

HEALTH AND SAFETY POLICY

**Bells Farm
Stapleford Tawney
Romford
Essex
RM4 1DE**

January 2018

SECTION 1 - GENERAL STATEMENTS

Health & Safety Policy Statement

The Company is fully committed to meeting its responsibilities under the **Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999**, and associated protective legislation, both as an Employer and as a Company.

The main responsibility for health and safety lies with the Directors. The Company is bound by any acts and/or omissions of the Directors, any executive director or manager, giving rise to legal liability, provided only that such acts and/or omissions arise out of, and in the course of, Company business.

To comply with its statutory and common law duties, the Company has arranged insurance against liability for death, injury and/or disease suffered by any of its employees arising out of and in the course of employment, if caused by negligence and/or breach of statutory duty on the part of the Company.

Company employees agree, as part of their contract of employment, to comply with their individual duties under both the **Health and Safety at Work etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999**, and will cooperate with the Employer to enable him to carry out his health and safety duties under the Act.

In accordance with the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013**, the Company has instituted a system for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive in addition to its statutory duty to provide an Accident Book. The Company will comply with its duties towards employees under the **Health and Safety at Work etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999**, so far as is reasonably practicable, in order to:

- Provide and maintain plant and systems of work that are safe and without risks to health, a safe place of work and a safe system of work.
- Ensure the safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Provide such information, instruction, training and supervision as may be necessary to ensure the health and safety at work of its employees.
- Make regular risk assessments available to employees.
- Take appropriate preventive/protective measures.
- Provide employees with health surveillance where necessary.
- Appoint competent personnel to secure compliance with statutory duties and to undertake reviews of the policy as necessary.

This policy has been prepared in compliance with Section 2(3) of the **Health and Safety at Work etc. Act 1974** and binds all Directors, Managers and Employees, in the interest of Employees and Customers. We request that our Customers and Visitors respect this Policy, a copy of which can be obtained on request.

Signed:

Dated:

Director

Environmental Policy Statement

CDC Flooring recognises that in carrying out its activities it has a responsibility to environment, employees, customers and the general public to minimise its environmental impacts. The environmental policy of CDC Flooring is to:

- Ensure compliance with all applicable legal and other requirements which relate to its environmental aspects.
- Liaise and co-operate with appropriate enforcement authorities on matters affecting the environment.
- Promote environmental awareness and commitment to the policy amongst all employees through the provision of training, and to encourage suppliers and subcontractors to apply sound environmental principles.
- Avoid the wastage of materials, water and energy by paying careful attention to their use.
- Always seek to use wherever possible, materials from renewable sources and recycled or recyclable materials.
- Encourage clients, where possible, to adopt the principles of sustainability in their design process.
- Plant is procured and maintained to ensure maximum efficiency and replaced on a calendar based programme.
- Prevent pollution and minimise environmental disturbance from our activities.
- Maintain a positive and responsible approach to managing the environment.

Signed:

Dated:

Director

Training Policy Statement

The Company policy is to develop and train all employees to a suitable level of competency to enable the proper delivery of all services.

Management Responsibility

Training needs will be determined in accordance with legislation and company policy and properly implemented, monitored and reviewed.

Proper resources will be allocated to ensure adequate training is undertaken by employees at all administrative and operative levels. These will include budgets, resourcing of courses, release time, administrative control and reviews to ensure training is effective in providing the skills needed to meet performance requirements.

Employee Responsibilities

Employees are expected to co-operate in the assessment of their training needs and the evaluation of the training received.

A written record of training received is to be maintained by all employees and made available for inspection and review when requested.

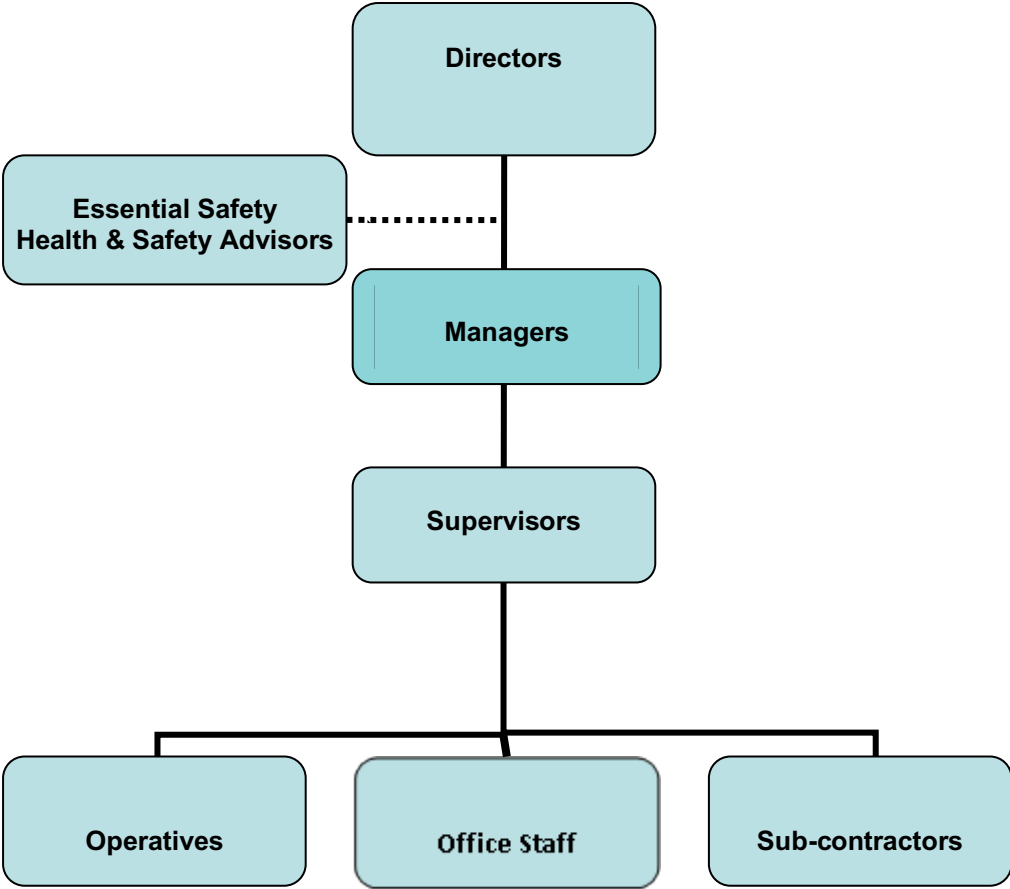
Signed:

Dated:

Director

SECTION 2 - ORGANISATION

HEALTH & SAFETY ORGANISATIONAL CHART



Responsibilities

Directors

The Directors have ultimate responsibility for ensuring that the Company fulfils its legal responsibilities, that policy objectives are achieved and that effective systems and mechanisms are in place for the achievement of the policies concerned with health, safety, welfare and environmental protection. They will also ensure that Company policies are reviewed as appropriate in order to ensure continuing compliance with current legislation and any changes in the law. To these ends, they will ensure the allocation of the resources necessary to maintain sound and efficient health and safety arrangements.

The Directors will ensure the appointment of one or more competent persons to assist them in undertaking the measures they need to take to comply with the requirements and prohibitions imposed upon them by or under the relevant statutory provisions.

The Directors are responsible for implementing the Company's Health and Safety Policy, encouraging and assessing in developing safety procedures and ensuring that established rules and safe working practices are adhered to within all areas under their responsibility.

They will also ensure that employees under their control are adequately trained and receive the support they need to perform their duties.

In particular, the Directors are responsible for implementing and monitoring health & safety procedures within the Company and ensuring that:

- This policy is implemented and communicated to all necessary personnel.
- Suitable and sufficient risk assessments are carried out for all tasks & activities, and that those risk assessments are reviewed periodically or when circumstances change.
- Safe methods of working are developed and implemented.
- Fire precautions and emergency procedures are implemented and communicated to all employees and other necessary personnel.
- All hazardous substances are identified, assessed and the appropriate precautions implemented.
- All new equipment is fit for purpose and that all risks associated with new equipment, activities and processes have been assessed.
- Induction training is provided to all employees prior to commencing work for the Company.
- All necessary personal protective equipment is provided, maintained and replaced as necessary.
- All employees are provided with training, instruction and supervision appropriate to their role and responsibilities.
- Inspections are carried out to ensure that workplaces remain, as far as reasonably practicable, safe and without risks to the safety and health of employees, visitors, clients, contractors, and other persons who may be affected by the Company's activities.
- Adequate first aid arrangements, training and equipment are in place.
- All accidents and dangerous occurrences are reported in accordance with statutory requirements & company policy, and are fully investigated.
- Adequate welfare facilities are provided, maintained and cleaned.

Competent Persons

The Company will appoint one or more competent persons to assist in undertaking the measures required to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

The Competent Person(s) will advise the Directors and Supervisor(s) on:

- Ensuring the Company is aware of statutory obligations and recommended Codes of Practice.
- Formulating, developing and maintaining health & safety policies, both for existing activities and new activities.
- How the organisation can promote a positive health & safety culture and secure the effective implementation of the Health & Safety Policy.
- Advising management of their responsibilities for accident prevention and avoidance of health hazards.
- Review of performance and audit of the health & safety management system.

Managers

All Managers will ensure that arrangements for the health and safety of their staff, employed within their function, are made known, maintained and reviewed whenever there is a change of operation or location.

Managers are accountable to the Managing Director for implementing the Health and Safety Policy, encouraging and assessing in developing safety procedures and ensuring that established rules and safe working practices are adhered to within all areas under their responsibility.

They must also ensure that employees under their control are adequately trained and receive the support they need to perform their duties.

In particular, Managers are responsible for implementing and monitoring health & safety procedures within their area of responsibility and ensuring that:

- This policy is implemented and communicated to all necessary personnel.
- Suitable and sufficient risk assessments are carried out for all tasks & activities, and that those risk assessments are reviewed periodically or when circumstances change.
- Safe methods of working are developed and implemented.
- Fire precautions and emergency procedures are implemented and communicated to all employees and other necessary personnel.
- All hazardous substances are identified, assessed and the appropriate precautions implemented.
- All work equipment is fit for purpose and that all risks associated with new equipment, activities and processes have been assessed.
- Induction training is provided to all employees upon commencing work for the company.
- All necessary personal protective equipment is provided, maintained and replaced as necessary.
- All employees within their area of responsibility are provided with training, instruction and supervision appropriate to their role and responsibilities.
- Inspections are carried out to ensure that workplaces remain, as far as reasonably practicable, safe and without risks to the safety and health of employees, visitors, clients, contractors, and other persons who may be affected by the company activities.
- All accidents and dangerous occurrences are recorded and reported to the Managing Director.
- Where appropriate, accidents, incidents & near misses are investigated, and that reasonably practicable arrangements are implemented to prevent re-occurrence.
- Adequate welfare facilities are provided, maintained and cleaned.

Supervisors

Supervisors are accountable to the Directors for implementing the Company's Health and Safety Policy on their site(s) and ensuring that site rules and safe working practices are adhered to.

In particular, the Supervisors are responsible for ensuring that, on their site(s):

- This policy is implemented and communicated to all necessary personnel.
- All company policy and procedures are adhered to at all times.
- Risk Assessments and method statements are followed, and the appropriate controls & safe working practices are implemented.
- All hazardous substances are identified, and the appropriate precautions implemented.
- All new equipment is fit for purpose and that all risks associated with new equipment, activities and processes have been assessed.
- Workplace inspections are carried out to identify hazards and implement the necessary precautions.
- Fire precautions and emergency procedures are implemented and communicated to all employees and other necessary personnel.
- All necessary personal protective equipment is provided, maintained and replaced as necessary.
- All accidents and dangerous occurrences are reported in accordance with statutory requirements & company policy, and are fully investigated in close liaison with the Directors and Competent Person.
- All site operatives & visitors are provided with health & safety inductions before accessing the site.
- All site operatives are provided with appropriate information, instruction & supervision.
- Site welfare facilities are monitored, maintained and cleaned.

Operatives & Office Staff

All Operatives and Office Staff will ensure that:

- They are aware of this Safety Policy and their responsibilities within it.
- They cooperate with the Company in meeting its statutory duties.
- They take reasonable care of themselves and others who may be affected by their acts or omissions.
- They use any equipment, substance or safety device provided by the Company in accordance with any training or instruction provided.
- They do not intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety.
- They attend, and take note of any health and safety training required including induction training.
- They use any Personal Protective Equipment provided, ensure that such equipment is maintained in a condition fit for that use, and any defects are reported immediately to their Supervisor.
- All accidents, dangerous occurrences and near misses are immediately reported to their Supervisor.
- They are fully conversant with all fire & emergency procedures applicable to the site on which they are working.
- Where an employee identifies any condition, which in his or her opinion is hazardous, the situation is immediately reported to their Supervisor.

Sub-Contractors

The Sub-Contractors' Health and Safety responsibilities are to:

- Provide copies of their Health and Safety Policy and any other documentation appertaining to health and safety that may be requested by the Company;
- Comply with all the requirements of this Company's Health and Safety Policy;
- Undertake work in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public;
- Ensure that all plant or equipment brought on to site is safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking;
- Ensure that any injury sustained or damage caused by their employees is reported immediately to this Company's site representative;
- Follow this Company's site safety rules and comply with any safety instructions given by this Company's site representative;
- Ensure that any materials or substances brought on site which have health, fire or explosion risks are used and stored in accordance with Regulations and current recommendations and that information is provided to any other person who may be affected on site. Assessment of risk associated with any substance or process hazardous to health that will be used on the site must be presented to this Company's site representative before work commences;
- Ensure that workplaces are kept tidy and all debris, waste materials, etc area cleared as work proceeds;
- Provide written instructions through risk assessment and safe systems of work, to establish safe working methods, to explain the sequence of operations, to outline the potential hazards and implementation of suitable risk controls;
- Attend safety meetings as requested; these meetings shall be the principal point for the transfer of information.

SECTION 3 - ARRANGEMENTS

Risk Assessments

The Company will ensure that suitable and sufficient Risk Assessments are carried out for all areas and tasks carried by the Company. Where appropriate, the Competent Person(s) will provide assistance and support in the carrying out of these Risk Assessments.

Such Risk Assessments will be reviewed periodically, or where there are significant changes of circumstances.

Method Statements

Section 2 of the Health and Safety at Work etc. Act 1974 requires employees to ensure the provision of a safe system of work. Regulation 3 of the Management of Health and Safety at work Regulations 1999 requires the identification of hazards, assessments of risks and the implementation of suitable and sufficient control measures. The preparation of a Method Statement is an important part of planning for such a safe system of work.

In the preparation of Method Statements the standards for health and safety set in the Company Health and Safety Policy must be referred to.

Contractors working on sites operated or managed by the Company will be required to submit Risk Assessments & Method Statements for approval prior to commencing work on site.

The amount of detail in a Method Statement will depend on the size and / or complexity of the work, with a simple job requiring a simple statement and repetitive tasks being covered by standard sheets.

Personnel with sufficient knowledge, experience and skills to ensure that all the relevant risk assessments and identified control measures and standards for health and safety will be appointed in developing a method statement

Accident and Near Miss Reporting and Investigation

All staff are responsible for reporting accidents to their Supervisor.

All accidents are to be recorded in the Company's Accident Book at the particular place of work.

The Company will ensure that all accidents and near misses are investigated to establish the direct and indirect causes.

The Company will report all Reportable Injuries, Diseases and Dangerous Occurrences as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Asbestos

The Company will seek information regarding any Asbestos Containing Materials (ACM's) within premises or sites occupied by, or under the control of, the Company or in which Company employees are working and will take appropriate measures to protect employees, visitors, clients, contractors, and other persons who may be affected by the company's activities from unsafe exposure to ACM's within those premises or sites.

The Company will comply with the Control of Asbestos Regulations 2012.

Construction (Design & Management) Regulations 2015

The Company aims to ensure, so far as is reasonably practicable the health, safety and welfare of all its staff, contractors, visitors and others who may be affected by our undertakings.

Therefore, we seek to provide:

- A safe working environment with access to adequate welfare facilities;
- Work equipment, plant and systems of work which are without risk to health, are suitable, safe and maintained in good working order;
- Arrangements for ensuring safety and absence of health risks in connection with the use, handling, storage and transport of articles and substances;
- Such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees and others on the premises;

The Company will act in accordance with its duties under the Construction (Design and Management) Regulations 2015 (CDM 2015) as Client, Designer, Principal Designer and Principal Contractor as necessary.

The Company will carry out reasonable checks to ensure, so far as is reasonably practicable, that all appointees are able to demonstrate that they have the health and safety skills, knowledge and experience to carry out the work for which they are seeking appointment.

Consultation

The Company will make arrangements for regular meetings or other necessary means to facilitate consultation with employees at all levels regarding health & safety.

This consultation will involve a combination of formal and informal consultation, such as safety meetings, departmental meetings and discussion groups, as well as encouraging individual consultation between the Company and employees where appropriate.

Contractor Competence and Control

The Company will seek to identify suitable contractors through competence checks and selection procedures.

Contractors working on sites operated or managed by the Company will be required to submit Risk Assessments & Method Statements for approval prior to commencing work on site.

The Company will ensure that any health and safety hazards within the area of work are communicated to contractors.

The Company will issue Site Rules to contractors and will check to ensure that these are being adhered to; control the contractors on site; and will check that they have left the site clean and tidy.

Control of Substances Hazardous to Health (COSHH)

The Company will identify all substances used, transported and stored within their premises & sites and ensure that Safety Data Sheets (SDS) are obtained for them.

Where reasonably practicable, the use of hazardous substances will be avoided and the more hazardous substances will be substituted for the less hazardous.

The Company will arrange for COSHH Assessments to be carried out for all substances hazardous to health within their premises & sites, and will ensure that appropriate controls, including the use of Personal Protective Equipment are implemented, monitored & managed.

Assessment findings will be conveyed to employees. Employees must comply with the assessment findings and if necessary wear the appropriate personal protective equipment.

Display Screen Equipment

The Company will ensure that all 'users' of display screen equipment are identified and that they have completed a display screen assessment form. The Company will review the assessment form and take the action necessary to make the workstation safe for the user. All users should be given a copy of the guidance on the safe use of display screen equipment.

Electricity

The Company will ensure that all fixed and portable electrical installations and equipment is tested, inspected and maintained by competent persons in accordance with the Electricity at Work Regulations 1989 and other relevant legislation and standards

Operatives should carry out visual inspections of any electrical appliances before they use them, and report any defects to their Supervisor immediately.

Emergency Procedures

The Company will develop, maintain and review as necessary procedures to be followed in the event of emergencies or serious and imminent danger to employees and other persons affected by its activities.

Procedures to be followed in the event of an emergency will be communicated to all necessary employees, contractors & visitors.

Practices, drills & rehearsals will be carried out as necessary to ensure that personnel are familiar with the emergency procedures for their area.

Fire Safety

The Company will develop and maintain procedures to minimise fire risks within premises occupied by the Company.

The Company will ensure that Fire Risk Assessments are carried out in accordance with the Regulatory Reform (Fire Safety) Order 2005 at all facilities occupied by the Company, and that all necessary alterations, equipment and installations are implemented to reduce fire risks as low as reasonably practicable.

The Company will ensure that adequate arrangements are in place to identify, manage & control the fire risks on all premises & sites. Staff should comply with all fire precautions applicable to their area of work.

Practices, drills & rehearsals will be carried out as necessary to ensure that personnel are familiar with the fire & evacuation procedures for their area.

First Aid

The Company will ensure via risk assessment that there is adequate first aid cover for each site and place of work.

The names and locations of all first aiders will be communicated at the company induction and by notices on the company notice boards.

First Aid qualifications should be gained through recognised first aid training.

First Aider staff will be responsible for the maintenance of the First-Aid boxes and their replenishment.

Hand Arm Vibration (HAV)

HAV is vibration transmitted from work processes into workers' hands and arms. It can be caused by operating hand-held power tools such as drills & breakers, hand-guided equipment such as disc cutters, or by holding materials being processed by machines such as pedestal grinders.

Regular and frequent exposure to high levels of vibration can lead to permanent injury. This is most likely when contact with a vibrating tool or process is a regular part of a person's job. Occasional exposure is unlikely to cause injury.

Regular exposure to HAV can cause a range of permanent injuries to hands and arms. Collectively known as Hand-Arm Vibration Syndrome (HAVS). Injuries can include damage to the:

- Blood circulatory system (e.g. vibration white finger).
- Sensory nerves.
- Muscles.
- Bones.
- Joints.

The Company will:

- Assess risks to the health of employees;
- Adequately control and manage these risks;
- Provide suitable equipment for employees' use;
- Maintain equipment correctly; and
- Give employees information and training on health risks and safe use of equipment.

Controlling the risk

The Company will:

- Look for alternative ways of working which eliminate the vibrating equipment altogether;
- Make sure employees use the most appropriate equipment for each job;
- Minimise the time individuals use the equipment e.g. job rotation;
- Break up periods of continuous equipment use by individuals (introduce other tasks);
- Design the job so that poor posture is avoided;
- Construct jigs to hold materials or tools; and
- Maintain tools to avoid worsening vibration e.g.:

Health and Safety Audits

The objective of health and safety auditing is to check the adequacy of the health and safety policy, organisation and arrangements; and to measure the company's performance against these. Health and safety audits should be carried out annually to the requirements of Health and Safety Executive's publication, HSG65 "Successful Health and Safety Management".

The Company will arrange health and safety audits as necessary which will include a systematic examination of the health and safety management of the business and include the following areas:

- Policy.
- Organisation.
- Arrangements.
- Implementation and Monitoring.

Induction

The Company will ensure that all new employees are provided with induction training appropriate to their role. Employees transferring to a new role within the organisation will be provided with induction training appropriate to their new role.

Induction training will include:

- Overview of the Company Health & Safety Policy,
- Responsibilities and lines of reporting relating to health & safety,
- Information regarding the hazards and risks associated with the role,
- Procedures for serious and imminent danger e.g. fire,
- Safe systems of work such as Permits to Work and Method Statements,
- Accident reporting procedures and First Aid arrangements,
- Procedures for consultation in matters of health & safety.

All site operatives & visitors will receive a site induction from the Site Manager before accessing the site

The Company will retain records of all inductions

Lifting Operations & Lifting Equipment

All lifting equipment (works equipment for lifting or lowering loads, including attachments used for anchoring, fixing or supporting it) will be used in accordance with the Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998.

Lifting equipment must be subject to the planned preventative maintenance programme. The Company will ensure that arrangements are in place for the carrying out of statutory inspections and the keeping of records of these. Copies of the necessary thorough test / examination certificates will be maintained at the Head Office.

Directors and Supervisors will ensure that hired plant examination records are requested from the hire company at the time of the hiring of the plant.

All lifting equipment / operations will be under the control of a trained competent person. The Safe Work Load (SWL) must be specified and marked on the lifting appliances, cranes pulley blocks, hoists and other items of lifting equipment such as slings, eye bolts, chains shackles etc. and on no account must the capacity of the equipment be exceeded.

Lifting equipment that has been subject to an overload, or has been damaged, must be reported Immediately and taken out of use pending an examination and, if necessary, repair and retest.

Lone Working

Lone workers are defined as those who work alone without close or direct supervision.

Examples of Lone Working activities within the Company include:

- Persons travelling to & from, or working on site,
- Persons opening or closing premises at the start and end of the working day,
- People working outside normal hours e.g. evenings and weekends,
- Mobile workers, and those working away from their normal location,

Where reasonably practicable, measures will be taken to avoid Lone Working through the organisation of work routines and practices.

Where it is not possible to avoid Lone Working, Risk Assessments will be carried out for circumstances where employees are required to work alone, and adequate arrangements will be put in place to minimise the risks.

Lone Working risk reduction measures include:

- Training and instruction for staff who are likely to work alone,
- Periodic visits and/or contact by telephone or mobile radio with persons working alone,
- Automatic or manual warning devices to raise the alarm in the event of an emergency,
- Checks that Lone Workers have returned to their base or home at the end of a task.

Manual Handling

Manual handling activities with risks to persons' health and safety will be avoided and, where unavoidable, will be suitably assessed in accordance with the appropriate guidance. The Company will carry out an assessment of all unavoidable manual handling activities and take action to eliminate, reduce or control manual handling risks.

Staff who undertake manual handling tasks should be provided with guidance on the safe lifting of loads, taking into account:

- The TASK;** The nature of the manual handling task to be carried out.
- The INDIVIDUAL;** The capabilities and limitations of the individual(s) carrying out the task.
- The LOAD;** The weight, shape, stability and other physical characteristics of the load to be moved.
- The ENVIRONMENT;** Environmental factors likely to affect the manual handling activity, such as floor surfaces, obstacles, changes in levels, lighting and noise.

Noise

When noise is identified as a hazard, a specific noise assessment will be carried out as required by the Noise at Work Regulations 2005 to assess whether any of the action levels are exceeded. The Noise at Work Regulations require employers to reduce the risk to workers from exposure to noise.

Where necessary, a competent person must undertake a noise assessment, which should identify:

- The actual noise exposure,
- The people who are exposed,
- The action required to adequately control the noise.

There are three “action levels” contained in the Noise at Work Regulations 2005 where the employer has to take certain actions:

- **80 dB (A) (averaged over 8 hours).**
- **85 dB (A) (averaged over 8 hours).**

There are also levels of noise exposure which must not be exceeded:

- **87 dB (A) (averaged over 8 hours).**
- or:
- **A peak sound pressure of 140 dB.**

Ear protection will be provided only after all other reasonably practicable precautions have been applied. If employees are liable to be exposed to noise at or above the first or peak action levels, the Company will ensure that a competent person carries out an adequate noise assessment.

A daily or weekly averaged exposure of 87db(A) (taking hearing protection into account) must not be exceeded.

The Company will review the assessment when it is no longer valid or when there have been significant changes to the work. This should identify the exposure to the action levels and what needs to be done.

The Company will ensure that noise levels within the work environment are kept to the lowest levels reasonably practicable (even when below the first action level).

If the noise exposure of employees is at or exceeds the second or peak action levels, noise exposure will be reduced to below these levels (the lowest level reasonably practicable) by means other than personal ear protectors.

Suitable and efficient ear protectors will be made available to employees if the noise exposure is between first and second action levels.

Employees will be informed if their personal exposure is likely to exceed the first action level and be informed of the risk of that to their hearing.

If employees are exposed to the second (or peak) action levels or above, suitable ear protectors will be provided which, when properly worn, could reduce the employees exposure to below the second (or peak) action level. The Company will also ensure, as far as reasonably practicable, that such protectors are worn.

New and Expectant Mothers – Risk Assessment Requirements

Employees who become pregnant should inform the Directors as soon as possible. The Company will then carry out a risk assessment for the expectant mother taking into account the generic assessment, the expectant mother and her work.

The assessment will be reviewed regularly throughout the pregnancy and when the new mother returns to work.

Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) is defined as all equipment (including clothing affording protection against weather) which is intended to be worn or held by a person at work which protects them against one or more risks to their health & safety.

Examples of PPE include:

- Protective headwear,
- Gloves,
- Eye protection,
- High-visibility clothing,
- Safety footwear,
- Hearing protection.

The Company will ensure that PPE is provided to employees free of charge wherever there are risks at work that cannot be adequately controlled in other ways.

The Company will ensure that all PPE is:

- Properly assessed before use to ensure that it is suitable,
- Maintained and stored correctly,
- Provided with instructions on how to use it safely,
- Correctly used by employees.

Training will be provided in the correct use of all PPE issued.

Employees have a duty to:

- Use any PPE provided to them in accordance with the instructions provided,
- Report any loss or defects,
- Maintain any PPE provided for their use,
- Return any PPE to the appropriate place after use.

Safety Inspections

The Company will arrange for active monitoring of health and safety standards to be carried out at regular intervals.

The Company will ensure that workplaces and sites are thoroughly inspected for defects and that any such defects are rectified as soon as practicable, or that suitable measures are taken to ensure that employees, visitors, clients, contractors and members of the public are not exposed to risks arising from those defects.

Slips and Trips

The Company will ensure that floors and walkways are suitable for their purpose, in a good condition and free from obstructions.

The Company will arrange regular visual inspections of workplaces & sites and take appropriate remedial action to reduce risks.

Staff should not cause slip or trip hazards, should clear any spillage that they make and should wear suitable footwear while at work.

Stress

The Health & Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed upon them.

The Company will:

- Identify all workplace stressors and carry out reasonable measures to eliminate stress or control the risks from stress,
- Provide training for all managers and supervisory staff in good management practices,
- Provide confidential counselling for staff affected by stress caused by either work or external factors,
- Provide adequate resources to enable managers to implement the Company’s agreed stress management strategy.

Violence & Aggression

Work related violence can be defined as any incident in which a person is abused, threatened or assaulted in circumstances relating to their work.

The Company will assess the risks of violence and aggression in the workplace and take appropriate measures to reduce those risks, including:

- Identifying potentially violent members of the public in advance,
- Providing training to staff so that they can spot the early signs of aggression, and either avoid or cope with it,
- Arranging for staff to be accompanied by a colleague if they are required to meet with a person they suspect may act aggressively or violently,
- Where necessary, consider physical measures such as CCTV cameras, alarm systems & security systems.

Where employees have experienced violence or aggression in the workplace, the Company will provide counselling and support to minimise any long-term distress.

Welfare

The Company will provide adequate welfare facilities for people at work in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992. These provisions will include:

- Adequate ventilation, either natural or mechanical,
- Adequate working temperatures, normally at least 16 degrees Celsius,
- Sufficient lighting to enable people to work and move about safely,
- Appropriate cleaning of the workplace, furniture, furnishings and finishes,
- Appropriate storage and removal of waste,
- Adequate room dimensions and space to allow people to move about with ease,
- Suitable and ergonomically efficient workstations and seating,
- Sufficient traffic routes to allow people and vehicles to circulate safely and with ease,
- Protection of translucent surfaces against breakage, and markings to make it apparent if there is danger of people coming into contact with it,
- Windows and skylights that can be cleaned safely and, where required, are openable,
- Doors and gates that are suitably constructed and fitted with safety devices if necessary,
- Suitable and sufficient sanitary conveniences and washing facilities,
- An adequate supply of drinking water,
- Adequate, suitable and secure space to store employees' own clothing and special clothing,
- Suitable and sufficient, readily available rest facilities,
- Maintenance of the above.

On construction sites, adequate welfare facilities will be provided in accordance with the Construction (Design and Management) Regulations 2015.

As a minimum, site welfare facilities will include:

- Sanitary conveniences,
- Washing facilities,
- Drinking water,
- Changing rooms,
- Facilities for rest.

Work at Height

A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level.

"Work" includes moving around at a place of work but not travel to or from a place of work.

The company will:

- Take measures to avoid work at height where possible,
- Provide work equipment or other measures to prevent falls where working at height cannot avoid be avoided, and
- Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

The Company will seek to control and minimize the risks associated with working at height by ensuring that:

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

Work Equipment

All work equipment will be used in accordance with the Provision and Use of Work Equipment Regulations 1998. Work equipment is almost any equipment used by persons whilst at work including, but not limited to:

- Service equipment,
- Tools & machinery,
- Office equipment,
- Access equipment (Ladders & stepladders),
- Lifting equipment (Trolleys, hoists etc).

The Company will ensure that:

- All work equipment is suitable for the purpose for which it is provided,
- All work equipment is maintained in an efficient state, efficient working order and in good repair,
- All work equipment is where necessary, inspected prior to use and at regular intervals to ensure its ongoing safety for use,
- Measures are taken to prevent access to dangerous parts of machinery (Guarding),
- Where specific risks exist, the Company will ensure that the use of such equipment is restricted to authorised persons,
- Where necessary, appropriate signage is provided warning of specific risks associated with the relevant work equipment,
- Relevant training is provided to persons operating work equipment.

Work Related Driving

Work related driving can be defined as any occasion when an employee is required to drive as part of their work. This might include, but is not limited to:

- Driving to sites,
- Driving to meetings/seminars,
- Visiting clients/customers,
- Travelling to airports etc as part of a longer trip.

The Company will assess the risks of work related driving activities, and will take measures to reduce the risks.

Employees who drive on behalf of the Company must not:

- Drive under the influence of alcohol or drugs,
- Carry hitchhikers or unauthorised persons,
- Use a hand held phone whilst driving,
- Drive in a manner that places themselves, other road users or pedestrians at risk,
- Drive whilst fatigued,

Young Workers – Risk Assessment Requirements

The Company will assess the risks to young persons (under 18 years old) before they start work, taking into account their lack of experience and training.

Children below the minimum school leaving age will not be employed on construction sites, except when on work experience programmes approved by local education authorities.

Young persons will not be permitted to use dangerous machinery or equipment.

The findings of risk assessments should be provided to their school or guardians if they are below the minimum school leaving age (16years). Adequate supervision and training will be provided to all young persons.