



Health & Safety Policy

EC Surfacing Limited
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Company Details

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Name of person with the ULTIMATE
RESPONSIBILITY FOR HEALTH & SAFETY
Matters within the company: - **Mr James L Huxford**

Profile

EC Surfacing Limited is a surfacing contracting company offering a comprehensive range of services to public and private sector clients including Local Authorities and Highway Maintenance.

We have an enviable reputation for success built on the established virtues of quality, service, value for money and above all else, health and safety.

Our hallmarks of distinction are: -

- a high level of direct, hands-on involvement by the company's senior management giving the reassurance of personal service and attention;
 - The professional management of health and safety guaranteeing compliance with legislation and codes of good practice.
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Introduction

EC Surfacing Limited understands the importance of good health and safety management and is committed to ensuring compliance at all levels with health and safety legislation. For these reasons, this Health and Safety Policy has been compiled and contains the necessary information to address the relevant legislation and recognised good management practice.

Contained within this policy are the company health and safety policy statement, organisation and arrangements necessary to control all aspects of the company's operations within the office, workplace and on site.

Health & Safety Policy Statement

EC Surfacing Limited

The Directors of EC Surfacing Ltd fully accept their responsibilities to their employees to ensure; so far as is reasonably practicable, their health, safety and welfare at work. These responsibilities are extended to any other persons who may be affected by the Company's operations. In order to meet these obligations, the Company shall, so far as is reasonably practicable:-

- provide and maintain plant and systems of work which are safe and without risks to health;
- make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- provide information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees;
- maintain in a condition that is safe and without risks to health any place of work under our control;
- provide means of access to and egress from any place of work under our control which is safe and without risks to health;
- Provide and maintain for our employees a working environment that is safe, without risks to health and is adequate as regards facilities and arrangements for their welfare at work.
- In order to implement the policy, ensure that adequate provisions will be made available, in the form of both time and money.

The Directors accept that health and safety are management responsibilities but in order to make this policy successful, they depend on the co-operation of all employees.

It is the duty of all employees to comply with the safety policy at all times and to act responsibly and do everything that they can to prevent injury to themselves, other employees and the public at large.

The Directors of the Company will monitor and review the operation of this policy on a regular annual basis to ensure that it remains relevant and appropriate to the Company and will make available the statement, organisation and arrangements sections of the policy in prominent positions in the offices and workplace for inspection by all employees and other interested parties.

EC Surfacing Ltd has made a commitment to continual improvement to conform to current applicable OH&S legislation and to improve our OH&S performance effectively and efficiently, to meet changing business and regulatory needs.

Signed.....

(Mr. James Huxford - Managing Director)

Date05 Jan 2015

To be reviewed November 2016

Organisation

The Responsibilities of Company Officials

The Managing Director shall be responsible for the following matters:-

- 1 The provision and maintenance of safe and healthy working conditions for the workforce, and any others who may be affected by their operations. These conditions will conform at least to the minimum laid down by statute.
- 2 The preparation of instructions for the organisation and administration of this policy.
- 3 Ensuring that each person is aware of his or her individual responsibilities and duties (via appropriate training), and providing instructions on and easy access to, this policy.
- 4 Ensuring that sound and safe working practices are both understood and observed (via appropriate training) and that regular contract site safety inspections are carried out, by the Directors or their nominee.
- 5 The provision of the necessary instructions to enable employees and sub contractors to perform their work safely.
- 6 Ensuring that all quotations allow for the cost of the provision of - adequate welfare facilities, safe working methods, adequate and safe storage of dangerous equipment, materials and substances, adequate sanitation and waste disposal and adequate access - as far as is reasonably practicable.
- 7 Ensuring that liaison between the Company's main office and all its contracts, is co-ordinated with the Health and Safety Executive (where notification is required by statute). This liaison shall be undertaken by the Director.
- 8 The provision of appropriate safety equipment and protective clothing, as set out in the Personal Protective Equipment Regulations 1992, and ensuring that all Company employees use the equipment correctly.
- 9 Consulting with the employees of the company on matters relating to health, safety and welfare in all the company activities.
- 10 The setting up and administration of an adequate system of accident reporting and investigation (see later).

- 11** Ensuring that regular and frequent workplace inspections of equipment, materials and working methods are carried out. This will be achieved via the regular health and safety inspections undertaken by the Directors or their nominee.
- 12** The implementation of appropriate discipline for cases where a breach of this policy occurs, or where duties are not properly carried out.
- 13** Setting a personal example by the wearing of suitable personal protective clothing, where appropriate, when visiting a workplace.
- 14** Modifying this policy, as required, and in conjunction with the Directors and/or Company Health and Safety Advisers, at least annually, or as and when required.
- 15** To arrange or undertake risk assessments, and to devise and apply control measures deemed to be necessary, as a result of the written assessment.
- 16** Putting into operation effective arrangements and resources for the implementation of adequate protective and preventive measures resulting from risk assessment.
- 17** To liaise with the Company Health and Safety Adviser in all matters affecting health and safety.

The Responsibilities of the Directors

The Directors shall have the responsibility:-

- 1** To read and understand the Company's Health and Safety Policy and to ensure that its provisions are being effectively carried out at all times.
- 2** To communicate the contents of the Health and Safety Policy, to all personnel under the control of himself via "in house" training and induction, or, where appropriate, by external training.
- 3** To conduct regular site safety inspections or arrange for the Company Health and Safety Advisers to carry out the inspection.
- 4** To liaise between the Company's main office and all its contracts and is co-ordinated with the Health and Safety Executive where notification is required by statute.
- 5** Modifying this policy, as required, and in conjunction with the Managing Director and/or Company Health and Safety Advisers, at least annually, or as and when required.
- 6** To inspect plant and equipment on a regular basis to ensure that any defects discovered are rectified forthwith, having followed the correct procedures for such rectifications.
- 7** To prevent access and usage of any defective plant/equipment until rectification work has been carried out.
- 8** To ensure that employees are adequately instructed in the safe operation of equipment and plant, via appropriate training and in accordance with the Company plant operation manuals.
- 9** In appropriate circumstances, to issue written working instructions to all operatives and other persons who may be affected.
- 10** To ensure that any areas of the workplace, to which the general public or visitors may have access, are maintained sufficiently to ensure their safety - by the use of suitable barriers, fencing, marking, etc.
- 11** To immediately report all incidents to the Company, and where appropriate the Health and Safety Advisers.
- 12** To ensure that adequate first-aid facilities are available and adequately maintained.

- 13** To ensure that all accidents are reported in accordance with the provisions of the Health and Safety Policy.
- 14** To ensure that no unnecessary risks are taken by the employees in pursuance of their duties.
- 15** To set a personal example, and to always wear the appropriate personal protective equipment.
- 16** To give advice on this policy when requested by the Managing Director, Company Health or Safety Advisers and/or workforce.
- 17** To implement the appropriate disciplinary measures, where the Health and Safety Policy is breached.
- 18** To co-operate with the Managing Director and/or Company Health and Safety Advisers in all matters affecting health and safety.

The Responsibilities of Workplace Supervisors/Foremen

The Workplace Supervisors/Foremen shall have the responsibility:-

- 1** To understand and apply the Company Health and Safety Policy to the workplace for which they have responsibility.
- 2** To organise the workplaces in such a way that tasks are carried out with the minimum of risk to employees and other persons who may be affected.
- 3** In appropriate circumstances, to issue written working instructions in conjunction with the Directors to all operatives and other persons who may be affected.
- 4** To maintain and supervise the Workplace Accident Record Book and such other registers as shall be required by statute.
- 5** To ensure that inspections of equipment, plant and materials are carried out at the required frequency and in conjunction with the Directors, when appropriate.
- 6** To ensure that supervision under their control are aware of their duties and obligations, and that they do not permit employees and other persons who may be affected to take any unnecessary risks.
- 7** To make arrangements for the safe off-loading of plant, equipment and materials from vehicles and it's safe and secure storage.
- 8** To ensure that the necessary utilities are connected and that they are maintained in a safe and secure manner for each workplace.
- 9** To plan and maintain a tidy workplace.
- 10** To communicate with, and allocate responsibility to, sub contractors and others having caused to visit the workplace from time to time.
- 11** To check, in conjunction with the Directors at their safety inspections, that all workplace machinery, powered tools, plant and safety equipment is properly used and maintained.
- 12** To ensure that supplies of protective equipment are adequate, and that the equipment is properly used and maintained and available when required.
- 13** To ensure that first-aid facilities are provided and clearly identified, and that all persons in the workplace are aware of their location.

- 14** To ensure that adequate liaison and communication is established with local emergency services and that appropriate access to the workplace is available to the services.
- 15** To accompany the HSE Inspector on any visit and arrange for compliance with any notice issued.
- 16** To ensure that adequate fire precautions are taken, and that adequate fire fighting equipment is maintained and accessible.
- 17** To set a personal example by wearing protective clothing when required.
- 18** To ensure that any accident, resulting in an injury to any person, is suitably dealt with, and is reported immediately to the Directors.
- 19** To ensure that appropriately produced risk assessments for the work activities are made available prior to work commencing, and are understood by the appropriate company Operatives/Subcontractors.
- 20** To consult with the Directors to devise and apply control measures, identified by risk assessment to be necessary.
- 21** To put into operation effective arrangements for the implementation of adequate protective and preventive measures resulting from produced risk assessment, and reporting their effectiveness to the Directors and/or Company Health and Safety Advisers.
- 22** To co-operate with the Directors and Company Health and Safety Advisers in all matters affecting health and safety.

Responsibilities of Staff – Office & Operatives

Staff shall have the responsibility:-

- 1** To read and understand the Company Health and Safety Policy.
- 2** To work in accordance with its provisions.
- 3** To inspect all machines and plant frequently and report any defect to the workplace Supervisor/Foreman.
- 4** To use ear protection, as appropriate, in order to prevent hearing damage.
- 5** To use the equipment and plant only for the purposes for which it was designed and in accordance with the Operating Manuals. Guidance and advice shall be sought from Supervisors/Foremen in this matter.
- 6** To use such appropriate safety equipment and wear protective clothing as may be necessary in carrying out their duties.
- 7** To suggest ways in which working practices can be made safer.
- 8** To ensure that employees and others within the vicinity of the equipment they are operating, are not endangered by its use.
- 9** To report all accidents or damage to the Workplace Supervisor/Foreman or his/her assistant and ensure that details are entered in the Accident Record Book.
- 10** To inform management or the Supervisor/Foreman of any medication which they are currently taking, and which would affect their ability to work safely or react with any treatment they may receive in the event of an accident.
- 11** To ensure that adequate first-aid facilities are available and adequately maintained.

Tradesmen and Labourers have a duty to:-

- 1** Read and understand the Company Health and Safety Policy.
- 2** Carry out the requirements of the Policy and work in a safe manner at all times.
- 3** Wear protective clothing and use safety equipment at all times as appropriate, and in accordance with the Personal Protective Equipment Regulations 1992.
- 4** Report defects in equipment, machinery or materials immediately to the workplace Supervisor/Foreman or his/her assistant.
- 5** Maintain workplace machinery and equipment in good condition.
- 6** Use equipment only for the purposes for which it is intended, in accordance with the Operating Manual.
- 7** Use only the equipment on which they have been instructed or are experienced.
- 8** Not to take part in "horseplay" or dangerous practical jokes in the workplace.
- 9** Report to the Supervisor/Foreman, any injury to themselves which results from an accident at work even if it only appears to be very minor and does not stop them working.
- 10** Make suggestions whereby the safety of current working arrangements could be improved.
- 11** Inform Management or the Supervisor/Foreman of any medication, which is, currently being taken and which would affect their ability to work safely or react with any treatment they may receive in the event of an accident.

Employees are reminded that they have a duty under Section 7 of the Health and Safety at Work Act 1974, to take reasonable care for their own safety, and the safety of others who may be affected by their acts or omissions. Also to co-operate with the Company in its arrangements to perform or comply with statutory safety obligations, which includes adherence to the Company Health and Safety Policy.

Responsibilities of Subcontractors

All Subcontractors are:-

- 1** Expected to read and comply with the provision of this policy, which will be discussed prior to their appointment.
- 2** To ensure that any operatives under their control or employed by them have knowledge of, and will comply with, the Company Health and Safety Policy.
- 3** To demonstrate that they are competent and have appropriate resources available to carry out their work.
- 4** Sub-contractors (or their employees) are not entitled to modify, alter or otherwise interfere with any workplace, equipment or materials for which they have no responsibility or a requirement to use, unless otherwise authorised by a the Site Supervisor/Foreman or his/her assistant.
- 5** To ensure that any injury sustained or damage caused by them is reported to the workplace Supervisor/Foreman immediately.
- 6** To arrange for suitable welfare facilities and first-aid equipment to be provided for their employees unless arrangements have been made on their behalf by EC Surfacing Ltd or the Principal Contractor.
- 7** To observe all statutory provisions concerning dangerous, explosive, inflammable or other volatile substances and materials which they may bring into the workplace.
- 8** To keep all work places for which they are responsible, clean and tidy, and to clear them periodically as work progresses.
- 9** To wear appropriate personnel protective equipment, and use safety equipment appropriate to the operation, in accordance with the Personal Protective Equipment Regulations 1992.
- 10** To provide information in compliance with the Management of Health and Safety at Work Regulations 1999 and as requested by the Directors, prior to commencing their works.

Responsibilities of the Health and Safety Advisers

The Health and Safety Advisers shall:-

- 1** Advise the Company on all health and safety matters.
- 2** Regularly inspect all workplaces and machinery/equipment to ensure that the Health and Safety policy is being complied with, and make recommendations direct to Management and employees concerning health and safety.
- 3** Review any safety recommendation received from the Health and Safety Executive or Management, and to verify its implementation. Also to attend Safety Meetings, when necessary.
- 4** Assist in and advise on the safety training of all current and new employees.
- 5** Arrange the circulation and publicity of suitable information relating to health and safety.
- 6** Investigate accidents and damage to company property and recommend corrective action.
- 7** Inspect new and unusual processes for potential hazards.
- 8** Implement all recommendations issued by the Health and Safety Executive on new Company safety rules in the light of legislation or on past performance.
- 9** In the event of reportable injuries, diseases or dangerous occurrences at work, complete forms F2508/F2508 (A).
- 10** Ensure that all registers and forms are kept up to date.
- 11** Assist and advise on the training of new employees, when necessary.
- 12** Inspect and investigate all new machinery/equipment before commissioning.
- 13** Examine and review all Company accident books regularly.
- 14** Ensure that first-aid boxes, accident books, registers and posters are in accordance with current regulations.
- 15** Ensure that any unsafe plant/equipment is immobilised.
- 16** Maintain contact with Official and Professional Bodies, e.g. Health and Safety Executive, Local Authorities, etc.

The Health and Safety Advisers must:-

- 17** Foster within the firm an understanding that injury prevention and damage control are an integral part of business and operation efficiency.
- 18** Set a personal example, and always wear appropriate personal protective equipment at all times.
- 19** Ensure the appropriate regulations are complied with, and to be responsible for monitoring their implementation.
- 20** Assist when required with the preparation of written risk assessments and with protective measures shown to be necessary as a result of the assessment.

Arrangements

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A1 First Aid Arrangements

The Health and Safety (First Aid) Regulations 1981 (as amended 1999)

The first-aid facilities provided by the company shall be:-

- 1** The provision of an appropriate number of qualified first-aiders throughout the company in appropriate locations and controlled to ensure adequate first aid cover for all operational circumstances.
- 2** Ensuring first aiders are identified on notices in the office and on site and are named within all health and safety documentation.
- 3** The provision of adequate first-aid facilities on all contracts and in the main office which shall comprise:-
 - (a) First-aid kit(s) appropriate to the size of the workplace/workforce as described by statutory regulations.
 - (b) An occupational first-aider where required and defined by statute. *See Appendix (ii)*

A2 First Aid Training

The company shall ensure that first-aid training is given by persons or organisations qualified to do so (HSE approved). This shall be made available to any members of the workforce expressing an interest, provided that there is a need for additional first-aiders in the first-aid contingent.

The Company shall also:

- a) explain to new employees what they shall be required to do and to whom they will bear a direct responsibility;
- b) ensure that any new employees read and understand the Company Health and Safety Policy;
- c) discover whether any new employee has any particular health needs (in terms of disability or recurring illness) and to make appropriate arrangements for this;
- d) ensure that new employees are given appropriate directions in relation to potentially hazardous locations within the Company's area of responsibility;
- e) bring to the attention of new employees any prohibited or dangerous practices in connection with their work;
- f) ensure that adequate instruction is/has been given in the use or operation of any machinery or equipment, including safety apparatus and protective clothing;
- g) Give clear directions to the locations of first-aid boxes or first-aid rooms.

A3 Accident Reporting - Reporting any Injury or Dangerous Occurrence

The reporting of accidents is not only a legal requirement, but also provides the Company with valuable information on its health and safety performance and areas for improvement. The Company shall, therefore, ensure that suitable arrangements are made for the reporting of all accidents, no matter how small.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) The Data Protection Act 1998

The Company accepts its responsibility for the reporting of specific accidents - major injuries, diseases and dangerous occurrences - as detailed in RIDDOR and to ensure the confidentiality of personal information contained within completed accident records.

In the event of a near miss, injury or dangerous occurrence, the Supervisor/Foreman shall ensure that he reports the incident immediately to the Directors who shall be contacted via the office.

Accident Reporting Procedure

- All accidents, whether anyone is injured or not, will be reported to Head Office by the site foreman/supervisor and, where appropriate, to the client and/or main contractor.
- An accident book will be kept on every site and at Head Office.
- The site foreman/supervisor will complete the accident book on site and report the accident to the Directors.
- The Directors will report the accident to the Managing Director.
- The Directors will enter the accident in EC Surfacing Ltd accident book and the following details are recorded:
 - (i) Date.
 - (ii) Time.
 - (iii) Location of Incident.
 - (iv) Personal details of those involved and a brief description of the nature of the incident.
- Where necessary, in line with RIDDOR, a RIDDOR report form, F2508, shall be completed and sent to the appropriate authority by the Directors.

- The requirement for reporting accidents shall be in line with the details specified in the legislation (see below).
- Reportable ill health resulting from work activities shall also be reported to the appropriate authority using report form F2508A, as will any reportable dangerous occurrences as defined by the legislation.
- Where the accident is reportable (see Events which are Reportable below), the Directors or the Company Health and Safety Adviser will report it to the Health and Safety Executive:
 - immediately by fax or phone
 - within 15 days on form F2508
- The Directors will update the accident statistics accordingly.
- Non-injurious accidents ('near-misses') shall be reported to Head Office and recorded by the Directors as appropriate. Senior management shall take any necessary action to address shortfalls identified in such accidents.

NOTE:

Every incident is thoroughly investigated by the Directors and/or the Company Health and Safety Adviser in order to identify the cause of the incident and to plan and implement measures to prevent recurrence.

Events which are Reportable

- 1 The death of any person as a result of an accident arising out of or in connection with work - including the death of an employee, if this occurs some time after the reportable injury which led to that employee's death (but not more than one year afterwards).
- 2 Any of the following major injuries to a person at work as a result of an accident arising out of or in connection with work :-
 - (a) Any fracture of any bone other than finger, thumb or toes;
 - (b) Any amputation;
 - (c) Dislocation of the shoulder, hip, knee or spine;
 - (d) The loss of sight (whether temporary or permanent)
 - (e) A chemical or hot metal burn to the eye or any penetrating injury to any eye:

- (f) Any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
 - (g) Any other injury -
 - leading to hypothermia, heat-induced illness or to unconsciousness;
 - requiring resuscitation; or
 - requiring admittance to hospital for more than 24 hours.
 - (h) Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent;
 - (i) Either of the following conditions which result from the absorption of any substance by inhalation, ingestion, or through the skin:-
 - Acute illness requiring medical treatment; or
 - Loss of consciousness
 - (j) Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.
- 3 Incapacitation of a person at work (i.e. an employee, a self employed person or a person receiving training for employment) from his or her **normal** work for more than 7 days as a result of an injury (an 'over 7 day' injury) caused by an accident at work - written report to be sent to the enforcing authority on form F2508 within 15 days of the accident.
 - 4 Any injury to a person **not** at work, e.g. the public, resulting from an accident arising out of or in connection with work, which results in them being taken to hospital, from the accident premises, for treatment in respect of that injury.
 - 5 Any dangerous occurrence as defined in RIDDOR.
 - 6 Any disease as defined in RIDDOR.
 - 7 Specific accidents involving moving vehicles on public roads - exposure to conveyed substances, loading/unloading activities, and construction work alongside public road.

Note: For the purposes of RIDDOR, an accident includes an act of non-consensual physical violence done to a person at work.

The Person responsible for Reporting the Reportable Injury -

The Directors or the Company Health and Safety Adviser

A record must be made and kept of all reportable injuries and dangerous occurrences. The record must contain in each case:-

- 1** The date and time of the accident causing injury.
- 2** The following particulars about the person affected:-
 - (a)** Full Name.
 - (b)** Occupation.
 - (c)** Nature of injury or condition.
- 3** Place where the accident happened.
- 4** A brief description of the circumstances.

The nature of the record is not stipulated by RIDDOR. It is left to the responsible person to use a form of record considered to be appropriate. A photocopy of each completed form F2508 kept in a file would suffice.

A4 Health and Safety Training

The Health and Safety at Work etc Act 1974

The Management of Health and Safety at Work Regulations 1999

Suitable training shall be given to all employees to ensure that they are provided with the necessary instruction and information as is necessary to meet the requirements of the many Regulations applicable to the Company's operations.

Induction training in the safe working arrangements and emergency procedures within the Company shall be carried out for all employees and temporary staff. Suitable records shall be maintained. Contractors shall be given specific training in relevant health and safety procedures and emergency arrangements.

The Directors will carry out annual assessments to ascertain what training is required. All employees will be interviewed to establish their training needs. Records will be kept and a training programme will be established giving priority to the most hazardous areas, and the needs of young and/or new employees.

Training requirements shall also be based on the findings of risk assessments for the operations carried out throughout the Company. Training with regard to the safe working methods and control measures associated with, and resulting from, risk assessments shall be

carried out, and where specific training is identified for particular tasks, this training shall be carried out either 'in-house' or by the use of qualified external training organisations.

No person will be permitted to drive any company vehicle or article of plant unless they are selected, trained and competent to do so. In addition they will not be permitted to operate any machine, apparatus or plant until appropriate training has been provided.

All employees are required to assist and co-operate with the Company in any arrangements made for their training requirements. The Directors will maintain a record of all training that is undertaken.

A5 Fire and Emergency Procedure

The Regulatory Reform (Fire Safety) Order 2005

Head Office

The Directors will be responsible for providing and having maintained, all fire fighting equipment, fire doors, fire blankets and fire notices. The Company will ensure arranged practices of the fire drill are conducted regularly at the office of EC Surfacing Ltd.

An evacuation procedure will be drawn up by the Company Safety Officer and will be brought to the attention of all employees. This procedure will detail assembly points, premises check and head count. All fire evacuation alarm points and appliances will display fire procedure notices.

A suitable and sufficient fire risk assessment is conducted for the offices to ensure we identify the significant risks resulting from our activities and identify and prioritise the control measures required to comply with relevant law and regulation.

Site

In order to ensure that every site is adequately provided for, the Directors shall, in conjunction with appropriate persons, review the procedures and provisions necessary for each contract prior to work commencing. The necessary fire fighting equipment, procedures, etc shall be put in place, highlighted in the project H&S Plan and communicated to employees and contractors at site induction. Where appropriate the fire control arrangements shall be posted on site. Due consideration shall be given to existing fire control procedures operated by the client where appropriate.

Appropriate fire precautions will be adopted in all works areas, to include:

- Good housekeeping

- Segregation of flammables and combustibles
- Portable heating appliances to be secured and suitably guarded
- Electrical equipment and circuits to be regularly checked by a competent person
- All gangways, stairs, fire exits and fire fighting equipment to be kept free from obstructions at all times.

Arrangements will be made where necessary, for a representative from the fire appliance suppliers to train staff in the use of fire fighting equipment and its proper use and maintenance.

A6 Highly Flammable Liquids

The Dangerous Substances and Explosive Atmosphere Regulations 2002

A risk assessment will be conducted of any work activities involving dangerous substances. Technical and organisational measures to eliminate or reduce the identified risks and the equipment and procedures to deal with accident and emergencies will be provided. Locations will be classified where explosive atmospheres may occur into zones, and the zones suitably marked where necessary. All employees will be provided with information and training as required.

Highly flammable liquids stored or used at the workplace will be handled strictly according to the instructions of the manufacturers. **No** materials will be allowed to be stored at the workplace unless they have a current instruction sheet from the suppliers. The Directors will ensure that such instructions are supplied and each member of staff is familiar with its contents. Only such amounts as are in use, of highly flammable liquids, will be allowed out of the store and then not to exceed 50 litres.

The highly flammable liquid store will be a strong metal container, located away from any building and clearly marked "NO SMOKING - HIGHLY FLAMMABLE". The keys to the highly flammable liquid store will be held by the Directors.

Dangerous Chemicals

These will be handled strictly according to the manufacturer's instructions. Safety equipment will be issued to all employees handling such materials and must be worn at all times.

The Directors will consult with the Health and Safety Advisers and the chemical suppliers to draw up an emergency procedure for dealing with spillages and safe storage. Your attention is drawn to the guidance notes in the COSHH Regulations 2002.

A7 Plant and Equipment/Electrical Appliances & Power Tools

The Construction (Design and Management) Regulations 2007

The Electricity at Work Regulations 1989

The Provision and Use of Work Equipment Regulations 1998 (PUWER)

The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

The Control of Vibration at Work Regulations 2005

The I.E.E. Regulations for Electrical Equipment of Buildings

All plant and machinery used and operated by the company is manufactured to approved safety standards, and must be used in accordance with the manufacturer's instructions and the guidance notes contained in the Company Health and Safety Manual.

It is the responsibility of the relevant Supervisor/Foreman to ensure that plant and equipment are only operated by those employees who have the authority to do so, and who are sufficiently trained and competent in the handling/operation of the particular machine.

Any machine fitted with a guard or guards to protect moving parts must not be operated if any guards have been removed.

Machines must not be adjusted when they are running, unless the manufacturer has made specific provision for such adjustment.

The purpose and method of action of all switches must be clearly marked and those members of staff using the equipment must ensure that they are fully aware of the operational functions of the switches.

All electrical equipment, which the company uses in all workplaces, will be supplied, installed, maintained or used in accordance with current regulations. The Directors will plan any temporary site electricity and distribution in accordance with regulations. All temporary supplies are to be installed by competent electricians and tested in accordance with the I.E.E. Regulations, and records maintained.

The Directors will ensure that all power tools provided for use on site or other workplace, are in accordance with the relevant Electricity at Work Regulations and British Standards, and have the appropriate supporting documentation.

No power tools or electrical equipment of voltage greater than 110 volt (CTE) shall be used on sites unless special arrangements are made and discussed with the Directors. Lower voltage tools, lighting, etc. may be required in damp or confined situations. The Directors must be consulted in these situations.

Hand-Arm Vibration

For all employees who operate hand held powered tools/equipment, the Company will:

- assess the vibration risk to the employees;
- decide if they are likely to be exposed above the daily exposure action value (EAV) and if they are:
 - introduce a programme of controls to eliminate risk, or reduce exposure to as low a level as is reasonably practicable;
 - provide health surveillance (regular health checks) to those employees who continue to be regularly exposed above the action value or otherwise continue to be at risk;
- decide if they are likely to be exposed above the daily exposure limit value (ELV) and if they are:
 - take immediate action to reduce their exposure below the limit value;
- provide information and training to employees on health risks and the actions we are taking to control those risks;
- consult our trade union safety representative or employee representative on our proposals to control risk and to provide health surveillance;
- keep a record of our risk assessment and control actions;
- keep health records for employees under health surveillance;
- Review and update our risk assessment regularly.

Relevant information:-

**The I.E.E. Regulations for Electrical Equipment of Buildings
British Standard 7430: 1991 Code of Practice for "Earthing"**

A8 Personal Protective Clothing and Equipment

Personal Protective Equipment at Work Regulations 1992

The Directors will ensure that adequate supplies of all necessary protective clothing or equipment are available in all workplaces for issue as required, and that when issued to employees, a record is kept in the Safety Equipment and Protective Clothing Issue Register.

The Site Manager will ensure that, before employees are set to work, they are provided with any necessary protective clothing.

Any person in a workplace who is observed not wearing protective clothing while carrying out a process which requires the use of protective clothing or equipment, will be informed of statutory or company policy requirements, and instructed not continue working until

protective clothing or equipment is obtained. This applies to any sub-contractor as well as direct employees.

The Site Manager will ensure that the protective clothing or equipment is suitable for the specific process for which it is provided. Information and advice on the correct equipment to be issued will be provided by the Directors.

All personal protective equipment will be maintained, serviced, cleaned and replaced where necessary. Facilities will be provided for the storage of PPE.

All Supervisory and Management staff will set a good example in the wearing of safety helmets, protective clothing and other equipment where required.

A9 Safe Place of Work

Workplace (Health, Safety & Welfare) Regulations 1992

The Construction (Design and Management) Regulations 2007

Working at Height Regulations 2005

In line with the above regulations, the Company will provide and maintain a safe place of work and working environment for all employees and others who may be required to visit the offices, site, etc.

Safe means of access and egress shall, so far as is reasonably practicable, be provided and maintained to every place of work, including the offices and all areas of contract construction sites. Every such place shall be made and kept safe for persons using the facilities.

Every such place shall, so far as is reasonably practicable, be made and kept safe for persons using the facilities by regular inspection and, where necessary, corrective actions. The Directors shall be responsible for ensuring that the workplace is regularly inspected.

Working at Height

The Company has set out a hierarchy for managing and selecting equipment for work at height. The Company will:

- avoid work at height where they can;
- use work equipment or other measures to prevent falls where they cannot avoid working at height; and
- Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

The Company will ensure:

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

Provision of access will be by means of scaffold, mobile scaffold towers, mobile elevating working platforms (MEWP's), podium steps or stepladders, ladders for which we have suitably trained operatives.

Consideration shall be given to the environmental conditions in the offices and site to ensure that the temperature, ventilation and workspace requirements are in line with the applicable Regulations.

Housekeeping

A good standard of housekeeping shall be maintained by all personnel in all areas of the Company. The Company shall provide suitable and sufficient waste receptacles and arrange suitable waste disposal facilities to ensure that a satisfactory housekeeping standard can be achieved.

Workplace layout

All workplaces shall be suitably demarcated to adequately identify the areas where pedestrians and vehicles are allowed to move. The condition of the demarcation shall be maintained so as to ensure that the areas are always obvious. Consideration shall be given to the construction site layout to ensure that similar demarcation requirements are addressed.

Areas where plant, equipment and materials are not to be placed shall be demarcated and inspections of the work area shall be carried out at regular intervals to ensure that such areas are kept clear.

Suitable welfare facilities shall be provided for all staff to meet the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 with adequate provisions for drinks and seated accommodation for meals and breaks. Such facilities shall be maintained to a satisfactory standard of hygiene.

Arrangements shall be made for welfare facilities on construction sites to meet the

requirements of the Construction (Design and Management) Regulations 2007. In particular, adequate sanitary, washing, clothing storage and 'messing' facilities shall be provided.

Welfare facilities shall be maintained in good condition and regularly cleaned. The Directors and Health and Safety Adviser will inspect all such facilities to ensure that they are all in good order and well maintained.

No materials are to be stored in the rest rooms/canteen. Those who desire to smoke must do so only in the designated smoking areas.

The requirements of the above regulations will be made known to all staff. All employees will be encouraged to make pertinent suggestions as to the safe use of such facilities and will be required to keep them clean at all times.

A10 Consultation and Communication

The Health and Safety (Consultation with Employees) Regulations 1996

The Company will encourage the active participation of all employees and sub-contractors in promoting good health and safety practice. To this end Company employees will be represented by an "Employee Safety Representative", who will be responsible for expressing all company employees' views with regards to Health and Safety. He or she will also be responsible for informing all employees of the agreed decisions of company Safety meetings. Company Safety meetings will take place at appropriate intervals in order to discuss the effectiveness of the policy and procedures and to review all safety reports and any recommendations received by the Employee Safety Representative. Such discussions are intended to improve the overall safety performance of the company.

Use will be made of all means of communication to ensure that health and safety issues are brought to the attention of all staff – i.e. notice boards, circulars, site meetings, "face to face" discussions, toolbox talks etc.

A11 Out of Hours Working

Where operatives are required to work in the offices or construction site on occasions when normal work is stopped, special attention shall be paid to the need for their safety in respect of access and egress, first aid and the need for supervision of employees working on their own in isolated areas of the workplace. Communication arrangements shall be put in place to ensure that emergency services can be summoned if necessary.

The Company will comply with the requirements of the Working Time Regulations 1998.

A12 Waste Management

Environmental Protection Act 1990

The Environmental Protection (Duty of Care) Regulations 1991

All waste material produced by the Company shall be disposed of in line with relevant legislation. Good housekeeping standards shall be maintained and waste shall be disposed of regularly.

Contract arrangements are in place to regularly remove and dispose of a variety of wastes including - general waste, confidential documentation, maintenance materials, construction site debris, etc.

The Company shall fulfill its duties under the legislation by:

- Preventing anyone from dealing with its waste illegally
- Preventing the escape of waste
- Ensuring waste is only transferred to an authorised person
- Ensuring an accurate description of waste is provided when the waste is transferred, and a transfer note is completed.

Suitable skips and disposal equipment shall be used to contain waste materials, and the waste shall be disposed of regularly. In adverse weather conditions, arrangements shall be put in place to prevent waste from blowing around site or contaminating surroundings.

The Directors shall be responsible for the systems and arrangements for the safe disposal of waste.

A13 Noise

The Control of Noise at Work Regulations 2005

The Company shall ensure that all activities carried out which generate noise levels at the prescribed action levels, are assessed in line with the requirements of the Control of Noise at Work Regulations 2005. The details of the assessments shall be recorded and communicated to relevant employees. Where work areas require the wearing of personal protective equipment, suitable signs shall be posted to indicate the requirements and demarcation lines shall be provided.

Where possible, equipment shall be fitted with silencers, mufflers, doors, canopies, etc, to minimise noise levels and supervision shall ensure that all equipment and noise reducing features, etc, are used.

Supplies of ear defenders or other hearing protection shall be made available for any

operations where it is not practicable to reduce the noise levels to a safe limit - in line with the action levels specified in the Control Noise at Work Regulations 2005.

These will be issued to operatives and others in the work area, as required and must be worn at all times when such persons are exposed to noise.

All employees shall ensure that all noise control items fitted to plant, or in premises are kept in good order and that any defects noted are reported to Supervision immediately.

A14 Asbestos

The Control of Asbestos at Work Regulations 2012

All work involving asbestos in any form shall be carried out in accordance with the Control of Asbestos at Work Regulations 2012 and the Approved Code of Practice.

The activities shall be assessed and when exposure to asbestos cannot be prevented, the necessary controls shall be put in place. A suitable plan of work shall be put in place which will address the location, nature, expected duration and asbestos handling methods involved with the work, and the characteristics of the protection and decontamination equipment for the asbestos workers and the protection equipment for any others who may be affected by such work. Where necessary, the required notification shall be given and adequate information, instruction and training provided. The necessary area designation, housekeeping standards, monitoring, health surveillance, washing and changing facilities, etc. shall be carried out and installed.

Removal of asbestos from construction sites shall only be carried out by a licensed and approved contractor and the waste disposed of in accordance with the legislation and by a licensed waste disposal contractor. Business Interiors Group understands its responsibilities under legislation to ensure that special waste is carefully and adequately controlled.

If a material is suspected of being asbestos, work will cease and the Client / Principal Contractor / Site Supervision will be informed. Work will not commence until the material / area has been ascertained 'safe'.

A15 Hazardous Substances

Control of Substances Hazardous to Health Regulations 2002

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) requires assessments to be made wherever substances hazardous to health are used, processed, manufactured, given off or produced, introduce adequate control measures, training and PPE, and monitor the exposure and health of employees.

The Company shall ensure that all substances and materials brought onto the premises and sites, or generated by the business operations, are identified, and that substances classified as hazardous are assessed in line with the Regulations.

In order for the company to prevent or control the exposure of substances hazardous to health to employees and others, the following hierarchy of measures will be adopted:

- 1** Elimination of the use of the substance.
- 2** Substitution of a hazardous substance to a less hazardous form.
- 3** Segregation between persons and the hazardous substance via totally enclosing processes and/or guarding.
- 4** Partial enclosure, with local exhaust ventilation.
- 5** Providing local exhaust ventilation.
- 6** Provision of suitable personal protective equipment – only as a last resort.

The Company will carry out assessments of all hazardous materials used and record the findings accordingly. Information on the nature of the materials will be compiled and any emergency procedures for spillage and storage established. Any new substances being brought into the Company will be assessed before being put into use.

All employees shall be instructed in the implementation of the COSHH Regulations, the associated controls and safe working methods. Copies of assessments/data sheets, the originals of which are retained by the Operations Director, will be made available to all staff and information, instruction and training in the operation of the assessments will be given.

Contract specific COSHH assessments will be identified at Contract review and developed by the Directors. It is the responsibility of the relevant operative to ensure that all work involving a hazardous product or process is carried out strictly in accordance with the assessment sheets and instructions. Where additional information is required on a product or process, the relevant supervisor must contact the Directors.

A16 Risk Assessment

Management of Health and Safety at Work Regulations 1999

In line with regulation 3, the company will undertake to make a suitable and sufficient assessment of the risks to workers and any others who may be affected by its undertaking, and to record the significant findings of that assessment. This record should represent an effective statement of the hazards and risks, which then leads management to put in place the relevant control measures to ensure the health and safety of its workforce, sub-contractors, visitors and, when appropriate, the general public.

This will involve:-

- 1** Identifying the significant risks arising out of the work activity;
- 2** Identifying and prioritising the measures that need to be taken to comply with the relevant statutory provisions;
- 3** Ensuring that all relevant risks and hazards are addressed taking into account non-normal risks associated with emergency procedures such as fire, evacuation, security alerts and any other emergency;
- 4** Addressing what actually happens in the workplace or during the work activity;
- 5** Ensuring that all groups of employees and others who might be affected are considered and informed of the risks;
- 6** Identifying groups of workers who might be particularly at risk;
- 7** Taking account of existing preventive or precautionary measures.

Definitions

Hazard: anything with the potential to cause harm;

Risk: the likelihood of harm being caused, the frequency to which people are exposed to harm, and the probable severity of any injuries to persons and damage to property.

In line with Regulation 4 and Schedule 1 of Regulations, the risk assessments will be used positively by the company to change working procedures, with an action plan and timescales set to implement preventative and protective measures, to enable the improvement of health and safety performance within the Company.

A17 Health and Safety Surveillance

In line with the requirements of Regulation 6 of the Management of Health and Safety Regulations 1999, and further to any assessment findings under the Control of Substances Hazardous to Health Regulations 2002 (COSHH) employees shall be provided with appropriate health surveillance based on the outcome of the risk assessments associated with the work activities.

Employees will also be provided with toolbox talks and information on the hazards and health effects of the activities and materials they will face.

A18 Safe Systems of Work

Where the risk assessments for work activities identify residual high risk situations, written safe systems of work shall be provided.

The Directors will provide the safe systems of work and to this end will ensure that detailed instructions and information is made available to operatives and sub-contractors and that adequate instruction and training is provided to ensure compliance with the system.

A19 Competent Persons

Management of Health and Safety at Work Regulations 1999

In line with regulation 7 of the Management of Health and Safety Regulations 1999, the Company will appoint competent persons to assist in undertaking the measures needed to be taken to ensure compliance with the requirements and prohibitions imposed under current, relevant statutory provisions. Sufficient time and resources will be allocated to the competent persons to allow them to properly undertake the measures necessary.

Competent persons appointed: HBSG (Hull Building Safety Group)

A20 Manual Handling Operations

The Manual Handling Operations Regulations 1992

Further to the risk assessment requirements under the Management of Health and Safety Regulations 1999, the Company shall ensure that all manual handling operations are identified and addressed according to the requirements of the Manual Handling Operations Regulations 1992. All activities carried out by operatives and staff shall be examined and the requirements for manual handling operations established. As far as is reasonably

practicable, manual handling operations shall be avoided, but where this is not possible, the operations shall be assessed and the risk of injury reduced by the use of mechanical means or the provision of other suitable means. All aspects of manual handling involved in the Company's operations shall be examined, including any areas where pushing, pulling, lifting, carrying, supporting, etc, are part of the expected work. Manual handling assessments shall be suitably documented. The findings of all assessments and the control measures to be adopted shall be fully communicated to the respective employees via the information, instruction and training aspects of the business's operations.

Where the manual handling assessments identify any residual risk involving any unavoidable manual handling operations being conducted then as well as employees receiving information they will also receive additional and specific training in safe lifting techniques i.e. The Kinetic Method.

A21 Display Screen Equipment

The Health and Safety (Display Screen Equipment) Regulations 1992

The administration operations at EC Surfacing Ltd require the use of display screen equipment - computer stations with visual display units. In line with the requirements of The Health and Safety (Display Screen Equipment) Regulations 1992, the Company shall ensure that all 'users' of display screen equipment, as defined by the Regulations, are provided with information, instruction and training in the safe working with such equipment. Assessments of all work stations shall be carried out by the Health and Safety Adviser to establish the equipment requirements for the particular operation and the correct setting of workstation apparatus hardware and software.

Eye tests

'Users' shall be provided with eye tests on a regular basis and where found necessary, the 'user' shall be provided with corrective appliances (spectacles) suitable for DSE use. These appliances shall be of the minimum basic requirement. However, if 'users' wish to purchase more 'fashionable' corrective appliances, the Company shall make a contribution towards such appliances up to maximum of £35.00.

In general terms, a 'User' is defined as 'a person who habitually uses display screen equipment as a significant part of their work'.

Equipment and working practices

Following an assessment of workstations and an examination of the operational environment - taking into account any possible area re-organisational possibilities - the Company shall provide any equipment found to be necessary to comply with the Regulations, and shall ensure that the required working practices and methods are in place to meet the statutory requirements.

A22 Confined Spaces

The Confined Spaces Regulations 1997

Suitable arrangements shall be put in place to ensure that all work to be carried out in confined spaces is done so in line with the requirements of the Confined Spaces Regulations 1997, e.g. sewers, ducting, silos, etc. No person shall be allowed to enter a confined space unless an adequate assessment of the conditions has been made and suitable control measures introduced. Air sampling and monitoring shall be carried out and suitable rescue and escape arrangements put in place.

A23 Construction (Design and Management) (Amendment) Regulations 2007 (CDM)

As potential Contractors under the CDM Regulations, the company is aware of its responsibilities.

All tender prices submitted will include provision for compliance with the CDM Regulations 2007. The Site Manager in conjunction with the Directors shall be responsible for the preparation and maintenance of secured contracts Health and Safety documentation, which will be updated and approved when variations in building operations require.

The Site Manager shall co-ordinate the activities of all operatives to ensure they comply with the Contract Health and Safety requirements and legislation, and shall check on the provisions of information and training of all employees, where appropriate, as well as subcontractor's health and safety, when appointed by EC Surfacing Limited.

The health and safety file will be developed throughout the contract to the satisfaction of the Planning Supervisor ready for handover upon practical completion.

A24 Contractor Control

The Director of EC Surfacing Ltd accepts their responsibility for the safety of all contractors working in or visiting their premises. In addition the Director is aware of the dangers presented to their staff, as a result of contractor operations.

In line with their duties under the Health and Safety at Work Act 1974, the Director of EC Surfacing Ltd shall put in place suitable measures to control the access of contractors to the premises, measures to control the operational activities of contractors and measures to protect contractors from hazards presented by the Company's operations. These measures shall take the form of contract/induction arrangements, specific training (where necessary), close liaison and supervision.

Contractors working for EC Surfacing limited on projects shall be assessed for their competence by the use of questionnaires, interviews, observations of operations and documentation, etc in order to ensure that their health and safety management and arrangements are in line with relevant legislation. These assessments shall be reviewed regularly. New contractors shall be assessed before engagement on projects and will be closely monitored during the initial phase of the work.

A25 Working Hours

Working Time Regulations 1998

In line with the requirements of the Working Time Regulations 1998, the Company shall ensure that hours worked by all employees are monitored and recorded and that where employees are required to work longer hours than the stated maximum, it is with their agreement. In addition, the required rest periods and breaks shall be arranged as well as the appropriate holiday entitlement.

A26 Young Persons

The Management of Health and Safety at Work Regulations 1999

Working Time Regulations 1998

In line with the requirements of Regulation 3 and 19 of The Management of Health and Safety at Work Regulations 1999, the Directors of Harlequin Office Furniture Ltd shall ensure that young persons employed by the Company are protected at work from any risks to their health and safety which are a consequence of their lack of experience, absence of awareness of existing or potential risks or the fact that the young person has not yet fully matured. In order to deliver this policy, adequate assessment of the young person's activities shall be undertaken, suitable control measures put in place and close supervision maintained.

In addition the Company shall ensure that the required weekly rest periods, rest breaks and supervision are provided for young persons.

A 'young person' is defined as – a person above compulsory school age who has not yet reached the age of 18.

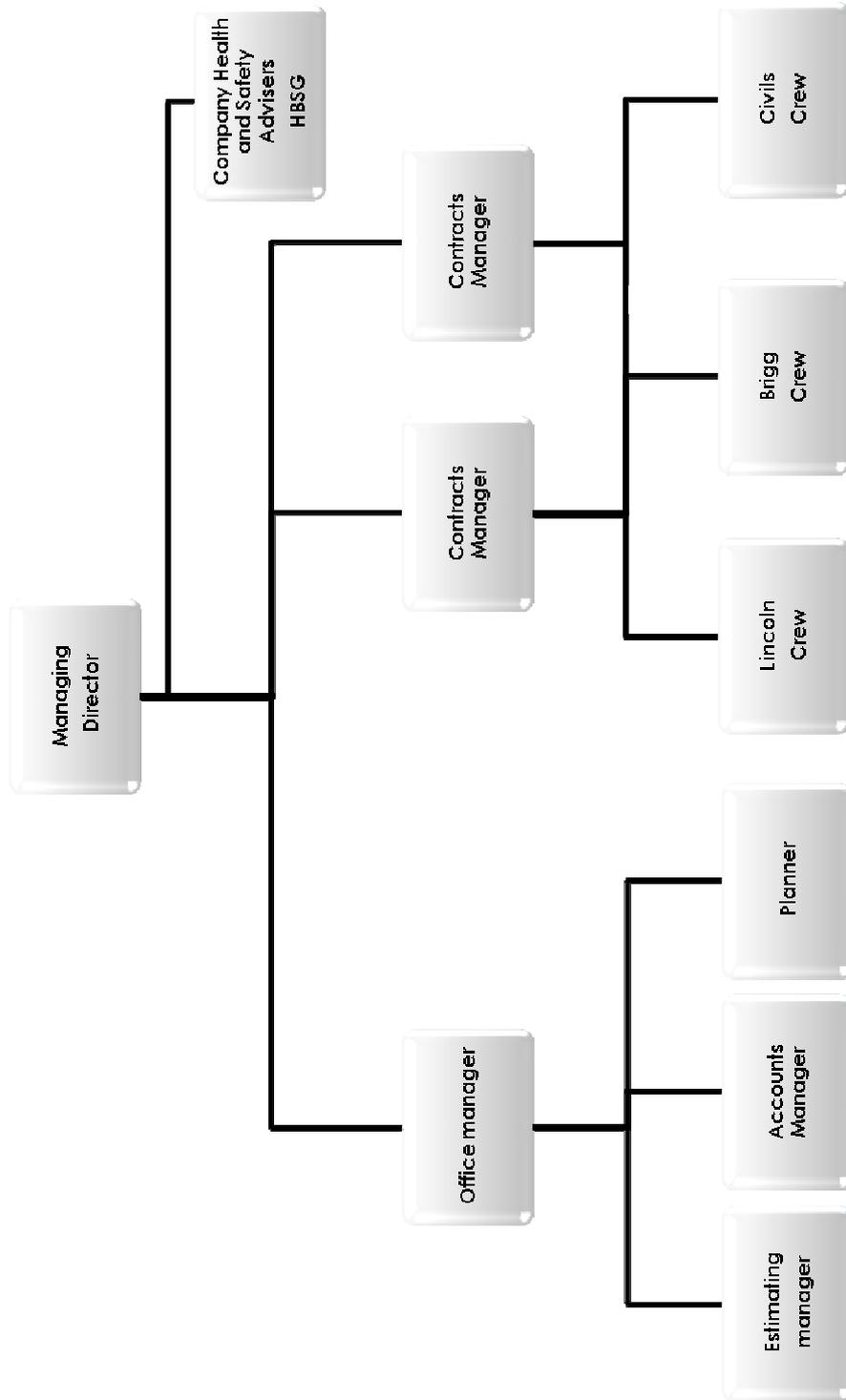
A27 Health and Safety Management

The Management of Health and Safety at Work Regulations 1999

Audit and Review

The Company shall undertake an audit of the documented policy and procedures and the implementation within the offices and sites against the HSE guidance HS (G) 65. This audit shall be undertaken by the Company Health and Safety Adviser in conjunction with the Office Director. Management and supervision will be interviewed and consulted during the auditing process and all areas of the health and safety system will be examined - including changes in legislation. The findings of the audit shall be documented and used to improve and develop existing policies and procedures.

Appendix (I)
EC Surfacing limited
Health and Safety Structure



Appendix (ii)

HEALTH & SAFETY MANAGEMENT

MANAGING DIRECTOR

OPERATIONS DIRECTOR

SUPERVISORS

FOREMEN

FIRST AIDERS

HEALTH AND SAFETY ADVISERS

Hull Building Safety Group

Appendix (iii)

HEALTH AND SAFETY RULES

Office/Workshop

Introduction

Most people would consider the average office to be a reasonably safe workplace compared, say, with a construction site or foundry. However, while fatal accidents are uncommon, minor accidents caused by trips and falls, the unsafe use of electricity, obstructed passages and stairways, failure to use access equipment and poor housekeeping are common.

Fire is, by far, the greatest hazard in offices. Because of the design, location, construction, layout and age of many offices, a fire can spread rapidly from floor to floor. The need for well-developed fire and emergency procedures in offices cannot be over-emphasised. This is particularly appropriate in large multi-occupied offices housed in old converted buildings.

Housekeeping

- Keep the work area tidy. Items that are not in use should be stored away.
- Store waste in waste containers, which should be emptied on a regular basis.
- Do not place heavy items, such as ledgers, on the top of cabinets or cupboards as they could fall onto someone using the cupboard.
- Separately store and dispose of harmful items, such as broken crockery, light bulbs and milk bottles.
- Keep passages, stairways, entrances and exits, in particular emergency exits, clear and free from surplus stationery, sacks of office refuse, surplus office equipment and furniture, and other large items.
- Clear up spillages immediately.
- Replace damaged floor coverings, such as carpets, immediately due to the tripping or slipping hazard created.
- Maintain an established cleaning schedule.

Furniture and fittings

- Arrange furniture so that employees can move freely within the office and from one office to another.
- Keep doors and drawers, particularly to filing cabinets, closed when not in use.
- When using a filing cabinet, only open one drawer at a time due to the risk of the cabinet tipping forward – modern cabinets should not allow more than one drawer to open at one time.
- Do not overload filing cabinets. Heavy items should be stored in the bottom drawer.
- Always close the bottom drawer of a filing cabinet immediately to avoid the risk of people tripping over it.
- Repair or replace damaged and broken furniture and fittings, such as shelves, chairs and filing cabinets, immediately

Electrical appliances

- Only trained and competent staff should attempt to repair electrically operated machinery.
- Switch off machines from the mains when left unattended for long periods.
- Position cables so that they do not trip people up. Where this is not possible, suitable permanent cable covers should be installed. Flexes should be shortened to that they do not trail across the floor or under desks.
- The use of free-standing radiant-type electric fires, sometimes used to supplement central heating in the winter months, is prohibited.
- Maintain cables to electrical appliances in a sound condition and replace them when they become frayed or damaged.
- Minimise the use of multi-point connectors in order to avoid overloading sockets.
- Examine electrical appliances regularly and record the examinations.

Lifting and carrying

A substantial number of permanent back injuries are sustained by office staff lifting and carrying heavy items such as electric typewriters, computers, stationery packages and office furniture. To prevent the risk of such injuries, adequate handling equipment, such as trolleys and sack trucks, must be used. The general rule must be that no one should lift anything which is likely to cause injuries to the back, hands, arms, legs or feet. Get help if necessary!

Dangerous substances

To reduce the risks associated with dangerous substances, the following precautions are necessary:-

- Always read the manufacturer's instructions prior to using a potentially dangerous product.
- In certain situations it may be necessary to wear personal protective equipment, such as gloves apron or goggles, when dealing with substances.
- Management must make staff aware of the hazard warning symbols shown on the packages for potentially dangerous substances, e.g. flammable, toxic substances.
- Disposed of waste safely. This particularly applies to cloths soaked in solvent-based cleaning fluids. In this case, such items should be stored in a metal container with a close-fitting lid and disposed of on a daily basis.
- Dangerous substances must be handled in a well-ventilated area.
- Any ill-effects experienced by staff following the use of substances should be reported immediately.

Office equipment

Certain items of office equipment, in particular hand-operated guillotines, can inflict serious injury. Guillotines should be effectively guarded and staff trained in their safe use.

Other items, such as scissors, letter openers and knives, should only be used for their main purpose and certainly not, for example, as screwdrivers or for opening tins.

Fire precautions

To minimise the risk of fire, the following procedures and practices should be followed:-

- On no account should fire exits and designated escape routes be obstructed;
- All flammable wastes must be carefully controlled in terms of storage and removal.
- The use of radiant-type electric fires is prohibited.
- Smoking in the office is prohibited. Persons who are careless in their smoking habits will be disciplined.
- All electrical equipment must be disconnected from the socket when not in use or left unattended for long periods.
- Clothing and other items must not be dried close to a direct source of heat. In particular, they should not be placed over space heaters.
- Prior to locking the office at the termination of work, the office manager must undertake an inspection to ensure that no fire hazards have been created.
- Flammable items must be kept to a minimum for general use. A metal storage cabinet is provided for storage.
- All staff must be aware of the nearest fire alarm point, the nearest fire appliance and the emergency evacuation plan for the building, including assembly points.

Personal conduct

It is regrettable that many office workers do not envisage their workplace as being potentially dangerous compared, say, with a factory. This attitude can result in accidents, and staff should be aware of the following basic aspects of personal conduct:-

- Dress sensibly for work. Do not wear items that may catch in office machinery and do not wear unsuitable footwear.
- Look where you are going! Do not read while walking or carrying items at such a level that you cannot see where you are going.
- Do not run or turn corners quickly when you cannot see what is round the corner.
- Use the access equipment provided when storing items normally out of reach, and not revolving workstation chairs or existing shelves.
- Open doors carefully! There may be someone standing on the other side.

Site

- 1** The following protective equipment to be worn at all times when on site - hard hat, safety boots, HV vest or jacket. When working with plant and equipment generating noise, hearing protection is to be worn by all in the vicinity. Other PPE to be worn as risk assessments, and conditions dictate.
- 2** Risk assessments, COSHH assessments, method statements etc, to be adhered to at all times.
- 3** The site works products, materials, plant and existing buildings to be adequately safeguarded from damage and theft.
- 4** No site signs, barriers or notices shall be damaged or defaced and shall be kept clear and unobstructed at all times.
- 5** All operatives and staff on site to sign in and out, in order to maintain a register of personnel on site in case of fire or other major safety problem.
- 6** Visitors to be signed in and out, to be accompanied on site, and provided with, and requested to wear, suitable protective clothing.
- 7** 'No alcohol and drugs' policy to be adhered to whilst working on this site

- 8 Only persons who have received specific training will be allowed to erect, modify or adapt platforms, scaffolds, handrails, ladders, etc.
- 9 Compressors, percussion tools and vehicles to be fitted with effective silencers.
- 10 Radios or other audio equipment are not to be used in a way that may cause a nuisance. Employees and contractors are requested to conduct themselves in such a way as not to cause a nuisance or embarrass/insult occupants of neighbouring units.
- 11 Reasonable precautions to be taken to prevent pollution of the site, works and general environment.
- 12 NO SMOKING is allowed on the site. The only exception is in the designated areas i.e. 'smoking' mess cabin.
- 13 Contractors' and employees' vehicles to be confined within site boundary and be parked neatly and safely adjacent to the site cabins.
- 14 Burning on site of materials arising from the work is not permitted.
- 15 Rubbish and debris to be removed regularly from site. Site and welfare facilities to be kept clean and tidy.
- 16 Bitumen boilers must be kept on spillage trays at all times and gas bottles correctly positioned.
- 17 Food is not to be consumed at the workplace. All food is to be consumed in the designated area.
- 18 Suitable arrangements to be made to protect services, roads and footpaths and nearby properties.
- 19 Mobile operated plant is to be operated only by certificated trained operators. No passengers are to be carried unless the vehicle has the necessary fitted seats to suit. All safety equipment, such as seat belts is to be used where fitted.
- 20 Approaches to site to be kept clear of mud and debris.
- 21 All accidents, no matter how minor and near misses are to be reported to the Principal Contractor.
- 22 All equipment, provisions, instructions and arrangements made for the safety of contract staff are to be used and respected.
- 23 Any person found damaging/vandalising equipment; plant/materials will be removed from site.
- 24 Any person indulging in horseplay, fighting or malicious damage will be removed from site.
- 25 **You are your own safety officer and are responsible for your own safety and the safety of others around you or in the vicinity.**

Appendix (iv)

ENVIRONMENTAL POLICY STATEMENT

COMPANY NAME **EC Surfacing Limited**

ADDRESS **Europa Way, Brigg, North Lincolnshire,
DN20 8UN**

TELEPHONE **01652 657651**

DIRECTOR RESPONSIBLE FOR ENVIRONMENTAL POLICY – Mr James L Huxford

We at EC Surfacing Ltd are becoming increasingly aware, not only of global concerns, but more particularly those of our own local environment.

As members of the community, we also share its concerns and will make every effort to ensure that we minimise any adverse effects our operations may have on the environment.

EC Surfacing Ltd will achieve this commitment of safeguarding the environment by undertaking the following:-

EC Surfacing limited will:-

- Comply with all existing legislation and regulations as a minimum.
- Implement procedures to prevent pollution to land, air or water.
- Take environmental factors into consideration in any new developments.
- Set and review objectives and targets for continuous improvement through the Environmental Management Team and the Environmental Management Review.
- Improve the environmental impact of the Company's activities.
- Collect and monitor information regarding the environmental impact of supplier companies and maintain records.
- Respond to the needs and concerns of the community.
- Reduce waste and consumption of natural resources wherever possible.
- Cooperate in any investigations concerning hazardous emissions or incorrect disposal of hazardous waste.
- Be amongst the leaders in environmental sensitivity.

Appropriate training and resources will be made available to ensure that all staff members have the skills to implement the above policy.

It is in the interest of EC Surfacing Ltd to have a planned approach towards prevention and reduction of waste and pollution leading to a long term reduction of costs, as prevention and reduction are more desirable and economical than damage repair after the event.

EC Surfacing Ltd will control its activities to avoid causing unnecessary and unacceptable risks or adverse effects on the environment in line with the requirements of the Environmental Protection Act 1990, as far as is reasonably practicable.

Responsibility for the environment is ranked equally with that for the health and safety of employees, the general public and others.

- Environmental awareness and individual responsibility will be developed amongst employees at all levels with full and effective consultation being encouraged.
- EC Surfacing Ltd will continue to develop and improve standards by making use of available technology and developments, together with a waste recovery and recycling approach.
- Plant, vehicles and equipment will be maintained and operated to provide the maximum environmental protection as far as practicable.
- Local community interests will be taken into account and positive communication with the community entered into where appropriate.
- Clients, employees, the general public and all other persons who may be affected will be made aware of any company activity which may affect the environment.
- Natural habitats and wildlife will be respected and where appropriate, within the control of the company, maintenance, restoration or creation of habitats will be encouraged.



Signed

(Mr. James Huxford - Managing Director)

Date 5/1/2015