipment off when not in use.
 - Reducing the time operatives are exposed to noise.
- Where personal exposure reaches the lower action value of a daily or weekly exposure level exceeding 80 dB(A) with a peak sound pressure of 135 dB when not taking into account any hearing protection, There will be;
 - Hearing protection available on request
 - Provision of information and training on the dangers of noise and the correct use and care of hearing protection.
- Where personal exposure to noise without taking account of any hearing protection reaches the upper action value of 85 dB(A) with a peak sound pressure of 137 dB there will be hearing protection zones identified where there will be:
 - Mandatory use of hearing protection. Several types of protection will be made available to account for the personal preference of the worker.
 - Access to audiometric testing or hearing checks by a doctor
 - Signs displayed to restrict access to the area with the environment clearly defined as a hearing protection zone.
 - A programme of measures designed to reduce the noise will be introduced.
- Poulton Ceilings and Partitions Ltd will ensure the exposure limit values of 87 dB(A) with a peak sound pressure of 140 dB will not be exceeded.
- Noise assessments are available through Courtley (Health & Safety) Ltd. The assessment process will identify those workers at risk of hearing damage and prepare an action plan to propose methods of controlling the noise. The assessment will also identify the daily personal noise exposure (LEP, D) of workers and identify measures to be adopted in order to comply with legislation.
- Following any assessment, Poulton Ceilings and Partitions Ltd will keep appropriate records and review the assessments. An action plan will be identified to control excessive noise. This could include the provision of hearing protection until more suitable engineering controls are put in place.

4.28 Drugs and Alcohol

- It the responsibility of all Poulton Ceilings and Partitions Ltd management and employees to ensure that the persons in their control are not under the influence of drugs or alcohol whilst in the workplace. Any employees who feel they, or a colleague are under the influence of drugs or alcohol must make this known to their manager at the earliest opportunity.
- The intention of the management in the first place is to ensure support is available to any employee or manager who has an alcohol or drug problem. Assistance will be given through occupational health or through National Drug Help Line on 0800 776600. The same confidentiality and support will be given to an employee with a drug problem that is given to any employee with any other medical or psychological condition. It is understood by the management of Poulton Ceilings and Partitions Ltd that they have a duty to ensure the safety of the person with the alcohol or drugs

problem as well as others affected by the actions of the company so it may require disciplinary action to be taken and after following the correct procedures, even dismissal.

- The management may from time to time require employees to undertake drink and drugs tests either on a random basis or on the basis of it being suspected that the employee is under the influence of drugs or alcohol during work.
- Any employee suspected of being under the influence of drugs or alcohol will be refused entrance to the workplace. Any employee in a workplace under the control of Poulton Ceilings and Partitions Ltd who appears to be under the influence of drugs or alcohol will be removed. Further action will be assessed on the circumstances of the individual event. All persons found to be under the influence of drugs or alcohol in the workplace where there is a potential hazardous situation such as driving or operating machinery whilst in the employment of Poulton Ceilings and Partitions Ltd **will** face a disciplinary hearing which may lead to disciplinary action or dismissal.
- Alcohol is not permitted in any workplace, onto any site or office under the control of Poulton Ceilings and Partitions Ltd. Any employee found in possession or dealing illegal drugs will be reported to the police and there is no alternative to this procedure.
- Any employee taking prescription drugs that may affect their work, their safety or the safety of others must inform management.

4.29 Violence and Abuse

- Poulton Ceilings and Partitions Ltd is aware that violence and abuse is not acceptable in the workplace and will do their utmost to monitor and prevent violence occurring. To reduce the potential for violence occurring in the office areas will be well lit and staff will be protected from visitors by the security door and by counters being between staff and visitors. Staff will be aware of and report any incidents of violence whether it is to them or their colleagues. Senior management will investigate the situation and take appropriate action. Verbal abuse is the most common type of incident and physical abuse is rare but employees should endeavour to avoid being in a confrontational situation that may lead to violence.

4.30 Dermatitis

- Dermatitis is the result of a reaction between the skin and harmful substances that it comes into contact with. The prevention is simple. Ensure that contact with the harmful substance is avoided by using an alternative substance or protective clothing. Good hygiene and barrier creams are also an effective means of prevention.

The Site Supervisor will:

- Carry out the COSHH assessments that identify control measures required prior to the use of the substance.
- Ensure that all control measures are in use at all times during use and during site health, safety and welfare inspections.

4.31 Tetanus

- Poulton Ceilings and Partitions Ltd is aware that when breaking new ground, construction workers are at risk from organisms infecting wounds.

- All personnel operating on construction sites will be encouraged to arrange an appropriate course of immunisation with Tetanus Toxoid through their general practitioner.

4.32 AIDS & Hepatitis - Sharps

- Where refurbishment work is carried out in areas where there is knowledge or expectation of drug abuse there is likelihood that drug related paraphernalia might be discarded. Equipment the likes of hypodermic needles or razor blades could be contaminated with the body fluids of the drug user and as such there is a slight risk of infection should you come into direct contact. In the event of such equipment being identified the local authority is to be contacted and removal of the items arranged. In the meantime a conspicuous marker should be placed over the item. When it is necessary for Poulton Ceilings and Partitions Ltd employees to move such equipment, heavy-duty gloves and overalls will be provided by the Site Supervisor, to give protection against cuts and suspected items should be removed with the use of a grabber.
- All sharps **must** be disposed of in the proper, clearly marked sharps container, **NOT ELSEWHERE**

On finding a Sharp:

- Do not touch it.
- Mark the exact location by placing a cone or upturned bucket over the sharp.
- Bring the yellow sharps container to the location. Do not carry the sharp to the box.
- Using the grabber pick up the sharp and deposit into the box.
- Use the grabber to check that the sharp has been deposited deep into the container.
- Using the grabber carefully check the area for further sharps.

Procedures in the event of a needle stick injury:

This procedure applies to any person who gets pricked by a hypodermic syringe needle

- Let the wound bleed.
 - Do not cover the wound with a plaster.
 - Squeeze the wound but do not suck it. This will encourage any possible infection to leave the body.
 - Wash the wound with soap and warm water.
 - After washing, report the incident to the Site Supervisor or other responsible person.
 - Go immediately to the casualty department of the nearest hospital and tell them of the circumstances of your accident. Immediate attendance is important – by the following day a possible infection may produce adverse effects in the body.
 - As soon as practical, report the outcome of your hospital visit to the Managing Director and your General Practitioner.
- The Site Supervisor will provide all employees that may come involved with sharps a risk assessment that includes the control measures necessary.

4.33 Smoke-free Policy

- It is the policy of Poulton Ceilings and Partitions Ltd that all our workplaces are smoke-free, and all employees have a right to work in a smoke-free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers or members and visitors.
- Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff is obliged to adhere to, and support the implementations of the policy. The

Managing Director shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They will also give all new personnel a copy of the policy on recruitment / induction.

- Appropriate 'No Smoking' signs will be clearly displayed at the entrances to and within the premises.

4.34 CDM – Principal Contractor

- Poulton Ceilings and Partitions Ltd is often engaged as Principal Contractor as defined by the Construction (Design and Management) Regulations 2015 and as such is in control of the construction phase of projects.
- Prior to the commencement of the Construction Phase we will develop the Pre Start Health and Safety Plan as produced by others into a working document. Although not limited to the following, this will detail and record the following:
 - A brief description of the works
 - Detail the management structure for the project
 - Define the security arrangements for the project
 - Set the safety standards for the work to be undertaken
 - Detail the principal parties involved in the project
 - Set out our proposals for monitoring performance on site
 - Establish the site rules specific to the project
 - Method Statements, risk, COSHH and manual handling assessments
 - Safety Inspection and Audit Reports
 - Emergency Plans
 - On projects where it is appropriate, the Plan will also include the following registers;
 - Attendance register
 - Equipment register
 - Training register
 - Personal Protective Equipment register
 - Scaffold and/or excavation inspection register
- We will check that the client is aware of their CDM duties
- We will implement the Construction Phase Health and Safety Plan and update or amend this as appropriate throughout the project.
- We will promote co-operation between the various parties engaged on our projects. This will include to actively seek their views and ideas on how best to improve safety standards.
- We will provide relevant information to all contractors engaged on our projects including the self-employed. This will include a suitable site induction is provided to every site worker. The induction will be site specific and be relevant to the size and scope of the work, and level of risk involved. We will provide any other training deemed suitable.
- We will enforce our defined site rules.
- We will provide welfare facilities: making sure suitable facilities are provided throughout the construction phase
- We will display the project notification on the project if applicable
- We will retain and promptly forward appropriate information for the Principal Designer to include in his Health and Safety File.

4.35 CDM – Sub contractor

- Poulton Ceilings and Partitions Ltd are often engaged as Contractors as defined by the Construction (Design and Management) Regulations 2015. As such, we are aware that under the regulations, we must co-operate with the Principal Contractor, and provide the Principal Contractor with any relevant information which might affect health and safety whilst on the project.
- We will:
 - Comply with any reasonable directions issued by the Principal Contractor, and with any rules in the Construction Phase Health and Safety Plan that are relevant.
 - Submit any relevant risk assessments and method statements as required.
 - Inform the Principal Contractor of any incidents without unreasonable delay.
 - Provide relevant information for the Health and Safety File.
- Poulton Ceilings and Partitions Ltd realises that the provision of training and information to operatives on site is vital, and as such will ensure that:
 - All operatives have the skills, knowledge, training and experience to carry out the tasks to which they are assigned.
 - No operatives will begin work until they have received basic information, such as the site induction from the Principal Contractor, and the contents of relevant sections of the Construction Phase Health and Safety Plan.
- Poulton Ceilings and Partitions Ltd is aware that any contractors that it engages must have the skills, knowledge, training and experience to undertake their work and be adequately resourced. Poulton Ceilings and Partitions Ltd does this by issuing Health and Safety Questionnaires to assess their suitability before they are engaged.
- No contractor will be engaged by Poulton Ceilings and Partitions Ltd unless it has completed a questionnaire, including the submission of relevant health and safety documents, to an acceptable standard.

4.36 First Aid

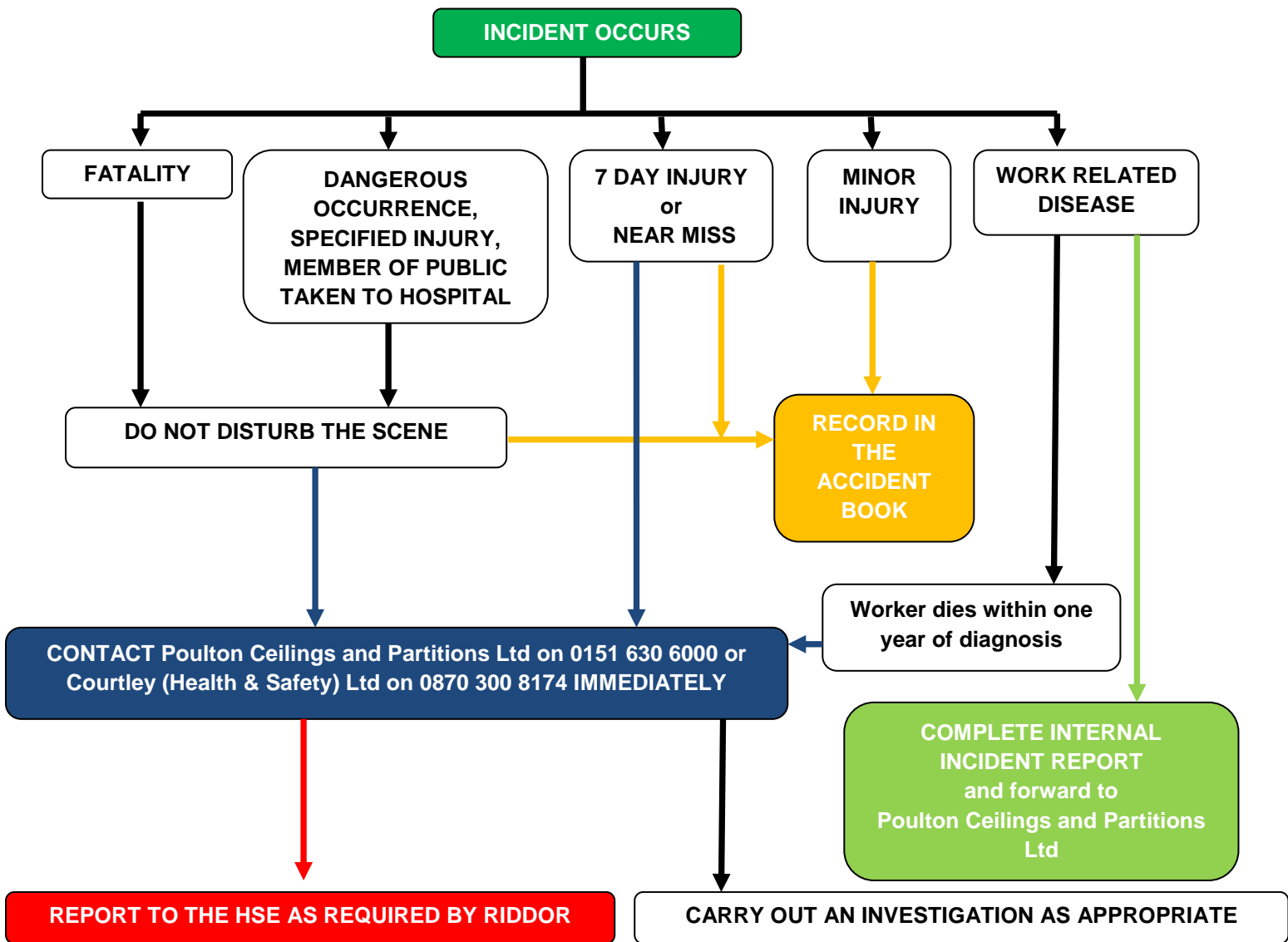
- The first aid boxes are maintained inside each company vehicle. One is also located in head office – 168 Poulton Road, Wallasey, Merseyside, CH44 4BZ.
- The minimum contents of each box will be:
 - 1 Guidance Card
 - 20 Individual wrapped adhesive dressings
 - 2 Sterile eye pads
 - 6 Triangular bandages
 - 6 Safety Pins
 - 6 Medium sterile dressings
 - 3 Large sterile dressings
 - 3 Extra large sterile dressings
 - 20 individual antiseptic wipes

The above is not an exhaustive list the Appointed Person will be responsible for ensuring first aid containers are restocked and replenished.

- The identities of all first aiders are to be posted on signs in the welfare areas of the building and on sites.
- When working on larger projects, the name and directions to Accident and Emergency Departments of local hospitals will be included in project specific health and safety documentation.

4.37 Incidents and Emergencies

- While we will make every effort to avoid incidents or emergencies we recognise that such events can occur. We have set in place the following procedure for all incidents whether they result in injury, work related disease, property damage or are a near miss that has the potential for such a loss.



- All Employee details that are needed in case of an emergency will be kept at Head Office. These include: Name, Address, Date of Birth and Emergency Contact Telephone Number.
- All events are recorded to help identify trends with every personal injury being recorded in the company accident book held at the head office. All but very trivial events are investigated by a responsible manager or an independent safety adviser as appropriate. Reports are sent to the Incident Contact Centre, Clients, Host Organisations and Principal Contractors as appropriate.

- Emergencies will occur either at our workplace or on a transient site. Our workplace has been subject to a Fire Risk Assessment and the findings are being implemented. When on other sites we will cooperate with the arrangements put in place by others.

4.38 Emergency Procedures

- Poulton Ceilings and Partitions Ltd is aware of the risks involved in any emergency and will put in place procedures that will be communicated to all of our employees to ensure smooth evacuations of work areas.
- The Managing Director will ensure that all personnel who are to be engaged on the project are fully aware of the emergency procedures that have been developed by the Client or Principal Contractor.
- When there are no emergency procedures set in place or that the arrangements are unsuitable, the Managing Director will arrange effective measures for each project that incorporate the requirements of the Client.
- The company is responsible for ensuring that that a fire assessment is undertaken of all fixed work areas and the findings are implemented.
- The Appointed Person will check all escape routes daily at head office to ensure that there is nothing blocking any emergency routes.
- The Appointed Person will check the alarms on a weekly basis to ensure that they are all working effectively.
- Emergency evacuation exercises will be undertaken every six months to keep employees aware of the procedure and to foresee any future problems.
- All fire extinguishers will be regularly maintained and inspected by a specialist sub-contractor.

4.39 Rehabilitation Policy

- Our first aim is to prevent workers or others affected by the activities of Poulton Ceilings and Partitions Ltd from being injured or becoming ill. However, we accept that we will impact on those around us and we are prepared to take appropriate action in the event of failure. Poulton Ceilings and Partitions Ltd recognise the potential for social and economic benefits available through a strong commitment to effective rehabilitation of our employees who may take time off work through injury or ill health.
- It is understood that the most prevalent forms of work related ill health in the United Kingdom are musculoskeletal disorders and stress. With significant numbers of other people suffering from respiratory disease or hearing problems. Our commitment to rehabilitation will not be limited to these conditions as we will assess each case individually.
- We believe that our employees could be absent for a significant time which may lead to them feeling uncomfortable to return to work.
- We will not expose any worker suffering from an ailment to further risk of worsening their complaint however we feel that Poulton Ceilings and Partitions Ltd will often be in a position to sympathetically redefine job specifications or redeploy employees who may have been absent for some time.

- Where this is the case we will be proactive in maintaining contact with employees through any period of absence and working with them to deliver a suitable and timely response to their needs.

4.40 Advice

- Poulton Ceilings and Partitions Ltd employ an external health and safety adviser. They are:

Courtley (Health & Safety) Ltd
5 Platinum Court
Alchemy Way
Knowsley, L33 7XN
Tel: 0870 300 8174
Fax: 0870 300 8175
Web: www.courtley.com
E-mail: info@courtley.com

- Courtley (Health & Safety) Ltd has access to the Merseyside Occupational Health and Safety Group that is affiliated to RoSPA.
- Access to the Merseyside and Cheshire Safety Group through the safety advisers.
- Members of the Association of Project Safety.
- Members of the Institute of Occupational Safety and Health.
- The services of the HSE and EMAS are used.

4.41 Monitoring of Safety Performance

- The working conditions that we work in affect our productivity and quality of work that we produce. Therefore we will, and must, ensure that working conditions and the environment are organised and safe.
- The monitoring of safe working practices will also take place; this is the responsibility of all personnel with key roles to play in the company, including the Managing Director. Should they identify failings in the standards expected of Poulton Ceilings and Partitions Ltd they will investigate the cause and take appropriate action. This could be to issue a Safety Non-Conformance notice to any employee, thus instigating disciplinary actions.
- Random and independent health, safety and welfare inspections with detailed reports are available from Courtley (Health & Safety) Ltd.
- Clients are welcome to monitor our safety performance at any time. They are requested to enter working areas only when accompanied by a member of the Poulton Ceilings and Partitions Ltd management team.

5.0 CONFIRMATION OF EMPLOYEE READING POLICY

To be completed by ALL Personnel

I _____(Name in BLOCK CAPITALS)

I confirm that I have read the Company Health and Safety Policy and fully understand the responsibilities that apply to me in the capacity in which I am employed. If I am unable to fulfil those responsibilities in any way, I will inform my manager or the Managing Director as soon as is reasonably practicable.

Signed: _____ Date: _____

PLEASE COMPLETE THIS PAGE AND RETURN IT TO HEAD OFFICE.