

**GENERIC HEALTH AND SAFETY POLICY
FOR MINOR WORKS CONTRACTORS**

The purpose of this document is to provide evidence that requirements under the Health & Safety Policy as required by section 2(3) of the Health & Safety at Work Act 1974 (and any amended documents) are being adhered to.

The general policy of this document is to safeguard the health, safety and welfare of all employees of Essex contract Flooring while at work, and to provide as far as reasonably practical, working environments which are safe and without risk to health.

Additionally to confirm that Essex Contract Flooring conducts its undertakings in such a manner to ensure so far as is reasonably practical, working environments which are safe and without risk to health.

To also recognize Essex Contract Flooring obligation to meet all relevant legislative requirements pertaining to health and safety, which apply to any of the company's undertakings.

Finally to organize and arrange its affairs to ensure compliance with the policy.

GENERAL STATEMENT

The health and safety and welfare of employees is of fundamental importance to Essex Contract Flooring (hereinafter referred to as "the company") and its Directors and is essential to the efficient operation of its undertaking. The company will provide safe and healthy working conditions for employees and ensure that the conduct of their work does not endanger anyone else.

The responsibility for safety at work rests upon all areas of management. The company will ensure that this policy is followed throughout the organization. The Company will take all reasonably practicable precautions to ensure the health, safety and welfare of its employees by providing:

- A safe working environment by the design, construction, operation and maintenance of all plant equipment and facilities.
 - Safe systems of work.
 - Adequate instruction, information, training and supervision.
 - Control of all situations likely to cause damage to property and equipment.
 - Control of all activities, which may have an adverse impact on the environment.
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- Effective facilities for the treatment of injuries that occur at work.
 - Adequate means and facilities for consultation between management and employees.
 - Wear protective clothing as required by each task and ensure it is not worn or damaged.
 - Be proactive in suggesting ways to improve conditions, and point out hazards to management and other employees.
 - Immediately report to a supervisor any accidents sustained whilst working, and follow the instructions of the supervisor in the treatment of the injury.

ALL EMPLOYEES

ALL EMPLOYEES REGARDLESS OF THEIR POSITION OR JOB TITLE MUST COMPLY WITH HEALTH AND SAFETY LEGISLATION. THEY MUST MAKE THEMSELVES AWARE OF THE REQUIREMENTS OF HEALTH AND SAFETY LEGISLATION AND USE THEIR VERY BEST ENDEAVOURS TO ENSURE THAT THE HEALTH AND SAFETY OF THEMSELVES AND ALL OTHERS IS AT ALL TIMES PROTECTED, AND WHERE NECESSARY TAKE APPROPRIATE STEPS TO CORRECT ANY INCONSISTENCIES AND REPORT ANY MIS-DEMEANOURS TO SUPERVISING STAFF OR STAFF MEMBERS DIRECTLY RESPONSIBLE FOR THE HEALTH AND SAFETY OF THE COMPANY.

IT SHOULD BE CLEARLY UNDERSTOOD THAT WHILST AN EMPLOYEE MAY DELEGATE A DUTY (e.g. MAINTAINING RECORDS) HE REMAINS

RESPONSIBLE FOR ENSURING THAT IT IS CARRIED OUT. TO ENABLE THIS POLICY TO BE FULLY EFFECTIVE THE SUPPORT OF ALL EMPLOYEES IS ESSENTIAL.

ESSEX CONTRACT FLOORING/ ESSEX CARPETS
2 HAWK HILL, BATTLESBRIDGE, ESSEX SS11 7RJ
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ARRANGEMENTS

INFORMATION, INSTRUCTION AND TRAINING

- The company will provide all training as required to each member of staff and until such training has been given will not expect any staff member to carry out any duties which they have not been trained to undertake.
- Ensure that all technical instruction in relation to mechanical and electrical equipment is made available to any read by employees required to work such equipment.
- Adequately service, clean and test mechanical and electrical equipment to ensure the safety of the operative.
- Review the ongoing training needs of staff.

FIRE PRECAUTIONS

- Where necessary ensure that adequate fire safety equipment *is* on site and tested at least annually.
- Train staff in the proper handling of such equipment in the event of a fire.
- Clear all flammable materials from working areas where localized hot works are being undertaken before starting work.

INDIVIDUAL RESPONSIBILITIES

MANAGING DIRECTOR/ PRINCIPLE

FOR THE PURPOSES OF THIS DOCUMENT THE PRINCIPLE DESCRIBES THE PERSON IN OVERALL CONTROL OF THE COMPANY.

- The managing director/principle has overall responsibility for the health and safety responsibilities of the company. He is responsible for ensuring that the health and safety policy is implemented, is effective and kept up to date.
- He further has the responsibility of setting a personal example to all other staff members by ensuring that whilst visiting sites he wears the correct protective clothing and adheres to the individual requirements involving access equipment and the handling of tools etc.
- He should further be familiar with the reporting of accidents and dangerous occurrences as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and as necessary ensure such occurrences are submitted to HSE.
- He must also ensure that medical and emergency arrangements and fire precautions are implemented on all sites.

SUPERVISORS AND FOREMEN

- Ensure that all staff are adequately trained in the use of equipment which will be operated by them and prevent untrained staff from carrying out tasks for which they are not trained.
- By regular inspection be sure that all machinery, access equipment, hazardous substances, and materials are adequately stored, serviced and secured to ensure the safety of employees and other personnel.
- Being aware and making others aware of safe access and egress from site, and ensuring at all times that such passage/are is kept clean and free from obstructions in case of an emergency.
- Making sure where applicable that fire precautionary equipment is stored, serviced and in an accessible area and is fully trained in its use together with at least one other employee on site.
- Report all accidents no matter how minor and ensure they are properly recorded.
- Make sure that all staff under his supervision wear required safety equipment and make proper use of safety equipment.

EMPLOYEES AND OPERATIVES

- Must co-operative with management to do all in their power to prevent accidents to themselves and to others as is required of them by health and safety legislation.
- Do not undertake a task for which they have not been adequately trained, and do not ask another staff member to do the same.

HEALTH AND WELFARE FACILITIES

- Where necessary ensure that adequate welfare facilities are made available and such facilities are kept clean and free from obstruction.

FIRST AID

- Ensure that a trained person is nominated by the company to deal with all incidents and that they adequately report and record them in an Accident Book.

PROTECTIVE CLOTHING AND EQUIPMENT

- The company in certain circumstances will supply protective clothing and equipment.
- Where protective clothing is not supplied the company will ensure that their staff are correctly protected to carry out their works before starting.
- All safety equipment authorized to be used by the company will comply with British Safety Standards.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH- "COSHH"

- The company undertakes to ensure that all substances are correctly labeled noting the material, the hazard and the correct use of the substance.
- Training will be provided to all staff required to use hazardous substances to carry out their daily duties.

NOISE

- Warning notices will be displayed to inform employees affected by high noise levels that they must wear suitable ear protection.
- The requirements of the Noise at Work regulations will be adhered to.

RECORDS

- At each workplace, staff will be aware of the location of registers for the keeping of statutory records.

SAFE WORKING METHODS

RISK ASSESSMENTS

Risk assessments are undertaken for each contract with the objective of reducing the risk of injury or illness in the workplace to a minimum. These assessments will be read and understood by employees who are to undertake the tasks do so safely. The employees must comply with the control measure laid down in the risk assessment as failure to do so could result in disciplinary action.

SAFETY SIGNAGE

All work will be undertaken in accordance with Health and Safety requirements, which includes the display of appropriate signs where there is a risk to employees and or the general public.

ASBESTOS

The company recognizes that some work will uncover asbestos-based materials. Under these circumstances they will take every precaution to ensure that the work being undertaken is ceased immediately stopped and the appropriate persons notified of the presence of a dangerous material. Further work will not resume until the materials have been removed, or made safe by encapsulation, as recommended by qualified engineers.

ROOF ACCESS/WORKING

All works to be undertaken at roof height will be undertaken with the aid of safety equipment to prevent falling. If there is no safety handrail in position, a harness will be used at all times. Information regarding safe working on roofs will be provided, and if necessary Essex Contract Flooring will advise the employer of Health and Safety requirements prior to attending. Loan roof working is not permitted.

SCAFFOLDING

Where work cannot be undertaken from the ground safely by ladder, it is important to ensure that the company informs the employer (client), of the need to scaffold. Scaffolding should be erected to provide a suitable working platform from which a job can be completed safely. It is vital that working platforms should be properly constructed and provides adequate space for the operative, his tools and materials.

If the company provides its own scaffolding a full statement will be made available on the erection and operation of such equipment before the erection is undertaken.

If the company does not provide its own scaffolding it will ensure that the supplier will prove that they are competent to provide, erect and dismantle such equipment without any hazard to the health and safety of the company's employees or the general public.

The company confirms that all staff are adequately trained for platform working and will at all times secure themselves to the equipment with safety harnesses and wear hard hats all of which will be supplied under the Protective Clothing and Equipment section of this policy.

LADDERS

Work to be undertaken from ladders should not exceed the height of 2 metres without a handrail support. Where a ladder is found to be the best form of access the following safety provisions will be undertaken.

- The foot of the ladder will be supported on a firm level surface and not rest either on loose material or on any equipment to gain extra height.
- Ladders will not be pitched at a greater angle than 1:4.
- At all times the base of the ladder will be warning notices to warn passing pedestrians.
- The top of the ladder shall be securely fixed to the structure so that it will not slip. Whilst the ladder is being secured the base will be held secure by another.
- It is necessary to ensure that the correct type of ladder is used, and employees are aware of differing functions of varying grades of ladder.
- All ladders will be checked every 6 months to make sure that are in good condition. Damaged ladders or ladders with missing rungs must not be used.
- The top of the ladder must always rest against a firm surface.
- Heavy items should not be carried up a ladder access for such loads must be made separately.
- Where stepladders are being used, the top platform must not be used unless there are appropriate handles.

DRILLING. SAWING AND SANDING

Works being undertaken which involve the creation of dust or material particles will only be undertaken with the use of appropriate dust masks, ear protectors and goggles, and will not be undertaken in confined areas but in well ventilated, well lit spaces.

MECHANICAL AND ELECTRICAL EQUIPMENT

All items of equipment requiring connection to an electrical supply will be checked annually for safe working, and certificates of inspection will be available upon request. In addition the company confirm that:

- Circuit breakers will be used at all times.
- Portable electrical equipment will not be used without an RCD.
- Cutting blades of all types will be properly sharpened and set correctly in the equipment.
- Non compatible items should not be attempted to be married.
- At all times guards will be used on disk cutting tools, and secured to a bench or desk if require by the manufacturer.
- Machining which causes sparks will only be undertaken in an area that is free from oil and dust and waste material, which may easily ignite.
- All tools will be correctly cleaned, oiled at the end of use, and stored in a secure place.

NON-MECHANICAL PLANT AND EQUIPMENT

The company undertakes to ensure that all non-mechanical plant and equipment is adequately checked to ensure it is in good condition, and is stored safely at the end of the working day in a secure place. This includes hand held tools such as saws, screwdrivers, wood planes, etc.

C.D.M.

The requirements as notified will be adhered to and if it is considered that the works to be undertaken as instructed should exceed the minimum requirements and therefore require the appointment of a planning supervisor the contractor will inform the landlord or his agents prior to starting work on site.

Such regulations are at the time of the preparation of this document understood to be works not involving more than 4 staff for a period not to exceed 30 days.

METHOD STATEMENTS

To comply with the Health and Safety at Work Act 1974 s2 (2a-e), contractors must produce and work to a comprehensive written "method of work" statement.

A copy of the method statement must be held at the place that works are being undertaken, and retained for future reference. It should be made available for inspection at any time prior to or after completion of the works.

If at any time during the execution of the task it is found that it is necessary to deviate from the prepared and agreed method statement, information must be made available immediately before the task is continued, and agreement by either the Safety Advisor, employer/client or his agents obtained.

The company expects employees to conform to this Policy and to comply with the relevant sections of the Health and Safety at Work Act 1974 and to exercise all reasonable care for their own health and safety and that of others who may be affected by their acts and omissions. As such a copy of this document has been and will continue to be provided to employees.

The nominated Safety Director is Stephen Townley and he is responsible for the day to day direction, co-ordination and communication in all Health and Safety matters.

THE POLICY WILL BE KEPT UP TO DATE PARTICULARLY AS THE LEGISLATION CHANGES AND IN LINE WITH ANY CHANGES TO THE COMPANY'S SIZE OR NATURE.



ESSEX CONTRACT FLOORING

SIGNED.....
FOR AND BEHALF OF ESSEX CONTRACT FLOORING/ ESSEX CARPETS

PRINT
NAME.....

POSITION
HELD.....

DATED.....

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