

# **HEALTH AND SAFETY POLICY**

## **HURST STORES & INTERIORS LIMITED**

## Section 1

### POLICY STATEMENT

Hurst Stores & Interiors Limited recognises the fact that sound management of health and safety has positive benefits to the organisation and commitment to a high level of 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 Stores and Interiors Limited 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 Stores & Interiors 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 Stores & Interiors 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 Stores & Interiors 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 Stores & Interiors 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 Stores & Interiors 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 Stores & Interiors 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 Stores & Interiors 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 Stores & Interiors Limited ensures that health and safety is integral to the decision making and management process within the organisation.
10. Hurst Stores & Interiors Limited will investigate all incidents of work related ill health and accidents to reduce the likelihood of a reoccurrence.
11. Hurst Stores & Interiors 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 Gary Hurst

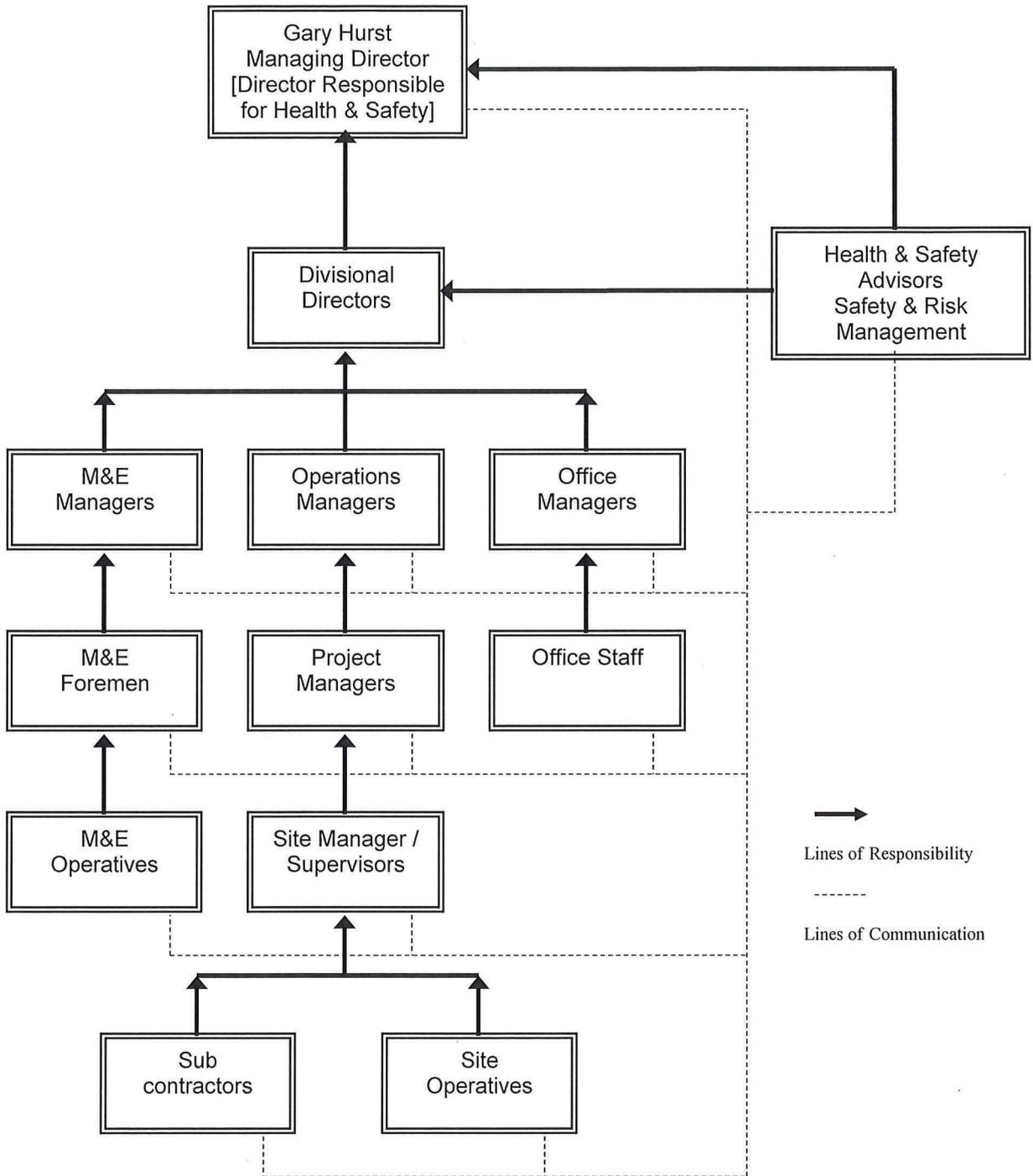


Managing Director  
Hurst Stores & Interiors Limited  
October 2019

### 1.1 HEALTH & SAFETY POLICY REVIEWS

<b>Managing Director</b>	<b>Health and Safety Advisor</b>	<b>Date</b>
Gary Hurst	Nick Tracey	October 2018
Gary Hurst	Nick Tracey	April 2019
Gary Hurst	Nick Tracey	October 2019

1.2 HURST STORES & INTERIORS 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. Making full provision for safe methods of working and adequate welfare facilities at the tender stage on all contracts.
- b. 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 the necessary health and safety plans, risk assessments and safety method statements are produced and brought to the attention of the relevant people.
- c. Ensuring staff at all levels receive appropriate education and training.
- d. Monitoring health and safety performance through site meetings, review and react to the health and safety advisor reports, and responding to actual site conditions observed when on routine site inspections.
- e. Holding regular meetings with employees and other site operatives to receive comments and suggestions on ways in which health and safety performance can be improved.
- f. 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.

- g. Setting a good personal example and having adequate knowledge of health and safety legislation and safe systems of work relating to Company projects.

### **2.3 Duties of Project Managers and Site Managers**

The duties are to:

- a. Understand the Hurst Stores & Interiors Limited Health and Safety Policy and ensure it is brought to the attention of all employees, particularly new starters, through induction briefings.
- b. Have adequate knowledge of, and observe the requirements of the statutory requirements and codes of practice; ensuring that all statutory registers and Company records are maintained and that persons under your control are adequately trained to enable them to carry out their duties.
- c. Ensure that the necessary risk assessments have been carried out and recorded and that detailed safety method statements adopting “best working practice” approach is used for high risk activities.
- d. Ensure that adequate arrangements are made with regards to fire precautions, first aid equipment, trained first aiders or appointed persons, and the procedures, to be followed in an emergency are all in place.
- e. In planning the site layout and work, make adequate provision for welfare facilities. Organise the site so that work carried out to the correct standard with minimum risk to operatives who may be affected by the works, equipment, materials, and members of the public, both during and outside site hours. Encourage employees to be pro-active in developing a positive approach to health and safety performance.
- f. Carry out (or arrange for others to carry out) site induction talks for new employees onto site.
- g. Ensure any incident is reported in accordance with Hurst Stores & Interiors Limited Incident reporting procedure contained within the Company Safety Management System.
- h. Set a good personal example at all times.

### **2.4 Duties of Site Supervisors, Quantity Surveyors and Staff Visiting Site**

The duties are to:

- a. Be familiar with the Hurst Stores & Interiors 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.

## **2.5 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. They should be available, when requested, to attend planning meetings.
- 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 Project Manager, and the Managing Director.

## **2.6 Duties of Office Management and Office Supervisors**

Your duties are to

- a. Understand the Hurst Stores & Interiors Limited health and safety policy and ensure it is brought to the attention of all employees, particularly new employees and temporary employees, through induction talks.
- b. Have adequate knowledge of the Health and Safety at Work etc. Act 1974 and those persons under their control are adequately trained to enable them to carry out their duties.
- c. Ensure that adequate arrangements are made with regards to fire precautions, first aid equipment, trained first aiders or appointed persons, and the procedures to be followed in an emergency are all in place.

- d. Ensure that adequate arrangements are made for employees using Display Screen Equipment with regards to workstation rest periods, etc.
- e. Ensure that adequate arrangements are made for the provision of welfare facilities.
- f. Carry out (or arrange for others to carry out) induction briefings for new employees or temporary employees.
- g. Ensure any incident is reported in accordance with Hurst Stores & Interiors Limited Safety Management System.
- h. Set a good personal example at all times.

## **2.7 Duties of all Site Staff and Operatives**

The Health and Safety at Work etc. Act 1974 requires all employees and self employed persons to take reasonable care of themselves and others who may be affected by his/her acts or omissions, and to co-operate with the Company by observing the Hurst Stores & Interiors Limited's procedures and so enabling the Company to comply with its statutory duties.

In particular, you can assist by:

- a. Taking a pro-active role in assessing the Hurst Stores & Interiors Limited's health and safety performance and suggesting ways (via your manager) in which improvement can be made.
- b. Using the appropriate protective equipment (i.e. head protection, eye protection, hearing protection, footwear, etc.) if required for the job.
- c. Keeping personal tools and equipment in good condition.
- d. Reporting all defects in plant, equipment, and unsafe acts and conditions to your immediate supervisor.
- e. Not operating any equipment or carrying out any task for which you have not been trained or are unfamiliar.
- f. It is important that you feel capable of doing the task in which you are involved. If you have any doubt you should inform your immediate supervisor.
- g. Hurst Stores & Interiors Limited do not willingly place any employee, or anyone else who may be affected by its activities, at risk to their health and safety. Any Hurst Stores & Interiors Limited employee may refuse to undertake a task if there are significant risks to their safety or health and that to continue would be unreasonable

**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, instructions 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 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 Managing 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. The review 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 on additional responsibility may need additional training.

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

#### **3.2 Site Induction Training**

The Site Manager/Supervisor (or their delegated representative) will carry out induction training for all new arrivals to site informing them of the significant risks identified in the health and safety plan together with the 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 site emergency procedures
- e. Details of site welfare arrangements
- f. Details of any safety method statements relevant to the actual work the person is involved in
- g. The site rules in general

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

### **3.3 Plant Operatives**

All plant operatives will be trained and certificated in accordance with the training schemes run by the CITB, or similar standard. 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 health and safety coordinator.

## **4. MONITORING AND REVIEW OF HURST STORES & INTERIORS LIMITED'S SAFETY PERFORMANCE**

The Managing Director, the Operations Manager, the Project Managers and the Hurst Stores & Interiors Limited Health and Safety Advisors have specific responsibility to monitor the implementation of the Hurst Stores & Interiors 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 6 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 Stores & Interiors Limited procedures and will submit a formal report to the Managing Director.

In addition, the Health and Safety Advisor will carry out routine site inspections to monitor working practices and be available to advise all employees on health and safety issues.

The HSE may now seek to charge for any letters, Improvement or Prohibition Notices that they issue upon identification of any material breach of health and safety legislation e.g. unsafe work at height, disturbance of asbestos containing materials.

## **5. SAFETY INSPECTION AND REPORT PROCEDURES**

### **5.1 Procedure During and Following a Health and Safety Advisor Inspection**

The Health and Safety Advisor will make routine inspections of the site to monitor working practices and report on their findings. They will also advise the Site Manager/Supervisor and operatives of any health and safety issues as they arise. As well as monitoring work in progress they will be concerned with work to be completed in the immediate future, discussing with the Site Manager/Supervisor and Project Manager the items that should be included in the risk assessment, and what job planning has been carried out.

On completion of the visit, they will produce a written report of their findings. These will be discussed with the Site Manager/Supervisor who will sign acknowledging receipt of the report.

The action column on the report will at this stage be blank. As the Site Manager/Supervisor actions the items raised, they should indicate this in the action column with his initials and the date action was taken. Once all items have been cleared, the Site Manager/Supervisor should send one copy to the Operations Manager as confirmation that the items have been actioned.

The Health and Safety Advisor will also send the Managing Director, Operations Manager and relevant Project Manager a copy of the report for their information. In this way the Management team can monitor, the Site Managers/Supervisors actions.

If on a subsequent visit the Health and Safety Advisor is of the opinion that adequate action has not been, and will not be taken, they must inform the Managing Director.

If the Health and Safety Advisor is of the opinion that an operation constitutes a risk of serious injury to any person then they will take whatever action they believe is necessary to make the situation safe. If the Site Manager/Supervisor disagrees with this action, the Health and Safety Advisor's recommendations will take precedence over others until resolved by the Management team.

## **6. CONSULTATION WITH EMPLOYEES and SUB-CONTRACTORS**

### **6.1 Safety Representatives**

Hurst Stores & Interiors Limited has a pro-active approach to health and safety, and recognises the benefits of employees having a significant input into the Hurst Stores & Interiors 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 under 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.

On site, 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 Supervisor, to assist in the identification of any health and safety hazards that may not previously been identified.

### **6.2 Consultation with Sub-Contractors**

Sub-contractors are expected to employ competent people to conduct their activities safely. In addition Hurst Stores & Interiors Limited has to provide details of the significant risks that they will encounter on site. This will be achieved via the project health and safety plan.

When contractors are submitting their proposals to Hurst Stores & Interiors 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 and, if required an amendment or addition to the project health and safety plan.

In this way there is an exchange of information before the contract commences. This flow of information and joint consultation must continue throughout the project. On large multi contractor projects this may require a formal safety meeting with minutes etc. Where a formal health and safety meeting is not conducted the Site Manager/Supervisor shall ensure health and safety matters are discussed at progress meetings with the contractors and give them an opportunity to comment health and safety issues.

## **7. REPORTING OF ACCIDENTS AND DANGEROUS OCCURENCES**

The Company has a standard operating 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 Stores & Interiors Limited 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 scalping 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 Box – Site Operations**

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.

It is Hurst Stores & Interiors 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.

## **8.2 Welfare Facilities**

The following will be provided as minimum facilities 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 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 Stores & Interiors 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 construction phase plan.

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

## **9.2 Emergency Procedures**

As Principal Contractor Hurst Stores & Interiors 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. If Hurst Stores & Interiors Limited is working as a trade contractor on a site under the control of a Principal Contractor, then Hurst Stores & Interiors Limited, and their sub-contractors, will follow the emergency procedures laid down by the Principal Contractor for that project.

## **9.3 Offices**

The health and safety coordinator shall ensure that will ensure that a Fire Risk Assessment is conducted for the office and that appropriate number of fire extinguishers together with a fire alarm system is provided. Notices will be posted stating the evacuation procedures together with names of the fire wardens for the various sections of the buildings. Appropriate fire drills and alarm tests will be carried out and the results recorded.

#### **9.4 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.

#### **9.5 Maintenance of Fire Equipment**

The health and safety coordinator 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.

### **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 is 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. Promote and implement a safe system of work for maintenance, inspection or testing
- e. forbid live working (electrical testing/commissioning is dealt with separately)
- f. forbid all work by the Company's staff on equipment, unless they are competent to do so
- g. Forbid all work by the company's staff on equipment or systems above 650 volt such work will be carried out under contract by approved contractors who are required to be competent, trained and equipped for this work
- h. Exchange safety information with contractors, ensuring that they are fully aware (and prepared to abide by) the Company's health and safety arrangements
- i. Provide suitable personal protective equipment if required, maintaining it in a good condition

The company will provide information, instruction and training for all employees to allow them to carry out their duties without putting their health and safety at risk. Electrical work will only be carried out by competent persons.

Temporary wiring must be as safe as a permanent installation and must be replaced by a permanent installation as soon as practicable if it is likely to be needed for a longer period than three months.

### **11.1 Electrical Work – High Voltage**

Do not carry out work on equipment or systems above 1000 volts. Only the company's approved contractors are authorised to carry out this work.

### **11.2 Electrical Work - Voltage up to 1000Volts**

All work on electrical equipment or systems which involve the exposure of conductors must be carried out with the supply switched off, isolated and secured against re-energisation.

A test to prove dead to ensure isolation must be completed before starting work and an approved test instrument must be used for this purpose. All test equipment for use by electricians will be to HSE GS38.

### **11.3 Portable Electrical Equipment**

All office and 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 HEIGHTS**

The use of stepladders and ladders will only be permitted as a last resort for work at heights, 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 on site, only trained, certificated employees will be allowed to operate the machine. The use of harnesses will be subject to a site specific risk assessment.

## **13. WORK EQUIPMENT**

It is the policy of Hurst Stores & Interiors 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 Stores & Interiors 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 well being 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 Stores & Interiors 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 supervisor and the findings entered into the companies Plant Inspection Register. The 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 Stores & Interiors 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 in the main office.

## **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 Managers/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 Stores & Interiors Limited will NOT allow employees to repair, remove or disturb asbestos or asbestos products. It is noted that notifiable non licensed work with asbestos containing materials e.g. asbestos cement materials is notifiable to the Health and Safety Executive.

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.

## **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 ear defenders will be provided.

- Where noise levels exceed 80db(A), then ear defenders will be made available.
- Where noise levels exceed 85 db(A), then ear defenders 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 ear protection.

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

## **18. LONE WORKING**

Hurst Stores & Interiors 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.

## **19. 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.

## **20. RISK ASSESSMENTS**

Hurst Stores & Interiors Limited shall carry out site specific Risk Assessments, for all activities carried out by 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 or 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.

## **21. 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/Supervisors will carryout a manual handling assessment of the activity and communicate the findings to the operatives involved.

## **22. 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.

## **23. GUIDANCE AND INFORMATION**

All employees are provided with contact details of our Health and Safety Advisors and have access to regular news bulletins. 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.