



HEALTH & SAFETY POLICY

The following is the Company policy statement as required by the Health & Safety at Works etc. Act 1974 and Amendments thereto and any other legislation for the time being in force relating to safety.

The Company will take the necessary steps to obtain expert advice on all matters and will consult as necessary with employees and sub-contractors in order to achieve the above aims.

Can you please sign the attached Declaration Form at the rear as proof you have received this Company Policy Statement, you have read it and will confirm to its requirements.

Part one

GENERAL STATEMENT OF SAFETY POLICY

1. The Company will, in so far as reasonably practicable, take such measures as will ensure the safety, health and welfare at work of all employees. These measures will include such arrangements as may be necessary to ensure the safety and health of other persons who may be affected by the Company's day-to-day work activities.
2. It is the responsibility of management to provide the circumstances under which work may be carried out safely, and to ensure that no person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety and welfare in pursuance of any relevant statutory provision.
3. The facilities available to all employees for consultation on Health and Safety can be obtained through the person immediately responsible in the Management Chain of Safety. From these individuals there can be gained all information for giving any employee guidance, help and advice on Health and Safety regulations and responsibilities. They will also determine any risks that may be latent in the activity in question and advise on the precautionary steps needed to be actioned by all parties.
- 3a. We will consult with and inform employees on Health and Safety matters, provide all relevant information to improve safety standard and provide necessary training or 'update' training in respect of risks to their Health and Safety, which may arise out of their work or at their workplace.
4. The Appendix 'A' details the 'Chain of Safety Responsibility' from the Director of the Company to the operative on site. Detailed responsibilities for employees are contained in the section head 'Responsibilities of Operatives or Sub-Contractors'. Those responsibilities applicable to the person concerned are issued with the Statement. Safety Instructions are held by the Site Manager and the Head Office and are available to all employees for perusal.
5. Action to be taken to control specific hazards and codes of practice will be issued from time to time for inclusion in the documentation of safety instructions.

Training will be given to employees on how to recognise and guard against foreseeable hazards and how to meet the responsibilities placed on them.

6. This Company wishes to maintain a good health and safety record. The co-operation of every Operative and Sub-Contractor is necessary in order that standards may be maintained or improved whenever possible.
7. Within the document there is reference to legislation and regulations affecting the Building and Civil Engineering Industry. Such reference shall be deemed to include current legislation and regulations and any future amendments or re-enactment's thereof. It is the duty of the Operatives and Sub-Contractors to have knowledge of all relevant legislation and regulations and to take account of it in the planning and execution of work on behalf of Square One Commercial Interiors.
8. Signed by Director responsible for Safety within the Company.

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Date:

Part two

DIRECTOR RESPONSIBLE FOR SAFETY

- a) To ensure that there is an effective policy for Health & Safety within the Company and that it remains current by revision from time to time.
- b) To ensure that the Policy is effectively administered and that adequate funds are available for its' implementation.
- c) To ensure, through the Company Management the Safety Assistants that the Policy is being adhered to and that appropriate changes are made as necessary.
- d) To promote the Health & Safety at Work etc. Act 1974, the 1992 Management Regs., the 1994 CDM Regs., and all other relevant legislation and codes of practice.
- e) To receive and act upon recommendations made by company management, "Safety Assistants" and the Health & Safety Executive.
- f) To ensure that necessary training is organised so that all employees are able to carry out their job safely.
- g) To ensure distribution of the Policy to all Operatives and Sub-Contractors.

DUTIES OF CONSTRUCTION MANAGER **(RESPONSIBLE TO SAFETY DIRECTOR)**

Main responsibilities are:

- a) To understand the firms Policy and its implications.
- b) To be aware of the various management responsibilities within the Company.
- c) To ensure that Site Agents and others are adequately trained and/or released for training as necessary.
- d)
 - 1) To ensure adequate provision of instructions to establish safe working methods and indicate precautions to be adopted.
 - 2) To develop Hazard/Risk Assessments as necessary.
- d) To check over working methods and precautions with Site Management at commencement, and at suitable periods during the contract.
- e) To ensure that arrangements to comply with C D M Regs. are adhered to. In particular liaise and co-operate with Planning Supervisor.
- f) To ensure adequate liaison with sub-contractors and where necessary to organise safety meetings etc.

To assist in re-assessment when necessary.

SAFETY ASSISTANT/ADVISORS

- a) The Safety Assistant/Advisor will, as far as is reasonably possible keep the company up to date with current and proposed legislation by way of the dissemination of literature and by running seminars.
- b) The Safety Assistant/Advisor will visit sites and premises at regular intervals in order to monitor the effectiveness of the company Safety Policy.
- c) The Safety Assistant/Advisor will not advertise his visit in advance and will stagger his visits so as to avoid predictability. Frequency of visits will be discussed with the Company the may vary during the progress of the site.
- d) The Safety Assistant/Advisor will, where possible, produce a hand-written report on site and discuss its contents with the Site Supervisor. A copy of the report will be left on site with the Site Supervisor who will sign to confirm its receipt. The top copy will be posted the same evening to the Member Company's office, for the attention of a nominated person.
- e) Contact phone numbers for the Safety Assistant/Advisor and his office will be given to the site supervisor, and nominated persons. These numbers can be used when seeking advise or in an emergency.
- f) The Safety Assistant/Advisor will look at all aspects of Safety, Health and Welfare as required by current Regulations and Codes of Practice.
- g) The Safety Assistant/Advisor has the authority to 'stop' work in extreme situations where he considers the hazard an imminent risk of death or serious injury.
- h) To ensure that work once started is carried out as planned and that the relevant legislation is observed on site.
- i) To set a person example during visits by showing an interest in all aspects of safety.
- j) To ensure that all relevant information on known hazards is passed on to sub-contractors with Risk Assessment where appropriate.
- k) To ensure an adequate provision of suitable protective clothing and equipment where necessary

- l) To ensure that proper assessments are made for the purposes of the COSHH, Noise, First Aid Requirements, Hazard, Risk and that all are completed as far as possible prior to work commencing.
- m) To consult where applicable, with Safety Representatives and to represent the Company on any Safety Committee.

SITE MANAGER

(OR PERSON IN DAY TO DAY CONTROL OF SITE) **(RESPONSIBLE TO CONSTRUCTION MANAGER)**

The Site Manager is the Employer's Representative and is responsible for the day to day organisation and control of all his Sub-Contractors, and their activities on site. His main responsibilities are:

- a) To consult with and carry out the instructions of his Construction Manager.
- b)
 - 1) To organise and control sites so that work is carried out in accordance with any hazard/Risk Assessments and with minimum risk to persons who may be affected.
 - 2) To carry out additional Hazard/Risk Assessments on site if the necessity arises.
- b) To know the broad requirements of the current and relevant legislation and guidance and to request training as necessary.
- c) To see that Regulations and legal requirements are observed on site. He will, as required, inspect equipment and site workings as per Construction Regulations.

Whilst carrying out regular inspection he will take into account possible dangers to persons visiting site during working hours.

To give all line supervision precise instruction on their responsibilities for correct working methods and to see that they do not require or permit employees (especially young persons) to take unnecessary risk to or indulge in 'horseplay'.

- d) To control delivery and stacking of materials so as to avoid risk.
- e) To position plant effectively and to plan and maintain tidy site.
- f) To implement arrangements with sub-contractors and other on site so as to avoid any confusion about areas of responsibility.
- g) To check that machinery and plant, including power and hand tools are maintained in good condition.
- h) To ensure that the relevant COSHH assessments on hazardous materials are available on site and that the necessary precautions are adhered to.

- i) To make sure that suitable protective equipment is available and that it is used as and when necessary.
- j) To ensure the wearing of Safety Helmets as required.
- k) To ensure the relevant facts of all accidents will be recorded and reported to Head Office.
- l) To co-operate with Safety Advisers, Assistants, and HSE Inspectors, and to act on their recommendation.
- m) To satisfy him that all employees and sub-contractors are working in a safe manner and, where work method statements are relevant, that they are adhered to.

RESPONSIBILITY OF OPERATIVES AND SUB-CONTRACTORS
(RESPONSIBLE TO CONSTRUCTION MANAGER AND SITE
MANAGER)

- a) Operatives have a responsibility to co-operate with management in the implementation of the Company Safety Policy and to comply with all relevant legislation/Codes of Safe Working Practice.
- b) A duty to work in a safe manner so as not to jeopardise their own, or other operatives safety, or that of the general public. A duty to use protective equipment provided and not to abuse or misuse materials or equipment.
- c) A duty to carry out work in accordance with any Risk Assessment of Method Statement instructions.
- d) A duty to report:
 - 1) Any unsafe equipment.
 - 2) Any unsafe access.
 - 3) Any misuse of equipment so as to cause danger.
 - 4) Any lack of training or expertise necessary to ensure safe working.

All operatives are warned that the misuse or unauthorised use of scaffolding or other equipment is an offence. It will be taken extremely seriously and disciplinary action will be taken.

Operatives & Sub-Contractors employed by Square One have a contractual, statutory and moral duty to conduct and undertake their work as to safeguard and protect the health and safety of themselves and any other persons who maybe affected by their work. This document is designed to inform the employee and Sub-Contractor of the minimum standards of safety for which they are responsible while contracted to Square One. A failure to maintain these standards will amount to a breach of that Contract. The employees and Sub-Contractors operations must be so planned that they will be executed in a safe manner. It is the duty of the employees and Sub-Contractors, to be aware of, and work in accordance with, current legislation and co-operate with the Company and its' Safety Officer on all matters of Health, Safety and Welfare.

Tools and power tools owned by the Sub-Contractor will be made to ensure that all plant and equipment used is regularly inspected and maintained in safe working order. Statutory requirement relating to testing and inspection will be obtained and distributed so as to ensure the safe use of new plant and equipment.

Sub-Contractors will be required to sign an acknowledgement of receipt of a copy of this document confirming that they have read and are familiar with its content, but acknowledging it in no way relieves them of their own responsibilities.

Personnel

No person will be allowed to be or remain on site that is under the influence of alcohol or drugs or is medically unfit.

Protective Clothing

Protective clothing shall be worn whenever necessary.

Head Protection

It is the policy of Square One that all person whilst in site wear suitable head protection. Sub-Contractors shall rigidly enforce the wearing of head protection.

In certain cases e.g. the canteen or site offices, the wearing of head protection may not be required. However, in such cases all persons must have their head protection to hand at all times.

Part three

ARRANGEMENTS/PROCEDURES

Rules for the use of Safety Helmets

1. All contractors and sub-contractors working on site must provide helmets for all their employees and those under their control.
2. Safety helmets must comply with BS5240 and carry the Kitemark.
3. Bump caps are not acceptable as substitutes for safety helmets.
4. All employees of the Company will be supplied with safety helmets, which must be signed for. Loss or defect must be reported to the person in charge of the site immediately.
5. Visitors entering 'hard hat areas' must wear helmets and can obtain helmets of loan from the Sit Office if necessary.
- 5a. Professional/regular visitors should have their own safety helmet.
6. All persons on site are required by law to comply with these rules and must co-operate if instructed to wear a helmet for any reason. Company employees will be subject to disciplinary action if they fail to comply with these rules. Non-employees will be instructed to leave the site if they refuse or unable to comply.
7. All persons entering, working in or passing through 'hard hat areas' must wear safety helmets. Inside these areas, helmets may be removed only in the following circumstances, subject to the discretion of the Site Manager.
 - a) Inside rooms where floors have been fully fixed above, no overhead work is taking place and there is no foreseeable risk of head injury.
 - b) Inside the cab of a machine which has suitable protection to prevent risk of head injury.
 - c) In site offices, cabin, toilets and mess huts.

‘Hard Hat Areas’ are:

- a) Any area where the approved helmet safety sign is posted (which may include the whole site) and
 - b) Any area where plant, machinery, transport, cranes, hoist or excavators operate.
 - c) Any areas where materials are handled, stored or are being placed.
 - d) Any other areas or situations where there is a foreseeable risk of head injury.
8. Designation of ‘hard hat areas’ is at the sole discretion of the person in charge of the site who should be consulted if any interpretation or guidance on these Rules is required. Compliance with them is not a matter for discussion.
9. These rules do not apply to Sikhs who are wearing turbans.

Eye Protection

In prescribed cases there is a statutory requirement for eye protection to be used e.g. Abrasive Wheel Regulations etc. A general guide is given in the Protection of Eyes Regulation 1974 and it is important that the correct equipment is used as per the supplier’s recommendations.

All operatives and Sub-Contractors must be seen to use correct safety equipment when using certain tools. Not complying with this ruling could result in being asked to leave the site.

Footwear

Suitable ‘safety’ footwear must be worn at all times. Flimsy shoes or non-safety trainers are not suitable for construction work.

Construction and Site Manager to monitor compliance.

Persons not wearing adequate footwear could result in being ordered from the site until correct footwear is obtained.

Plant, Tools and Machinery

All tools and machinery must be safe and maintained in good working order so that they are safe when properly used. Persons who use such equipment must be competent to use it and in prescribed cases be trained to do so.

The user to always check machinery's fuel, oil and water levels daily.

The user to always check that safety equipment is in place.

Always ensure that you are conversant with the machine's operating instructions and that all operating functions are clearly marked on the machinery.

When using petrol engine machines, observe the following safety measures:

Remember that carbon monoxide is deadly – make sure ventilation is satisfactory.

Do not fill up with petrol while the engine is running.

The petrol may be ignited by sparks from the engine's electrical system or by being spilt onto hot engine parts. For this reason, always allow the engine to cool down and use a funnel when refueling.

Any defect in plant to be reported to the Plant Manager or Workshop Fitter immediately.

Forklift Trucks

The competency of drivers of all types of vehicles will be checked and their training kept up to date.

Only trained/ticketed operators will be permitted.

Dumpers

Dumpers will be driven only by a person competent and trained to do so. No person shall be allowed to ride as a passenger unless an approved seat is fitted to/on the machine.

Cranes and Lifting Appliances

All cranes and lifting appliances must be operated by a certified person competent and trained to do so. In the case of cranes there must also be an appointed banksman who is trained in signaling.

Only competent persons will be permitted to sling loads.

NB: Banksman does not necessarily act as slinger.

All cranes and lifting appliances must be inspected once weekly by the operator and the results of the inspection entered in the F91 Part 'C' in the site office or kept on the crane.

Check lifting equipment daily prior to use.

No lifting gear may be used unless its safe working load is marked. The combined weight of load to be lifted and the lifting gear must never exceed the safe working of the crane.

Use only slings and lifting gear provided by your employer. Never use improvised equipment.

Loads should be landed onto a suitable bearer to avoid damage to lifting gear and to facilitate its removal.

Never tie knots in chains or shorten them – gear short slings.

Make sure right pin is used in all shackles and that the pin is properly screwed home.

All hooks must either be an approved 'C' type or fitted with an effective safety catch to prevent displacement of the lifting gear.

Protect wire ropes and slings with softwood or other suitable packing from sharp edges of the load.

Always see the crane is centrally placed over the load to prevent swinging when the load is being raised.

Take your hands away from chains or ropes before that crane takes the load and stand clear.

When signaling, stand where you can see the load clearly and where the operator can see you. Whenever possible, face the operator.

Ensure the load is lifted off the ground to see that it is free and correctly slung before hoisting.

Wear safety helmet and high visibility clothing.

Make your signals clearly and distinctly to the operator.

Riding on loads is strictly prohibited.

Back sling hooks when no load is carried.

Do not allow lifting gear to be used for other purposes, e.g. Towing.

When not in use, store gear tidily off the ground.

'Lifting gear' means a chain sling, or similar gear and a ring, link hook plate clamp, shackle, swivel or eye bolt.

(Regulation 40) A chain, rope or item of lifting gear which is in regular use must not be used for raising or lowering or as a means of suspension unless it has been thoroughly examined by a competent person at least once within the previous six months. (Chains, ropes and lifting gear not in regular use need only be examined when necessary). A report containing the prescribed particulars of the results of every such examination signed by the person authorising the examination must be made available.

(Regulation 34 and 35) Under these regulations, Certificates of test and examination are required for (a) chains, ropes and lifting gear, (except for fibre ropes, fibre rope slings or wire ropes used before the date of commencement of these regulations) and (b) chains and certain items of lifting gear which have been lengthened, altered or repaired by welding. The Certificate of Test Examination must be in the prescribed form and this is shown on the Form F87 for wire ropes and Form 97 for chains and lifting gear.

Excavators

All excavators must be in possession of a current examination certificate. They must all be inspected before use and thereafter every seven days. The results of that inspection must be entered in the F91 Part 'C' in the site office.

No excavator is to be used as a crane unless it is in conjunction with an excavation and has an exemption certificate, and is fitted with non-return valves, or it meets all the requirements of the Construction (Lifting Operations) Regulation 1961 including 14 monthly and 4 yearly certificates.

Cartridge Operated Tools

Only trained persons will be permitted to use these tools. The training is usually available from the supplier, e.g. Spitt or Hilti and will be organised as necessary.

Abrasive Wheel Machines

The machines must be used with guards fitted and in conjunction with adequate eye protection. Persons who change the abrasive wheels will be trained in accordance with the Abrasive Wheels Regulations 1970.

This training will be organised as necessary through R B Emerson Ltd or locally as appropriate.

Access Scaffold and Ladders

No person other than a competent scaffolder is allowed to erect or substantially alter or dismantle a scaffold.

Where toeboards and guard-rails are required to be removed for passage of materials they must be replaced immediately after the passage of the materials.

Ladders

Ladders should be of approved sound construction and must be securely tied or footed at all times and shall extend at least 1.1m or 3.6' above the landing place.

Scaffold Towers

Scaffold towers must be erected as per the manufacturer's instructions. Consideration must be given to their height to min. base ratio (generally 3:1). They must also be erected with correct and safe access. When 2m or 6.6' high and above, must be fitted with guard-rails and toeboards. Safe access is usually by internal purpose-made ladders.

Welfare Facilities

Will be provided on site or in the immediate vicinity, adequate and suitable accommodation for sheltering during bad weather and for depositing of clothing, i.e. suitable means to enable workers to warm themselves and dry wet clothing. The accommodation will include tables and seats or benches where people can eat, facilities for boiling water and if there are more than ten people on site, there must be facilities for heating food – unless provision is made for hot food to be provided. The accommodation must be kept clean and orderly and cannot be used for storing materials or plant. These facilities are normally provided by the main or principal contractor.

First Aid Regulations

The Health and Safety (First Aid) Regulations 1981 (SI 1981 no. 917) which came into effect on 1st July 1982 requires employers to provide adequate first aid facilities to employees if they are injured or become ill at work.

Regulation 4 of the Construction (Health and Welfare) Regulations 1966 permits arrangements to be made by the contractor for the facilities prescribed by the Regulations to be provided for his employees by another contractor, in our case, the principal contractor.

As a contractor who has made arrangements for welfare facilities to be provided for our employees by the main contractor we must be able to produce a certificate (Part A) Form F2202 in order to discharge our obligations under the regulations. The Certificate must be kept on the site or at Head Office and must be available for inspection by H M Inspector of Factories. The Certificate must also be open for inspection by any employee who is affected by the arrangements.

C O S H H Preliminary Statement

Control of substances hazardous to health regulations, no substances that fall into this category will be used unless:

1. an assessment of the substances has been made, after taking into account the locations and purpose for which it is to be used.
2. the relevant 'Hazard Data Sheet' has been obtained from the substance manufacturers or supplier.
3. the safety precautions necessary have been determined.
4. any protective equipment required has been obtained.
5. the operatives have been informed of the potential hazards, precautions needed, and the same system of work to be adopted.
6. training has been given. This is over and above that which is required for normal trade skills, and is that which may be necessary, enable the operatives to use the substance without risk to the health of either themselves or others.

Whilst a substantial portion of materials used in construction work are not classed as being hazardous to health, many products that contain acids, alkalines, solvents or toxic ingredients, do represent a health hazard. Therefore, in order to identify substances that are subject to these regulations, the criteria adopted will be two-fold, firstly, if a materials is required to carry statutory hazardous substances packaging label, and secondly, if a health hazard is created during a work operation such as dust from machinery hardwoods, or cutting stone, brick and concrete etc. or vapours produced by mixing different products, then the COSHH assessment procedures will apply.

Where protective clothing or equipment is needed for the safe use of a particular material, it must be ensured that it is suited for both the risk and the task to be carried out. A record will be kept of the use, inspections or checks, and any maintenance that is carried out on that equipment (as required by the regulation).

Waste & Storage of Materials

Employees and Sub-Contractors are to keep work areas clean and tidy by removing waste materials at regular intervals and shall keep materials stored or stacked in a safe manner so as to allow the safe access and egress of other persons on site. Materials must not be stores or stacked where thy may become a fire hazard.

Arrangements will be made site by site with the principal contractor regarding waste disposal.

Noise

Where noise levels exceed 85(d)BA* hearing protection is to be made available to operatives working with or close to the item of plant or machinery emitting the high noise levels.

Where the noise levels exceed 90(d)BA* in the same circumstances then hearing protection will be provided and operatives will be monitored to ensure use as necessary.

Noise levels can be obtained via the plant hire company or manufacturer; alternatively a noise assessment can be made on request to the Safety Department.

Electricity at Work Regulations

No 240v electric tools will be permitted.

A portable electrical power tool and equipment used on construction sites must be of a reduced voltage, i.e. 110 volts.

All tools will be regularly inspected/tested.

No persons other than trained and competent electricians are to carry out work on, or carry out any alterations to any electrical installation or apparatus.

Construction Design and Management Regulations

Ensure that all procedures are understood and complied with.

The Company will comply with all respects with the requirements of the above Regulations. Where the Company is nominated and accepts the duty of Principal Contractor, the Site Plan will be drawn up, kept on site and amended or expanded as necessary. Material for the Safety File will be collected and handed to the nominated Planning Supervisor.

On large contracts with several sub-contractors it may be necessary to organise safety meetings at regular intervals so as to ensure compliance and co-operation. This will be decided contract by contract.

Copies of the F10 notification will be posted on site as required.