



Interior Ceilings & Partitions

HEALTH & SAFETY POLICY

September 2024

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Address: 19 Nailers close, Birmingham, B32 3QR

Health and Safety Policy Statement

Interior Ceilings & Partitions - Group Profile:

Interior Ceilings and Partitions was established in March 2016 with the goal of providing a comprehensive solution for interior fit outs and a personal touch to all of our clients.

Profile:

Interior Ceilings & Partitions is a company providing Drylining, Ceiling systems and Steel frame systems. We regard occupational health, safety and wellbeing to be an integral part of business activities and is committed to achieving a high level of occupational health & safety performance. As such, the management of health, safety and welfare is to be considered as a prime responsibility, by management, at all levels within the company. Interior Ceilings & Partitions share a common goal that nobody should get hurt whilst at work and operates an open-door policy for health and safety matters.

Health and Safety Policy Statement:

Within Interior Ceilings & Partitions, the overall responsibility is with the Managing Director. Interior Ceilings & Partitions will ensure, as far as is reasonably practical, health, safety and welfare of all its employees and those who may be affected, by their activities whilst at work. Interior Ceilings & Partitions will comply with the Health and Safety Work Act, 1974, subsidiary legislation to that Act, Codes of Practice and official guidance relevant to our work.

It is the aspiration of Interior Ceilings & Partitions to achieve a safe working and healthy environment, for all who use Interior Ceilings & Partitions. In order for this to be achieved, Interior Ceilings & Partitions operate a system using guidance from the HSE – HSG 65 (a framework for systems and behaviour).

It is, therefore, Interior Ceilings & Partitions Policy to discharge our duties we will ensure:

- All our employees are adequately trained, informed, instructed, and supervised so as to enable them to work in a safe manner avoiding risk to injury to themselves or others.
- That regular assessments of hazards and risks they may be exposed to, are carried out with the results of those assessments being brought to their notice, as to remove or reduce those risks.
- Provide safe access to work, a safe place of work, safe work equipment, safe and suitable storage and as safe an environment at work as is possible in those areas where we are in control of those places of work.
- Procedures are in place whereby our duty to consult with our employees on health and safety matters, can be discharged.
- This policy will be reviewed regularly and, in any case, annually, being amended or altered as may be necessary with the results of those reviews brought to the attention of our employees.
- The co-operation of our employees who will be required to perform their assigned duties safely and in compliance with this policy. They are required to perform their assigned duties safely and in compliance with this policy. They are required to report unsafe acts, omissions or equipment provided for them by the company.



Interior Ceilings & Partitions will ensure that any person undertaking any work for the company, are aware of the obligations under this policy, with emphasis to take reasonable care for themselves and others, that may be affected by their acts and omissions.

Sign: M. Saeed

Name: Michael Saeed

Date: 1/1/24

Organisational Duties for Health and Safety:

The day-to-day supervision and enforcement of this policy has been delegated to Michael Saeed – Managing Director.

The Managing Director will:

- arrange to delegate operating responsibilities but maintain the overall responsibility.
- ensure that the team will identify hazards and assess the risks for their own staff, contractors, and sub-contractors; that of others; and set appropriate standards.
- report to the Board of Directors, on a regular basis, keeping them informed of all matters affecting Health and Safety, within the company.
- monitor the effectiveness of this policy, ensuring the policy gets amended as necessary and review it on an annual basis.
- ensure that all employees are aware of this policy and ensure they will comply with its requirements.
- convene regular meetings with all principal advisors where the company strategy can be discussed and agreed, and the company's responsibility to consult with its employees be discharged.
- Communicate to all levels their responsibilities for health and safety placed upon them by this policy.
- arrange for specialist health and safety advice as required so that ensuring the Company complies with its legal duties.
- Ensure that managerial team identify hazards and assess the risks to their own staff, contractors, sub- contractors, and that of others and set appropriate standards.
- Ensure that projects and activities have been assessed to enable them to be undertaken safely and provide for a risk controlled working environment.
- Ensure all plant and equipment is serviced, maintained, and inspected to meet regulatory guidelines and regulations.
- Ensure the provision of suitable and adequate emergency, first aid and welfare facilities.

All reportable injuries, diseases and dangerous occurrences are reported to the relevant authority.



All accidents, incidents, ill health, dangerous occurrences, near misses and any other issues concerning health and safety raised by anyone are recorded and investigated such that effective controls can be implemented to help prevent recurrence.

Including in the Company's disciplinary procedure, all actions that will be taken for non-compliance by employees of health and safety rules and procedure.

All employees:

Administration, Trade persons, Employees and Sub contractor (labour only) are included in this section because they have no other persons reporting directly to them.

The employee and those titles named above; responsibilities are:

All are encouraged to bring matters that concern them to the attention of the appropriate manager, and it shall be the duty of every employee whilst at work to:

- Take reasonable care for the health and safety of themselves and that of others who may be affected by their acts and omissions at work.
- Not to operate equipment or undertake activities for which they have not received suitable and adequate training.
- Refrain from intentional or reckless interference with anything provided in the interest of health, safety, or welfare in pursuance of any relevant statutory provisions or to misuse anything similarly provided.
- Co-operate with the Company, in order to ensure that the Company's policy for health and safety and the organisation and arrangements for carrying it out are complied with.
- Use all safeguards, protective clothing and equipment provided for a risk-controlled environment in accordance with the training and instruction they have received.
- Observe any risk assessment, method statement and safety procedures provided for securing a risk-controlled environment and to comply with any relevant information provided by the assessment.
- Ensuring safe access and segregation routes are used and when barriers or guard rails have been erected are not moved, stood on or climbed over.
- Assist, when required, in the investigation of all significant accidents/incidents to discover cause and prevent recurrence.
- To report any accident, incident, hazard or near miss, whether or not personal injury results immediately to their immediate supervisor.



- Report any injury no matter how slight and seek first aid treatment if necessary.
- To report any defects to plant, machinery, and equipment without any undue delay to their immediate supervisor and not to attempt repairs or operation which they have not been authorised and specifically trained to do so.
- Ensure that any tools or equipment that are used are maintained, portable electronically tested as appropriate and suitable for the job, prior to commencement of the activity.
- Maintain safe access and egress to the working activity area.
- To ensure that electrical cables and materials of work are not trip hazards to themselves or others.
- To remove any waste at end of each shift or as appropriate throughout the shift to maintain a safe working zone.
- To ensure that the induction training session is attended and do not commence work at any site without doing so.
- Co-operate with Principal Contractors in maintaining a safe site. To attend all training sessions as requested by the Company
- To maintain a CSCS card if applicable appropriate to their occupation.
- To inform management of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out particular tasks or tasks or increase their risk of injury.
- To inform new employee's when there are known hazards and encourage safe working practice as example to young employees.



Procedures and Arrangements:

Section:

1. Information and Arrangements
2. General Risk Assessments
3. Training and Induction
4. Induction Training
5. First Aid
6. RIDDOR
7. Manual Handling
8. Personal Protective Equipment
9. Display Screen Equipment
10. Fire
11. Smoking
12. Drugs and Alcohol
13. COSHH
14. Environmental Policy Statement
15. The Construction (Design and Management) Regulations 2015 – Duties
16. Asbestos Arrangements
17. External Adviser



1. Information and Arrangements:

This procedure defines what you should do in the event of any concern related to health and safety whilst in the employ of Interior Ceilings & Partitions.

It will also describe action plans to reduce risk, how information will be communicated and the frequency of reviews for health and safety arrangements and procedures.

The Managing Director will ensure health and safety matters are discussed at board level and is responsible for ensuring the procedures and arrangements are maintained and managed.

Procedure

If any employee has any concern over health and safety issues they should communicate with their health and safety adviser. If neither they are not available, then they should contact the managing director.

Concerns will be addressed as quickly as practicable and no employee shall continue work until the working environment is safe to do so.

Upon identifying unsafe conditions or acts, stop work and warn anyone who may be affected by the unsafe observation and report to your supervisor.

Unsafe Acts include:

- Using defective equipment
- Using equipment incorrectly
- Failure to use or incorrectly use personal protective equipment
- Leaving equipment in a dangerous state or unattended operating mode
- Failure to maintain controls of risk assessments or method statements

Unsafe Conditions include:

- Defective equipment
- Slippery surfaces
- Fire hazards
- Poor or lack of guarding
- Poor housekeeping
- Undertaking an unplanned activity.

The procedures for action plans, communication and reviews will remain the same throughout the document and therefore within the sections, information will not be duplicated.

However, if there is need of additional information it will be included in a section as necessary.



Risk Assessments

It is Interior Ceilings & Partitions policy to carry out risk assessments for all plant, processes and activities that present significant risk.

General Risk assessments may identify the need for specific assessments such as manual handling, display screen equipment, asbestos, noise, vibration, and control of hazardous substances. These assessments will be carried out in accordance with the appropriate procedures.

The following forms may be used in support of this procedure:

- Action Plans
- Observations Rating
- Hazards arising onsite assessment

General risk assessment form will be used for recording, hazards, risk, controls to reduce risk and communicated to all employees at induction or by line management.

A copy of the risk assessment form to be used will be found in the appendix of the relevant section.

Action plans

Arrangements for dealing with health & safety issues where an employee raises a matter or controls related to health and safety risk assessments the company will:

Take all necessary steps to investigate the circumstances:

- Take corrective measures as appropriate
- Formulate an action plan
- Advise the employee of actions to be taken.
- All issues raised will be addressed within one month unless there is immediate or significant risk of injury or ill health.

The Managing Director may call upon competent person(s) to assist as necessary.

Communication

Unless there is the need of confidential communication or matters of significant importance between the Managing Director or other Directors and Employees (e.g. individual health matters) all other communications will be presented by your direct Supervisor.

- Risk assessment
- Safe systems of work
- Method statements
- Replies to health and safety concerns
- Short duration training



Reviews

All procedures, arrangements, safe systems of work, risk assessments will be reviewed;

- At a minimum annually
- When there is change to an activity
- On introduction of new plant and processes
- Following any incident or report of near miss
- When it is considered, further controls are necessary
- On amendments of regulations or guidelines

The health and safety policy statement and supporting manual will be reviewed annually or when there is need to change through regulation amendments or procedure improvement.

All changes to the manual will be recorded and the date of change recorded.



2. General Risk Assessments:

Standards

The Health and Safety at Work Etc. Act 1974
All other relevant Approved Codes of Practice and Guidelines requiring risk assessments.

Policy

It is the Company's policy to carry out risk assessments for all plant, processes and activities that present significant risk.

Organisation

The risk assessment program is to take place under the direction of the Managing Director who will also manage the action plans generated by the risk assessment process and will delegate to managers to implement.

All plant, equipment, processes and activities that present hazards of significant risk are to be subject to risk assessment under the direction of the Managing Director.

Additional assessments are to be carried out for the installation, commissioning, cleaning, adjustment and de-commissioning of equipment as appropriate.

The Health and Safety Adviser will assist and coordinate risk assessment activities to ensure that identified significant areas of risk to the Company are addressed.

Risk Assessment Procedure

The register will include all completed risk assessments and these will be dated as per the last review.

Identified risk assessments are to be carried out by the Health and Safety Advisor or suitably trained Manager

The significant findings of the assessments and controls are to be recorded.

Hazards will be identified and the probable risk and the severity will be noted. The risk rating will be calculated.

For new equipment or activities decisions about what risk controls measures are needed will be identified and prioritised for action. Advice will be sought from manufacturers and competent persons when undertaking these assessments.



Applied interiors use a twenty-five square matrix system to calculate risk ratings. Each risk assessment describes the system on the cover page.

Controls will be introduced to reduce the likelihood of the hazard reaching its potential to that of very unlikely. All employees must observe the implemented controls.

Controls may include training, maintenance and maintenance inspections, guards, interlock systems, personnel protective equipment, housekeeping, storage etc.

The employee is responsible for notifying to the management of these unforeseen hazards that they become aware of and encouraged to do so.

Where the need for other specific assessments has been identified, for example hazardous substances, display screen equipment, manual handling and noise, then these will be carried out under arrangements determined by the relevant procedure.

When there is need to implement missing or new controls than an action plan will be scheduled. An implementation date will be agreed and a person designated the responsibility for completion.

No work should be undertaken without the implementation of controls.

On communication of risk assessments individual will be requested to sign communication thereof.

Reviews of risk assessments will be undertaken annually or if there is change to equipment activity, supervision or environmental.

Records

The following records shall be maintained as appropriate: -

- Risk assessment register
- Risk assessment forms



Risk Assessment or Method Statement Sign off

I have or have had read to me the method statement / risk assessment for the activity being undertaken.

I understand and agree to abide by the contents and controls and to bring to the attention of my supervisor any hazards that have the potential to cause harm not listed by the controls.

Any person Supervising young person must also read and sign off Young Person.

P.P.E. MUST BE WORN AS PER RISK ASSESSMENT AS A MINIMUM.

Employee / Sub-contractor:

Name in Block Capitals	Signature	Trade for which signing RAMS.

Communicated by:

Name in Block Capitals	Signature	Trade for which signing RAMS.



3. Training and Induction:

Standards

Health and Safety at Work etc., Act 1974
Job descriptions

Policy

It is the company policy to provide training to all employees during working hours and to monitor the performance of that training. The company will focus on present day need and those required during continual change and improvement.

This procedure applies to the training of all personnel that manage, perform, or verify activities that may affect health and safety issues additionally to all employees to ensure competency in their activities.

All persons will undertake health and safety training adequate for the job being undertaken.

The company recognises that it has duties to ensure the health and safety of employees who are temporary workers or employees obtained from an employment business.

Organisation

The Company definition of a competent person to undertake activities is a combination of the following: training, knowledge, experience and skill.

The training will be organised by the Managing Director who recognises that training is an essential part of any safe system of work and is provided by competent training providers.

The Managers and Supervisors have received instruction from the Managing Director that no person should be allocated to an activity without adequate and suitable training.

The Managing Director, Managers and Supervisors will identify specific and general site training needs and will coordinate training activities to ensure that identified significant areas are addressed.



Procedure

Before adequate training can be provided it is necessary to identify individual training needs and this will be reviewed at regular intervals or following regulation introduction or amendments.

Methods of training will be via specific training courses, demonstrations, on the job training, workshops or short duration (tool box talks).

Prospective employees will be asked to complete an "Application for Employment".

When a person is short-listed for possible employment, checks will be carried out on references or claimed qualifications / experience and driving licence. These checks will be recorded on the application form.



4. Induction training;

The Managing Director will arrange for induction training to be undertaken by all new personnel employed. This induction training will include the following;

- Introduction to the company
- Tour of premises
- Employment issues (company policies etc.)
- Quality issues and reasonability
- Risk assessments
- Personnel Protective Equipment
- Welfare issues (meals, parking facilities etc.)
- Emergency procedures
- Due diligence

Induction training will be undertaken prior to work commencing

Induction training for Temporary Workers;

- Introduction to Interior Ceilings & Partitions
- Provide any operative with any special skills required to be held by that employee to carry out his work safely.

The Managing Director will make arrangements for;

- Notify the person carrying out the employment business of temporary workers with comprehensive information on any special occupational qualifications or skills required to carry out his work safely.
- Check that the information provided by the company to the employer carrying on an employment business is received by the operative.

Job - specific training:

The Managing Director will organise selection criteria for all job positions, and these requirements will be entered into the appropriate job description.

Communication

Copies of available training are to be held by the Managing Director who is also responsible for the arrangement of briefing employees on their training requirement.

Employees will sign any Short Duration Training Session (toolbox talk) or other training documents as recognition that they have received the communication.



Records

- An induction checklist and employee training records will be established for each permanent employee.
- A record of training undertaken prior to joining the company, training undertaken during employment, and a schedule for any further training proposed.
- A copy of each form will be maintained in the personnel training file.
- Training will be recorded into health and safety files training spread sheets.



5. First Aid:

Standards

The Health and Safety (First Aid) Regulations 1981
First Aid at Work Approved Code of Practice. Published 1997, reprinted 2001

Policy

The Company policy is to ensure and provide, such equipment and facilities as are adequate and appropriate in the circumstances for enabling first aid to be rendered to the employees if they are injured at work, therefore meet the requirements of the standards regulations.

Organisation

The assessment program for first aid requirement is to take place under the direction of the Managing Director.

Procedure

An assessment of the first aid needs with reference the number of type frequency and consequences of accidents and type of risk to employees will be undertaken.

The risk following guidance as in First Aid at Work L74 Table 1 Section 47 is deemed to be low. Therefore, the company will provide on the sites a clearly identified and suitably stocked first aid container and an appointed person to look after the first aid arrangements and take charge in emergencies.

In addition, the Company will train persons as they deem necessary in Emergency at Work First Aid. The name of the appointed person(s) and those trained in first aid duties will be displayed on the notice board and listed in method statements.

Additional assessments will be undertaken if work is to be undertaken in isolated areas to take into consideration, the need of further training and access to site for emergency services

The training will be presented by a competent provider.

The company will make provision to cover annual leave or any other planned absence by the first aid or appointed person.

The name of all first aid trained persons will be displayed on the notice boards as well as being communicated at induction.



Suitable and adequate first aid provisions will be provided and suitably stored for easy access. A sign will be displayed to give direction to first aid point / provisions.

No drugs will be administered or kept in the first aid container.

The appointed person as delegated will check the inventory of the first aid container following an incident or at least once a month. The same inventory will be checked for 'use by' dates. First aid container will be easily accessible and the items protected from dust and damp.

The Company will further review first aid requirement if extraordinary hazards have been identified when undertaking a pre work assessment.

Whilst working as contractor to principal contractor provision will be made to use the facilities of the principal contractor.

Copies of material safety data sheets will be available at all first aid points to aid first aid persons if substances are relevant to the incident to provide detailed information. A copy of the MSDS for the product will be provided for reference at the hospital.

Emergency: In the event of an emergency the first aid or appointed person:

Will take control of the injured person.

Either telephone 999 (or give instructions to do so).

Give clear details of the service required.

Do not hang up until the operator has confirmed the address.

Designate a person, if available to guide the emergency service to injured person(s).

Continue to administer first aid until the emergency services arrive.

Following an injury, it is the injured person(s) responsibility to make sure that the accident book is duly completed. The page from the first aid book will be removed as per the data protection act and filed in the personnel file system.

No persons will have access to the personnel information provided on the form without prior permission of the injured person.

The accident book is located as informed at induction.

If the incident takes place off-site then the employee must report the injury to both the site on which they are working and to the Company.



In the event that a person is unfit for work following first aid:

Either:

The person will make arrangements to go home or a taxi will be arranged depending on the circumstances. The company is not responsible for the taxi but will review each incident (receipts will be required) or in the event of the need to go to a hospital without the emergency services, the company will make provision to take and collect the person from hospital.

If the incident occurs away from the premises dependent on the seriousness of the injury, contact the office and await instructions.

The Company will make arrangements for transport and medical assistance as necessary unless emergency services have already been alerted.

The Company will remain in contact with the employee and named persons if transportation to hospital by emergency services is necessary.

Records

The following records shall be maintained as appropriate: -

Records detached from the Accident Book into personnel files.
RIDDOR



6. RIDDOR

Standards

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. (RIDDOR)

Policy

It is the Company's policy to control the documents to report any accident.

This policy is based on legislation that requires all accidents, dangerous occurrences (including near misses) and disease to be recorded. This is governed by the Reporting of Injuries, Diseases and Dangerous Occurrences 2013.

It is the company policy to investigate all incidents to root cause and eliminate risk as far as reasonably practicable from the findings.

Organisation

The organization is to take place under the direction of the Managing Director. The Health and Safety Adviser will carry out or assist in notification to RIDDOR and is to notify the Company of any external changes to accident investigation and RIDDOR.

Procedure

This document covers reporting and recording procedures for managers, employees and non-employees. Suitable information and training will be given to all personnel regarding accident investigation and the location and completion of the official company Accident and Near Miss report form.

This procedure outlines the steps to be adopted when any employee, visitor or contractor experiences an accident, near miss, dangerous occurrence or disease on the company's premises or onsite and/or during the course of their employment.

This will also apply to visitors who are members of the public and therefore not at work.

For the purposes of this procedure, brief definitions and examples of an accident and a near miss are given as follows.

Accident — is an unplanned event, which causes injury to person(s), damage to property or a combination of both.

Near Miss — is an unplanned event, which does not cause injury or damage, but could have done so. Examples include: articles falling near to people, short-circuit on electrical equipment.



Disease — a work related disease where the employee's doctor has notified the company i.e.:

See list in types of reportable injuries on next page.

Reporting Procedure

The Health and Safety Adviser or delegated person will complete all online reports as per RIDDOR.

Types of reportable incidents Deaths and injuries:

If someone has died or has been injured because of a work-related accident this may have to be reported, a RIDDOR report is required only when:

- the accident is work-related
- it results in an injury of a type which is reportable

Types of reportable injury:

The death of any person.

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

Specified injuries to workers:

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours



Over-seven-day incapacitation of a worker:

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury.

This seven-day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Over-three-day incapacitation

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days.

The Managing Director is responsible for making arrangements for keeping statistics of absence and notification to the Health and Safety Adviser for reporting.

Non-fatal accidents to non-workers (e.g. members of the public)

Accidents to members of the public or others who are not at work will be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

General Instructions

All employees must report all incidents and suspected occupational ill-health to their Supervisor or Managing Director.

The Managing Director will make arrangements for the Health and Safety advisor to be notified of any recorded injury into the first aid book.

Incidents will be investigated not to proportion blame but to find root cause so that further controls as necessary can be implemented to prevent further occurrence.

All employees must assist the investigator during the investigation.



Initial Investigation

The person in charge of the injured person, damaged equipment should immediately visit the scene of an incident to examine and determine the cause of the incident, also to implement any necessary action to avoid recurrence. Photos should be taken if there is any likelihood of the area being disturbed.

Written details will be recorded of the actual conditions observed and statements (preferably signed) obtained from any witnesses. The purpose of investigation is not to apportion blame but rather to determine the causes of incidents.

Information obtained should be noted on the accident investigation form in clear legible writing and this form completed within a maximum of 24 hours after the incident.

The investigation will review all relevant risk assessments, training records, any other recorded incidents in the same area and copies of equipment test certificates.

The investigation must highlight the root cause of the accident where applicable and not just refer to the basic injury.

In the case of serious incidents, minimal interference must be maintained at the scene of the incident to facilitate completion of any investigation by the Managing Director, Managers,, Health and Safety Adviser, or statutory Enforcement Agencies.

Warning notices or barriers may be necessary to prevent further risk or disturbance, and disconnection of power supply, gas etc., may be required to prevent further danger.

In the case of serious a incident, a full report or follow-up investigation will be undertaken by the Managing Director and may also be under-taken by Health and Safety Executive inspectors, Insurance Claim Investigators or other Enforcing authorities dependent on circumstances.

Near-miss Situations

It is not uncommon to observe a situation whereby it was purely fortuitous that someone was not injured during a work process.

Employees witnessing a near miss situation should be reported it as a Near Miss Report in order that the circumstances may be investigated and future injuries prevented.

Communication

Copies of completed investigations and reports are to be held by the Managing Director who is to arrange to disseminate them to relevant Managers. The Managers are responsible for briefing employees on the findings of investigations and for ensuring that any resulting safe working practices are maintained.



7. Manual Handling

Standards

Manual Handling Operations Regulations 2002
Management of Health and Safety at Work (MHSW) Regulations as amended 1999

Policy

It is the Company's policy to carry out risk assessments for all generic manual handling activities that present significant risk.

To undertake specific manual handling risk assessments where appropriate for new and expectant mothers and young people/children will be undertaken. These assessments will be carried out in accordance with the relevant procedures.

The company are focussed on the regulations which state that any manual handling operations, which involve a risk of injury, should, so far as is reasonably practicable, be avoided.

There are two practical ways to achieve this:

- Eliminate the handling operation;
- Automate or mechanise the operation;

When neither can be reasonably achieved safe systems of work and good practice will be introduced.

Organisation

The risk assessment and training program is to take place under the direction of the Managing Director.

Risk Assessment Procedure

The need for assessments is to be identified by any employee undertaking or supervising a manual handling activity.

Use the HSE Manual Awareness Chart (MAC).

The HSE Manual Handling Awareness Charts will be referenced as a guide to identify hazards of significant risk

Risk assessments are to be carried out by a Health and Safety Adviser or Supervisor.

Individuals will be trained to assess the load prior to lifting and make decisions on their capability to undertake the task.



Some manual handling operations offer more scope for reducing the risk of injuries than others. Therefore, emphasis is placed upon the load itself and suitable training for those carrying out the manual handling task.

An ergonomic approach will be adopted to enable safe design of all manual handling techniques. Improved job and workplace design may not eliminate injuries but should greatly reduce the risk of sustaining them.

The task, load, working environment and individual capabilities will be considered to design the task to suit the employee.

Individual assessment will take into account the physical ability of the individual carrying out manual handling operations. This ability may be influenced by several factors such as: sex, strength, height, age, health.

Training will be focussed on an individual assessment of the task about to be undertaken. No person should attempt to lift any load of which they think they are incapable of doing so.

Emphasis will be placed on the use of mechanical aids where reasonably practicable.

These still involve some degree of manual handling but the risk of injury is reduced and efficiency increased. Examples of mechanical aids include: hoists, levers, sack truck, roller conveyor etc.

The Health and Safety Advisor, Supervisor and Employee should be involved in redesigning any work methods and encouraged to report on its effectiveness.

Records

The following records shall be maintained as appropriate: -
Risk assessment reports
Training records



8. Personnel Protective Equipment

Standards

Management of Health and Safety at Work Regulations as amended 1999

Personal Protective Equipment Regulation 2002

Policy

The Company has a duty to ensure the safety of employees at the workplace. This may require the provision of Personal Protective Equipment (PPE) to certain workers therefore any PPE deemed necessary to meet statutory obligations will be provided free of charge to employees under section 9 of the Health and Safety at Work Act.

Procedure

Regulation 3 of the Management of Health and Safety at Work Regulations 1999 requires an assessment of risks arising from work activities. PPE is often used as a means of controlling any risks that exist. However, all other steps shall be taken to control the work activity prior to adopting PPE as a control measure. PPE is often part of a suite of control measures.

The company will provide personnel protective equipment that complies with the British Standard (BS) and will undertake to accept guidance and advice from manufacturers and suppliers.

Under the PPE Regulations the employer shall ensure that suitable PPE is provided to employees and others, e.g. temporary staff who may be exposed to a risk to their health and safety whilst at work unless the risk has been controlled adequately by other measures. Non employees e.g. maintenance contractors will be informed of PPE requirement prior to arriving on site whenever possible.

The Company will respond to the findings of risk assessments and will provide PPE as appropriate in addition to other control means.

All managers and supervisors shall ensure that where PPE is provided, information, instruction and training shall be given to all users to ensure the risks of the work activity are understood and the PPE is used, maintained and stored correctly.

PPE must be considered as a last resort but where PPE is necessary steps shall be taken to ensure proper use by the employee through appropriate supervision.

Failure of an employee to comply with the requirement to use PPE is a breach of a statutory duty and may lead to disciplinary procedures.



The company shall, in consultation with workers and or their representatives:

Carry out an assessment of proposed PPE to determine whether it is suitable and take any necessary measures to remedy any deficiencies found as a result of the assessment.

Ensure that where two (or more) items of PPE are used simultaneously these are compatible and are as effective when used together. Provide facilities for correct storage of the PPE.

Implement steps for the maintenance, cleaning and repair of PPE if appropriate.

Provide training for all personnel in the proper use, storage, cleanliness and exchange procedures of PPE within the company.

Replace PPE, which has been provided to meet a statutory obligation, as necessary and at no cost to the employee.

Inform all employees at induction of the risks which exist when undertaking activities.

Reassess as necessary if substances used or work processes change.

The use of PPE is an important means of controlling risks involved in various work activities.

To ensure that it is effective in minimising risk it must be used correctly. It is therefore necessary to follow any manufacturer's instructions and adhere to instruction and training provided in the use of the equipment.

The following procedures should be observed when using PPE:

Ensure that protective clothing fits properly and adjust P.P.E. so that it is comfortable when working.

Suitable face fit testing will be provided to the specific standards when there is need of respiratory protection equipment

Make sure that the P.P.E. is functioning correctly before use. Where there is any doubt, report the suspected defect.

Report any symptoms of discomfort or ill health immediately a manager.

When an employee raises a matter related to P.P.E., the Manager will:

Take all necessary steps to investigate the matter, take corrective measures where appropriate and advise the employee of the action taken.

Failure to wear P.P.E. issued to you as a control measure to risks identified in the risk assessment will lead to disciplinary action being taken against the employee.



Records

The following records shall be maintained as appropriate: -

Inventory of PPE equipment, other than consumables such as disposable earplugs and dust masks, and to whom each item has been supplied.

Training.

Consultation with employees.



9. Display Screen Equipment

Standards

Health and Safety (Display Screen Equipment) Regulations 1992
Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002

Policy

It is the Company's policy to carry out risk assessments at work stations and activities that present significant risk. This includes specific risk assessments for display screen equipment which will be undertaken within three months of new employee commencing employment and thereafter annually. These assessments will be carried out in accordance with the approved code of practice guidelines.

Organisation

The risk assessment program is to take place under the direction of the Managing Director and Accounts Manager.

The company recognises the following definitions for Display Screen Equipment as;

- An alphanumeric or graphic display screen, regardless of the display process involved.
- A user is an employee who uses a display screen equipment as part of his work. The Display Screen Assessor or Health and Safety Adviser will carry out risk assessments.

Procedure

Identified risk assessments are to be carried out by a Health and Safety Adviser or the Display Screen Equipment Assessor. The significant findings of the assessments are to be recorded.

Additional assessments will be carried out prior to installation of new equipment and or software.

Any adversity identified in the individuals risk assessment will be recorded and forwarded to the Managing Director for action to be taken to reduce the risk.

The Company will give sufficient information, instruction and training as is necessary to ensure the health and safety of employees who use display screen equipment.

Training will be provided for Company soft-ware usage, equipment and accessories and work station layout.

Employee owned soft-ware is prohibited from being used on Company hardware.

Managers who are responsible for users of display screen equipment will also be given appropriate training.



Pre-employment

The Company may insist that an eyesight test be carried out as part of a pre-employment health examination.

If the results of the test indicate that spectacles are required specifically for work with display screen equipment, and upon confirmation of employment in a position which requires the use of such equipment, the Company will expect the individual to supply the said spectacles.

NB Regulation 5 of the Health and Safety (Display Screen Equipment) Regulations 1992 gives an entitlement for an eyesight test to employees. Until employment commences, there is no entitlement.

Employers, if they so wish may therefore require an applicant to have a standard of vision suitable for the job. In effect, the applicant will be responsible for arranging his or her own tests and paying for any necessary spectacles, prior to employment.

Job changes

Where an employee transfers, or is promoted or otherwise moved to a job involving the use of display screen equipment, he or she will be entitled to an eye or eyesight test.

Regular vision screening or eyesight tests.

DSE users will be entitled to an eyesight test at regular intervals with all such tests being arranged through the Managing Director.

Eye and eyesight test is a test of vision and an examination of the eye. For the purpose of the Display Screen Equipment Regulations, the test should take into account the nature of the user's work, including the distance at which the screen is viewed.

A registered ophthalmic optician or a registered medical practitioner with suitable qualifications must perform this test.

Employees should note that these tests are limited to an assessment of the visual capability needed to see the screen, and are not a substitute for regular and more comprehensive tests that may be carried out by an optician as a full eye sight test..

Employees should understand that accepting the offer of testing through the Company is not a device to avoid paying for a full eye test.

Those who normally wear spectacles or have visual problems not related to work with display screens must still take responsibility for their own visual health.



Records

The following records shall be maintained as appropriate: -

- Risk assessments.
- Eye sight test.
- Training records



10. Fire:

Standards

Regulatory Reform (Fire Safety) Order 2005
The Management of Health and Safety at Work Regulations 1999

Policy

It is the Company's policy to carry out fire risk assessments for the premises of activity as needed. This includes specific risk assessments where appropriate for new and expectant mothers, young people, persons with disabilities and members of the public. The risk assessment will identify the need for specific assessments such as hazardous substances, combustible materials and egress routes. These assessments will be carried out in accordance with the relevant procedures.

Organisation

The fire risk assessment program as necessary is to take place under the direction of the Managing Director as requested by site if flammable materials or hot work is part of any activity.

The Health and Safety Adviser will coordinate risk assessment activities when necessary to ensure that identified significant areas of risk to the Company are addressed.

The attendance at site induction for communication of the fire risks, controls and emergency plan is that of the Supervisor.

Responsibilities

The Managing Director will ensure that:

All employees are trained and instructed at intervals on:

- Action to take in event of fire
- Action to take on hearing alarm
- Location of activation points
- Location of fire equipment and the use of
- Means of escape
- Assembly point procedure
- Isolation of power supplies
- The need for clear unobstructed egress
- Maintain a log of hazardous materials, chemicals and gases
- The update and completion of the fire log book



Procedure

All employees will undertake Fire evacuation practice that is arranged upon the site.

Employees should report to their supervisor any hazards that increase the risk to their safety or following an incident if fire equipment has been used.

Any faults will be reported immediately by the Supervisor to the Principal Contractor and action taken to reduce risk.

The Health and Safety Adviser will include within the site safety audit a visual inspection of the fire alarm system, smoke alarms, emergency lighting, fire extinguishers and any other protective or preventative equipment employed.

In the unlikely event of a fire at site the procedure will be unless communicated otherwise at induction:

Raise the alarm for evacuation.

Thereafter;

- Without endangering yourself switch off electrical appliances and machinery.
- Do not stop to collect belongings, leave the premises at the nearest egress point.
- Proceed to Assembling Point.
- Emergency services will be contacted by a nominated person.
- A nominated person(s) will act as fire marshal to confirm the whereabouts of all personnel.
- Fire Marshals will use the 'clean sweep system' to ensure as far as possible everyone has evacuated.
- NO persons should leave the assembly point or return to the building until the marshal has given permission.
- The Fire Marshal will gain permission from the Senior Fire Officer

Contacting Emergency Services

The Principal Contractor will have made emergency plans however in the unlikely event of their absence:

- The Fire Services will be contacted by the Supervisor by dialling 999.
- When the exchange answers ask for Fire Service and give the telephone number that is being used to make the call.
- When connected to the Fire Service state slowly and distinctly the address.
- Do not replace receiver or switch off mobile until this information has been acknowledged.



- Proceed to the nearest exit and to the evacuation assembly point.

Employees will implement instructions communicated at site induction.

- Fire points will be provided on the site for the duration of any contract unless otherwise supplied by Principal contractor.
- Additional equipment may be made available as necessary for activities involving hot work. Hot Work 'permits to work' will be obtained by the Site Supervisor prior to commencement of work.

In any event the Company will adopt the requirements of the client with regard to emergencies and will appraise all personnel and visitors of the procedures of emergency.

Flammable Materials

All flammable substances used onsite will be listed, labelled and stored in suitable metal enclosure with fastening door.

It is the responsibility of the employee to ensure all containers of flammable substances are kept with lids closed and returned to the enclosure when not in use.

Records

The following records shall be maintained as appropriate for the premises and mobile fire equipment: -

- Induction
- Records of examinations, testing and repair



11. Smoking:

Standards

The Health Act 2006
Smoke free workplaces

Policy

It is the Company's policy that all our workplaces are smoke free and that all employees have a right to work in a smoke free environment. As from 01 July 2007 smoking will be prohibited in all enclosed and substantially enclosed premises in the workplace.

This will apply to Company vehicles, when the vehicle is used by more than one employee smoking is prohibited. Therefore if the vehicle is not for your sole use and is driven at times by other persons, smoking is prohibited. Passengers in smoke free vehicles are also prohibited from smoking.

The Company must comply with the regulations and is not permitted to provide a separate, designated and enclosed smoking room.

The following statement is displayed on the health and safety notice board.

It is the policy of the Company that all our workplaces are smoke free and that the employees have a right to work in a smoke free environment.

Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace, all work vehicles and any other area displaying no smoking signage. The policy applies to all employees, customers, consultants, contractors and visitors.

The overall responsibility for the policy implementation and monitoring is that of the Directors.

However, all employees are obliged to adhere to and support the implementation of the policy.

Disciplinary procedures will be followed if any employee does not comply with this policy.

Any employee who does not comply with the law is liable to a fixed penalty fine and possible criminal prosecution for which the company will not offer support.

Organisation

All employees are obligated to adhere to and support the implementation of the policy.

All Directors will be responsible for monitoring the smoke free environment within the workplace.



Procedure

Appropriate 'no smoking' signs will be clearly displayed at the entrances to and within the premises and in all smoke free vehicles.

No smoking will be permitted inside of the buildings.

There is no requirement for employers to provide alternative smoking facilities for those who wish to smoke and the Company have no requirement upon them to allow smoking breaks.

However, a designated open area will be provided for those employees wishing to smoke at official break times.

The policy shall include customers, consultants, contractors and any other visitors to the premises.

When visiting other premises on behalf of the Company employees must make themselves aware of rules for visitors if not advised beforehand.

All persons must comply with client rules.

Action

Disciplinary procedures will be followed if an employee of the Company does not comply with this policy or wilfully removes prohibition signs.

Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

Employers will be held responsible for failing to display 'no smoking' signs and failing to prevent smoking in a smoke free place (for which the fine could be £2500).

The NHS offers a range of free services to help smokers give up. By visiting gosmokefree.co.uk or telephoning NHS Smoking Helpline on 0800 169 0 169

Communication

The Managing Director is responsible for the arrangements of informing all persons of the smoke free environment and will arrange with relevant managers to brief employees.

A copy of this section of the health and safety manual will be displayed on the notice boards.



Records

The following records shall be maintained as appropriate: -

Disciplinary records for failure to comply.

Review

The Managing Director will arrange for a review of the policy when there is any change to the Act.



12. Drugs and Alcohol:

Policy

Drugs and Alcohol

The Company regards the health, safety and welfare of all its employees as an important business objective and is committed to achieving a high level of occupational, health and safety performance. This policy is therefore designed to minimise the risks to both the individual and his fellow employees from the use of drugs and alcohol. It is emphasised that drugs and alcohol can influence work performance even if the abuse takes place outside working hours.

Organisation

The Managing Director has overall responsibility for the effective implementation of this policy.

Illegal drugs must not be consumed / taken during working hours, either on or off the company premises, in any circumstance.

Employees and sub-contractors, have an obligation to present themselves for work in an appropriate physical condition at the beginning of a working period at any time of the day.

The company regards an appropriate physical condition to be as follows;

- An alcohol level below the legal limit as defined in the Road Traffic Act
- The presence of no illegal drugs in the body.

Procedure

Prescription medicines

Employees are to report to the Supervisor if they have been advised of adverse side effects of prescribed medicines likely to affect their work activities including the driving of vehicles on Company business. The employee is to be assigned other suitable work or contractors/sub-contractors will be suspended from undertaking work for the Company until the course of treatment is finished. Employees are encouraged not to drive private vehicles if their doctor indicates it is unsafe to do so.

Drug abuse

Drug abuse is defined as the use of illegal drugs and includes the misuse of prescribed drugs and substances such as solvents. Drug abuse can cause both physical and mental harm and, through the abuser's actions, harm to other people and the environment (including workplace quality and safety standards). Abuse can also lead to adverse health effects including addiction, it is therefore important that abusers are identified quickly both for the sake of the individual and for the safety of others. Therefore all employees,



and particularly managers and supervisors, are encouraged to report any indications that a person *may* be abusing drugs.



These signs include:

- sudden behavioural change
- a tendency to become confused
- irritability and possible violence
- abnormal fluctuations in mood and energy
- impaired job performance
- poor time keeping
- increase in absenteeism or short-term sickness absence
- deterioration in relationships with other people

Employees with drug problems are encouraged to seek help either from a Director or through professional outside agencies. It is the Company's policy to take all reasonable measures to assist employees in dealing with drug problems which will be treated in the same way as any other sickness. Directors will treat any problems volunteered to them in the strictest confidence and the Company undertakes to help employees rehabilitate by enabling them to return to their job when possible. If, however, help with drug abuse is refused or impaired performance continues then disciplinary action leading to possible dismissal is most likely or inevitable.

Any employee found trafficking in drugs will be reported to the police immediately. Persons convicted of drug related offences or found abusing drugs will be subject to dismissal action.

Alcohol

Society regards alcohol differently from other drugs although many of the problems associated with its abuse are the same. In addition, alcohol can aggravate the toxic effects of some solvents. Employees under the influence of alcohol are therefore a potential risk to both themselves and others.

It is therefore the Company's policy to:

- Encourage those with alcohol problems to seek advice and help. Those who do will be given the same consideration as for employees seeking help with drug abuse.
- Prohibit the consumption or possession of alcohol in works area or during working hours. Breach of this rule will be regarded as gross misconduct.

Employees, contractors, sub- contractors reporting for work under the influence of alcohol are to be prevented from working and appropriate further disciplinary action will be taken.

Drivers

Drivers who are convicted of driving Company vehicles whilst under the influence of alcohol will be subject to dismissal.

Employees convicted of alcohol related offences are required to report them to the Managing Director as part of their terms and conditions of employment.



Screening

The Company does not at this stage undertake screening, however if introduced;

The screening procedures will follow the recognised (Chain of Custody) protocol as set down by medical authorities in the UK and endorsed by the Faculty of Occupational Medicine and General Medical Council.

The screening will be undertaken by an independent external agency, who are fully conversant with this protocol.

All potential employees may be asked to provide a screening sample before being issued with a contract of employment.

An employee maybe asked to provide a screening sample if there is reasonable evidence that an employee is responsible with regard to an accident at work.

An employee may be asked to provide a screening sample if a senior manager has reasonable grounds (by observation, threatening behaviour, fighting, poor performance resulting from alcohol / drug misuse, evidence is detected on company premises or working site) to believe that the use of alcohol and drugs maybe affecting an employees' behaviour.

When undertaking contract work at a client or principal contractor drug and alcohol screening maybe part of their health and safety procedure. These can be at induction, random or both. You will be informed and there will be need for you to comply with their procedures.

Actions

The Managing Director will perform a pivotal role in ensuring that this policy is implemented.

Confidentiality will be observed between employee and the management for use of prescribed medication drugs.

Failure to observe Company rules will result in disciplinary action being taken.

Review

The Drugs and Alcohol procedures shall be reviewed whenever there is reason to believe that they are no longer valid or following the introduction of legislation.



13. COSHH

Following an injury it is the injured person(s) responsibility to make sure that the accident book is duly completed. The page from the first aid book will be removed as per the data protection act and filed in the personnel file system.

No persons will have access to the personnel information provided on the form without prior permission of the injured person.

The accident book is located as informed at induction.

If the incident takes place off site then the employee must report the injury to both the site on which they are working and to the Company.

In the event that a person is unfit for work following first aid:

Either:

The person will make arrangements to go home or a taxi will be arranged depending on the circumstances. The company is not responsible for the taxi but will review each incident (receipts will be required) or in the event of the need to go to a hospital without the emergency services, the company will make provision to take and collect the person from hospital.

If the incident occurs away from the premises dependent on the seriousness of the injury, contact the office and await instructions.

The Company will make arrangements for transport and medical assistance as necessary unless emergency services have already been alerted.

The Company will remain in contact with the employee and named persons if transportation to hospital by emergency services is necessary.

Records

The following records shall be maintained as appropriate: -

Records detached from the Accident Book into personnel files. RIDDOR

Interior Ceilings & Partitions acknowledges that no substance can be considered completely safe. The only utilised in the office are those found in modern offices such as cleaning materials, ink cartridges and correcting fluid. All reasonable steps will be taken to ensure all exposure of employees to substances hazardous to health is prevented or at least controlled to within limits.

All employees will be provided with understandable information and instruction on the nature and likelihood of their exposure to substances hazardous to health



An inventory of all substances hazardous to health kept in the office will be maintained, with appropriate hazard information.

Competent persons will be appointed to carry out risk assessments of the exposure to substances hazardous to health and advice on their control.

All operations which involve, exposure to substances hazardous to health will be assessed and appropriate control measures will be taken if elimination or substitution of the substance is not possible.

Each assessment will be reviewed annually and all operations using hazardous substances will be reassessed every three years.



14. Environmental Policy Statement:

Interior Ceilings & Partitions supports the concept of sustainable development and is committed to protecting the environment. The company recognises that its activities have an impact on the environment and is committed to improve its environmental performance where reasonably practicable, and minimise the harmful effects through caring policies and effective management.

In summary, our key objectives are:

- The development and implementation of processes to ensure appropriate standards of environmental performance, operating in a manner that maximises our contribution to sustainable development.
- To seek ways to reduce consumption of materials in our operations, reuse rather than dispose whenever possible, and promote recycling and the use of recycled materials. And, whenever practicable, use materials and products from sustainable sources.
- To work with our suppliers, through our procurement procedures, to minimise the impact of their operations on the environment and where practicable look at products and services that aid greater sustainability.
- Each employee and other workers on our site, has a responsibility to carry out their tasks, giving due regard to any other environmental implications. The company will provide sufficient training and information to enable employees and others to work in accordance with this policy.

To be effective this policy will require the full co-operation of each employee

Sign: M. Saeed

Name: Michael Saeed

Date: 1/1/24



15. The Construction (Design and Management) Regulations 2015 – Duties:

Good management of health and safety on site is crucial to the successful delivery of a construction project. Depending on the size and nature of a project, either the company or individual managers may hold duties as a Client; Principal Designer; Designer; Principal Contractor; Contractor; and/or Worker. The person responsible for the implementation of this policy is the Safety Director, and the co-operation of all members of management and staff is required.

Duty holders under the Regulations

The following groups (which contain almost everyone involved in construction work) have duties under these regulations, either for all construction projects, or only for notifiable projects.

- Clients (all projects): anyone having construction work carried out on their behalf.
- Principal Designers must be appointed on all projects where there is more than one contractor engaged, to plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project including identifying, eliminating or controlling foreseeable risks, ensuring designers carry out their duties, prepare and provide relevant information to other duty holders, liaise with the principal contractor to help in the planning, management, monitoring and coordination of the construction phase.
- Designers (all projects): those who, as part of their work, prepare design drawings, specifications and bills of quantities, and those who specify articles and substances. Note that this relates to the function performed and not to a job title.
- Principal Contractors must be appointed on all projects where there is more than one contractor engaged. Principal contractors are usually the main or managing contractor and their role is to plan, manage, and coordinate health and safety while construction work takes place.
- Contractors (all projects): businesses involved in construction, alteration, maintenance, or demolition work (e.g. building, civil engineering, mechanical, electrical, demolition and maintenance companies, as well as partnerships and the self employed).
- Workers (all projects): all those who carry out work during construction, alteration, maintenance, or demolition (e.g. bricklayers, scaffolders, plumbers, electricians, and painters).



16. Asbestos Arrangements:

Asbestos Containing Materials

It is the policy of the company to ensure that, as far as is reasonably practicable, no persons are exposed to asbestos containing materials (ACMs) that may be present in any of the properties it owns, occupies or maintains.

The company acknowledges the health hazards arising from exposure to asbestos and will protect employees and other persons from these hazards. This will be achieved by minimising exposure through the management of ACMs in the workplace premises.

We shall ensure that anyone who is going to work with ACMs is trained properly and is supervised. We shall also ensure that everyone who needs to know about the presence of ACMs is alerted, and that no one will be allowed to start work that could disturb ACMs unless the correct procedures are employed.

Arrangements for Managing Asbestos in the Workplace

A Refurbishment and Demolition Survey will be carried out before commencing any work on the premises to determine whether ACMs are present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary.

A suitable risk assessment will be carried out to determine a safe system of work. Where necessary, ACMs will be removed prior to commencing any work.

If we uncover or damage asbestos materials

If suspect materials are discovered during the course of the works then we shall follow the guidance given in 'Asbestos Essentials EM1' i.e.:

- Stop work immediately.
- Decide who must do the work - we may need a licensed contractor.
- Minimise the spread of contamination to other areas.
- Keep exposures as low as we can.
- Clean up the contamination

Advice must be sought immediately from the site supervisor who may arrange for any necessary specialist work (air-monitoring, tests, etc.), which may be appropriate.



17. External Adviser:

External Advice:

The Company have also appointed external services in an advisory capacity only WRH Safety Consultancy., to communicate the measures needed to comply with the requirements and prohibitions imposed upon the organisation by or under the relevant statutory provisions.

The Company recognises that the appointment of such health and safety assistance does not absolve the company from responsibilities for health and safety management under the Health and Safety at Work etc. Act 1974, and other relevant statutory provisions.

The Company shall ensure the person appointed as health and safety adviser is competent to carry out whatever tasks that are required and given adequate information, support and training.

Understanding of the work involved, the principles of risk assessment and prevention of hazards reaching potential and current health and safety applications;

The capacity to apply this to the task required by the Company:

- identifying the health and safety needs
- assessing the need for action
- designing and developing strategy and plans
- implementing these strategies and plans
- communication
- evaluating their effectiveness

The details of the Company's risk control systems are contained in the Safety Procedures Manual.

The Safety Procedures and Arrangements section of the Manual will be audited to ensure all are up to date with regulations, guidelines and are managed by the Company.

Any additional specialised requirements will be sourced as appropriate.