

# HEALTH, SAFETY AND ENVIROMENTAL POLICY

Date of Issue	Comments	Rev
28/04/2017	Delete Managing Director & replace with Director throughout, Page 3 Risk Assessments amend Peter Leach & replace with Tom Goodman, Page 25 First Aiders amend Peter Leach & replace with Lynne Hawesworth, Page 26 Fire Marshals add Leah Shutkever.	1



# HEALTH, SAFETY AND ENVIRONMENTAL POLICY

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## Health and Safety Policy

### Statement of general policy:

- Prevent accidents and work related ill health and provide adequate control of health and safety risks arising from our work activities;
- Consult with our employees on matters affecting their health and safety;
- Provide adequate information, instruction and training;
- Ensure all employees are competent to do their work;
- Prevent accidents and work related ill health;
- Implement emergency procedures – evacuation in case of a fire or other significant incident;
- Maintain safe and healthy working conditions; and
- Review, monitor and revise this policy as necessary and at regular intervals.

**Responsibilities:** Overall responsibility for health and safety is the Director Peter Leach responsible for the day-to-day Management of Health and Safety, which supported by Project Managers Site Managers and the Health and Safety Committee. The Director will ensure appropriate resources are available to manage the Health and Safety obligations of the company; including seeking competent advice, allowing adequate time and sufficient budgets.

### All employees are required to:

- Co-operate with the Director, Project Managers/Site Managers and the Health and Safety Committee on health and safety matters;
- Follow any system of work implemented to protect their health and safety and take reasonable care of their own health and safety; and
- Report all health and safety concerns to an appropriate person.

**Risk Assessments:** Tom Goodman is responsible for reviewing risk assessments in our workplace, and to ensure these are discussed with all employees and kept up to date. All risk assessments will cover all foreseeable hazards within your work area.

**Consultation:** We are committed to consulting and involving all employees with regard to risk management; your involvement is essential including participating in the risk assessment process. Our Health and Safety committee has representatives from all levels of the organisation. Any Health and Safety concerns should be raised with the Health and Safety Committee or the Director.

**Monitoring and inspection:** We undertake regular inspections and checks to monitor health and safety performance; your involvement and participation is essential on an ongoing basis.

**Training and information:** Peter Leach is the person who will oversee the delivery of health and safety training in our workplace. All staff including temporary workers will receive health and safety training and best Company knowledge and information. All employees will receive induction training as well as on-going staff training on more specific issues associated with their work. If you are required to undertake a task for which you feel you are not competent and where your health and safety might be put under risk you are required to report this immediately so appropriate action can be taken.

**Accident Reporting:** The reporting of accidents and dangerous occurrences is a statutory requirement. Certain accidents, near misses and ill health, which result in a person being absent for seven or more days (not including the day the accident occurred) must also be reported to enforcing authorities. In addition to obvious injury, this reporting covers absence due to ill health from recognised diseases. Employees are required to report any work related ill health absence or significant near miss to the Director. In the event of an accident or significant near miss there will be a formal investigation. This is not to apportion blame but to establish the causes so the Company can prevent future incidents.



A handwritten signature in black ink, appearing to read "Paul".

Signed:

Director

Date: 01/06/2017



## Environmental Management Policy

EOS Interiors Limited will take consideration of the impact our commercial activities have on the environment. Our company policy may have wide reaching effects, as we operate through the UK.

We intend to:

- Consider the impact our activities may have on the environment and reduce consumption of resources and efficient use of those resources.
- Actively manage the problem of natural resources and wherever possible, reduce the risk of pollution including emissions to air, land, watercourses and drainage systems.
- Manage waste generated from our business operations according to the principles to reduce, re-use and recycle.
- Ensure that all our activities are carried out in compliance with relevant statutory provision, through the implementation of a sound environmental management system.

The Director, Project Managers and Site Managers shall:

- Actively promote the environmental culture within the Company and with other contractors/suppliers in the industry.
- Identify and prioritise our aspects and impacts particularly in the adoption of recycling techniques.
- Provide relevant information and the necessary resource for ongoing training in matters of environmental protection.
- Promote and work together with our clients, employees and suppliers to reduce construction wastage to improve environmental performance.
- Through the promotion of continuous improvement, review and update the Policy Statement at least annually, or as and when it is deemed necessary, to reinforce company's commitment and attitude to Environmental Protection, and communicate changes to all those who may be affected.

Signed:

A handwritten signature in blue ink, appearing to read 'P. Lead'.

Director

Date: 01/06/2017



## Violent or Threatening Behaviour Policy Statement

The Company is committed to ensure all employees are protected whilst at work and will actively work towards providing a safe, respectful and violence free environment for everyone.

The Company acknowledges its statutory and moral responsibilities to identify the nature and risk of violent or threatening behavior to employees and provide a safe place and systems of work.

The Company will not accept violent or threatening behaviors, which threaten the safety of employees, clients and visitors and will, when necessary, take action against any persons causing disturbance, which may include legal action.

### Definition

Violence at work is defined as any incident in which an employee is abused, threatened or assaulted by fellow employees, employees of other companies with which we are working or by a member of the public in circumstances arising out of the course of their employment.

The main types of workplace violence are:

- Internal violence is initiated by employees or others within the workplace
- Service-related violence is client or customer initiated
- External violence such as robbery

### Responsibilities

Project Manager/Site Manager is required to ensure that risk assessments are conducted takes account of the risk of violent and threatening behavior to employees. Managers should ensure that appropriate systems are in place to protect the safety of all individuals, including employees working in isolation or on client sites.

It is the responsibility of all employees to report all incidents of violence or aggression through the incident reporting system.

Signed:

A handwritten signature in blue ink, appearing to read 'Plead'.

Director

Date: 01/06/2017

## Driving on Company Business Policy

Driving is the dangerous work activity, which most people do. HSE guidelines 'Driving at Work' state that health and safety law applies on the road and to work activities and the risk should be effectively managed. All employees shall ensure all work related journeys are safe, staff are fit and are competent to drive safely and vehicles used are fit for purpose and in a safe condition.

The following should be strictly adhered to:

- Ensure the vehicle/company vehicle is properly taxed, has a valid MOT, valid insurance for business use and is serviced according to the manufactures recommendations.
- Provide a copy of documentary proof of the above on an annual basis.
- Conduct regular vehicle safety checks: tyres, oil, coolant, windscreen wash levels, brakes are working, lights and indicators; windscreens and windows are not damaged, no signs of vehicle damage, washers and wipers are working and finally mirrors are correctly positioned.
- Promote safe driving, do not speed or encourage poor standards of driving.
- Do not carry loads for which the vehicle is unsuited or insured.
- Do not carry hazardous materials.
- Only carry the number of passengers for whom there are seat belts.
- Do not drink alcohol or take drugs or medication, which could affect your driving ability. Always check the instructions and warnings on any drugs or medication before driving.
- Do not drive if tired. On long journeys ensure breaks are taken at regular intervals.
- Report all accidents and damage whilst driving on company business, and report any traffic offences, however minor, to the Director to ensure the organisations insurers are informed.
- All company vehicles shall contain a first aid kit and maintained by the driver of the vehicle.
- All mobile phones should be switched off when driving to ensure they are not a distraction.

Signed:



Director

Date: 01/06/2017



## **Use of hand-held devices & hands-free mobile telephones (while driving on Company business) Policy**

It is illegal to use hand held mobile phone while driving, it is an offence to “cause or permit” a driver to use a hand held mobile phone while driving. It can also be illegal to use a hands free phone while driving depending upon the circumstances, drivers could be charged with failing to have proper control of their vehicle. If employees are on long journeys they should ensure breaks from the vehicle are taken at regular intervals. This will also enable mobile phone calls to be made or received.

If caught using a mobile phone while driving or stopped at traffic lights, queuing in traffic you can get 6 penalty points and a £200.00 fine you can also be taken to court where you can be banned from driving and a maximum fine of £1000.00 penalties.

Employees who are involved in any crash or damage-only incident when driving at work an accident resulting from the use of a hand-held/hand-free device while driving a vehicle may invalidate your insurance and will be treated as a disciplinary matter if you are on Company business.

**For the avoidance of doubt: all employee shall not use any mobile phone device or hands free system while driving.**

Signed:

A handwritten signature in blue ink, appearing to read 'P. Read'.

Director

Date: 01/06/2017



## **CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015 POLICY**

EOS Interiors Limited recognises the importance of preparing designs to avoid foreseeable risks to the health and safety of any person carrying out construction work, maintenance or cleaning in accordance with Regulation 9 of the Construction (Design and Management) Regulations 2015.

This CDM Policy and procedures addresses the implementation of the designer's CDM duties in Great Britain (England, Scotland and Wales) under the Construction (Design and Management) Regulations 2015 (CDM 2015).

These duties apply whenever designs are prepared which may be used in "construction work" (see definition of "construction work" and "design" in CDM 2015 guidance L153 Regulation 2. This includes concept design, competitions, bids for grants; modifications of existing designs, including specifications, bills of quantities and relevant work carried out as part of feasibility studies. Your duties still apply if there is not planning permission, or funds have not been secured, or the client is a domestic client.

Any breach of CDM 2015 is an offence, the penalty for which is specified in the Health and Safety at Work Act 1974

The CDM Regulations do not stand alone and must be read and along with the requirements of the Health & Safety at Work Act 1974 in general and other subsequent legislation and regulations. In relation to construction this will particularly include:

- The Management of Health and Safety at Work Regulations
- Working at Height Regulations
- Control of Asbestos Regulations
- The Workplace Regulations
- The Building Regulations
- Fire Precautions Legislation

**The following shall be implemented on each project:**

### **DESIGNERS**

A designer (including a principal designer) or contractor (including a principal contractor) appointed to work on a project must have the skills, knowledge and experience and, if they are an organisation, the organisational capability, necessary to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.

A designer or contractor must not accept an appointment to a project unless they fulfil the conditions of the above paragraph.

If EOS is responsible for appointing a designer or contractor to carry out work on a project must take reasonable steps to satisfy themselves that the designer or contractor fulfils the conditions of the above paragraph.

EOS must cooperate with any other person working on or in relation to a project, at the same or an adjoining construction site, to the extent necessary to enable any person with a duty or function to fulfil the duty or function.



EOS when working on a project under the control of another must report to that person anything they are aware of in relation to the project which is likely to endanger their own health or safety or that of others.

If EOS is required by these Regulations to provide information or instruction must ensure the information or instruction is comprehensible and provided as soon as is practicable.

The above is also applicable to all domestic clients too.

Check clients are aware of their duties in writing.

When preparing or modifying a design the designer must take into account the general principles of prevention and any pre-construction information to eliminate, so far as is reasonably practicable, foreseeable risks to the health or safety of any person:

- (a) Carrying out or liable to be affected by construction work;
- (b) Maintaining or cleaning a structure; or
- (c) Using a structure designed as a workplace.

If it is not possible to eliminate these risks, the designer must, so far as is reasonably practicable:

- (a) Take steps to reduce or, if this is not possible, control the risks through the subsequent design;
- (b) Provide information about those risks to the principal designer; and
- (c) Ensure appropriate information is included in the health and safety file.

Risks must be recorded throughout the project; they can be discussed at design team meetings/informal meetings and form part of design team minutes, during a site visit and recorded within your job notebook and copied to the job file.

Designer must address Health and Safety at the very start and pass information on to other duty holders as follows:

- **notes on drawings** – this is preferred, since the notes will then be immediately available to those carrying out the work. They can refer to other documents if more detail is needed, and be annotated to keep them up to date;
- **written information provided with the design**- this should be project specific, and should only contain information which will be useful to those constructing or maintaining the structure.
- **suggested construction sequences** showing how the design could be erected safely, where this is not obvious.

**Significant risks are defined as:**

**Reasonably practicable** balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. However, you do not need to take action if it would be grossly disproportionate to the level of risk (see [www.gov.uk/risk/faq.htm](http://www.gov.uk/risk/faq.htm) for the most up-to-date explanation of what 'reasonably practicable' means.)



**Significant risks** not necessarily those that involve the greatest risks, but those (including health risks):

- Those not likely to be obvious to a competent contractor or other designers
- Those of an unusual nature
- Those likely to be difficult to manage effectively

## THE PRINCIPAL DESIGNER

Where there is more than one contractor, or if it is reasonably foreseeable that more than one contractor will be working on a project at any time, the client must appoint in writing a designer with control over the pre-construction phase as principal designer and a contractor as principal contractor.

The principal designer must be the designer who has a strong influence during the concept and feasibility stage of a project. A designer should address health and safety issues from the very start. The client must in writing as soon as is practicable and in any event, before the construction phase begins appoint a principal designer. If the client does not appoint a principal designer in writing, they must fulfil the duties of the principal designer.

The principal designer must plan, manage and monitor the pre-construction phase and coordinate matters relating to health and safety during the pre-construction phase to ensure, so far as is reasonably practicable, the project is carried out without risks to health or safety.

In fulfilling the duties in paragraph above and in particular when:

- (a) Design, technical and organisational aspects are being decided in order to plan the various items or stages of work which are to take place simultaneously or in succession; and
- (b) Estimating the period of time required to complete such work or work stages.

The principal designer must take into account the general principles of prevention and, where relevant, the content of any construction phase plan and health and safety file.

In fulfilling the duties of the principal designer EOS must identify and eliminate or control, so far as is reasonably practicable, foreseeable risks to the health or safety of any person managing health and safety in construction carrying out or liable to be affected by construction work; maintaining or cleaning a structure; or using a structure designed as a workplace.

The principal designer must:

- (a) Assist the client in the provision of the pre-construction information required by regulations; and
- (b) So far as it is within the principal designer's control, provide pre-construction information, promptly and in a convenient form, to every designer and contractor appointed, or being considered for appointment, to the project.

The principal designer must help the client bring together the information the client already holds (such as any existing health and safety file or asbestos survey). The principal designer should then:

- (a) Assess the adequacy of existing information to identify any gaps in the information, which it is necessary to fill;
- (b) Provide advice to the client on how the gaps can be filled and help them in gathering the necessary additional information; and



(c) Provide, as far as they are able to, the additional information promptly and in a convenient form to help designers and contractors who:

The principal designer must liaise with the principal contractor for the duration of the principal designer's appointment and share with the principal contractor information relevant to the planning, management and monitoring of the construction phase and the coordination of health and safety matters during the construction phase.

If the client requires assistance from the principal designer, they may also review the principal contractor's Construction Phase Plan on behalf of the client prior to the construction works commencing on site. This is an additional service.

As required EOS may appoint a principal designer advisor to work on a project but they must have the technical knowledge of the construction industry, skills, knowledge and experience and, if they are an organisation, the organisational capability, necessary to fulfil the role they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.

- a) The Principal Designer is likely to need for inclusion in the Health and Safety File.
- b) Provide adequate welfare facilities at all times where construction work underway (in compliance with schedule 2 of the CDM 2015)

## **THE PRINCIPAL CONTRACTOR**

The Principal Contractor must throughout the project ensure the construction phase plan is appropriately reviewed, updated and revised from time to time so it continues to be sufficient to ensure the construction work is carried out, so far as reasonably practicable, without risks to health or safety.

The principal contractor must:

- (1) The principal contractor must plan, manage and monitor the construction phase and co-ordinate matters relating to health and safety during the construction phase to ensure, so far as is reasonably practicable, construction work is carried out without risk to health and safety;
- (2)
  - a. In particular when design, technical and organisational aspects are being considered in order to plan the stages of work, which are to take place simultaneously or in succession; and
  - b. Estimating the period of time required to complete the work;
- (3) The principal contractor must take into account the general principles of prevention:
  - c. Organise co-operation between contractors (including successive contractors on the same construction site);
  - d. Coordinate with other contractors if there are shared interfaces where required of applicable legal requirements for health and safety
  - e. Ensure all employers and if necessary for the protection of workers including self employed person.
- (4) The principal contractor must ensure:
  - a) A suitable site induction is provided;
  - b) The necessary steps are taken to prevent access by unauthorised persons to the construction site;
  - c) The welfare facilities comply with schedule 2 of the CDM regulations and are provided throughout the works.



## NOTIFICATION

A project is notifiable if the construction work on a construction site is scheduled to:

- (a) Last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project; or
- (b) Exceed 500 person days.

Where a project is notifiable, the client must give notice in writing to the Executive as soon as is practicable before the construction phase begins.

The notice must contain the particulars of the project schedule 1 of the CDM Regulations.

The notice must be clearly displayed in the construction site office in a comprehensible form where it can be read by any worker engaged in the construction work and if necessary, be periodically updated.

This is a client duty but often the principal designer or principal contractor will complete the online F10 form found on the HSE website.

## THE HEALTH AND SAFETY FILE

During the pre-construction phase, the principal designer must prepare a draft health and safety file appropriate to the characteristics of the project which must contain information relating to the project which is likely to be needed during any subsequent project to ensure the health and safety of any person.

The principal designer must ensure the health and safety file is appropriately reviewed, updated and revised from time to time to take account of the work and any changes that have occurred if required.

During the project, the principal contractor must provide the principal designer with any information in the principal contractor's possession relevant to the health and safety file throughout the project.

If the principal designer's appointment concludes before the end of the project, the principal designer must pass the health and safety file to the principal contractor.

Where the health and safety file is passed to the principal contractor, the principal contractor must ensure the health and safety file is appropriately reviewed, updated and revised from time to time to take account of the work and any changes that have occurred.

At the end of the project, the principal designer, or where there is no principal designer the principal contractor, must pass the health and safety file to the client.

### What is the health and safety file?

The health and safety file is defined as a file appropriate to the characteristics of the project, containing relevant health and safety information to be taken into account during any subsequent project. **The file is only required for projects involving more than one contractor.**

The file must contain information about the current project likely to be needed to ensure health and safety during any subsequent work, such as maintenance, cleaning, refurbishment or demolition. When preparing the health and safety file, information on the following should be considered for inclusion:

- a) a brief description of the work carried out;
- b) any hazards that have not been eliminated through the design and construction processes, and how they have been addressed (e.g. surveys or other information concerning asbestos or contaminated land);
- c) key structural principles (e.g. bracing, sources of substantial stored energy including pre- or post-tensioned members) and safe working loads for floors and roofs;
- d) hazardous materials used (e.g. lead paints and special coatings);
- e) information regarding the removal or dismantling of installed plant and equipment (e.g. any special arrangements for lifting such equipment);
- f) health and safety information about equipment provided for cleaning or maintaining the structure;
- g) the nature, location and markings of significant services, including underground cables; gas supply equipment; fire-fighting services etc.;
- h) information and as-built (final issue) drawings of the building, its plant and equipment (e.g. the means of safe access to and from service voids and fire doors).

There should be enough detail to allow the likely risks to be identified and addressed by those carrying out the work. However, the level of detail should be proportionate to the risks. The file should **not** include things, which will be of no help when planning future construction work such as pre-construction information, the construction phase plan, contractual documents, safety method statements etc. Information must be in a convenient form, clear, concise and easily understandable.

### Designer

Where it is not possible to eliminate health and safety risks when preparing or modifying designs, designers must ensure appropriate information is included in the health and safety file about the reasonably practicable steps they have taken to reduce or control those risks. This will involve liaising with:

- (a) the principal designer, in helping them carry out their duty to prepare, update, review and revise the health and safety file. This should continue for as long as the principal designer's appointment on the project lasts; or
- (b) the principal contractor, where design work is carried out after the principal designer's appointment has finished and where changes need to be made to the health and safety file. In these circumstances, it will be the principal contractor's duty to make those changes, but the designer must ensure the principal contractor has the appropriate information to update the file.

This information should be provided to the principal designer and principal contractor as early as possible before the designer's work ends on the project. **The principal designer**

The principal designer must prepare the health and safety file. They are accountable to the client and should liaise closely to agree the structure and content of the file as soon as practicable after appointment. In preparing the file, the principal designer should expect the client to provide any health and safety file that may exist from an earlier project.

The principal designer must also cooperate with the rest of the project team and should expect their cooperation in return. Cooperation with the principal contractor is particularly important in agreeing the structure and content of the information included in the file. Liaison with designers and other contractors is also important. They may hold information that is useful for the health and safety file, which may be difficult to obtain after they have left the project.



The principal designer, in cooperation with other members of the project team, must also ensure the file is appropriately updated, reviewed and revised to ensure it takes account of any changes that occur as the project progresses.

The principal designer must pass the updated file to the client at the end of the project. In doing this, they should ensure the client understands the structure and content of the file and its significance for any subsequent project. If the principal designer's appointment finishes before the end of the project, they must pass the file to the principal contractor who must then take on responsibility for it. In doing this, the principal designer should ensure the principal contractor is aware of any outstanding issues that may need to be taken into account when reviewing, updating and revising the file.

A handwritten signature in blue ink, appearing to read 'Paul'.

Signed:

Director

Date: 01/06/2017



## Asbestos Policy

EOS Interiors Limited must ensure, so far as is reasonably practicable all employees or temporary workers or other contractors are not exposed to asbestos fibres.

Prior to carrying out any strip out works/demolition the Client must provide a copy of the refurbishment or demolition asbestos survey. A management asbestos survey is not sufficient. The Client/ Principal Designer/Principal Contractor should take further advice from a competent asbestos consultant if required.

### Further Asbestos Advice

If during the course of the construction works asbestos is found the Site Manager shall report this immediately to the Project Manager/Client/Principal Contractor/Principal Designer and further competent advice shall be sought from the Client's asbestos consultant, the Principal Designer or the Company's Health and Safety Advisor.

If the presence of asbestos is suspected during the course of the work the following procedure shall be implemented:

- All work shall cease immediately and the area be vacated.
- The affected area will be cordoned off and warning signs displayed.
- The Site Manger shall report this to the Principal Contractor/Client who will if required report the incident to the HSE;
- All clothing including mask, gloves and boots shall be bagged and disposed of as asbestos waste.
- All operatives shall be sent home to shower immediately following the incident.

If exposure has taken place all operatives shall report the incident to their GP and a record of the incident kept for 30 years.

### Training

EOS Interiors Limited must provide all asbestos awareness training for all employees annually or if there are any significant changes in the regulations.

Signed: 

Director

Date: 01/06/2017

## Working at Height Policy

EOS Interiors Limited must protect their employees from falls from height. All work at height risk assessments must comply with the Work at Height Regulations 2005 (WAHR). Falls from height are one of the biggest causes of workplace fatalities and major injuries. Common causes are falls from ladders and through fragile roofs. The purpose of WAHR is to prevent death and injury from a fall from height.

All employees will be provided with sufficient, instruction and training to enable them to work safely at height. All Site Managers will carry out regular site inspections of all equipment required for working at height and the results record.

Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. For example you are working at height if you:

- are working on a ladder or a flat roof;
- could fall through a fragile surface;
- could fall into an opening in a floor or a hole in the ground.

Take a sensible approach when considering precautions for work at height. There may be some low-risk situations where common sense tells you no particular precautions are necessary.

There is a common misconception ladders and stepladders are banned, but this is not the case. There are many situations where a ladder is the most suitable equipment for working at height as follows:

- the work is short duration and involves only light work;
- three points of contact can be maintained at all times;
- the work only requires one hand to be used;
- the work can be reached using one hand;
- the work can be reached without stretching;
- the ladder can be fixed to prevent slipping;
- a good handhold is available;
- the ladder is safe to use and has been regularly inspected.

Before working at height you must work through these simple steps:

- avoid work at height where it is reasonably practicable to do so;
- where work at height cannot be avoided, prevent falls using either an existing place of work, which is already safe or the right type of equipment;
- minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

EOS Interiors Limited employees must:

- do as much work as possible from the ground;
- ensure you can get safely to and from where they work at height;
- ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly;
- make sure you do not overload or overreach when working at height;
- take precautions when working on or near fragile surfaces;
- provide protection from falling objects;
- consider your emergency evacuation and rescue procedures.

The following are all requirements you need to consider when planning and undertaking work at height and form part of the risk assessment:

- take account of weather conditions could compromise worker safety;
- check the place (e.g. a roof) where work at height is to be undertaken is safe. Each place where people will work at height needs to be checked every time, before use;
- stop materials or objects from falling or, if it is not reasonably practicable to prevent objects falling, take suitable and sufficient measures to make sure no one can be injured, e.g. use exclusion zones to keep people away or mesh on scaffold to stop materials such as bricks falling off;
- store materials and objects safely so they won't cause injury if they are disturbed or collapse;
- plan for emergencies and rescue, e.g. agree a set procedure for evacuation. Think about foreseeable situations and make sure employees know the emergency procedures. Do not just rely entirely on the emergency services for rescue in your plan other arrangements must be in place.

Signed:

A handwritten signature in blue ink, appearing to read 'P. Lead'.

Director

Date: 01/06/2017



## Manual Handling Policy

EOS Interiors Limited recognises the latent and inherent risk of injury arising from activities involving manual handling and where possible manual handling will not be employed. Where there is a risk, the company will review alternative systems of work, using the following hierarchy:

- Avoid manual handling;
- Use mechanical aids;
- Introduce smaller, lighter or more easily handled loads;
- Reduce the frequency of manual handling activities;
- Modify the workplace layout to reduce lifting, twisting, stretching or stooping;
- Consider the use of PPE for hands and feet.

In accordance with HSE 'Manual Handling - A Brief Guide INDG143' a risk assessment have been undertake for manual handling activities.

All employees have been provided with specific manual handling training and in the use of mechanical aids provided, where manual handling tasks are carried out.

Signed:

A handwritten signature in blue ink, appearing to read 'Paul'.

Director

Date: 01/06/2017



## Drug and Alcohol Misuse Policy

Drug and alcohol abuse shall not be tolerated and no one must arrive at work under the influence.

Any employee who is taking prescribed medication which may cause drowsiness or affect their ability to work in a safely, shall inform the Project Manager/Site Manager immediately.

All employee may be aware Random drug and alcohol tests may be undertaken at any time by a competent person or organization under instruction of the company or main contractor.

Anyone found to be under the influence should be subject to company disciplinary procedures.

Signed: 

Director

Date: 01/06/2017



## Work Related Stress Policy

Going to work is generally good for us, but if our health and safety and welfare are protected. Preventing ill health because of works-related stress is part of creating a good working environment for our employees.

There are six areas of work that can have a negative impact on employee health if not properly managed as follows:

- **Demands:** includes workload, work patterns and work environment.
- **Control:** how much say a person has in the way they do their work.
- **Support:** includes encouragement, sponsorship and resources provided by the Director, line management and other colleagues.
- **Role:** whether people understand their role within the Company and whether the Company ensures they do not have conflicting roles.
- **Change:** how the Company makes change and this is managed and communicated.
- **Relationships:** promoting positive working to avoid conflict and dealing with unacceptable behaviour.

### Responsibilities

The Director /Project Managers and Site Managers and all other staff are committed to ensure the above six areas are identified and evaluated to ensure work related stress does not impact on any employee.

It is the responsibility of all staff to report all incidents of work related stress to ensure we all provide a positive and healthy work place, through the incident reporting system.

A handwritten signature in blue ink, appearing to read 'Paul'.

Signed:

Director

Date: 01/06/2017

## 2. ORGANISATION

### Health and Safety Management Structure

#### Director Responsible for Safety

The Director is responsible for health & safety within EOS Interiors Limited. The Director has full responsibility and accountability for all health and safety matters within the company. In the discharge of these responsibilities as follows:

- a) Ensure that an adequate Company Health and Safety Policy is written and brought to the attention of all appropriate personnel.
- b) Ensure the policy is revised periodically to accommodate changes in legislation and the organisation.
- c) Identify and allocate specific health and safety responsibilities at each company location.
- d) Ensure responsibilities are defined and confirmed in writing to the individuals concerned.
- e) Appoint competent persons to manage health, safety and the environment within the organisation.
- f) As part of normal management procedure, to ensure managers satisfactorily discharge their delegated health and safety responsibilities.
- g) Set Health and Safety targets and to monitor performance against those targets.
- h) Ensure that the appropriate resources necessary to support this policy are provided and suitably allocated.
- i) Train and develop managers, to ensure that they can adequately discharge the duties placed upon them by health and safety legislation.
- j) Set a personal example by demonstrating a concern for health and safety matters.

#### Director and Project Managers

The Directors of the Company and Project Managers have the following responsibilities in addition to the general responsibilities for employees.

- a) To ensure adequate arrangements are in place to address health & safety issues faced by the business.
- b) To ensure where there is more than one contractor including domestic projects will be working on a project in accordance with CDM 2015, a competent Principal Designer (CDMC), Designers and Principal Contractor have been appointed by the Client in writing.
- c) To ensure where applicable, a suitable and sufficient Construction Phase Plan is prepared to enable the above objective to be met.
- d) To ensure contractors engaged by the business have been assessed and demonstrated health & safety competence.
- e) To ensure disciplinary action is taken against any employee fails to discharge his duties under this policy.

## Site Managers

Site Manager has direct responsibility for ensuring safety standards are met and maintained in all area/sections/departments under their control.

- a) Ensuring, in consultation with the work force, suitable and sufficient risk assessments are carried out for all tasks, thus establishing and maintaining proper control measures including safe systems of work.
- b) Ensuring all employees are provided with a safe place of work, safe plant and equipment, safe means of access and egress, safety systems of work and receive adequate training and supervision.
- c) Prior to setting up site, ensuring all statutory welfare facilities are made available and that all necessary investigations have been carried out above and below ground, notifying the Site Manager of all known or suspected hazards.
- d) Ensuring a Temporary Works Coordinator is appointed for each project and that designs are prepared for all temporary works.
- e) Ensuring sub-contractors produce all necessary risk assessments and method statements in a timely manner.
- f) Ensuring all issues appertaining to health, safety and welfare are fully communicated to the workforce.
- g) Ensuring all necessary health and safety training needs are identified and addressed.
- h) Ensuring safety performance monitoring methods are fully carried out and/or complied with.
- i) Ensuring all accidents are reported and recorded, and carry out investigations to prevent re-occurrence.
- j) Ensuring health, safety and welfare matters are dealt with in the same vigour as production.
- k) Ensuring that work does not commence on a construction project until welfare facilities that comply with the requirements of schedule 2 of the Construction (Design & Management) Regulations 2015 are available on site.
- l) Ensuring appropriate disciplinary action is taken against any employee who fails to carry out their responsibilities with regard to health, safety and welfare.
- m) Keeping yourself informed of all current and proposed legal requirements concerning health, safety and welfare.
- n) Ensuring adequate resources are available to support this policy.
- o) Setting a personal example by demonstrating a concern for health & safety matters.

## Responsibilities of Supervisors

- a) To ensure the health, safety and welfare at work of employees and protection of the environment, by providing and maintaining:
  - i. Relevant risk assessments.
  - ii. Safe Systems of Work in the form of documented method statements
  - iii. Safe plant and equipment
  - iv. Safe methods of handling, transporting articles and substances.
  - v. Supervision, training, instruction, information
  - vi. Health and Safety records
  - vii. Safe place of work and safe access/egress.
  - viii. Safe and healthy working environment
  - ix. Adequate personal protective and safety equipment.
- b) To review and amend risk assessments and method statements as required

- c) To ensure all employees entering the site have been provided with site-specific induction training.
- d) Ensuring all sub-contractors carry out their work in a safe and proper manner.
- e) To ensure a good level of housekeeping and cleanliness is maintained and materials and waste are stored safely.
- f) To ensure all employees and contractors are working in accordance with safety method statements.
- g) To ensure work areas are suitably secured and members of the public are protected from construction activities.
- h) To ensure temporary works designs have been prepared and the Temporary Works Coordinator has approved the design prior to carrying out temporary works.
- i) To ensure accidents and incidents are reported in line with this policy.
- j) To maintain site records, ensuring all inspections are undertaken and recorded as required.
- k) Ensure any permit-to-work system implemented is adhered to at all times.
- l) Ensure all employees are aware of and have knowledge of their health, safety and environment responsibilities while undergoing their tasks and do not take unnecessary risk.

#### **Responsibilities of First Aiders**

- a) To provide first aid to employees, as required.
- b) To ensure the first aid equipment and accident records are maintained.
- c) To report serious accidents to EOS Interiors Limited's Management and cooperate with accident investigation where required.

#### **Responsibilities of All Employees**

All employees have a legal duty to:

- a) Read this health and safety policy document and comply with the arrangements detailed.
- b) Take reasonable care of their own health and safety and that of any other person who may be affected by what they may or may not do.
- c) Co-operate with their employer in their efforts to comply with the legal duties.
- d) Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.
- e) Follow laid down procedures, risk assessments, method statements and systems of work.
- f) Thoroughly inspect all plant and equipment before use and report immediately to management any defects.
- g) To use work equipment as instructed and trained.
- h) Wear all the necessary personal protective equipment as and when appropriate, or instructed.
- i) Use the correct tools for the appropriate job and ensure that they are in good condition before using them.
- j) Report immediately to management, any accidents, near miss/or incidence of a work related illness.
- k) Suggest to their manager or safety representative any ways of eliminating safety hazards, or improving safe working methods.
- l) Attend all safety-training courses arranged for their benefit.
- m) Present themselves for health surveillance as directed by the employer.
- n) Seek advice from their immediate supervisor if any safety procedure or instruction is not understood or cannot be followed safely because of any changes out of their control.



- o) Bring to the attention of any new employees all safety and/or emergency procedures applicable to the work place.

### **External Support**

External support will be provided by Lawyers and Health and Safety professionals in the following areas:

- a) Advising the Directors/Project Managers on health and safety matters, including legislation and industry best Company as appropriate.
- b) Disseminating relevant health and safety information to all employees to include site inspections/audits and incident investigations.
- c) Consulting with all members of the Company on health and safety matters identifying health and safety needs within the Company.

Signed:

A handwritten signature in blue ink, appearing to read 'P. Lead'.

Director

Date: 01/06/2017

### 3. PROCEDURES

#### The Company Health and Safety Procedures

##### ACCIDENTS

The first aid kit is kept in the office. The appointed First Aid Officer should be informed in the event of any accident or emergency.

Debbie Bartlett is responsible for the First Aid Box.

##### Qualified Appointed Persons

First Aiders

Debbie Bartlett Appointed Person

Lynne Hawkesworth Appointed Person

Details of any accident or significant near miss in the building, on site or incurred anywhere during the course of the working day must be recorded in the official accident book, which is retained by the Director.

Injuries, diseases and dangerous occurrences which occur and require reporting must be reported by the Director and Project Managers to the local enforcing authority by the quickest practicable means in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. All such injuries, diseases and dangerous occurrences are recorded on a F2508 or F2508A form(s) and submitted within 10 days to the enforcing authority.

All incidents or near misses are fully investigated by the Project Managers and Site Managers and reported to the Director. Following the investigation all members of staff are briefed and informed of the conclusions of the investigation and new procedures are implemented as and when required.

##### EMERGENCY

A fire risk assessment has been carried out in accordance with the Regulatory Reform (Fire Safety) Order 2005 (the Order), which is the foundation for the Company's fire precautions. The fire risk assessment is reviewed on a regular basis and all changes are conveyed to employees.

##### Instructions

If an employee discovers a fire:

- Immediately operate the nearest fire alarm call point
- If the employee is **not** trained to use a fire extinguisher, or if it is unsafe to do so, personnel should close doors and windows and switch off electrical equipment only if time permits and evacuate the premises as defined below.



On hearing the call of 'fire' or a continuous fire alarm signal:

- Dial 999 and call the Fire Brigade immediately.
- Everyone including visitors will leave the building at their nearest available exit and assemble across the road at the old Fire Station;
- Personnel should leave the building immediately without stopping to collect belongings.
- The designated Fire Marshall or his assistant will take charge of any evacuation and ensure no one is left within our office floor area. The Fire Marshall nearest the kitchen, meeting rooms and toilets should check there is no one in these areas.
- The Fire Marshall shall proceed to the Assembly Point and carry out a verbal roll call.
- The Fire Marshall shall then report to emergency services and confirm that the Company's offices have been vacated and report if anyone is missing.
- Once the incident has cleared the Fire Marshall shall then liaise with emergency services and the Director or Project Managers, advising when it is safe to re-enter the building.
- Personnel should remain together at the Assembly Point unless advised otherwise by the Director or Project Managers.

#### **Fire Marshals**

Debbie Bartlett is the designated Fire Marshal the deputy Fire Marshal is Leah Shutkever.

#### **Local Advice and Emergency Numbers**

In an emergency – Fire, Crime, Accident, Injury or severe illness always dial 999

#### **The accident and emergency hospitals:**

##### **Queen Elizabeth Hospital Birmingham**

Mindelsohn Way  
Edgbaston  
Birmingham  
B15 2TH

Telephone: 0121 627 2000

#### **The Local Health and Safety Inspections Office is at:**

19 Ridgeway  
9 Quinton Business Park  
Quinton  
Birmingham  
B32 1AL

#### **SMOKING**

EOS Interiors Limited has always operated a no smoking policy within its offices/yard area. On July 1st 2007 the smoking ban came into force in England: smoking is now prohibited in workplaces and in enclosed or substantially enclosed public spaces and workplaces. This applies to external areas outside the premises where smoke may enter into the building through an aperture, including windows above ground level. Vehicles used as a workplace are also required to be smoke free.



## **HEALTH AND SAFETY GOALS**

The Company will create an environment, which promotes health and safety working for the well being of all including visitors and sub-contractors

The Director s will be recognised as a Company who is committed to:

- Promoting the involvement of workers and leadership by all;
- Sending everyone home safely, every day; and
- The enhancement of the environment and prevention of pollution.

The Company must co-ordinate their activities with one another in a manner, which ensures, as far as is reasonably practicable, the health and safety of persons carrying out work and those affected by its activities.

The Company will continually review and improve the health and safety policies, processes and procedures to support their goals.

## **WORKING TIME REGULATIONS**

The Working Time Regulations place duties on employers to ensure that the working hours of employed workers, averaged over a period of 17 consecutive weeks do not exceed 48 hours per week unless the employee has requested an exemption. Furthermore, the regulations require daily and weekly rest periods and paid annual leave to be provided.

## **RISK ASSESSMENT**

Risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 1999 for the offices and all job specific risk assessments.

Specific risk assessments and job specific method statements are developed for all work operations and activities these will be regularly reviewed to detect any possible new potential hazards. When any further risks have been identified they will be assessed and eliminated, substituted or controlled. These updates, together with the previous risk assessments, will be the basis of a review of the methodology for the activity.

All hazards identified on the risk assessments are controlled by means of information, instruction and training and procedures described within this policy.

Whenever an employee notices a health and safety hazard, which may increase the risk, cause harm and / or danger, he / she must straightaway inform the Director or Project Managers.

All employees shall inform the Director or Project Managers and other employees if they have reason to believe the risk assessment is not suitable or sufficient, so a further assessment and any other appropriate arrangements can be implemented.

## **TRAINING**

On appointment all employees are encouraged to communicate any training needs to their Director, to confirm health and safety training they have received and when, to allow the Company to assess their knowledge and to identify any training needs. A schedule of qualifications and training will be maintained and used as a tool to monitor the need for refresher training.

Trainees and young works must be fully briefed on health and safety issues upon commencement of joining the Company.

On joining the Company all employees attend a basic health and safety induction, which includes the following:

- employer's duties
- employee's duties
- health and safety policy
- fire emergency procedures
- first aid
- office safety including VDU assessments
- training requirements
- asbestos awareness
- Personal Protective Equipment (PPE)
- environmental management policy
- violence and threatening behaviour
- driving on company business policy
- use of hand-held devices & hands-free mobile telephones (while driving on company business) policy
- asbestos policy
- working at height policy
- manual handling policy
- drug and alcohol misuse policy
- work related stress policy
- out of office working
- site safety and site rules
- abrasive wheel and use of work equipment
- CDM Regulations 2015

## **YOUNG PERSONS**

EOS Interiors Limited will ensure where persons under the age of 18 years are employed (or are at a EOS Interiors Limited workplace for other reasons, e.g. work experience) a specific risk assessment is carried out to ensure all risks associated with the young person's lack of knowledge, experience and maturity have been considered and appropriate measures have been implemented. Parents or guardians of such young persons will be provided with copies of the risk assessments prior to any work-taking place. As a general rule, young persons will not be permitted to operate plant or machinery, work at height or manually large or heavy loads.

## **EMPLOYEE CONSULTATION**

The Company will actively encourage and support consultation with all employees and operate an open door policy to encourage employees to talk to their line managers at any time on matters of health and safety, within a blame free culture.

The Company have a Health and Safety Committee who will obtain feedback for health and safety concerns raised by employees.

The Health and Safety Committee will invite "employee representatives" to their meetings to encourage feedback.

The Project Managers/Site Managers and the committee will proactively liaise with all employees.

Employees will be encouraged to provide initiatives, ideas and comments, which will be forwarded to the Health and Safety Committee to progress.

## **HEALTH AND SAFETY COMMITTEE**

The objectives of the Committee are:

- To provide a forum for the discussion and consideration of all aspects of Health, Safety and Welfare in Company activities;
- To provide direction on the policy, standards, training, competency and implementation of the Health and Safety system.

The Committee will meet quarterly to ensure that arrangements exist for obtaining and communicating to employees.

## **CONTROL OF CONTRACTORS**

EOS Interiors Limited must prior to appointment of any sub-contractor or sub-consultant ensure in accordance with the CDM Regulations they have the skill knowledge experience, and where they are an organisation capability to carry out the work in a way which secures health and safety. This shall be demonstrated by providing the following documentation for review by our external Health and Safety Consultant prior to commencing any works:

- Health and Safety Policy, Organisation and Arrangements for health and safety;
- Training and information records – the company will be CHAS/Construction-line registered SSIP certificate and all operatives will be CSCS trained as a minimum requirement subject to the nature of the works;
- Accident reporting procedures;
- Site specific risk assessments and method statements;
- Means of co-operation and co-operation throughout the works.

## **THE PROVISION AND USE OF WORK EQUIPMENT**

All work equipment, including plant, shall be evaluated before use to ensure it is suitable and appropriate for the work to be undertaken. It must be ensured all guards and safety devices are fitted and operable.

Plant and work equipment must not be modified or used for anything other than its intended purpose.

A register of work equipment must be maintained and each item must be subject to regular checks at a defined frequency. The checks must ensure that the equipment continues to be safe to use and all guards/safety devices (where appropriate) continue to be operable.

Only battery powered or 110V equipment shall be used on site for power tools and lighting.

All checks, together with any defects or repairs undertaken are recorded.

All plant operators will be trained and hold the appropriate operating licenses.

Plant will be inspected before first use on a site and thereafter every seven days and records will be maintained.

All hired work equipment, including plant must be provided with all relevant test certification, operation and manuals and checked prior to use on site.

Operators and users of hoists, chain blocks, MEWP's and telescopic handlers (fork lift trucks) must have received formal training and only competent persons.



Tower Scaffolds must be erected and inspected by PASMA trained operatives as follows:

- Before first use;
- After substantial alteration;
- After an event likely to alter its stability;
- At regular intervals not exceeding seven days and recorded.

### **ABRASIVE WHEELS AND DISC OPERATED CUTTING/GRINDING TOOLS**

No person may operate these tools or replace an abrasive wheel or disc unless they have been properly trained in their use and hold a certificate of training or competence. Guards must be fitted to prevent entanglement. Hot works permits will be issued to manage the risk of fire where required.

### **ELECTRICITY**

EOS Interiors Limited must not commence any strip out works until a competent contractor has isolated electrical services. This conformation will be provided in writing or completion of an isolation certificate. In addition;

- Cables which remain live will be clearly marked and identified;
- All panel switches will be set to OFF prior to strip out; and
- In feed and out feed cables will be cut prior to stripping out electrical panels.

Temporary electrical installations will be installed by a competent contractor in accordance with the 17<sup>th</sup> edition of IEE wiring regulations and certificated of installations must be obtained.

When using portable electrical equipment, cables will be positioned in such away as to prevent damage and a slip/trip hazard. All cables and extension leads must be visual inspected prior to use.

### **EMERGENCY PLANNING**

Emergency procedures must be provided at all workplaces and will detail the action to be taken in foreseeable emergencies e.g. Fire, accident, major injury, gas, leak etc. This will form part of the site induction provided by EOS Interiors Limited and form part of the Construction Phase Plan. Emergency procedures will be reviewed throughout the works and practiced and recorded as required.

### **NOISE**

Potentially hazardous levels of noise can cause incurable hearing damage and noise generally can cause stress and interference with communications. The Company will reduce employee's exposure to noise to the lowest level reasonably practicable.

The three action levels of noise are:

First action level	-	80db (A)
Second action level	-	85db (A)
Peak action level	-	140db (A)

Where employees are exposed to noise levels at or above the first action level an assessment will be undertaken by a competent person and any action required will be undertaken.

If the noise level reaches the second or peak action levels, action will be taken to reduce employee exposure with physical acoustic baffles and exclusion zones.

**Note:** As a rough guide the first action level is likely to be reached when people speaking normally have difficulty in being heard by someone who is about two metres away.

Noise levels will be considered when job method statements are prepared and appropriate action taken.

## **VIBRATION**

The effects of excessive vibration can lead to various physical abnormalities including hand arm vibration syndrome (HAVS) and vibration white finger (VWF).

Method statements and risk assessments will take account of vibration hazards; however, all tools will be hired/purchased with suitable dampeners to reduce vibration levels and account will be taken of hire firms data and recommendations regarding vibration.

All information regarding vibration will be given to operatives prior to work commencement through method statements/risk assessment familiarization and toolbox talks.

Employees will also be instructed to take regular breaks, whilst being advised of the contributory factors of cold weather and smoking. Job rotation methods will also be employed in order to prevent the onset of symptoms.

## **RESPIRABLE CRYSTALLINE SILICA**

Respirable Crystalline Silica (RCS) is present in stone, bricks, concrete and concrete blocks. EOS Interiors Limited, employees by cutting, sanding down etc. encounters RSC. Some of this dust may be fine enough to reach deep inside the lungs, this is known as Respirable Crystalline Silica (RCS) and can cause harm to health. Significant exposure to RCS can cause silicosis and lung cancer. EOS Interiors Limited must ensure exposure is minimised and controlled as follows:

- Carrying out cutting in a controlled environment using enclosures, cutting stations or dust extract where possible;
- Wetting down of material during cutting/cleaning operations;
- Provision of training in the use and maintenance of equipment and FFP3 face masks;
- Regular cleaning of work areas;
- Provision of PPE: overalls and FFP3 facemasks must be face tested and all operatives must be clean-shaven, all facemasks should be discarded at the end of each shift or more regularly if they heavily contaminated. Never hang up a respirator or leave on top of your head or neck within a dusty place and use later.

## **LEAD**

When lead and lead compounds are processed, usually by “hot cutting” in demolition and dismantling operations, lead dust; fume and/or vapour can be created. A body may then absorb the substance by:

- Breathing in the dust, fume or vapour
- Swallowing any lead, for example if you eat, drink or smoke or bite your nails without washing your hands and face

Any lead absorbed circulates in the blood; however, the body gets rid of a small amount each time you go to the toilet, but some will stay in the body and may stay there for many years without any effects.

When dismantling work involves lead or lead compounds, risk assessments will be undertaken which will identify suitable control measures which will include when appropriate, ventilation systems, protective clothing and respiratory equipment, together with health surveillance.



Appropriate welfare facilities will be made available allowing a high level of personal hygiene to be maintained.

Eating, drinking and smoking must only be in areas free from contamination.

### **NON- ENGLISH SPEAKING WORKERS**

Where workers are engaged on site that do not have English as a first language, then EOS will make necessary adjustments to ensure effective communication of health & safety information, including,

**Induction:** EOS will provide a welcome sheet and hold inductions in a variety of languages where appropriate. People unable to read or write will be encouraged to speak to site management where further support could be given.

**Supervision:** EOS will provide increased supervision and training time in instances where a high number of workers whose first language is not English are present on site.

**Tool Box talks:** Such talks to operatives could overcome any literacy issues and when required an interpreter will be employed if English is not understood.

**Training:** To pass on safety information to those with poor command of the English language whether written or spoken. Either improving a workers use of English or providing safety training in other languages.

**Translations/translators:** Where many of the work force have difficulty with English language we will provide simple instructions and guidelines in a number of common foreign languages/a buddy system, ensuring the groups of foreign operatives have at least one bilingual member to act as an interpreter, providing information including method statements in an employee's native language.

### **SPILLAGES AND LEAKS**

In the event of a spillage of liquids such as oil, diesel or additive the area affected must not be used by pedestrians or vehicles and the spillage must be contained by using spill kits or sand to soak up all of the liquid. If the spillage is outside the building and the liquid escapes into drains then this must be reported immediately to the Site Manager who should report the spillage to the Environment Agency.

### **TEMPORARY WORKS**

EOS Interiors Limited will ensure a Temporary Works Coordinator (TWC) is appointed for all projects where temporary works is required including:

- Propping
- Façade retention
- Earthworks
- Hoarding
- Hoist anchors/ties
- Edge protection
- Shoring
- Scaffolding

The TWC will have the necessary training and experience and will ensure a competent person in accordance with relevant standards for temporary works designs. The TWC will ensure all temporary works are carried out in accordance with the design and that the works are inspected prior to being loaded or accessed and subsequently on a regular basis (as defined in The Construction Design & Management Regulations 2015) records of all inspections must included within the construction phase plan on site.

A specialist in accordance with the National Access and Scaffolding Confederation for access scaffolding must be employed if required and all temporary works must be in accordance with HSE SIM 02/2010/04 and BS 5975 Code of practice for temporary works procedures and the permissible stress design of false work.

### **TRAFFIC MANAGEMENT**

Where ever possible pedestrian and vehicle traffic must be separated. Safe passage for the site pedestrians must be maintained at all times. Site set up will be planned to eliminate reversing of vehicles where possible. Where this cannot be achieved, a trained and competent banks person must supervise and direct all reversing operations. The speed limit for vehicle traffic throughout the site will be restricted to 5mph high visibility vests or jackets are to be worn as a standard site requirement.

### **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

All substances, which have a COSHH implication must be evaluated before use to determine the hazards and the associated risks, which must be communicated to all users. Wherever possible, alternative substances must be used in order to eliminate the hazard or reduce any risks.

In all cases, substances shall be stored, used and handled in accordance with the suppliers/manufacture's instructions hazard data sheet.

When safer alternative substances cannot be utilized, the results of the risk assessment shall be acted upon and employees shall be given information, instruction and training regarding any control measures introduced. COSHH risk assessments must be undertaken and issued with the substance.

### **PERSONAL PROTECTIVE EQUIPMENT AT WORK**

All employees shall be provided with suitable PPE and clothing as follows: hard hat, steel top cap boots, hi-vis waterproof jacket, goggles, ear defenders, gloves, to ensure their continued health and safety in all working environments.

EOS Interior Limited's task specific risk assessments consider additional PPE to be provided is suitable, appropriate and compatible with any other PPE. Information, instruction and training regarding its use, storage and maintenance will be provided and recorded.

Hard hats must not be kept more than 2 years or/and if they suffer a severe knock or are damaged during that period they must be replaced immediately. Hats must be kept out of sunlight when not in use.

In addition, employees are required to take reasonable care of all items issued, and to report to the Project Manager and Site Manager any defect or damage, which may occur.

If equipment appears not to function correctly, or problems in usage become apparent, employees must report this to the Project Manager and Site Manager.

Employees must take reasonable care of PPE issued to them and must ensure it is cleaned, stored and repaired according to instructions.

If EOS Interiors Limited employed by a Principal Contractor then before entering the site they shall clarify the following:

- appropriately dressed for the contractor's site; and
- aware of the site rules and known hazards.

Ask the contractor for any special Personnel Protective Equipment requirements.



If anyone has any requirement for PPE they should discuss this with the Director or Project Manager. Any equipment supplied by the Company is to be returned to Debbie Bartlett prior to leaving employment.

## **HAZARDS**

### **HOUSEKEEPING AND PREMISES**

- Cleanliness – it is the responsibility of everyone to keep the office and access / fire exits routes clean and tidy at all times.
- Waste disposal – refuse is collected nightly by the cleaner and stored in the external wheelie bins for weekly collection.
- Stairs / floors – employees should take great care on all stairs in the building. Ensure the flooring and stairs remain dry and free from slip, trip or fall hazards. Take great care when carrying files and boxes etc. through the office.

### **ELECTRICAL EQUIPMENT**

All users of electrical equipment must make occasional visual inspections of equipment, plugs and cables, ensure cables are safe and un-knotted and report any possible loose connections or faults to the Project Managers and Site Managers. The equipment must be taken out of use until repairs have been carried out.

Every piece of electrical equipment in the office /on site equipment is uniquely numbered and listed in a register and maintained by Debbie Bartlett. All equipment is formally visually inspected and combined inspections are carried out in accordance with the Electricity at Work Regulations 1989. A schedule of all testing is held at the head office. Any new equipment purchased or permanently brought into the office is to be reported to Debbie Bartlett. All extension leads/cables used on site must be tested every three months or replaced.

In the interests of safety, as well as economy, the last person to leave the building at the end of the day is required to check that all electrical equipment are switched off.

### **DISPLAY SCREEN EQUIPMENT**

The Health and Safety at Work etc. Act 1974 places a duty on every employer to ensure, in so far as is reasonably practicable, the health, safety and welfare at work of all his employees. The Health and Safety (Display Screen Equipment) Regulations 1992 is specific legislation providing for the protection of people who use display screen equipment as a significant part of their work.

All employees using display screens are given information on:

- risks from display screen equipment and work stations within the office and/or home;
- risk assessment and measures to reduce the risks;
- breaks and activity changes;
- user training;
- review/assess work station when modified ensure new hardware and software complies

The Company will pay for eye tests. Costs incurred should be claimed via a receipt handed to the Director not later than four working weeks after the date of the test. If the eye test should demonstrate that the employee does require glasses due to display screen use, the Company will pay for all corrective appliances.

## **NEW AND EXPECTANT MOTHERS**

Expectant mothers have a duty to inform the Director that they are pregnant. On receipt of this news the Director will assess the risks that the expectant mother will be exposed to. Further risk assessments shall be carried out at appropriate stages throughout the pregnancy and on returning to work if mothers are still breast-feeding.

## **HEALTH AND SAFETY ON SITE**

Building sites/unoccupied buildings are dangerous places and employees visit them on a regular basis. Whether visiting a vacant site, surveying an occupied or an unoccupied building, or inspecting works during construction there are hazards to be recognised and steps to be taken to eliminate or reduce them as and where possible.

## **SAFETY CODES**

Visits to building sites, unoccupied buildings and construction operations can be potentially dangerous. Consider the likely hazards and follow the safety code.

## **OCCUPIED BUILDING SITES**

The Principal Contractor is responsible for the safety of persons lawfully on site. Employees should not enter sites or buildings without permission, and immediately report to the person in charge. Employees should comply with all requests from the main contractor, his representative or other supervisory staff. The employee must report to the Site Manager or representative when he/she arrives, and when he/she leaves the site.

Suitable clothing and appropriate PPE, in particular protective headgear (a hard hat) and stout shoes or boots should be worn. Employees should not wear thin-soled or slippery shoes. Loose clothes, which might catch on an obstruction, must be avoided.

Employees should check ladders are securely fixed and planks are secure and beware of overhead projections, scaffolding and plant, and proceed with caution. Particular care is necessary in windy, cold, wet or muddy conditions. Employees should keep clear of excavations and beware of openings in floors etc. They should not lean on guardrails, scaffoldings etc or interfere with any temporary barriers, guardrails or lights. They should beware of ladders, which the rungs may have rusted or rotted, and never climb a ladder which is not securely fixed at the top. Employees should not touch any plant or equipment. They must keep clear of machinery and stacked materials and watch out for temporary cables, pumps, hoses and electric fittings. Employees have a duty of care to report to the main contractor anything, which comes to his/her notice is unsafe.

## **UNOCCUPIED BUILDINGS AND SITES**

Employees must not visit an empty building or unoccupied site on their own, employees must make sure someone in the office knows where he/she is, and at what time he/she expects to return.

Employees must not take chances. Employees should not visit an empty building if he/she thinks it unsafe. Employees must not visit an unoccupied site if he/she thinks it dangerous and he/she anticipates hazards. Common dangers include:

- the possibility of partial or total structural collapse
- rotten or insecure floor and stairs
- asbestos
- contamination by vermin or birds, pigeon guano, rats (Weil's disease), or poisonous substances put down to control them

- contaminated with waste including bodily fluids, faeces, needles and syringes, which can harbour infectious diseases.
- hidden pits, ducts, openings etc.
- fragile construction e.g. asbestos or plastic sheets on roof areas
- space which have not been used or ventilated for some time (confined space)
- live services

If the client is unable to provide a management asbestos report/register by reasonable enquiry and no other competent consultant has entered the building, only employees who have received asbestos awareness training are permitted to enter the building. If he/she suspects asbestos based materials have been disturbed, the employee shall leave the site immediately and request an asbestos survey is carried out prior to anyone entering the site again.

The employee must plan the visit and make sure he/she takes with him/her appropriate equipment i.e. torch and protective clothing. Apart from stout shoes and a hard hat, employees should remember unoccupied buildings can be dirty, damp, cold and dark, so must be prepared.

Employees must familiarise themselves beforehand with the plan of the building, particularly the exit routes. Employees must make sure security devices on exits will allow them to reach safety quickly.

Employees must look for defects in the floors ahead, e.g. wet areas, holes, and materials, which might be covering up holes. Employees must walk over the structural members (e.g. joists, beams etc) whenever possible – not rely on floorboards alone.

Employees must not walk and look around at the same time. They must keep one hand free at all times when moving. Employees must not walk and try to take notes at the same time. The employee must make sure he/she is in a safe and balanced position when taking photographs or stretching out to take measurements.

Employees must check on protection when approaching stairwells, lift shafts, roof perimeters etc. Employees must **NEVER** assume services (e.g. cables, sockets, pipes etc) are safe or have been isolated. Employees must not enter any space or enclosure where there is a risk of death or serious injury from hazardous substances or dangerous conditions (e.g. lack of oxygen).

The following can be confined spaces:

- storage tank
- silos
- reaction vessels
- enclosed drains
- sewers
- open topped chambers
- vats
- combustion chambers in furnaces etc.
- ductwork
- unventilated or poorly ventilated rooms

If the employee suspects the presence of gas, inflammable liquids, dangerous chemicals or free asbestos fibre he/she should leave the building immediately. If an employee sustains cuts, penetration by nails or other serious injury, he/she must seek immediate medical advice. Employees must ensure they wash their hands after visiting sites and prior to handling food or eating.



Employees must always take heed of these rules:

- Plan ahead
- Do not rush
- If uncertain do not proceed – seek advice or assistance
- Do not smoke or use naked flames

Employees must consider an injection against tetanus, available from medical practitioners.

In summary, when going to site or on a survey, employees should ask themselves:

- Should I be working alone?
- Am I properly equipped?
- Is my protective clothing adequate?
- Does my employer know where I am and when I expect to return?

On return to the office/home from site or before eating employee must ensure he/she washes his/her hands thoroughly with warm soapy water.

#### **CONSTRUCTION SITE SAFETY CHECKLIST**

The next four-pages provides a HSE checklist and gives a basic background to points to be considered when any employee carries out site inspection. For the employee's safety and all on site report any breaches of these basic safety rules to:

- The Site Manager /Project Manager;
- The Company Director;
- Client;
- Principal Designer.

All breaches in the Health and Safety or near misses must be recorded.

#### **CONSTRUCTION SITE SAFETY CHECKLIST**

##### **Safe Access**

- Can everyone reach their place of work safely, i.e. are there good roads, gangways, passageways, passenger hoists, staircases, ladders and scaffolds?
- Are all walkways level and free from obstructions such as stored material and waste?
- Are there adequate barriers or other edge protection to stop falls from open edges of buildings, gangways etc.
- Are holes and opening securely fenced off or provided with fixed, clearly marked covers?
- Is their adequate artificial lighting when work is carried on after dark or inside buildings?
- Is the site tidy, and materials stored safely?
- Are there proper arrangements for collecting and disposing of scrap?
- Have nails in timber been hammered down or removed?

## Ladders

- Are ladders the right equipment to use for the job, or should a scaffold be provided?
- Are all ladders in good condition?
- Are ladders secured near the top?
- If ladders cannot be secured at the top, are they secured near the bottom, weighted or footed to prevent slipping?
- Do the ladders rise at least 1.0m above their landing places or the highest rungs used? If not, are there adequate handholds?
- Are the ladders properly positioned so employees do not need to overstretch?

## Tubular Scaffolds

- Is there proper access to the scaffold platform?
- Are all uprights provided with base plates (and, where necessary, timber sole plates) or prevented in some other way from slipping or sinking?
- Have any uprights, ledgers, braces or struts been removed? Is the scaffold secured to the building in enough places to prevent collapse?
- If any ties have been removed since the scaffold was erected have additional ties been provided to replace them?
- Are the working platforms fully boarded?
- Are their adequate guardrails and toe boards at every side from which a person could fall from height?
- Where the scaffold has been designed and constructed for loading with materials, are these evenly distributed?
- Does a competent person inspect the scaffold regularly i.e. at least once a week and always after bad weather?
- Are the results of inspections recorded (including defects that were put right during the inspections) and the records signed by the person who carried out the inspections?

## Powered Access Equipment

- Has the equipment been installed by a competent person?
- Are the operators competent?
- Is the safe working load clearly marked?
- Is the equipment inspected by a competent person?
- Does the working platform of the powered access equipment have adequate, secure guardrails and toe boards or other barriers to prevent people and materials falling off?
- Have precautions been taken to prevent people being struck by:
  - the moving platform
  - projections from the building
  - falling materials

## Hoists

- Has the equipment been installed by a competent person?
- Are the operators competent?
- Is the rated capacity clearly marked?
- Is the equipment inspected by a competent person?
- Does the hoist have a current report of through examination and a record of inspection?
- Is there a suitable base enclosure to prevent people from being struck by any moving part of the hoist?
- Are the landing gates kept shut except when the platform is at the landing?
- Are controls arranged so that the hoist can be operated from one position?



## **Excavations**

- Has an adequate supply of timber, trench sheets, props or other supporting material been delivered to the site before excavation work begins?
- Is this material strong enough to support the sides?
- Is a safe method used for putting in timbering i.e. one that does not rely on people working within an unsupported trench?
- If the sides of the excavation are sloped back or battered, is the angle of batter sufficient to prevent collapse?
- Are there barriers or other protection to stop people and vehicles falling in?
- Are properly secured stop block provided to prevent tipping vehicles falling in?
- Could the excavation affect the stability of neighbouring structures or services?
- Are materials spoil and plant stored away from the edge of the excavations to reduce the chance of a collapse?
- Is the excavation inspected daily, and the timbering or other support weekly?

## **Traffic, vehicles and plant**

- Are vehicles and pedestrians kept apart?
- Are all drivers trained and competent for to drive the vehicles or plant they are operating?
- Are loads properly secured?
- Are passengers only carried on vehicles designed to carry them?
- Have employees made sure that plant and vehicles are not used on dangerous slopes?
- Has the banks person / slinger been trained to give signals and to attach loads correctly and does he know the lifting limitations of the crane?
- If it can vary its operating radius, is the crane clearly marked with its safe working loads and corresponding radii?
- Is the crane maintained regularly?

## **Noise**

- Are employees exposed to high sources of noise?
- Are people not involved in the work kept away from the source of the noise?
- Is suitable hearing protection provided and worn in noisy areas?
- Have hearing protection zones been marked?

## **Electricity**

- Are all portable electric tools and equipment supplied from 110v transformers with yellow cables, or have special measures been taken to protect them from mechanical damage and wet conditions?
- Can employees see any signs of damage to or interference with equipment, wires and cables?
- Are all connections to power points made by proper plugs?
- Are connections to plugs properly made so that the cable grip holds the cable firmly and prevents the earth wire from being pulled out?
- Are there any overhead electric lines? Where anything might touch the lines or cause arcing (cranes, tipper lorries, scaffolding etc) has the electricity supply been turned off or other precautions taken to prevent such contact with the lines?
- Have underground electricity cables been located (with a cable locator and cable plans), marked, and precautions taken to avoid contact with them?

### **False work / Formwork**

- Have the design and the supports for shuttering and formwork been checked?
- Is it being erected safely from steps or proper platforms?
- Are the props plumb and properly set out?
- Are the bases and ground conditions adequate for the loads?
- Are the correct pins used in the props?
- Are the timbers in good condition?
- Does a competent person against the agreed design inspect it before permission is given to pour concrete?

### **Fire**

- Are there emergency procedures?
- Is there means of raising the alarm and does it work?
- Is there away to contact the emergency services from the site?
- Does the site have the right number and type of fire extinguishers and where are they needed?
- Are there adequate escape routes? Are they kept clear?
- Do the workers know what to do in an emergency?
- Is there adequate first aid provision?
- Flammable Liquids is there a proper store area?
- Is the amount of flammable liquid on site kept to a minimum for the day's work?
- Is smoking prohibited?
- Are other ignition sources kept away from flammable liquids?
- Are properly constructed safety containers used?
- Compressed Gases (e.g. LPG, acetylene)
- Are cylinders stored properly?
- Is the cylinder valve fully closed when the cylinder is not in use?
- Are cylinders sited outside huts?
- Other combustible material are there property waste receptacles?
- Is waste material removed regularly?

### **Vermin**

- Weil's disease this is a serious and sometimes fatal infection that is transmitted to humans by contact with urine from infected rats
- Feral cats
- Pigeon guano
- Employees must ensure that they wash their hands prior to leaving site and eating. Employees may not always know that they have come into contact with the above.

### **Welfare**

- Are toilets readily available and are they kept clean and properly lit?
- Are there washbasins, hot and cold (or warm) running water, soap and towels?
- Are the washbasins large enough to wash up to the elbow and are they kept clean?
- Is there somewhere to change, dry and store clothing?
- Is there drinking water and cups provided?
- Is there somewhere that employees can sit, make hot drinks and prepare food?