

HEALTH + SAFETY POLICY



CUSTOM JOINERY | INTERIORS
www.sloanesquaredinteriors.co.uk

Prepared by : Nia Jones
Review Date: 31st March 2022

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COMPANY SAFETY RESPONSIBILITIES

MANAGING DIRECTORS

The Directors have overall responsibility for the health and safety as detailed in the company's Health and Safety Policy and that all objectives of the policy are clear and observed by all employees.

To appoint competent persons to assist in complying with our obligations under all health and safety legislation.

We have the responsibility to ensure the Health and Safety Policy is implemented, effective and kept up to date. The policy and all safety procedures to be reviewed on an annual basis. The policy will take into account new working procedures, new staffing levels, new equipment, recommendations from safety audits/inspections and/or as required by the introduction of new safety legislation.

All incidents will be reported and investigated in accordance with RIDDOR. Analysis of these investigations to discover trends and ensure necessary control measures are put in place to eliminate any reoccurrence of incidents.

Consultation with company employees and/or with their representatives to discuss accident prevention, safety performance, safety improvements and welcome positive safety suggestions. Any grievance or complaints from employees concerning health and safety will be fully investigated, taking appropriate remedial action.

We will become familiar with all appropriate safety statutory requirements affecting the Company; this will be achieved by regularly liaising with all necessary agencies such as the Health and Safety Executive (HSE), Local Authority Health and Safety, Trade Associations, Safety Consultant.

We will insist on sound working practices as laid down in Approved Codes of Practice (ACOP). Ensuring that suitable and sufficient risk assessments are undertaken to safeguard the health and safety all of employees and others not in the Company employment but who may be affected by Company undertakings. We will establish appropriate control measures and ensure they are in place. He is also to ensure that risk assessments are reviewed as necessary and that significant findings are recorded.

Ensure all necessary and adequate health and safety training is provided to all persons involved in Company operations. This will be on recruitment and on their exposure to new or increased risks because of:

- a. Job or responsibility change.
- b. Introduction of new work equipment.
- c. A change in use of existing work or equipment.
- d. Introduction of new technology.
- e. Introduction of a new system of work or a change of one.

This training is to be repeated where appropriate, take account of new or changed risks to the employees concerned, and to take place in normal working hours. We will maintain the Company training register and organise safety training for existing staff and ensure induction training is carried out for all newly appointed operatives.

Maintain the control of all documentation necessary to demonstrate compliance with statutory regulations for all work equipment, vehicles and plant owned, externally hired and operated by the Company. We will also ensure that all Company statutory documents and registers where necessary are made available to visiting Enforcement Authorities.

Ensure all operatives satisfactorily discharge their responsibilities to health and safety; making sure that good health and safety practices do not go unrecognised.

All tenders to be adequately priced to allow for inclusion of safety resources, proper welfare facilities, safe systems of work and sufficient safe working equipment to avoid injury, damage and wastage.

We will ensure there are inspection procedure is in place to ascertain that contract activities are undertaken in a controlled safe manner with due regard to statutory obligations, ACOPs and Company Procedures, to include.

- a. Competent personnel (including subcontractors) are employed.
- b. Sufficient safe equipment, plant, materials and tools are provided which are fit for purpose.
- c. Emergency procedures are planned and communicated in line with ACOPs for each projects location.
- d. Sufficient welfare facilities and adequate first aid facilities are provided.

Risk assessments to be produced in accordance with the Management of Health and Safety at Work Regulations and conducted for project work activities.

Compliance with the Control of Substance Hazardous to Health Regulations (COSHH). COSHH assessment to be produce for any toxic substances to be used, to ensure all the requirements for storage; use and disposal are complied with. It is essential that manufacture's/suppliers technical data sheets, together with details of assessments, are available prior to usage, copies of which should be included in company and site safety file.

Periodic site safety inspections to be conducted with a report of their findings in the Project Site Safety file.

We are responsible for the collation of information for inclusion in projects Health and Safety Files in accordance with the Construction (Design and Management) Regulation. We will promptly provide the projects CDM Coordinator with any information which is in the possession of the company or which they could ascertain by making reasonable enquiries of a supplier and/or sub contractor, and it is reasonable to believe the CDM Coordinator would include in the project's health and safety file.

EMPLOYEES

An employee is any person employed by Sloane Squared Interiors Ltd be they full, part time or casual workers, managers, foremen or operatives or persons treated as self employed (for tax and national insurance) working on the behalf of the Company.

The Health and Safety at Work Act 1974, places certain responsibilities and obligations upon Employees whilst at work. These are:

- a. To take reasonable care of the health and safety of themselves and other persons who may be affected by his/her acts or omissions at work. and
- b. As regards any duty, liability or requirement imposed upon his/her Employer or any other person or under any of the relevant statutory provisions or measures, is to cooperate with them so far as is necessary to enable that duty, liability or requirement to be performed or complied with.

No Employee shall:

- a. Intentionally or recklessly interfere with or misuse anything provide in the interests of health and safety or welfare in pursuance of any of the relevant statutory provisions.
- b. Take risks that may cause an accident to themselves and/or other persons.

All employees are reminded of their responsibility to cooperate with management / site foremen to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Whenever they are aware of an unsafe condition, or notice a health and safety problem, which they cannot put right without putting themselves at risk, they are to report the matter to the MD or an appropriate Foreman.

Employees are required to:

- a. Know emergency procedures for the site they are working on, if in doubt they are to ask the MD for explanation.
- b. Work in a safe manner at all times. Not to take any risks that could endanger themselves or others. They are to warn others, particularly young and/or new

Health & Safety Statement | Sloane Squared Interiors



| | |
|---|--|
| <p>This is the statement of general policy and arrangements for: Sloane Squared Interiors LTD</p> | |
| <p>Nia Jones - Director</p> | <p>has overall and final responsibility for health and safety</p> |
| <p>James Sloane - Director</p> | <p>has day-to-day responsibility for ensuring this policy is put into practice</p> |
| <p>Statement of general policy</p> | <p>Responsibility of: Name/Title</p> <p>Action/Arrangements</p> |
| <p>Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace</p> | <p>Nia Jones Director</p> <p>Risk Assessments are produced to manage health and safety by identifying and controlling risk.</p> |
| <p>Provide clear instructions and information, and adequate training, to ensure operatives are competent to do their work</p> | <p>James Sloane Director</p> <p>All operatives to have a full health and safety induction - conducted by Sloane Squared Interiors or Principle Contractor. Specific method statements are also issued to all operatives outlining the safe system of work.</p> |
| <p>Engage and consult with operatives on day-to-day health and safety conditions</p> | <p>James Sloane Director</p> <p>As part of the risk assessment process all staff members are to report any health and safety issues immediately to Sloane Squared Interiors. Routine toolbox talks to be conducted to provide opportunity to engage with operatives on day to day health and safety issues.</p> |
| <p>Implement emergency procedures – evacuation in case of fire or other significant incident.</p> | <p>James Sloane Director</p> <p>Evacuation Procedures and escape routes to be communicated to all operatives as part of the site specific health and safety induction.</p> |
| <p>Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances</p> | <p>Nia Jones & James Sloane Director</p> <p>All tooling and machinery inspected and tested, systems in place to report any defects. COSHH assessments produced for all substances supplied by Sloane Squared Interiors. Toilet and washing facilities provided for all operatives</p> |
| <p>Health and safety law poster is displayed at (location)</p> | <p>Site Box</p> |
| <p>First-aid box is located:</p> | <p>Company Van and Site Box</p> |
| <p>Accident book is located:</p> | <p>Company Van and Site Box</p> |
| <p>Signed: Director</p> | <p>Date:</p> |

operatives of known hazards.

- c. Wear safety footwear at all times on site and where necessary wear other personal protective equipment that has been provided.
- d. Use the correct tool/equipment for the job in hand. Keeping tools / equipment in good condition, reporting any damage and / or defects to the MD.
- e. Not use plant or equipment (unless supervised) for which they have not been trained or experienced to use.
- f. Not play dangerous or practical jokes whilst on site.
- g. Report any injury or illness to themselves that has been caused through a working incident. Even if they consider it to be very minor and does not stop them working.
- h. Suggest safer methods for working.
- i. Not to work if they are unwell, under the influence of alcohol or substances.
- j. Keep welfare facilities clean and tidy. Reporting to the MD if welfare facilities are defective or if they see any person or know that they are abusing facilities, which are provided for the welfare of the whole workforce

ASBESTOS

Asbestos can be found in any building built before the year 2000 (houses, factories, offices, schools, hospitals etc) and causes around 5000 deaths every year.

All types of asbestos can be dangerous if disturbed. Danger arises when asbestos fibres become airborne. They form very fine dust that is often invisible. Breathing asbestos dust can cause serious damage to the lungs and cause cancer. Asbestos diseases usually occur only as a result of prolonged exposure to asbestos dust at levels well above those found in British industry.

The presence of asbestos in most cases will not be obvious. It can be assumed that any building constructed or refurbished before 1980s will contain asbestos-based materials in some form or other. Sloane Squared Interiors are responsible for seeking confirmation of the existence or otherwise of asbestos on sites. Where buildings have asbestos logs and / or health and safety files these should also be consulted.

Operatives are warned that no work should be carried out which is likely to disturb asbestos and expose people to risk unless adequate assessment of exposure has been conducted. This assessment will be carried out by Sloane Squared Interiors before any work is undertaken. This means that the areas where work is to be conducted should be visually checked for the presence of asbestos. If any operative suspect the presence of asbestos should stop work immediately stop work and report this to the Director.

MOST COMMON AREAS CONTAINING ASBESTOS ARE

Boiler and pipework coatings and lagging, flues.

Sprayed coatings providing fire and acoustic insulation.

Insulation board.

Cement-based boards, sheets and formed products.

Ceiling (and some floor) tiles.

Gaskets and paper products used for thermal and electrical insulation.

CONFINED SPACES

The Confined Spaces Regulations 1997 define a “confined space” as meaning any place, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar space in which, by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk;

“specified risk” means a risk of

serious injury to any person at work arising from a fire or explosion;

the loss of consciousness of any person at work arising from an increase in body temperature;

the loss of consciousness or asphyxiation of any person at work arising from gas, fume, vapour or the lack of oxygen;

the drowning of any person at work arising from an increase in the level of liquid;

or

the asphyxiation of any person at work arising from a free flowing solid or the inability to reach a respirable environment due to entrapment by a free flowing solid;

“system of work” includes the provision of suitable equipment which is in good working order.

Sloane Squared Interiors will issue a ‘Permit to Work’ for all confined space operations. This will include any work area where there is a restriction of access, a lack of free flowing supply of clean breathable air, or a presence of dangerous gases, vapours or fumes.

A risk assessment will be produced to determine if a ‘Permit to Work’ is required for these types of operations. It will determine if the workplace is a confined space by considering:

- The type of access - is it easy or restricted.
- Are there any flammable or hazardous gases, vapours or residues present likely to collect
- Is evacuation reasonably easy in the event of an emergency.
- Could an unstable surface give way and trap the operative.

If there is no other reasonably practicable way for conducting work other than entering a confined space and before allowing our operatives to carry out the work, the risk of assessment will take into consideration:

- Breathable air.
- Adequate accessibility to enter and leave safely.
- Adequate supervision.
- Some means of ensuring that an extra hazard will not be introduced during work.
- Some means of removing the workers from the space in an emergency or if they become unconscious.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS (COSHH)

COSHH covers substances that are hazardous to health. Substances can take many forms and include:

- chemicals
- products containing chemicals
- fumes
- dusts
- vapours
- mists
- nanotechnology
- gases and asphyxiating gases and

No substances that fall into this category can be used until:

- An assessment of the substances has been made, after taking into account the locations and purpose for which it is to be used.
- The relevant 'Hazard Data Sheet' has been obtained from the substance manufacturers or supplier.
- The safety precautions necessary have been determined.
- Any protective equipment required has been obtained.
- The operatives have been informed of the potential hazards, precautions needed, and the safe system of work to be adopted.

Sloane Squared Interiors will always try to prevent exposure at source by avoiding using a hazardous substance or use a safer process e.g using water-based rather than solvent-based products, applying by brush rather than spraying.

The COSHH Regulations requirement is to prevent exposure to persons to substances hazardous to health, if it is reasonably practicable to do so. In order to comply with this requirement where practical and in order of preference the following steps will be taken:

- Change process or activity so that the hazardous substance is not needed.
 - Replace the substance with a safer alternative.
- Use the substance in a safer form for example using ready mixed other than mixing components.
- Totally enclose the work activity / process.
- Partially enclose and use local exhaust ventilation.
- Provide general ventilation.
- Reduce number of persons exposed, or duration of their exposure.
- As a last resort where the exposure cannot be adequately controlled by measures above personal protective equipment will be provided.

Sloane Squared Interiors are responsible for identifying all substances, which need a COSHH assessment. They will also be responsible for undertaking COSHH assessments, implementing identified actions and for informing relevant operatives about the assessment. Assessments will be reviewed when work activities change. Copies of COSHH assessments are to be kept on site.

Every operative using or encountering hazardous substances should be informed of the risks and trained in the safe systems of work to be employed. Work with hazardous substances must not take place unless a COSHH assessment has been conducted. Operatives must not work with hazardous substance unless they have read or been informed of the requirements of the COSHH assessment.

DRUG & ALCOHOL POLICY

The Health and Safety at Work Act etc 1974 places a duty on employers to provide a safe and healthy working environment, and to ensure the health, safety and welfare at work of their employees or visitors to the company premises, and anyone else who may be affected by the company's actions.

Sloane Squared Interiors are responsible employers and we take our obligations to our employees very seriously. Employees/Operatives who have or develop drug or alcohol related problems can have their performance at work impaired and as a result can present a danger to themselves and to others, and impair their performance.

Aims of the Policy

This policy aims to:

- Comply with the Company's legal obligations to provide a safe and healthy working environment for all operatives
- Comply with all of the requirements imposed by Law
- Set out restrictions on the use of controlled and prescription drugs or alcohol at work
- Raise awareness of the dangers and penalties associated with the use of controlled drugs or alcohol
- Guarantee the right of all operatives to work in an environment unaffected by controlled drugs or alcohol
- Provide support to operatives whose lives are or who have been affected by the misuse of controlled drugs or alcohol
- Protect operatives from the dangers of controlled drug and alcohol abuse; and
- Support operatives with a drug or alcohol related problem.

Health and Safety – Alcohol

Alcohol consumption in the workplace however impairs performance, which may result in inappropriate behaviour, and can place both the individual and those around them in danger, as well as affect health.

It is Sloane Squared Interiors Policy that when reporting for work your breath alcohol level should not be in excess of 9 micrograms of alcohol in 100 millilitres of breath.

To comply with the above operatives should restrict themselves to "light consumption" of

alcohol during the 24 hours preceding such duties. "Light consumption" is likely to be less than 6-8 units of alcohol.

- Alcohol must not be consumed in excess or in sufficient quantities to impinge on the exercise of any individual's duties when on Company business outside normal working hours, for example when involved in functions or in providing hospitality.
- Operatives are not obliged to work with anyone they consider to be incapable through the consumption of alcohol and should immediately report the matter to the MD.
- Operatives who are incapable of working through the consumption of alcohol should be immediately removed from duty and the matter reported to the MD.
- Operatives will be held to be contributorily negligent in the event that whilst on Company business they cause an accident or damages to anyone or anything, and that the incident occurred due to the operatives consumption of alcohol.
- Alcoholic drinks must not be consumed by operatives whilst at work
- Alcoholic drinks must not be consumed by operative wearing uniform, when they are on company property

Health and Safety - Drugs

Operatives should be aware that anyone under the influence of drugs whether controlled or prescription, is a risk to everyone around them and should be alert to possible signs of drugs abuse. Such indicators commonly include:

- Sudden changes in behaviour;
- Confusion;
- Irritability;
- Fluctuations in mood and energy;
- Impairment of performance;
- Increase in short term sickness absence;
- Inability to concentrate.

Operatives should report any concerns they may have about a colleague displaying any or all of these symptoms to the MD but should not under any circumstances approach the person displaying the symptoms or discuss their concerns with any other colleagues.

ELECTRICAL SAFETY

No power tools or electrical equipment of greater voltage than 110 volts where reasonably practicable shall be used on sites. All portable electrical equipment used on site must be tested for safe working. If “mains” voltage has to be used, the risk of injury is high if the equipment, tools, leads, etc., are damaged or there is a fault.

If at any time a temporary electrical system is used this wiring must be as safe as a permanent installation and must be replaced by a permanent installation as soon as practicable if it is likely to be needed for a period longer than three weeks. The use of long extension leads must be avoided wherever possible. If a reel extension lead is used, the cable must be completely wound off the reel before connecting to main supply.

To avoid injury, or worse, it is essential that operatives adopt the following precautions:

- Report faults immediately, do not use or continue to use faulty equipment.
- Do not carry out repairs, etc., or even fit plugs, unless authorised to do so.
- On a daily basis, or when you first use electrical equipment it should be visually checked to ensure that there are no obvious faults, e.g. exposed or loose wires, cracked plugs or sockets, switches not working correctly. Any faults must be reported to your manager immediately and the equipment not used.
- Avoid trailing leads ensuring leads or supply do not come into contact with water, lift up and secure out of harms way.

Some faults, such as the loss of earth continuity due to wires breaking or coming loose within equipment, the breakdown of insulation and internal contamination will not be spotted by visual inspections. To identify these problems, a program of inspection and testing is necessary. An appointed competent person will carry out all tests and inspections. As well as testing as part of the planned maintenance program, combined inspection and testing should/will be carried out:

If there is reason to suspect the equipment may be faulty, damaged or contaminated, but this cannot be confirmed by visual inspection report this to the Director and do not continue to use the item in question.

Operatives must not use 'unauthorised' or 'unchecked' equipment which they have brought into work. Any such equipment should be reported to the Director, if instructed to use it will need to be included in the maintenance plan, for visual reported inspection/testing.

USER CHECKS

The person using the equipment should check the equipment before use and check for signs that it may not be in sound condition, for example:

- damage (apart from light scuffing) to the supply cable, including fraying or cuts;
- damage to the plug or connector, eg the casing is cracking or the pins are bent;
- inadequate joints, including taped joints in the cable;
- the outer sheath of the cable is not effectively secured where it enters the plug or the equipment. Evidence would be if the coloured insulation of the internal cable cores were showing;
- the equipment has been subjected to conditions for which it is not suitable, eg it is wet or excessively contaminated;
- damage to the external casing of the equipment;
- loose parts or screws;
- evidence of overheating (burn marks or discolouration).

These checks also apply to extension leads, plugs and sockets. A user check should be made when the equipment is taken into use and during use. Any faults should be reported to the Director and the equipment taken out of use immediately. Any equipment taken out of use following a user check should be labelled 'faulty'

FORMAL VISUAL INSPECTION

An important part of our maintenance regime is the formal visual inspection. Such inspections are necessary because they can reveal most potentially dangerous faults.

This inspection will help to control the risks and to monitor the user checks. A competent person should carry out regular inspections

The visual inspection should consider

- the electrical equipment is being used in accordance with the manufacturer's instructions;
- the equipment is suitable for the job;
- there has been any change of circumstances;
- the user has reported any issues.

Additional checks could include removing the plug cover to ensure:

- there are no signs of internal damage, overheating or water damage to the plug;
- the correct fuse is in use and it is a proper fuse, not a piece of wire, nail etc

PROGRAM FOR ELECTRICAL TESTING AND INSPECTIONS

| EQUIPMENT/ APPLICATION | VOLTAGE | USER CHECK | FORMAL VISUAL INSPECTION | COMBINED INSPECTION AND TEST |
|--|--|------------------|-----------------------------|------------------------------------|
| Battery - operated power tools and torches | Less than 25V | No | No | No |
| 110V portable and hand-held tools, extension leads & moveable wiring systems | Secondary winding centre tapped to earth (55V) | Weekly | Monthly | 6 monthly |
| 230V portable and hand-held tools, extension leads & portable floodlighting | 230V mains supply through 30mA RCD | Daily before use | Monthly | 3 monthly |

the wires including the earth, where fitted, are attached to the correct terminals

- the terminal screws are tight;
- the cord grip is holding the outer part (sheath) of the cable tightly; and
- no bare wire is visible other than at the terminals.



For moulded plugs the fuse can be checked and therefore the formal visual inspection should not include taking the equipment apart. This should be confined, where necessary, to the combined inspection and testing.

COMBINED INSPECTION AND TEST (PAT)

Some faults, such as loss of earth integrity (eg broken earth wire within a flexible cable), deterioration of insulation integrity, or contamination of internal and external surfaces, cannot be detected by visual examination alone. Such faults can only be reliably detected by a combined visual inspection and test. PAT testing will be carried out as per list below

- whenever there is reason to suppose the equipment may be defective and this cannot be confirmed by visual examination;
- after any repair, modification or similar work; or
- at periods appropriate to the equipment, the manner and frequency of use and the environment.

Combined inspection and testing requires a greater degree of competence. All PAT testing will be carried out by a person with appropriate electrical skills and testing equipment

EMERGENCY PROCEDURES

It is the intention of Sloane Squared Interiors to ensure that any risks arising from work activities are eliminated or reduced to a minimum. Emergency procedures are put into place to ensure injury and damage limitation in the event of such an incident.

Sloane Squared Interiors endeavour to give information and training as often as is necessary to all operatives to enable a better understanding of these matters.

Any concerns employees/operatives may have regarding the Company's Emergency Procedures should be reported to the Director immediately. The Director will then take the necessary measures to investigate and remedy the situation.

In order to be prepared for any emergency event, the Company will plan for reasonably foreseeable incidents and prepare a written plan outlining procedures to be followed in such an event.

- carry out a risk assessment to identify foreseeable major incidents for which emergency procedures would be required.

- establish procedures to be followed by employees/operatives in the event of an emergency situation, including:
 - ✓ raising the alarm;

 - ✓ means of escape;

 - ✓ assembly points and "safe havens";

- ✓ summoning the emergency services;
- ✓ evacuation of persons;
- ✓ Appoint competent persons to be responsible for specific procedures in the event of an emergency situation.

Emergency procedures will be established for all to follow in the event of a situation presenting serious and imminent dangers. The aim will be to set out clear guidance on when operatives at work should stop what they are doing and move or be guided to a place of safety.

These procedures will vary from site to site. However, procedures will set out the basis and identify the role and responsibilities of competent persons nominated to implement action when confronted with an emergency.

All operatives will be inducted onto the site at which they are working - this induction will provide information ascertaining;

- means for escape
- raising the alarm
- evacuation procedure
- assembly points
- fire drills
- first aid

EMPLOYMENT

Sloane Squared Interiors will ensure that on engaging a person for employment, they do not suffer from any illness, disability or are undergoing treatment or prescribed medication which would constitute, in the working environment, a hazard to themselves or others.

Sloane Squared Interiors will only employ persons that are competent to carry out the work for which they are engaged. Employees/Operatives will be provided with information, adequate supervision and given suitable training to enable them to conduct their work safely. Each person will be made aware, prior to the commencement of any work, of all relevant legislation, codes of practices and/or guidance notes to comply with safe working practices. All employees/operatives are required to read the Company's Health and Safety Policy.

It is the Company's intention to update employees/operatives on all health and safety matters as and when it is deemed necessary and when change in legislation occurs.

Agency Workers

This term commonly refers to an individual who is supplied by an employment agency to work for another (the 'end user' /'principle'). In this case the employment agency is a recruitment agency and once they have introduced the worker to an employer the relationship between the worker and the agency ends. Sloane Squared Interiors are responsible for the operatives health and safety.

The employment agency and Sloane Squared Interiors will take reasonable steps to identify any known risks concerning health and safety of the Agency worker.

The Agency will be sent a 'Personal Details form' and 'Operatives Work Based Information pack' before the work is due to commence.

The Work Based Information pack includes the following information;

- what the operative will be required to do along with the associated RAMS
- what experience, training and qualifications are necessary for the job

- all relevant legislation, codes of practices and/or guidance notes to comply with safe working practices. All agency operatives will be required to read the Company's Health and Safety Policy.
- PPE requirement
- date and time for site induction

We have a responsibility to deliver adequate and sufficient information, instruction and training to enable temporary workers work safely. Any health and safety training will take place during working hours and at no cost to the temporary worker.

Sloane Squared Interiors will provide personal protective equipment (PPE), at no cost to the temporary worker, agreeing arrangements for supplying and maintaining it;

We will ensure temporary workers know how to raise any health and safety concerns in the workplace.

Sloane Squared Interiors will supply all this information to the employment agency, which the employment business must pass it on to the worker prior to the site induction.

The employment business should not send the temporary worker to a job unless they are satisfied their health and safety will be protected.

Sloane Squared Interiors will ensure the following, when using Agency workers

- all operatives will attend a site specific Health and Safety Induction
- task specific Risk Assessments and Method Statements will be provided to all operatives, to ensure that they have all the information and instructions they need to work safely, and any training needs are identified.
- check that they have the occupational qualifications or skills needed for the job. All operatives will be required to hold a valid CSCS card as a minimum
- agree on arrangements for providing/maintaining any personal protective equipment and any necessary health surveillance
- agree on arrangements for reporting relevant accidents in line with our RIDDOR policy

FIRE EQUIPMENT AND PRECAUTIONS

The provision of alarms, equipment, means of escape and procedures for all drills is based on the requirements of legislation. The equipment provided and arrangements for evacuation will be tested regularly to ensure its effectiveness.

All operatives are required to make themselves conversant with the fire precautions and drill for their own and other site work places to which their duties may take them. All operatives will attend a site specific Health and Safety Induction which covers

- location of alarms, equipment and exits
- raising the alarm;
- means of escape;
- assembly points and "safe havens";
- summoning the emergency services;
- evacuation of persons;

All operatives will report to the Director any loss of, lack of servicing, discharged, misused or damaged fire fighting equipment, so that prompt remedial action may be taken.

The main contractor for the relevant sites will ensure that:

- sufficient fire fighting equipment is available on the site they are responsible for and that it is in date for service and inspection.
- training and instruction has been given to operatives in respect to means of escape, the use of fire fighting equipment and fire drill procedures.

COMPANY FIRE SAFETY POLICY

- all electrical, gas and oil equipment not required for overnight is switched off, all gas is turned off at the cylinder and all unessential electrical equipment are unplugged from the mains;
- unprotected equipment in use over night is safe;
- operatives should never smoke in “No Smoking” areas, and they are to make sure that in other areas smoking materials are put out before it is disposed of.

All persons are warned not to:

- allow combustible materials to accumulate especially in corners or under desks and work benches.
- overload electrical sockets or cables. Everyone can help reduce the risk of fire by:

Making themselves familiar with fire procedure; this means knowing how to raise the alarm, the position and use of fire extinguishers and routes of escape in case of an emergency.

Keeping fire escape routes clear at all times, do not place tools, furniture, equipment, waste materials, or anything else in passages, especially those which are fire evacuation routes.

Reporting any defective electrical equipment or frayed electrical flex or cables, overloaded electrical socket outlets, the misuse of heating appliances, and any leakage of flammable liquids.

Reporting damaged or missing fire equipment.

Keeping fire doors closed; if you notice them jammed open, close them and make sure everyone understands their purpose in a fire; smoke is a major killer in fires and makes evacuation of the building slower and more dangerous.

Extinguishing very small fires immediately on discovery; the first few seconds count, do not endanger yourself when fighting a fire; make sure your escape route is free.

Making your escape by the nearest route on hearing the alarm (if you are not directly involved) and proceeding to the assembly point as identified in Health and Safety Site Induction

A SITE SPECIFIC FIRE RISK ASSESSMENT and FIRE SAFETY PROCEDURES ARE PRODUCED AND MANAGED BY THE PRINCIPLE CONTRACTOR

We will always comply with site fire procedures and risk assessment.

FIRST AID

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. These Regulations apply to all workplaces including those with less than five employees and to the self-employed.

In order to discharge its duties Sloane Squared Interiors will provide adequate and appropriate number of suitable and trained persons to render first aid to ill or injured employees/operatives.

A suitable person as defined by the Regulations is someone who holds a current first aid certificate issued after successfully completing a training course approved by the Health and Safety Executive.

Name of first-aider, appointed persons, location of first-aid facilities, first aid arrangements will be communicated to the operatives during the initial safety induction training.

Sloane Squared Interiors are responsible for the checking and replenishing of all company first aid boxes (situated in the site box and company vehicle). The contents of the first aid boxes are inline with guidelines from the HSE.

RISK: CONTROLLING RISK IN THE WORKPLACE

As part of managing the health and safety of our operatives, it is our duty to control the risks in the workplace. To do this we consider what might cause harm and decide whether we are taking reasonable steps to prevent that harm.

This will be achieved by producing risk assessments which will identify sensible measures to control the risks in the workplace.

Identify the hazards

One of the most important aspects of our risk assessment is accurately identifying the potential hazards in our workplace.

Hazard and risk - a hazard is something with the potential to cause harm and covers injury and ill health, loss of production and damage to plant and property; a risk is the likelihood of damage, injury or harm occurring. Risk reflects both the likelihood that harm will occur and its severity.

We will consider the following when identifying risk;

- check manufacturers' instructions or data sheets for chemicals and equipment
- look back at your accident and ill-health records – these often help to identify the less obvious hazards.
- take account of non-routine operations (eg maintenance, cleaning operations or changes in production cycles).

Who might be harmed

For each hazard we consider who might be harmed – in order to identify the best way of controlling the risk.

Some workers may have particular requirements, eg new and young workers, migrant workers, people with disabilities, temporary workers or contractor.

Evaluating the risks

Having identified the hazards, we then decide how likely it is that harm will occur,

We evaluate risk by;

- look at what we are already doing and the control measures currently in place
- can we get rid of the hazard altogether

If not, how can I control the risks so that harm is unlikely

- trying a less risky option;
- preventing access to the hazards;
- organising your work to reduce exposure to the hazard;
- issuing protective equipment;
- providing welfare facilities such as first aid and washing facilities;
- consulting with workers

Sloane Squared Interiors will conduct risk assessments. Once the risk assessment has been carried out we will formulate control measures and make a judgement as to what preventive action is to be taken. As far as is reasonably practicable this judgement will weigh the costs (generally time, trouble, effort, money) of reducing the risk to health against the risk

Operatives can be assured that they will not be put at or expected to take risks. Results of risk assessments and control measures to be put in place will be recorded and communicated to the workforce.

Sloane Squared Interiors will take appropriate steps to monitor that control measures identified by risk assessment remain adequate, are applied, and are working. If the control measures are found to be unsuitable we shall take steps to ensure that they are suitably modified and if necessary that a new risk assessment is undertaken.

HOUSEKEEPING

Poor standards of housekeeping are a common cause of injury and damage at work and can create unnecessary fire hazards. Low standards often result from poor working practices and/or organisation deficiencies. Poor housekeeping is a common cause for accidents and fires in the workplace.

We ensure that housekeeping in our areas of responsibility is maintained to a satisfactory standard at all times. Workplace inspections are to be carried out on a regular basis to identify areas where standards require improvement. These are to be highlighted for remedial action.

All operatives are responsible for ensuring that they do not allow waste material to accumulate in their working area and for keeping their work areas tidy. They are to report problems relating to storage or removal of materials, arisings and waste to the Director.

Floors must be cleaned on a regular basis and waste bins must be emptied daily. Rubbish must be kept in suitable containers and must not be allowed to overflow. Combustible waste must be kept away from ignition sources. Large items of rubbish that pose a particular hazard must be removed separately and without delay.

In order to ensure that satisfactory standards of housekeeping are achieved the following arrangements are to be adhered to:

- check that the workplace is free of hazards at the beginning of each day.
- always put materials/tools away immediately after use.
- clear up any spillage immediately.
- do not allow objects to protrude into passages, doorways, stairs, etc.
- ensure that waste materials are properly stored and removed on a regular basis;
- ensure that special arrangements (do not leave it all to the cleaners/labourers) are made for the removal of unwanted extra large materials or substances.

- do not store materials or substances anywhere other than in their designated correct storage.
- ensure the workplace is tidy and materials and substances are put away at the end of each and every working day.

Sloane Squared Interiors/Principle Contractor will ;

- Provide sufficient storage and bins
- Promoting a tidy workplace
- Encouraging a 'see it, sort it' attitude amongst workers

ACCIDENT REPORTING POLICY - RIDDOR

The aim of this policy is to describe the action to be taken by employees/operatives in response to major injuries, dangerous occurrences, minor injuries, other incidents, near misses, and occupationally acquired diseases.

POLICY STATEMENT

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 require certain categories of injury, disease or dangerous occurrence to be reported to the Health and Safety Executive (HSE) within specified times of their occurrence.

Reports must be made to the Director on a completed Accident/ Incident Report Form. The decision on whether to make a statutory report to the HSE, will be made by Sloane Squared Interiors.

Full and prompt completion of an Accident / Incident Report Form is essential so that Sloane Squared Interiors can make any necessary statutory reports to the HSE, monitor and review incidents, and take action if necessary.

Note: The form also satisfies legislation for employees/operatives to notify their employer of all accidents at work.

Following a major injury to an employee/operative or a dangerous occurrence as defined in the Regulations Sloane Squared Interiors will make a report to the local HSE office.

Accidents to visitors, which arise out of or in connection with work and which result in them being taken to hospital for treatment, may need to be reported to HSE in the same way.

Sloane Squared Interiors must also make a report to the HSE if an employee/operatives, after an injury at work, is absent from work or unfit to carry out their normal duties at work for more than seven consecutive days. In this case, the report must be made, in writing, within 15 days of the accident.

Further information may sometimes become available after an Accident/Incident Report Form has been submitted (e.g. an employee may be subsequently unfit for work for more than 7 consecutive days, or a seemingly minor injury may later require medical treatment). In such cases, Sloane Squared Interiors must be notified as soon as possible so that a report to the HSE can be made if necessary.

Copies of reports to the HSE are made available to the recognised trades unions, according to the requirements of the Safety Committees and Safety Representatives Regulations 1977.

Sloane Squared Interiors will routinely investigate all accidents or incidents where reporting to the HSE is required, and will also investigate some others, even where minor injuries or less serious incidents are involved.

NON COMPLIANCE

All employees/operatives have a role to play in enforcing the policy and are required to deal with any observed or reported breaches. Should employees/operatives feel apprehensive about their own safety in regard to addressing any breach, they should seek support from the Director.

Failure to comply with this policy may lead to a lack of clarity over job role, learning needs or expected standards of performance, resulting in reduced effectiveness or efficiency, underperformance and putting service delivery at risk.

IMPLEMENTATION OF THE POLICY

Overall responsibility for policy implementation and review rests with Sloane Squared Interiors. However, all operatives are required to adhere to and support the implementation of the policy. Sloane Squared Interiors will inform all existing operatives about this policy and their role in the implementation of the policy. They will also give all new operatives notice of the policy on induction to Sloane Squared Interiors.

LADDERS

The law calls for a sensible, proportionate approach to managing risk.

Ladders and stepladders are not banned under health and safety law. In fact they can be a sensible and practical option for low-risk, short-duration tasks.

When is a ladder the most suitable equipment?

The law states that ladders can be used for work at height when a risk assessment has shown that using equipment offering a higher level of fall protection is not justified because of the low risk and short duration of use; or there are existing workplace features which cannot be altered.

Short duration is not the deciding factor in establishing whether use of a ladder is acceptable or not – you should have first considered the risk.

As a guide we will consider using alternative equipment if using a ladder or stepladder for more than 30 minutes at a time.

Ladders will only be used if level and stable, and where it is reasonably practicable to do so, the ladder can be secured.

Only competent operatives will be tasked to use a ladder, ie have had instruction and understand how to use the equipment safely.

Appropriate training will be provide if required, if training is required it will often take place on the job.

Before using a ladder an operative must conduct a Pre-Use Check, which should be undertaken at the beginning of the working day or if the ladder has been dropped or moved from a dirty area to a clean area. We will also ensure that all ladders used in the workplace are of the correct type for the specific task.

Check the stiles – make sure they are not bent or damaged, as the ladder could buckle or collapse.

Check the feet – if they are missing, worn or damaged the ladder could slip. Also check ladder feet when moving from soft/dirty ground (eg dug soil, loose sand/stone, a dirty workshop) to a smooth, solid surface (eg paving slabs), to make sure the foot material and not the dirt (eg soil, clippings or embedded stones) is making contact with the ground.

Check the rungs – if they are bent, worn, missing or loose the ladder could fail. Check any locking mechanisms – if they are bent or the fixings are worn or damaged the ladder could collapse. Ensure any locking bars are engaged.

Check the stepladder platform – if it is split or buckled the ladder could become unstable or collapse.

Check the steps or treads on stepladders – if they are contaminated they could be slippery; if the fixings are loose on steps, they could collapse.

If you spot any of the above defects, don't use the ladder and notify your employer.

Any defects discovered or associated equipment must be reported immediately to Sloane Squared Interiors who will ensure that the equipment is withdrawn from use immediately and is not used until it has been repaired and tested.

A third of all reported fall-from-height incidents involve ladders and stepladders. Many deaths and injuries are caused by inappropriate or incorrect use of this equipment. Sloane Squared Interiors are required to:

- make certain there is no safer means of access before using a ladder or stepladder, even for short-duration work
- know when to use a ladder.
- decide how to go about selecting the right sort of ladder for the particular job.
- understand how to use it.
- know how to look after it

- take sensible safety precautions.

Sloane Squared Interior will ensure only Class 1 (Industrial) ladders are used on sites. If using leaning ladders the following will be considered:

- work is of short duration (15-30 minutes in one position depending on risk assessment).
- the work only requires one hand to be used.
- the work can be reached without stretching.
- the ladder can be fixed to prevent slipping
- a good handhold is available.

When stepladders are used as a working platform the following safety procedures are to be adopted:

- the top rung should never be used.
- not to be used if there is any significant manual handling of heavy, bulky or awkward loads
- lone working should not be allowed.
- must be Class 1 and in good condition and visually inspected daily.
- when being used they must be opened to the full extent of the spreader cords and never used like conventional ladders lent against the wall.

Operatives will be provided with information ascertaining to how to use a ladder safely, place of work where ladders can be used safely and securing ladders in the form of toolbox talks and on-site training where required.

MANUAL HANDLING

Statistics show that manual handling is one of the most common causes of absence through injury in the workplace. More than one-third of lost time accidents are caused in this way at an estimated cost of £130 million per annum. These injuries may often have long-term effects, severely affecting earning potential and subsequently lifestyle and leisure activities.

This policy is intended to reduce the risk of manual handling injuries and provide guidance on the measures that should be taken to ensure safe lifting and carrying in the workplace.

Summary of Duties

Under Section 2 of the Health and Safety at Work etc. Act 1974, every employer has the duty to provide a safe place of work, a safe environment and safe systems of work, so far as is reasonably practicable. This duty includes the need to minimise risk arising from manual handling tasks.

Under the Manual Handling Operations Regulations 1992 (MHOR), manual handling is interpreted as the transporting or supporting of any load.

Regulation 4 of MHOR requires the employer to avoid the need for hazardous manual handling activities, so far as is reasonable and practicable. Where it is not possible to eliminate hazardous manual handling, an assessment must be undertaken to determine the level of risk. Suitable controls must then be introduced to reduce the risk of injury to the lowest extent reasonably practicable. This may be achieved by the use of automation, mechanical aids or redesigning the system of work or even the workplace itself.

An assessment should take into consideration the tasks, the load, the individual, the environment and any other factors which may affect its safe lifting and carrying (for example the use of personal protective equipment). Assessments should be reviewed when there is a significant change in:

- a. the activity or process
- b. the working environment
- c. the numbers or abilities of operatives

- d. the nature of the load(s) to be handled.

Reassessment may also be required where accident/absence statistics show that the original control measures were not sufficiently effective.

Where appropriate the employer is also under a duty to provide employees with information on the weight of the load and the centre of gravity, where this is not positioned centrally. There is no maximum weight that a person can be required to handle. Tasks should be assessed on the basis of an ergonomic approach to manual handling operations in the workplace, i.e. fitting the task to suit personal abilities and limitations.

Section 2 of the Health and Safety at Work etc. Act requires the provision of suitable training, instruction and information. This extends to training in safe methods of lifting and carrying for those employees who undertake manual handling activities.(MHOR) also require appropriate steps to be taken to reduce risk, one of which will be the provision of adequate training.

Arrangements for securing the Health and Safety of Employees

The elimination of hazardous manual handling activities:

The company will ensure the operations which involve manual handling are eliminated, so far as is reasonably practicable. The measures to achieve this include an ergonomic design of the workplace and activity and the provision of automated or mechanical aids such as trolleys, conveyors or other lifting equipment.

Assessment of risk:

An assessment of manual handling activities will be carried out by competent persons. Risks which are identified will be reduced the lowest level reasonably practicable. The following factors should be considered during the assessment.

The task

- Bending and stooping to lift a load significantly increases the risk of a back injury.
- Items should ideally be lifted from no higher than knee-height to no higher than shoulder height.
- Outside this range, lifting capacity is reduced and the risk of injury is increased.
- When items are required to be lifted from above shoulder height, a stand or suitable means of access should be used.

- Items which are pushed or pulled should be as near to waist level as possible. Pushing is preferred, particularly where the back can rest against a fixed object to give leverage.
- Carrying distances should be minimised, especially if the task is regularly repeated.
- Repetitive tasks should be avoided whenever possible.
- Tasks which involves lifting and carrying should be designed in such a way as to allow for significant rest breaks (rotation of tasks) of to avoid fatigue.
- Avoid tasks which require twisting the body where ever possible.

The load

- The Load should be kept as near as possible to the body trunk to reduce strain and should be not of such size as to obscure vision.
- An indication of the weight of the load and the centre of gravity should be provided where appropriate. Unstable loads should be handled with particular caution. The change in the centre of gravity is likely to result in over balancing.
- Ensure there is a secure hand hold, using gloves were necessary to protect against sharp edges or splinters.

The individual

- The consideration must be given to age, body weight and physical fitness.
- Regard must be given to personal limitation, employees must not attempt to handle those which are beyond their individual capability. Assistance must be sought where this is necessary.
- Persons with genuine physical or clinical reasons for avoiding lifting should be made allowance for, as should pregnant women, who should not be required to undertake hazardous lifting or carrying tasks.
- Significant knowledge and understanding of the work is an important factor in reducing the risk of injury.
- Individuals undertaking lifting of carrying will be given suitable instruction, training and information to undertake the task with minimum risk.

The working environment

- There must be adequate space to enable the activity to be conducted in safety and the transportation route must be free from obstruction.
- Lighting, heating and weather conditions must be taken into account.
- Floors another working services must be in a safe condition, and adequate ventilation is required, particularly where there is no natural ventilation

Other factors

- The use of personal protective equipment may be necessary whilst carrying out manual handling activities. If the use of personal protective equipment restricts safe and easy movement, this should be reported.
- Constant interruptions from other employees must be avoided, as this can reduce the concentration of an individual.

Duties of the Company

1. manual handling assessments are carried out where relevant and records are kept
2. employees are properly supervised
3. adequate information and training is provided to persons carrying out manual handling activities
4. any injuries or incidents relating to manual handling are investigated, with remedial action taken
5. employees adhere to safe systems of work
6. safety arrangements for manual handling operations are regularly monitored and reviewed
7. employees undertaking manual handling activities are suitably screened for reasons of health and safety, before undertaking the work
8. special arrangements are made, when necessary, for individuals with health conditions who could be adversely affected by manual handling operations

Duties of Employees:

1. They report to management (in confidence) any personal conditions which may be detrimentally affected by the manual handling activity

2. They comply with instruction and training which has provided in safe manual handling activities
3. Their own health and safety is not put at risk when carrying out manual handling activities
4. They use equipment which has been provided to minimise the risk from manual handling activities
5. Any problems relating to the activities are reported to a responsible person

Information and Training

Suitable information and training, will be provided to persons who are required to carry out manual handling activities.

Training needs will be identified and reviewed by Sloane Squared Interiors.

Refresher training will also be given at reasonable intervals.

Employees will be informed of the approximate weight of loads which are handled and objects which have eccentric weight distribution.

Safe System of Work

Poor lifting and carrying techniques can result in discomfort and increase the risk of injury. In extreme circumstances, these injuries can have permanent effects. These risks can be reduced by adopting the following simple precautions:

1. Ensure that formalised systems of work have been designed for the work activity are complied with.
2. Make full and proper use of aids to lifting and carrying, such as trolleys, and lifting equipment

3. Store heavy items between the shoulder and hip height. Where possible only store small, light items above shoulder or below knee height.
4. Use the legs and knees to bend and lift - do not stoop or bend the back.
5. Avoid tasks which require stretching or twisting.
6. Ensure that regular rest breaks are taken where manual handling activities are repetitive to prevent the onset of fatigue.
7. Ensure that there are no sharp, hot or cold edges which could cause injury.
8. Ensure that walkways are free from obstructions.
9. Make full and proper use of personal protective equipment.
10. Report any problems or concerns associated with manual handling operations to the Director without delay.

MONITORING

Suggestions on where and how safety arrangements can be improved and benefit Sloane Squared Interiors will be encouraged. Operatives are requested to pass on health, safety and welfare suggestions to the Director.

Improvement of performance in health and safety practice is only achieved through continual development of management techniques in risk control.

The aims of monitoring therefore are to achieve:

- The maintenance of progressive improvement of an effective health and safety policy.
- The maintenance and development of our company to ensure the proficient implementation of the policy.
- The continued improvement of performance standards.
- The quick and effective implementation of remedial action in the event of failures or shortfalls in policy and procedures.

Measures that will be adopted to achieve these objectives shall include:

- Consultation with employees.
- Encouragement of suggestions, observations and criticisms by operatives.
- Reporting of unsafe practices and / or hazards by employees.
- Reporting of near misses and other incidents.
- Workplace / site inspections by Sloane Squared
- Regular safety inspections by MD /External Safety Advisor.

At intervals of no less than 12 months, Sloane Squared Interiors with assistance from our External Safety Consultant will assess the Company's safety performances, review this Health and Safety Policy and implement changes if considered necessary.

Safety meetings and Toolbox talks between Sloane Squared Interiors and operatives are encouraged and will be periodically arranged or will be convened if so requested by op-

eratives. Operative's involvement in health and safety is essential in effectively implementing and maintaining our health and safety policy.

NEW MACHINERY & EQUIPMENT

Sloane Squared Interiors will ensure that all purchased, leased or loaned equipment, plant, machinery and substances introduced in to our working environment, meet all specific provisions of regulations and conform to recognised standards.

- All operations / work activities are assessed to take account of the work conditions and hazards when selecting work equipment.
- Work equipment is designed and constructed in compliance with appropriate EU and BS standards.
- The equipment is suitable for it's intended use.
- Safe working practices and procedures are devised in accordance with applicable standards.
- Equipment is maintained in good and safe working order.
- All equipment is regularly tested and a register thereof is maintained.
- Where use of the equipment is likely to involve specific risk, then use of that equipment will be restricted to persons specifically trained and appointed as the competent person to use the said equipment.
- Only suitably trained persons will be allowed to undertake repairs, modifications, maintenance or servicing to any equipment.
- Before equipment is put to use, Sloane Squared Interiors will ensure that it is maintained to an efficient state (in accordance with the manufacturers' specification) and is in good working order.
- Before operatives are expected to use plant and equipment any training needs will be identified and if needed training in the correct and safe use of the said equipment will be provided.
- No operative is to use any plant, equipment or substance, which they are unfamiliar with or have not been previously trained to use. If in any doubt they must seek the assistance of from the Director.

NOISE

Noise at Work Regulations, compliance of these regulations will be achieved within the company by the following procedures listed below.

- When noisy plant or equipment is either hired in, or purchased, the suppliers will be asked for the noise information details that they are required under these regulations.
- Where existing noisy plant or equipment is used, then measures will be taken to determine the typical noise levels that can be expected from that equipment under normal working conditions.
- Sloane Squared Interiors as far as is reasonably practicable, take all steps to reduce noise exposure levels to operatives by means other than the use of personal protection. The company accepts that the use of ear protectors is a last resort, and is committed to continuing to seek and introduce alternative methods for reducing noise exposure levels whenever possible.
- We will provide suitable and effective ear protection to operatives working in high noise levels. We will also ensure the maintenance, repair or renewal of the protective equipment, and provide training in the selection and fitting of protectors and details of the circumstances in which they should be used.
- As a “rule of thumb” if operatives have to shout or raise their voice to be heard by someone just 2m away or if they have a ringing in their ears after work there is probably a noise problem in their workplace. In this instance action will be taken to protect their hearing and where practical to reduce the noise level.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal protective equipment (PPE) means all equipment designed to be worn or held by a person at work to protect them against one or more risks. Both protective clothing and equipment are within the scope of the definition, and therefore such items as diverse as safety footwear, waterproof clothing, safety helmets, gloves, high visibility clothing, eye, hearing and respiratory protection and safety harnesses are all covered by the Personal Protective Equipment at Work Regulations.

Following a risk assessment the Company shall:

- Ensure PPE is available and suitable for the purpose to effectively protect the wearer.
- Ensure PPE is maintained whilst on site/workplace, is clean and is replaced when defective. PPE must be adequately stored when not in use.
- All operatives provided with PPE must take reasonable steps to ensure it is properly used in accordance with the training received. Any loss or defect to the issued PPE is to be reported to Sloane Squared Interiors.
- Ensure that training information and instruction is given to those who are required to wear and maintain PPE.

SAFETY REPRESENTATIVES & CONSULTATION WITH EMPLOYEES

Workforce safety meetings will periodically be arranged or will be convened if so requested. A notice of the meeting will be promulgated to inform all operatives of the agenda. It is hoped that by promulgating this notice it will promote discussion, ideas and suggestions from and within the workforce.

Sloane Squared Interiors is a small joinery company and the MD will meet and be in direct contact with all operatives on at least a weekly basis. During these occasions operatives are encouraged to discuss with the MD any concerns they have with the company's health, safety or welfare matters.

We will regularly conduct 'toolbox' talks which will also give the operatives an arena in which to discuss any health, safety or welfare issues.

SMOKING

Sloane Squared Interiors have a duty under the Health and Safety at Work etc. Act 1974 to ensure the health, safety and welfare of their operatives. Our smoking policy is designed to secure a healthy and safe working environment in compliance with the Health Act 2006. Smoking includes cigarettes and E-cigarettes

- Should operatives wish to smoke, they must do so only in designated smoking areas.
- Operatives are not to take smoking breaks for longer than allowed or at times not previously agreed by Sloane Squared Interiors.
- Operatives must not smoke in Company vehicles.

All operatives including, temporary staff and sub-contractors will be expected to abide by the terms of the smoking policy. Appropriate no smoking signs are / will be displayed throughout the sites.

Any smoking of cigarettes or E-cigarettes in a prohibited area will result in disciplinary action.

TRAINING

Sloane Squared Interiors will ensure that all operatives receive training on health and safety, to assist them in undertaking their tasks safely and efficiently. Where considered necessary, external courses on specific subjects may be arranged.

The following procedures describe the steps that Sloane Squared Interiors will take to comply with our obligations to provide adequate training:

All operative will receive an Induction Pack , which will cover the following information:

- Company health and safety policy

- First aid - name of first-aiders, contents and position of first aid boxes and rules for their use.

- Regulations concerning PPE

- Regulations concerning manual handling.

- Regulations concerning, tools, COSHH, plant and other work equipment.

- General and specific hazards allied to and around SCL working environment.

- Risk assessments and safe systems of working.

- Procedures for reporting accidents, injuries and property damage.

Some training is a statutory requirement, e.g. for manual handling activities. However, where this is not the case, a risk assessment will be used to determine whether any training necessary in order to carry out the job role safely. The specific needs of the individual will also be considered at this time

Where an operative's job involves the operation of tools or machinery, on-the-job training will be provided by Sloane Squared Interiors or external trainers where appropriate.

If certain training is needed and it cannot be provided in-house, then the individual and Sloane Squared Interiors will need to identify a suitable course.

All operatives that work on construction sites will be inducted by Site Management / Foreman on site wide arrangements and safety rules applicable to the site and its operations.

Sloane Squared Interiors will provide their operatives with regular toolbox talks and other training to ensure that they work according to statutory requirements, risk assessments and method statements.

Operatives are expected to cooperate with management fully with regard to attending health and safety courses.

All records of training will be held by the Office Manager or on site by Sloane Squared Interiors together with any certificates awarded from outside agencies.

No operative will work on site without having a valid CSCS card.

VIBRATION

The Control of Vibration at Work Regulations 2005 (the Vibration Regulations), came into force on 6 July 2005 and aims to protect workers from risks to health from vibration.

The use of various types of hand-held tools, in particular those which are of a rotary or percussive nature, are a serious cause of growing concern. The regular and prolonged use of such tools can cause the users to suffer various forms of damage, a condition known as 'hand-arm vibration syndrome'. The most common form of which is the damage caused by vibration white finger (VWF). Symptoms of vibration white finger are usually set off by the cold, with early indications of the fingertips rapidly becoming pale and loss of feeling. These attacks can produce numbness and 'pins and needles'. This phase is followed by an intense red flush (sometimes preceded by a dusky bluish phase) signalling the return of blood circulation to the fingers and is usually accompanied by an uncomfortable throbbing. Continued work will see the affected area becoming larger.

When plant or equipment is either hired in, or purchased, the suppliers will be asked for the vibration data details that they are required to provide under these regulations.

Where existing plant or equipment is used, then measures will be taken to determine the typical vibration levels that can be expected from that equipment under normal working conditions.

Sloane Squared Interiors are to take into account all work activities involving vibration during initial risk assessments to ascertain the operatives likely exposure as required under the Management of Health and Safety at Work Regulations.

Exposure Limits are listed below

High risk (above the Exposure Limit Value ELV)

Operative who regularly operate:

Hammer action tools for more than about one hour per day; or

Some rotary and other action tools for more than about four hours per day.

Operatives in this group are likely to be above the exposure limit value set out in the Regulations.

Medium risk (above the Exposure Action Value EVA)

Employees who regularly operate:

- Hammer action tools for more than about 15 minutes per day; or
- Some rotary and other action tools for more than about one hour per day.

Operatives in this group are likely to be exposed above the exposure action value set out in the Regulations.

The company will consider what the operatives exposure is likely to be, as part of a vibration risk assessment. So a period of monitoring to understand how long workers use particular tools in a typical day or week may be necessary

The use of various tools and operations can expose operatives to hazards from vibrations such as operating:

The risk of vibration-related injury depends on a number of issues:

- The amount of vibration.
- How long the equipment is used and the conditions of use. c. The posture of the operative.
- The temperature at which work is carried out.

Each of these will have impact on the long-term effects including bone and muscle damage.

WELFARE

Sloane Squared Interiors will provide welfare facilities in compliance with the CDM Regulations 2007 together with any other legislation that maybe applicable to that particular site.

Sloane Squared Interiors will provide adequate facilities on site for the health and welfare of it's operatives. Facilities will include safe access to shelter and accommodation an area to eat meals, washing facilities, sanitary conveniences.

All operatives are reminded that welfare facilities are provided for their benefit and should therefore be looked after and not abused. All are requested to keep the facilities clean and tidy.

WORKING AT HEIGHT

It is company policy to plan all work at height activities, ensuring those involved are trained and competent. Emphasis shall be given to avoidance of working at height wherever practicably possible. It is however recognised that avoidance will not always be possible and therefore we shall follow a hierarchy of controlling measures.

- We shall place prominence on equipment selection in light of required access and task and determine inspection requirements through the assessment process.
- Wherever practicable it shall be company policy not to allow lone working during work at height activities.

The risk assessment and action taken will be proportionate to harm that could occur if no action was taken.

There is no minimum requirement for work at height. Work at height can be defined as “all work activities where there is a need to control a risk of falling a distance liable to cause personal injury.

Notwithstanding the above, the company’s overriding principal is to prevent, so far as is reasonably practicable, any person falling a distance liable to cause personal injury. To achieve this we as a company will be required to:

- Assess the risk to decide how to work safely.
- Follow the hierarchy for safe work at height – avoid, prevent, mitigate and give collective priority.
- Plan and organise work properly taking account of weather conditions and the possibility of emergencies.
- Ensure those working at height are trained and competent.
- Make use of appropriate work equipment.

- Manage the risks from working on or around fragile surfaces and from falling objects.
- Inspect and maintain the work equipment to be used and inspect the place where the work will be carried out, including access and egress.

YOUNG PERSONS

A young person is defined as an individual who has reached school-leaving age but has not reached the age of 18.

Sloane Squared Interiors are aware of the additional risks that may follow the consequences of the employment of young persons and will take all measures necessary to minimise those risks so far as is reasonable practicable.

Additional risk assessments and control measures will be required to ensure the health and safety of young persons.

Sloane Squared Interiors are aware of the statutory restrictions imposed upon work undertaken by young persons and will comply with the restriction. Young persons will be afforded extra information, instruction, training and supervision required enabling them to work safely.

LEGISLATION

The following are just some of the Acts and Regulations that are applicable to the Construction Industry. Sloane Squared Interiors work will be conducted inline with the requirements of legislation in particular to but by no means restricted to:

The Health and Safety at Work, etc Act 1974

The Environmental Protection Act 1990

The Control of Pollution Act 1974

The Equality Act 2010

The Construction (Design and Management) Regulations 2015

The Management of Health and Safety Regulations 1999

The Work at Height Regulations 2005

The Work at Height (Amendment) Regulations 2007

The Confined Spaces Regulations 1997

The Lifting Operations and Lifting Equipment Regulations 1998

The Personal Protective Equipment at Work Regulations 1992

The Workplace (Health, Safety and Welfare) Regulations 1992

The Provision and Use of Work Equipment Regulations 1998

The Electricity at Work Regulations 1989

The Control of Substances Hazardous to Health Regulations 2002

The Manual Handling Operations Regulations 1992

The Control of Noise at Work Regulations 2005

The Control of Vibration at Work Regulations 2005

The Health and Safety (Consultation with Employees) Regulations 1996

The Reporting of Injuries, Diseases and Dangerous Occurrences
Regulations 2013

The Health and Safety (First Aid) Regulations 1981

The Control of Asbestos Regulations 2012