

HEALTH AND SAFETY POLICY

HURST JOINERY PROJECTS LIMITED

Section 1

POLICY STATEMENT

Hurst Joinery Projects Limited recognises the fact that sound management of health and safety has positive benefits to the organisation and commitment to a high level of health and safety makes good business sense. It is also recognised that health and safety is a key function of the business and must, therefore, continually progress and adapt to change. The approach to health and safety will be based upon the identification and control of risk.

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

Hurst Joinery Projects are committed to ensuring the health, safety and welfare of its employees, so far as is reasonably practicable, we are committed to the prevention of injury or harm to our staff and others who may be affected by our activities. The Company will take steps to ensure that our statutory duties are met at all times, further to this the Company shall comply with the requirements outlined in Approved Codes of Practice and Industry guidelines as best practice.

The Directors and Senior Managers expect the level of service the Company provides and the quality of the workmanship to be of the highest standard and no less is expected when it comes to health and safety.

Employees are encouraged to be involved in the decision making process either on an individual basis or through Hurst Joinery Projects Limited communication with Directors and Managers. The performance of both individuals and the organisation as a whole is governed by pre-determined standards including health and safety improvements.

Adequate planning, monitoring and reviewing of the implementation of the health and safety policy are regularly carried out. In order to ensure that this policy statement is achieved, the following lays down the Company's aims and objectives.

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

4. Directors and managers consider that health and safety is as important as all other business functions and attaches priority to maintaining high levels of health and safety performance.
5. Hurst Joinery Projects Limited will provide the necessary resources in the form of finance, equipment, personnel and time to ensure health and safety performance. The assistance of competent health and safety advice is sought where the necessary skills are not available within the Company.
6. Hurst Joinery Projects Limited will ensure that there are adequate arrangements in place for ensuring the safety of the public, visitors and anyone else who may be affected by the Company's activities.
7. Hurst Joinery Projects Limited believes in constantly improving health and safety standards and will ensure that through constant review of safety performance coupled with commitment at the highest levels that those improvements are maintained.
8. Hurst Joinery Projects Limited recognises that health and safety is the responsibility of everyone within the organisation and is not just a function of management. Managers have specific duties and responsibilities to comply with the letter and spirit of this policy. Employees have specific responsibilities to take reasonable care of themselves and others who they may affect by their activities and to cooperate with management in achieving the highest standards required. The Company ensures that health and safety management is an integral part of a manager's function and monitors their implementation of the Company health and safety requirements.
9. Hurst Joinery Projects Limited ensures that health and safety is integral to the decision making and management process within the organisation.
10. Hurst Joinery Projects Limited will investigate all incidents of work related ill health and accidents to reduce the likelihood of a reoccurrence.
11. Hurst Joinery Projects Limited will ensure that procedures are established to ensure that safe plant and equipment are provided for employees and that appropriate training and refresher training is carried out.
12. This policy will be regularly monitored to ensure that the objectives and standards are achieved through performance measurement and audit measures.
13. The Company will strive for continual improvement within our overall health and safety performance.

14. To review the health and safety policy and associated safety management system at regular intervals in order to reflect the evolving needs of the Company and to ensure that the policy and management systems remain suitable and effective. As a minimum the policy will be reviewed on a half yearly basis.

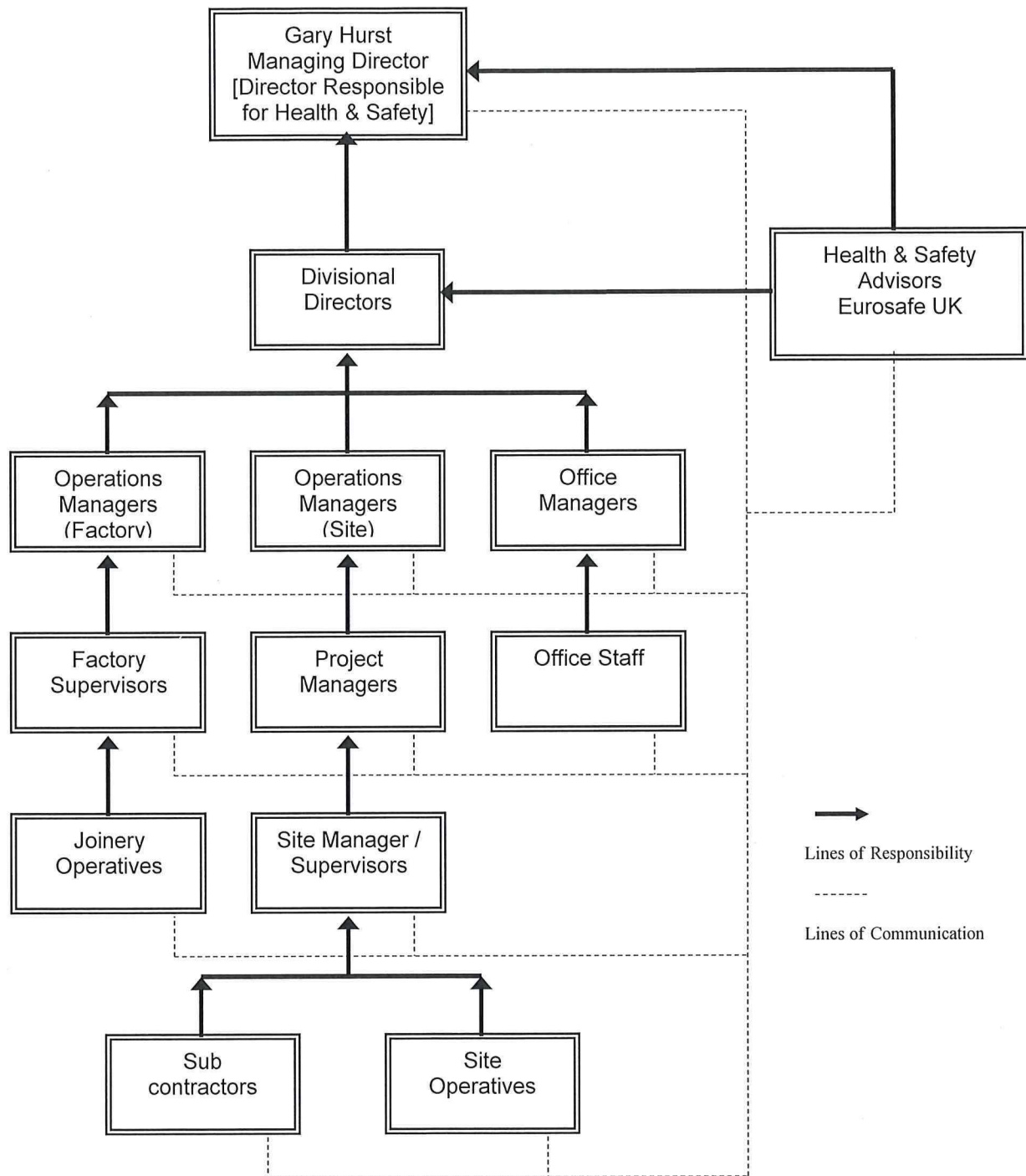
Mr G Hurst 

Managing Director
Hurst Joinery Projects Limited
October 2018

1.1 Annual Review

Review Date	Reviewers
February 2002	Shaun Carter/Noel Tyrell
January 2004	P Williams/B Robson/N Tracey
January 2005	Martin Child/Dave Matthews/Gary Adams
January 2006	Martin Child/Dave Matthews/Gary Adams
May 2007	Martin Child/Dave Matthews/Maurice Bolland
October 2007	Gary Hurst/Maurice Bolland
April 2008	Gary Hurst/Maurice Bolland
April 2009	Martin Child/Richard Dobson
April 2010	Gary Hurst/Jo McShera
October 2010	Nigel Tite/Richard Dobson
April 2011	Gary Hurst/Richard Dobson
October 2011	Gary Hurst/Richard Dobson
April 2012	Gary Hurst/Richard Dobson
October 2012	Gary Hurst/Richard Dobson
April 2013	Gary Hurst/Richard Dobson
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April 2014	Gary Hurst/Richard Dobson
October 2014	Gary Hurst/Richard Dobson
April 2015	Gary Hurst/Richard Dobson
October 2015	Gary Hurst/Richard Dobson
April 2016	Gary Hurst/Richard Dobson
October 2016	Gary Hurst/Richard Dobson
April 2017	Gary Hurst/Richard Dobson
October 2017	Gary Hurst/Richard Dobson
April 2018	Gary Hurst/Richard Dobson
October 2018	Gary Hurst/Richard Dobson

1.2 HURST JOINERY PROJECTS LIMITED ORGANISATION CHART



Section 2

INDIVIDUAL RESPONSIBILITIES

2.1 Managing Director

- a. Shall require a positive approach to health and safety at all management levels.
- b. To ensure that staff receive adequate health and safety education and training, commencing with induction training.
- c. Maintain the Company's Safety Policy on a progressive basis, ensuring that the methods of accident prevention and internal procedures are kept up to date.
- d. Maintain close contact with our health and safety advisors.
- e. Know the requirements of the Health and Safety at Work etc Act 1974, and all other relevant statutory requirements; this will be achieved via training, briefings, and newsletters from our health and safety advisors.
- f. Set a personal example during monitoring inspections by following safe working practices and recognising and praising positive behaviours.

2.2 Duties of Directors and Other Senior Managers

Shall implement the Policy by:-

- a. Ensuring the Health and Safety at Work etc. Act 1974 and other statutory requirements such as the Construction (Design & Management) Regulations 2015 are followed and for site works that the necessary health and safety plans, risk assessments and safety method statements are produced and brought to the attention of the relevant people. For activities within the factory ensure that the necessary risk assessments and safe systems of work are produced, developed, brought to the attention of the relevant people and kept up to date.
- b. Ensuring staff at all levels receive appropriate education and training.
- c. Monitoring health and safety performance through meetings, reviews and reacting to inspection reports, and responding to actual site conditions observed when on routine site inspections, whether on site or within the factory.
- d. Holding regular meetings with employees to receive comments and suggestions on ways in which health and safety performance can be improved.
- e. Liaising with the Health and Safety Advisor and taking charge of problems which cannot be controlled at site level, especially with regard to control of subcontractors.
- f. Setting a good personal example and having adequate knowledge of health and safety legislation and safe systems of work relating to Company operations.

2.3 Duties of the Works Manager

The duties are to:

- a. Shall carry out the Company Health and Safety Policy relating specifically to both factory and site work.
- b. Shall ensure our operatives work within the health and safety requirements applicable to the factory.
- c. Shall ensure operatives receive copies of policies and guidance notes relating to health and safety.
- d. Shall ensure that necessary personal protective equipment is issued to operatives, and shall carry out checks to ensure such equipment is worn.
- e. Shall carry out risk assessment on an ongoing basis, identifying the levels of risk involved, and implementing any necessary measures arising from the assessment.
- f. Shall be responsible for the arrangements of training related to health and safety matters.
- g. Shall be responsible for the review of accidents and accident investigation reports.
- h. Shall review absence records, checking for any absences relating to accident or injury sustained, and ensure that notifiable occurrences are reported.
- i. Shall be responsible for the inspection of plant, and portable electrical equipment used, and for the removal, and repair of any items found to be unsafe.

2.4 Contract Managers

The duties are to:

- a. Shall carry out the Company Health and Safety Policy effectively.
- b. Shall review the Safety Reports and take action to reduce unfavourable trends.
- c. Shall review Accident Investigation Reports and satisfy themselves that they come to the correct conclusion and that corrective action is taken.
- d. Shall ensure that Supervisors are available for and involved in safety inspections.
- e. Shall ensure that all statutory regulations are conformed to.
- f. Shall attend Safety Committee meetings.

- g. Must ensure that all work necessary to ensure safety and good health is carried out promptly, that all persons in their teams are adequately trained and fully aware of any hazards, which may affect them.
- h. Shall take direct interest in the health and safety programme and support all persons carrying it out.
- i. Must constantly evaluate all Company products and establish and update as required relevant codes of practice.
- j. Shall review absences due to accident or injury at work and ensure that notifiable occurrences are reported.
- k. Shall ensure that adequate First Aid records are kept
- l. Shall ensure that safety equipment is available for issue to employees as required.
- m. Must ensure that all Safety Representatives receive adequate Safety Training.
- n. Shall inspect new plant and unusual processes for potential hazards and shall recommend any necessary new safety rules.
- o. Must ensure that any unsafe machine or tool is withdrawn from service.

2.5 Foremen/Chargehands

- a. Must familiarise themselves with the Company Health and Safety Policy.
- b. Must ensure that all persons in their teams are fully aware of any hazards, which may affect them and have been briefed on the risk assessment contents.
- c. Must ensure that all such persons know what to do in the case of fire, explosion or any other hazardous circumstances.
- d. Must ensure that all persons know the whereabouts of First Aid facilities.
- e. Must ensure that supervision is available at all times, particularly where young or inexperienced workers are concerned.
- f. Must promptly report any accident or incidents to enable a thorough investigation to discover their cause and eliminate recurrences.
- g. Must ensure that all machinery and equipment in their department is properly maintained and safe to use and that all safety devices are properly fitted and protective equipment is worn or used where appropriate.
- h. Must ensure that all abrasive wheels are stored and housed correctly and are mounted only by appointed persons.

- i. Must ensure that all defects or hazards reported to them are promptly reported to the appropriate person and rectified.
- j. Must seriously consider any representation about safety and health from employees, and report the matter directly to their line manager.

2.6 Duties of Site Supervisors, Quantity Surveyors and Staff Visiting Site

The duties are to:

- a. Be familiar with the Hurst Joinery Projects Limited health and safety policy and the legislation as it relates to their work.
- b. Ensure that precise instructions are given to operatives, detailing what precautions/actions must be taken to minimise risk.
- c. Ensure that new employees, apprentices, young persons or occasional site workers are aware of the site hazards and what precautions they must take.
- d. Report any defects in plant, equipment, scaffolding, excavations etc. to the Site Manager, together with details of any dangerous practices observed on the site.
- e. Set a good personal example and ensure small plant, tools and equipment are being used correctly.

2.7 Company Employees

- a. Shall make themselves familiar with and conform to the Health and Safety Policy at all times.
- b. Shall observe all safety rules at all times.
- c. Shall wear appropriate safety equipment and use appropriate safety devices at all times.
- d. Will conform to advice and instruction given by anyone with responsibility for health and safety.
- e. Will report all accidents and damage, whether persons are injured or not, to the Supervisor concerned.
- f. May make suggestions to improve health and safety in the Company.
- g. Must report all hazards to the Supervisor or the Safety Representative.

2.8 Duties of the Health and Safety Advisor

To encourage a pro-active approach to health and safety matters and a positive attitude to risk management functions.

- a. To keep themselves up to date with current legislation and best working methods and to disseminate this information throughout the Company. At all times they must be prepared to assist management in what ever way they can with regards to health and safety.
- b. With regards to sites, they should carry out regular inspections and report on their findings. In addition they should assist the Project Manager and Site Manager/Supervisor by advising on working methods and training requirements.
- c. To assist the Managing Director, they should submit a formal report at the prescribed intervals, commenting on the performance of the previous period and assist in setting objectives for the next period.
- d. If in their opinion they are confronted with a risk of imminent danger to life, then they should take whatever action they consider necessary and report the occurrence and action taken to the Operations Director, and the Managing Director.

DO NOT TAKE CHANCES. THINK WHAT IF, NOT IF ONLY

Section 3

ARRANGEMENTS

3. TRAINING & EDUCATION

Health and safety education and training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every employee in the organisation is trained to perform their job effectively and safely. It is the opinion of the management that if a job is not done safely then it is not done effectively.

All employees will be trained in safe working practices and procedures upon commencement of employment. Training will include information, instruction and advice on the Company procedures and the use and maintenance of personal protective equipment and emergency contingency plans.

Safety related training will be provided by experienced training instructors from commercial training providers, e.g. CITB, PASMA and IPAF approved organisations. The training may be on our site or at a commercial training centre. Our commitment to this subject is demonstrated by the requirement for all Project Managers, Senior Managers and Directors attendance on the IOSH Managing Safely course.

Training records are maintained and coordinated by the Personnel Department within each individual employee's personal record.

Training sessions will be held at regular intervals and will provide another opportunity for employees to express any fears or concerns they might have about health and safety issues.

3.1 Employees

The Operations Director will ensure an annual review of health and safety training and education needs and will ensure that an annual training programme for all levels of staff is produced. In carrying out the review the Operations Director will pay particular attention to persons whose role has changed, possibly due to a change in their scope of work, or possibly due to legislation. Employees taking onboard additional responsibility may need additional training.

The education and training needs will be agreed by the board and budgets allocated. The Operations Director and Health and Safety Advisor will monitor that the training schedule is completed.

3.2 Site Induction Training

The Works Manager/Supervisor/Site Manager/Foreman (or their delegated representative) will carry out induction training for all new arrivals to the Company/Site informing them of the significant risks identified in the Safety Management System together with the Company/Site emergency and first aid procedures.

They will also cover:

- a. The significant risks and relevant precautions to be taken.
- b. The PPE requirements.
- c. Where/how to obtain additional PPE as required.
- d. Details of emergency procedures.
- e. Details of welfare arrangements.
- f. Details of any safe systems of work relevant to the actual work the person is involved in.
- g. The site specific and/or factory rules and arrangements in general, e.g. wearing of hearing protection etc.

Confirmation of the site induction will be recorded in the induction register.

3.3 Machine Operators

All operators of machinery will be trained and authorised for the particular machine(s) that they are required to use. Additional training will be carried out as required for items such as abrasive wheels, cartridge tools, and other plant and equipment. Records will be maintained by the Operations Director.

4. MONITORING AND REVIEW OF HURST JOINERY PROJECTS LIMITED'S SAFETY PERFORMANCE

The Managing Director, the Operations Director, the Works Managers and the Hurst Joinery Projects Limited Health and Safety Advisors have specific responsibility to monitor the implementation of the Hurst Joinery Projects Limited health and safety policy and to review the Company's performance. To assist in this role, there will be a formal report produced at monthly intervals and the report will cover:

- a. Review of any significant accidents or incidents and identify if a procedural change is required.
- b. Review of any comments from the Health and Safety Executive (HSE), clients or other parties.
- c. Review of the previous period's health and safety objectives and determine if they have been achieved.
- d. Review any new legislation, guidance notes, or HSE initiatives.
- e. Review the Safety Management System, working procedures and training requirements, as appropriate.

- f. Set health and safety objectives for next period.

On a regular basis, the Health and Safety Advisor will carry out audits of the Hurst Joinery Projects Limited procedures and will submit a formal report to the Managing Director.

In addition, routine inspections to monitor working practices will be carried out by Directors, Managers and Supervisors. The Health and Safety Advisors are available to advise all employees on health and safety issues.

5. SAFETY INSPECTION AND REPORT PROCEDURES

5.1 Procedure During and Following Inspection of the Workplace

Routine inspections of the workplace to monitor working practices and report on their findings will be made by Directors, Managers and Supervisors and a report made of the findings using the Workplace Inspection Checklist. The findings of the inspection will be discussed at the regular health and safety meetings.

The actions arising from the report and discussions shall be agreed and a date for completion set down.

6. CONSULTATION WITH EMPLOYEES AND SUB-CONTRACTORS

6.1 Safety Representatives

Hurst Joinery Projects Limited has a pro-active approach to health and safety, and recognises the benefits of employees having a significant input into the Hurst Joinery Projects Limited health and safety procedures. They also play a vital role in providing feedback on actual performance, and identifying hazards that may have previously been missed. This will be achieved by:

- a. Recognising safety representatives appointed in accordance with the Safety Representatives and Safety Committee's Regulations 1977 and providing them with every assistance to fulfil this role; or
- b. Encouraging employees to fulfil the role of safety representative in accordance with the Health and Safety (Consultation with Employees) Regulations 1996.

Employees are encouraged to raise any health and safety issues at the Works Committee meetings or by using the Opportunity for Improvement Forms.

For site works, all employee (and sub-contractors) will receive a site induction briefing. Throughout the project, all employees and contractors will be encouraged to continually liaise with the Site Manager/Supervisor, to assist in the identification of any health and safety hazards that may not previously been identified.

6.2 Consultation with Sub-Contractors (for site operations)

Sub-contractors are expected to employ competent people to conduct their activities safely. In addition Hurst Joinery Projects Limited has to provide details of the significant risks that they will encounter on site. This will be achieved via the forwarding of the relevant sections of the Construction Phase Plan produced by the Principal Contractor for the project.

When contractors are submitting their proposals to Hurst Joinery Projects Limited they will be asked to inform the Company about any significant risk their work will produce. These will be subject to an agreed safety method statement.

7. REPORTING OF ACCIDENTS AND DANGEROUS OCCURENCES

The Company has a safety management procedure for the reporting of incidents, the procedure is designed to meet the following;

- a. Legal requirements to report certain injuries and dangerous occurrences to the Health and Safety Executive (RIDDOR 2013).
- b. Insurance Company requirements to notify them and keep details for potential claims.
- c. Department of Social Security requirements to keep details of all accidents in the workplace accident book.
- d. Hurst Joinery Projects Ltd requirement to assist in monitoring health and safety performance.

Incidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013) must be reported to the HSE via their on-line reporting system. Specified Incidents (as defined under RIDDOR 2013, previously defined as Major Incidents) must also be reported to the enforcing authority immediately via the on-line reporting system. A copy of the form completed on line should be kept for Company records and to advise the insurers of a potential claim. Under RIDDOR 2013 the following are reportable:

- Fatal Accidents
- Specified Injuries
- Dangerous occurrences
- Accidents causing more than seven days incapacity for work
- Defined occupational diseases

Specified Injuries are defined as:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs

- serious burns (including scalding) which:
 - cover more than 10% of the body
 - cause significant damage to the eyes, respiratory system or other vital organs
- any scalding requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

8. FIRST AID AND WELFARE REQUIREMENTS

8.1 First Aid

First aid kits of a size appropriate for the numbers working in the factory are provided and there are posters displayed around the factory to identify who the first aiders are.

It is Hurst Joinery Projects Limited policy to have a trained first aider on all sites. In general, this will be the Site Manager/Supervisor. Notices will be posted indicating the location of the first aid box and the names of the trained first aiders.

A standard first aid box of a size appropriate for the numbers on site will be provided prior to work commencing on site. If the site is of a special nature, additional items will be provided as required.

8.2 Welfare Facilities

The following will be provided as minimum facilities in the factory and on all sites:

- A canteen room with facilities for warming food and boiling water for drinks.
- Facilities for storing and drying clothing and PPE.
- A toilet unit with facilities for washing.

(Where welfare is provided by the Client or by a Principal Contractor, agreement on their use should be obtained).

8.3 Drinking Water

An adequate supply of fresh drinking water shall be provided. If normal mains running water is not available then a supply of water shall be provided via containers which are clearly marked "DRINKING WATER".

9 FIRE PRECAUTIONS AND EMERGENCY PROCEDURES

9.1 Fire Safety

A fire risk assessment for the factory and the office premises has been undertaken and will be reviewed annually or before an impending change. The Managing Director is responsible for ensuring compliance with fire safety and prevention codes, for reviewing Company practices and procedures, ensuring that fire-fighting

equipment is inspected and tested, prevention and protection equipment and for advising on safe practices and procedures.

The person with responsibility for the maintenance and testing of fire alarms is the Operations Director.

All employees within the Company have a duty to report immediately any potential fire hazards to their supervisor and to conduct their operations in such a way as to minimise the risk of fire. This involves adhering to the no smoking policy, keeping combustible materials separates from sources of ignition and avoiding unnecessary accumulation of combustible materials.

All employees shall ensure that they are fully aware of the Company's fire and emergency procedures, know how to raise the alarm in the event that they should discover a fire, and are aware of the escape routes and assembly points.

The Managing Director is responsible for ensuring there is adequate provision and maintenance of fire prevention and detection equipment.

Supervisors are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

Fire Fighting Equipment

Within the factory fire extinguishers are located at strategic points throughout the workplace. Employees are **only** expected to tackle a fire themselves if it would pose no threat to their personal safety to do so and if they are trained to use equipment. If the situation is dangerous or potentially dangerous the employee should activate the alarm and evacuate the building immediately.

Fire Doors

Fire doors designed to slow the spread of fire and smoke throughout the workplace have been installed at strategic points. Fire doors are designed to close automatically after opening and must never be blocked, jammed or tied open.

Fire Exits

Fire exits are located at strategic points throughout the workplace. Exit doors and corridors must never be locked, blocked or used as storage space.

Smoking

Smoking is not permitted in any internal area of Aynsley House. Specific smoking areas are provided. Warning signs notifying employees and visitors are displayed at the entry points to the buildings.

9.2 Emergency Procedures

In the event of the fire alarm being activated, or in any other emergency situation (such as a bomb scare), all employees must leave the building by the nearest available exit and assemble at the designated assembly point. The designated assembly point is on the grass verge outside the top yard.

Practice fire drills will be conducted at regular intervals to ensure employee familiarity with emergency evacuation procedures.

9.3 Maintenance of Fire Equipment

The Operations Director will ensure appropriate maintenance contracts are in place for the maintenance, testing and inspection for the various fire systems and fire extinguishers.

They will also ensure fire/evacuation drills are carried out and any necessary records updated.

9.4 Site Operations

All potential fire hazards will be identified in the site risk assessment and steps will be taken to remove the hazards from site or to minimise the risks. If Hurst Joinery Projects Limited are the Principal Contractor for the project and the project has high fire risk, then a fire safety plan will be produced which will form part of the overall project health and safety plan.

If contractors have to carry out work which increases the risk of fire, then fire extinguishers shall be required local to the activity.

9.5 Emergency Procedures on Site

As Principal Contractor Hurst Joinery Projects Limited shall produce emergency procedures for the project and these will be detailed in the project construction phase plan. All employees and contractors will be advised of these procedures via the site induction. When working as a trade contractor on a site under the control of a Principal Contractor, Hurst Joinery Projects Limited, and their sub-contractors, will follow the emergency procedures laid down by the Principal Contractor for that project.

9.6 Site Accommodation

The site accommodation will be provided with adequate fire extinguishers. These will be positioned inside the accommodation and should only be used in an emergency.

10 DISPLAY SCREEN EQUIPMENT

Written assessments to check compliance with the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002), will be carried out by a competent person and thereafter repeated every three years for each user. The assessment shall be based on a pro forma completed by the user, and HSE guidance. The Regulations apply to any equipment where the user is someone who uses it as a significant part of his/her normal work. The Company has adopted the recommendation that a user is someone who uses the equipment for more than two hours per day.

Every employee who is or becomes a user of display equipment has to be notified of the right to have an eye sight assessment. If the result of the assessment is that glasses or contact lenses are required, specifically for DSE work then the Company has a responsibility for the cost.

11. ELECTRICITY

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment. The Company acknowledges that work on electrical equipment can be hazardous and it is therefore the Company's intention to reduce the risk as far as possible.

The implementation of this policy requires the total co-operation of all employees', management and staff, as well as any contractors hired to carry out work involving electrical equipment.

Where a problem arises related to electricity at work employees must inform a responsible person immediately and the Company will then take the necessary measures to investigate and remedy the situation.

The Company will, in consultation with workers and their representatives:

- a. ensure that electrical installations and equipment are installed in accordance with the IEE (Institute of Electrical Engineers) Wiring Regulations (BS7671).
- b. maintain the fixed installation in a safe condition by carrying out routine testing.
- c. inspect and test portable equipment as frequently as required (the frequency will depend on the environment in which the equipment is used and the conditions of usage, i.e. how carefully it is handled).
- d. forbid live working (electrical testing/commissioning is dealt with separately).
- e. Forbid all work by the Company's staff on equipment, unless they are competent to do so.

11.1 Portable Electrical Equipment

All factory portable electrical appliances will be fully tested every twelve months and site equipment every three months by a competent person with the necessary training and skills required. Further to this a visual inspection will take place prior to use. Portable Appliance Testing certificates will be held at head office and copies will be held on site. In addition a portable appliance register will be utilised to record inspections and repairs.

Only battery operated or 110v electrical tools will be used, unless circumstances dictate that 240v supply has to be used then a R.C.D will be used in the circuit.

12. WORK AT HEIGHT

The use of stepladders and ladders will only be permitted as a last resort for work at height, all other options shall be considered first and a specific risk assessment will be required prior to use. They shall be subject to a visual inspection before use.

Mobile towers will be erected to the manufacturer specifications by formally trained operatives.

Where Mobile Elevated Working Platforms are utilised, only trained, certificated employees will be allowed to operate the machine. The use of harnesses will be subject to a specific risk assessment.

13. WORK EQUIPMENT

It is the policy of Hurst Joinery Projects Limited to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998 and Lifting Operations and Lifting Equipment Regulations 1998.

Hurst Joinery Projects Limited will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

All employees will be provided with adequate information and training to enable them to use work equipment safely. The use of any work equipment, which could pose a risk to the wellbeing of persons in or around the workplace, will be restricted to authorised persons.

All work equipment will be maintained in good working order and repair.

All employees will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment. All work equipment will be clearly marked with health and safety warnings where appropriate.

Hurst Joinery Projects Limited will prepare and update a list of authorised users of all production machinery and abrasive wheels.

Any equipment used for lifting, whether lifting a load or lifting a person e.g. forklift, maintenance cage, lifting accessories will be subject to regular test and inspection by a competent person.

Through the process of risk assessment all lifting activities will be planned and controlled. Operatives operating such lifting equipment will have received adequate information and training and their performance will be regularly assessed.

On sites all plant will be inspected weekly by the Site Manager/Supervisor and the findings entered into the companies Plant Inspection Register. The Site Manager/Supervisor will be responsible for ensuring all plant is maintained and repaired where necessary. Hired equipment will be subject to the same controls, as Company owned. At no time will plant or equipment be borrowed or loaned out.

13.1 Control of Vibration

The use of equipment likely to cause hand arm vibration syndrome will be assessed and monitored to ensure employees health is not put in danger. This will involve assessing the vibration risk from the various tools and portable equipment used in our operations and providing relevant information. Only low vibration, efficient and suitable equipment will be purchased when replacing.

The assessment process will identify exposure levels and the precautions to be taken to eliminate the risk or reduce exposure to as low a level as is reasonably practicable.

13.2 Inhalable and Respirable Dusts

Hurst Joinery Projects Limited will endeavour to avoid situations where employees and others may be exposed to Inhalable or Respirable dusts. The creation of dust will be avoided if reasonably practicable, where it is not avoidable steps will be taken to minimise exposure including extraction and damping down. When an employee is required to wear a respiratory device they shall be Face Fit tested by a competent person and a copy of a valid Face Fit Test Certificate shall be available.

13.3 Abrasive Wheels

Only personnel trained in the mounting of abrasive wheel shall mount the wheels. Those appointed to change abrasive wheels are listed in the Company register, which is kept by the Operations Director.

14. PERSONAL PROTECTIVE EQUIPMENT

A standard issue of PPE will be provided to all employees where identified as being required by Risk Assessments.

Additional items of protective clothing and safety equipment will be provided for those employees who may have to work in inclement weather and hazardous situations.

All employees must use and wear protective clothing that has been provided in order to fulfil their legal responsibilities and are required to take reasonable care of it.

Facilities for the storage of PPE will be made available within cabins provided at our sites/projects.

15. SUBSTANCES HAZARDOUS TO HEALTH

When purchasing substances the first consideration will be that where possible the least hazardous products will be used. All substances will be kept in a secure area away from the work place. Operatives will not be allowed to take excessive amounts of hazardous substances into the workplace. Workplace precautions shall follow the HSE hierarchy of control with PPE being the last resort.

The Workplace precautions will be implemented as identified by the risk assessments and the Site Manager/Supervisor will enforce the use of the precautions.

COSHH assessments will be produced for all substances used by the Company and will be available at site. The Health and Safety Advisor will be responsible for producing the assessments. The assessment will be based on manufactures and supplier's data sheets and the Company's knowledge of the work process. Where necessary, further specialist guidance will be sought. The exposure of employees to hazardous substances will be minimised and controlled in all cases. Adequate information and training will be given to all employees who use or come into contact with such substances.

The Site Manager/Supervisor will be responsible for dissemination of the contents of assessments to the users of each substance and the operatives will sign the COSHH register to indicate that they understand the instructions they have received. Under no circumstances will hazardous substances be used if an assessment is not available.

16. ASBESTOS

All work in customers/clients premises will be suitably assessed for the risk of asbestos. Copies of clients/customers asbestos registers, surveys, and reports will be requested and details made available to site operatives before work starts. Hurst Joinery Projects Limited will NOT allow employees to repair, remove or disturb asbestos or asbestos products.

All operatives will undertake as part of our normal education and training programme asbestos awareness training and be made fully aware of the dangers of asbestos, types of asbestos and where asbestos can be expected to be found in buildings.

An asbestos survey has been completed for the Hurst Joinery Projects Limited premises and this must be consulted before any work is carried out that may disturb the building fabric.

17. NOISE

Damage to a persons hearing can occur when that person is constantly subjected to noisy environments. All of the Company's operations will be suitably assessed for

the risk of noise and where control of the noise at its source is not reasonably practicable then suitable hearing protection will be provided.

- Where noise levels exceed 80dB(A), then hearing protection will be made available.
- Where noise levels exceed 85 dB(A), then hearing protection will be made available and be worn.
- Where noise levels exceed 85 dB(A) and cannot be reduced by engineering or other methods then signage will be displayed instructing the wearing of hearing protection.

Hearing protection will be selected taking into consideration noise levels and the level of reduction achieved. Suitable hearing protection will be worn in mandatory areas. Consideration will be given to other building occupiers on the effects of noise and suitable information provided when working on customer's premises

18. DUST

Hurst Joinery Projects Limited have undertaken a survey of the dust levels within the factory produced by its operations and will endeavour to reduce exposure to employees to the minimum level using engineering means. The use of respiratory protection will be monitored by the Operations Director and Supervisors. Also see Point 13.2.

Where appropriate health surveillance will be made available.

19. LONE WORKING

Hurst Joinery Projects Limited recognises that some of its activities will be carried out by operatives working on their own. As such, risk assessments will be produced for any such activity, taking into consideration the following:

- The operative's ability and competency to work unsupervised.
- The plant and equipment the solitary worker has to manually handle and operate.
- Safe access and egress for the person.
- Method of communication between the operatives and the office.
- The additional hazards posed by fire, violence, substances, equipment failure.

Where a risk assessment shows more than one person to be involved in the operation, then the work will be suitably planned for the relevant number of persons.

20. WORK IN OCCUPIED PREMISES

Work in occupied premises will be carried out in accordance with the appropriate statutory provisions, taking into account the health and safety of the occupants, who may not be aware of the hazards from the work being undertaken, in particular;

- Noise
- Use of portable electrical equipment
- Health hazards
- Fire exit routes

- Use of access equipment
- General housekeeping

Channels of communication will be set up with building occupiers and where practicable access to working areas by unauthorised persons will be prevented.

21. RISK ASSESSMENTS

Hurst Joinery Projects Limited shall carry out site specific Risk Assessments, for all activities carried out the Company. All personnel including employees, contractors and members of the public will be considered in the risk assessment procedure. While considering the hazards (something with a potential to cause harm) and the risk (likelihood of the accident happening and severity of injury or harm), all eventualities will be considered when evaluating the risk, e.g. fire, bomb threats, flooding, etc. The procedure to be used is based on a scale of Low, Medium, High considering likelihood and severity to calculate the risk factor.

Where high risks cannot be mitigated sufficiently by workplace precautions, a safety method statement, detailing in sequence, the safe system of work to be followed will be produced.

Hurst Joinery Projects Limited have produced a risk assessment manual which implements the procedure outlined in the Safety Management System.

The Operations Director, together with the Health and Safety Advisor will ensure that any necessary safe working procedures are developed to control the significant risks identified.

Factory risk assessments will be reviewed at least every two years or more frequently where there is significant change or it is suspected the assessment is no longer valid. For site operations risk assessments will be reviewed annually. The Managing Director and Operations Director shall ensure that the manual is kept up to date.

All employees will be informed of the risk assessments and employees must report any additional hazards identified or changes in work practices that make these assessments invalid.

22. MANUAL HANDLING

Manual handling operations will be avoided, so far as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

All possible steps will be taken to reduce the risk of injury to the lowest level possible.

Where applicable the Site Manager/Supervisor will carry out a manual handling assessment of the activity and communicate the findings to the operatives involved.

23. CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015

The Company has procedures within the Safety Management System to ensure that the responsibilities set down in the Construction (Design & Management) Regulations 2015 can be met. If the Company are responsible for the design then due consideration shall be given to design risk management and relevant information requested from, and issued to, the Client and/or Principal Designer as appropriate.

For all projects a Construction Phase Plan is required detailing how the Company will manage the project in accordance with the Regulations. This will be developed with the support of the Company Health and Safety Advisor, and the information from the Principal Designer, Designers and the Client. The format of the Construction Phase Plan shall reflect the nature and complexity of the works to be undertaken.

24. GUIDANCE AND INFORMATION

All employees are provided with contact details of our Health and Safety Advisors and have access to regular updates. The Company Safety Management System contains guidance and standards for use by employees. All supervisory and management employees shall receive a briefing on the Management system.