

MAYFAIR CONTRACT **FLOORING LTD**

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HEALTH, SAFETY & **ENVIRONMENTAL POLICY** **& PROCEDURES**

MANUAL IDENTIFICATION

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INTRODUCTION

1. This manual is published for the information of all Mayfair Contract Flooring Ltd employees in pursuance of the duty imposed by the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999. It is the responsibility of management to know and understand its contents so that they may implement Company policy.
2. The manual details individual responsibilities, safety rules, emergency procedures and monitoring to measure the overall effectiveness of the Policy.
3. The manual is divided as follows:
 - Part 1 Policy Statements
 - Part 2 Organisation for Health and Safety
 - Part 3 Arrangements for Health and Safety
 - Part 4 Procedures
 - Part 5 Documentation (Procedural Forms and Records)
 - Part 6 Company Risk Assessments
4. CQMS Ltd have been appointed to assist Mayfair Contract Flooring Ltd in meeting their statutory obligations under Regulation 7 of the Management of Health and Safety at Work Regulations 1999 to provide guidance and advice on Health and Safety issues.
5. The following Mayfair Contract Flooring Ltd personnel are authorised to contact CQMS Ltd at any time:

ALL NOMINATED PERSONNEL
6. Amendment procedures
 - 6.1. This manual will require amendment as legislation changes and upon review by senior management. Amendment action will be instigated by Mayfair Contract Flooring Ltd however all employees are encouraged to contact their line manager should they perceive the need for additional information.

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PART 1 - POLICY STATEMENTS

Statement of Intent

Health and Safety Policy Statement

Environmental Policy Statement

STATEMENT OF INTENT

1. Mayfair Contract Flooring Ltd are based in Houghton Regis and specialise in contract flooring.
2. The Board of Mayfair Contract Flooring Ltd believes that its employees are its most important asset and that a happy, successful and quality organisation is one in which health and safety is effectively managed. The cost of incidents and accidents in terms of human pain and suffering, lost production, dissatisfied customers, damaged equipment and fines is such that accident prevention is an essential part of a professional manager's operational judgment and decision making. It is recognised that the development of a health and safety culture, which is supportive and pro-active, is essential to achieve adequate control over risks. This culture will be achieved by the active participation of the Directors, Managers and Employees in a systematic dialogue to identify risks and eliminate or reduce them.
3. Consequently, as part of its strategy, the Company intends to:
 - a) Develop a culture which recognises the importance of Health, Safety and the Environment to the success of its business, and exercise its responsibilities in a manner that reflects this.
 - b) Ensure that only the highest standards are achieved and adhered to in all our undertakings.
 - c) Operate facilities in a manner that minimises risk to employees, the Environment and the community at large.
 - d) Continually improve our performance in Health, Safety and the Environment through the participation, commitment and support of all our employees.

HEALTH AND SAFETY POLICY STATEMENT

1. It is the Policy of Mayfair Contract Flooring Ltd to ensure, so far as is reasonably practicable, the Health, Safety and Welfare of all its employees. Equally, we accept a similar responsibility for the Health and Safety of other persons who may be affected by its activities. All employees have a moral and legal responsibility to see that their actions, or lack of them, do not place other employees or fellow workers in jeopardy from an accident or health hazard.
2. Mayfair Contract Flooring Ltd regards the legal Health and Safety requirements as a **minimum standard** and expect managerial targets to be achieved without compromising Health and Safety criteria.
3. Mayfair Contract Flooring Ltd acknowledges that the key to successful Health and Safety management requires an effective policy, organisation and arrangements that reflect the commitment of senior management to improving Health and Safety. To sustain that commitment Mayfair Contract Flooring Ltd will continually measure, monitor and improve our performance in Health and Safety matters and will prepare and revise where necessary an annual plan to ensure that Health and Safety standards are adequate.
4. Mayfair Contract Flooring Ltd will provide and maintain safe and healthy working conditions, plant, equipment and systems of work for all our employees.
5. Mayfair Contract Flooring Ltd will ensure that all Risk Assessments as required by relevant legislation are completed, their recommendations implemented and that all employees are provided with sufficient information regarding those assessments.
6. Mayfair Contract Flooring Ltd will provide such information, training and supervision as necessary to enable our employees to develop and maintain essential Health and Safety skills and will encourage the growth of a positive Health and Safety culture.
7. Mayfair Contract Flooring Ltd will ensure continued consultation with our workforce to enable all viewpoints and recommendations to be discussed at meetings between the employees, safety committee and management at regular intervals.
8. Mayfair Contract Flooring Ltd will be proactive in both the selection and disposal of recyclable material and products.

Signature



Name Joanne Culhane

Position Director

Date 13 May 2015

ENVIRONMENTAL POLICY STATEMENT

Mayfair Contract Flooring Ltd acknowledges the impact of its activities on the environment in a number of ways. Mayfair Contract Flooring Ltd therefore seeks solutions to environmental problems by adopting sound principles and best practice according to the principles of sustainable development.

The development and implementation of this policy is a commitment of Mayfair Contract Flooring Ltd's management and a shared responsibility with its employees. Mayfair Contract Flooring Ltd aim to:

1. Integrate environmental management into each aspect of its day to day business operation to ensure environmental issues are addressed.
2. Comply with environmental and health and safety laws and regulations, to the extent that practical implementation aims to exceed government requirements.
3. Seek to reduce wastage of natural resources such as energy, water and raw materials, and maximise efficient use of such resources, reuse and recycle rather than dispose of such materials.
4. Ensure all employees have an understanding and are trained in their responsibilities in relation to the environmental policy and management system.
5. Ensure that suppliers and contractors minimise the impact of their operations on the environment and actively support our environmental programmes through an environmentally sound purchasing policy.
6. Monitor progress on a regular basis to identify strengths and areas for improvement and highlight actions required.
7. Report Environmental Performance annually.

In particular, in order to implement this policy Mayfair Contract Flooring Ltd will address a comprehensive set of objectives and targets identified as a result of the environmental review, which relate to the environmental impacts of its organisation.

Mayfair Contract Flooring Ltd intend to reduce our environmental impacts through improvements in:

1. Energy use.
2. Waste reduction, including disposal of goods.
3. Contamination management.
4. Recycling, including office paper.
5. Business travel.
6. Purchasing.
7. Staff training.

Mayfair Contract Flooring Ltd aims to establish a system which meets the standard of ISO 14001.

Signature



Name Joanne Culhane

Position Director

Date 13 May 2015

PART 2 – ORGANISATION

Company Health & Safety Management Structure

Health & Safety Responsibilities

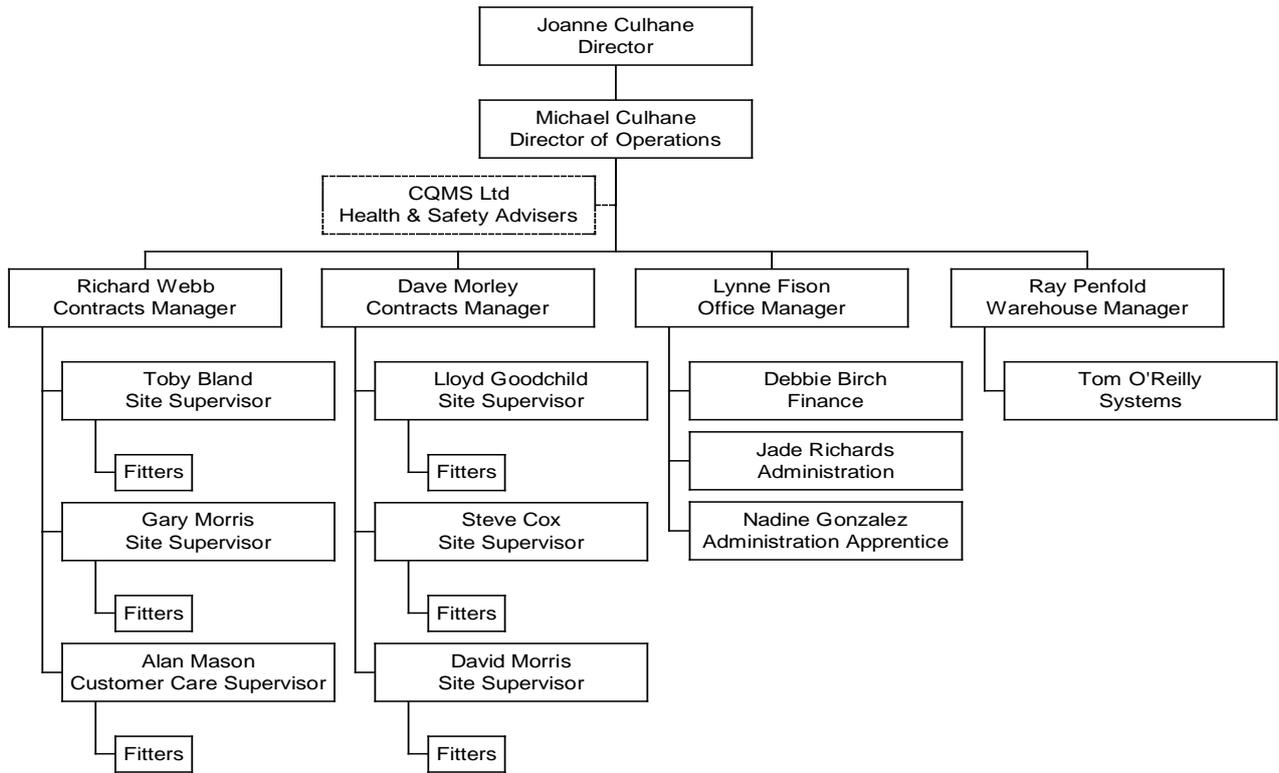
Environmental Responsibilities

Review & Monitoring Procedures

General Responsibilities

Individual Responsibilities

COMPANY HEALTH & SAFETY MANAGEMENT STRUCTURE



HEALTH & SAFETY RESPONSIBILITIES

1. It is the policy of Mayfair Contract Flooring Ltd that all levels of management and employees meet their legal obligations under the Health and Safety at Work etc. Act 1974 and all other legislation relevant to its activities.
2. In order to achieve this, Mayfair Contract Flooring Ltd has delegated specific Health and Safety responsibilities to nominated individuals. Furthermore, health and safety training is integral in achieving Mayfair Contract Flooring Ltd's culture and ensuring nominated individuals have the knowledge to discharge their duties.

ENVIRONMENTAL RESPONSIBILITIES

1. It is the policy of Mayfair Contract Flooring Ltd that all levels of management and employees meet their legal obligations under the Environmental Protection Act 1990 and all other legislation relevant to its activities.
2. It is Mayfair Contract Flooring Ltd's policy to ensure so far as is reasonably practicable and within the scope of known technology, to carry out its undertakings in such a manner so as to eliminate or reduce to the lowest possible level any actions that may lead to environmental damage.
3. Mayfair Contract Flooring Ltd accepts its moral responsibilities and that the actions that it takes today may affect the environment of tomorrow. Therefore it is the Company's policy to initiate good environmental working practices amongst its workforce.

REVIEW AND MONITORING PROCEDURES

Measurement is an essential aspect of maintaining and improving Health and Safety performance. Monitoring provides vital feedback on performance and therefore all our managers are authorised to monitor the achievement of our clearly defined objectives comparing compliance with standards.

Monitoring includes:

1. Periodic examination of records and documents to establish that standards relating to the promotion of the safety culture are complied with i.e., suitable objectives have been established and reviewed, that all training needs have been assessed and recorded and that these training needs are being met.
2. Systematic inspection of premises, plant and equipment by supervisors, maintenance staff or a joint team of management, safety representatives and external consultants to ensure the continued effective operation of controls.
3. Direct observation of work and behaviour by supervisors to assess compliance with procedures/rules/systems particularly when directly concerned with risk control.

GENERAL RESPONSIBILITIES

RESPONSIBILITIES OF DIRECTORS

1. Directors shall ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees.
2. Directors must ensure that all levels of management receive adequate information, instruction and training to enable them to carry out their Health and Safety responsibilities.
3. Directors will actively encourage consultation and communication between all levels of employee/management throughout Mayfair Contract Flooring Ltd to promote and develop Health and Safety.
4. Directors are responsible for ensuring and maintaining a safe place of work without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks.
5. Directors are responsible for ensuring the provision and maintenance of a working environment for all Mayfair Contract Flooring Ltd employees that is safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.
6. Directors will ensure all responsibilities delegated to Mayfair Contract Flooring Ltd managers are adhered to by ALL relevant personnel.
7. Directors shall ensure that all persons not in Mayfair Contract Flooring Ltd's employment, who are admitted to Company premises are advised of the relevant safety standards and any specific Health or Safety requirements in force at the time.

RESPONSIBILITIES OF MANAGERS

1. Managers are, at all times, responsible for implementation of the Company Safety Policy, so far as this relates to those areas and matters within his/her control. Managers shall ensure, through his/her staff, that all safety standards are known, understood and implemented.
2. Managers shall ensure the provision and maintenance of plant and systems of work that are safe and without risks to health.
3. All actual or potential hazards shall be identified and assessed and the appropriate safety measures be adopted so far as this relates to plant, processes, systems of work, the use, handling, storage and transport of articles and substances, and places of work (including access to and egress from such places). The responsibility for such matters lies with relevant managers.
4. All employees shall receive adequate training in current safety standards and best practice. An adequate level of supervision of employees combined with their level of competence and experience shall be provided so far as is reasonably practicable. Responsibility for identifying training needs rests with managers who will maintain training records.

GENERAL RESPONSIBILITIES CONTINUED

5. Managers have responsibility for procurement must be aware of and understand the essential Health and Safety requirements relating to its design and construction and ensure that the relevant CE mark is properly affixed.
6. Managers shall ensure that where appropriate, written warnings, printed signs, instructive notices and where necessary, specific written job instructions shall be provided.
7. Managers will ensure all responsibilities delegated to Mayfair Contract Flooring Ltd supervisors are adhered to by ALL relevant personnel.
8. Managers are responsible for ensuring that the appropriate protective equipment is worn/used at all relevant times.
9. Managers are responsible for communicating all Health and Safety issues raised within their area of responsibility to the Directors.
10. Managers will undertake the duties of the Directors in their absence.

RESPONSIBILITIES OF SUPERVISORS

1. It is fundamental to the Company Health and Safety Policy that supervisors are, at all times, directly responsible for ensuring that safe methods of work and safe working conditions exist in each area of responsibility.
2. No person with supervisory authority shall allow any unsafe practice to occur. Such persons are responsible for the safety of the individual and the occurrence of any incident will be regarded as being the direct responsibility of the supervisor concerned, so far as this relates to the matters within his control.
3. Where action on safety matters has been agreed, it is the supervisor's responsibility to ensure that the proposed action is implemented as soon as practicable.
4. In emergency, the supervisor or deputy are authorised to stop a machine, work method or process which is considered so unsafe as to constitute an immediate danger to any individuals. The circumstances shall be reported immediately to managers or Directors as appropriate.
5. All supervisors must ensure that where the work activity of Mayfair Contract Flooring Ltd interfaces with members of the public or other non-employees then adequate segregation is provided to ensure the safety of members of the public or other non-employees.
6. **Induction training for all new employees must be provided before that new employee is allowed to carry out any type of work on Company premises or sites under their control.**
7. Supervisors are responsible for communicating all Health and Safety issues raised within their area of responsibility to managers.
8. Supervisors will undertake the duties of the Managers in their absence.

INDIVIDUAL HEALTH, SAFETY AND ENVIRONMENTAL RESPONSIBILITIES & MONITORING PROCEDURES

DIRECTOR - JOANNE CULHANE

HEALTH AND SAFETY RESPONSIBILITIES

Main responsibilities are to:

1. Have overall responsibility for all safety matters affecting the Company on Health and Safety issues.
2. Understand the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other relevant Regulations and Codes of Practice.
3. Ensure sufficient funds are available to meet the requirements of the Company policy and legal obligations i.e. insurances.
4. Liaise with the Director of Operations and identify the training needs of all staff to ensure the provision of adequate information, instruction and training.
5. Hold regular Meetings during which Health and Safety will be discussed to ensure implementation of the Health and Safety Policy.

ENVIRONMENTAL RESPONSIBILITIES

Main responsibilities are to:

1. Have overall responsibility for Environmental matters within the Company.

MONITORING PROCEDURES

Will monitor:

1. That management are aware of their Health and Safety responsibilities and periodically check the effectiveness of those managers.
2. That the level of training and supervision provided is adequate for our Health and Safety needs.

FREQUENCY – SIX MONTHLY

INDIVIDUAL RESPONSIBILITIES CONTINUED**DIRECTOR OF OPERATIONS – MICHAEL CULHANE****HEALTH AND SAFETY RESPONSIBILITIES**

Main responsibilities are to:

1. Understand the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other relevant Regulations and Codes of Practice.
2. Liaise with the Director and identify the training needs of all staff to ensure the provision of adequate information, instruction and training.
3. Actively encourage consultation and communication between all employees and management to promote and achieve the Health, Safety and Welfare of all employees.
4. Ensure all reportable accidents, dangerous occurrences and any other unusual or potentially hazardous incidents are investigated and notified to the Health and Safety Executive, the Local Environmental Health Authority or other regulating body.
5. Periodically review, in the light of current conditions, the Company Health and Safety Policy, to ensure it continues to reflect the organisations operations and any changes in health and safety legislation.
6. Ensure suitable and sufficient risk assessments and method statements are undertaken for all company activities ensuring all risk assessments are brought to the attention of all company operatives and reviewed on an annual basis or as changes within the workplace occur.
7. Ensure all works undertaken by the company comply with the CDM regulations to include planning, managing and monitoring the company work activities to ensure that operatives are safe as soon as they start work on site.

MONITORING PROCEDURES

Will monitor:

1. In liaison with the Director ensure that the level of training and supervision provided is adequate for our Health and Safety needs.
2. The arrangements for communicating Health and Safety information between employees and management throughout the company.

FREQUENCY – SIX MONTHLY

INDIVIDUAL RESPONSIBILITIES CONTINUED**CONTRACT MANAGERS****HEALTH AND SAFETY RESPONSIBILITIES**

Main responsibilities are to:

1. Act as the focal point to co-ordinate all Health, Safety and Environmental issues raised throughout active sites (under their control) reporting directly to the Director of Operations.
2. Understand the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other relevant Regulations and Codes of Practice.
3. Co-ordinate and investigate all reportable accidents, dangerous occurrences and any other unusual or potentially hazardous incidents that are notified on site. Obtain statements and ensure that the Director of Operations is informed of all notifiable accidents.
4. Ensure that all employees receive induction training on site work before any work commences.
5. Ensure that all employees are adequately trained to enable them to discharge their Health and Safety responsibilities.
6. Ensure that arrangements are in place on all sites for first aid and fire prevention.
7. Ensure that effective channels of communication are available for all employees on sites.
8. Ensure that relevant health and safety documentation is in place for each project prior to works commencing.
9. Ensure that all personnel under control are issued with, and wear, appropriate Personal Protective Equipment for the task in hand as determined by site requirements and company risk assessments.
10. Ensure that the efforts of the workforce are properly monitored and supervised at all times.
11. Ensure suitable and sufficient welfare facilities are available on sites prior to works commencing.

ENVIRONMENTAL RESPONSIBILITIES

Main responsibilities are to:

1. Ensure that all employees are aware of the need to use the waste disposal skips on site.

MONITORING PROCEDURES

Will monitor:

1. That the level of supervision provided is adequate.
2. That the Health and Safety arrangements in place are adequate on sites to control all identified risks.
3. Safe systems of work for all employees under control, including contractors and sub contractors.

FREQUENCY – ONGOING

INDIVIDUAL RESPONSIBILITIES CONTINUED**OFFICE MANAGER – LYNNE FISON**
(HEALTH AND SAFETY COORDINATOR)**HEALTH AND SAFETY RESPONSIBILITIES**

Main responsibilities are to:

- 1 Act as the focal point to co-ordinate all Health, Safety and Environmental issues raised throughout the Company, reporting directly to the Directors and liaising closely as appropriate.
- 2 Understand the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other relevant Regulations and Codes of Practice.
- 3 Ensure that adequate means of communication/consultation is available for employees to report hazardous processes, equipment or any other relevant safety incidents and to make information on the Company's policy, assessments etc available.
- 4 In liaison with the Contracts Managers and Warehouse Manager coordinate and investigate all accidents and incidents ensuring the first aid book is detailed and any statutory reporting is undertaken as per the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. Advise the Directors of all serious incidents.
- 5 Ensure that arrangements are in place, and records maintained, for first aid and fire prevention within the company premises and that sufficient equipment and trained personnel are available to deal with emergencies.
- 6 Hold and collate all safety related training records and statistics to ensure information contained in them remains valid, correct and in date.
- 7 Ensure the duties of the First Aider and Fire Marshall are undertaken on company premises.
- 8 Ensure that all employees receive adequate safety induction training before starting work.
- 9 Ensure PPE is provided to all company employees as determined by company risk assessments and records of inspection and issue maintained.
- 10 Liaise with the Directors on all aspects of health and safety training to ensure that all employees at all levels receive adequate and appropriate information, instruction and training.
- 11 Circulate pertinent safety information throughout the Company and actively encourage the development of a positive Health and Safety culture awareness by all employees.
- 12 Ensure all internal floors, stairs and passageways are properly maintained and kept free from obstruction and other slip or trip hazards.
- 13 Ensure that all statutory examination and testing of vehicles, plant, equipment are carried out by a competent person or organisation and that records of such examination are held and be readily available.
- 14 Ensure that all hazardous substances are correctly stored, handled and used and that valid safety data sheets / information labels and safety notices are held / displayed.
- 15 Periodically review, in the light of current conditions, the Company Health and Safety Policy, to ensure it continues to reflect the organisations operations and any changes in health and safety legislation. Ensure any revisions are brought to the attention of all employees.
- 16 Ensure suitable and sufficient risk assessments and method statements are undertaken for all company activities ensuring all risk assessments are brought to the attention of all company operatives and reviewed on an annual basis or as changes within the workplace occur.

INDIVIDUAL RESPONSIBILITIES CONTINUED**ENVIRONMENTAL RESPONSIBILITIES**

Main responsibilities are to:

- 1 Make available to employees, customers, the public and statutory authorities relevant information about the Company's activities that affect Health, Safety and the Environment.
- 2 Monitor performance and ensure there is a regular review.

MONITORING PROCEDURES

Will monitor:

1. That the Health and Safety Policy, organisation and arrangements in place are adequate to control all work related health risks.
2. The arrangements for communicating Health and Safety information between employees and management.
3. All accidents and near misses that occur to establish if there is a pattern or particular task or equipment could be contributing to accidents and may need improving.
4. That all new machinery and plant is checked for compliance with Health and Safety requirements before being brought into use.
5. That the level of training and supervision provided is adequate for Health and Safety needs.
6. The arrangements for emergency, fire and first aid and Evacuation within Company premises.
7. The means of communication used to report hazardous situations, accidents or incidents and the distribution of Health and Safety information.
8. The results of CQMS Site visits and communicate the results to the relevant employees/subcontractors.
9. The level of training provided to employees to ensure continuing competence is maintained, particularly induction training for new employees/subcontractors.
10. The overall office environment to ensure the organisation and arrangements comply with the requirements of the Company Health and Safety Policy.

FREQUENCY – MONTHLY

INDIVIDUAL RESPONSIBILITIES CONTINUED**WAREHOUSE MANAGER - RAY PENFOLD****HEALTH AND SAFETY RESPONSIBILITIES**

Main responsibilities are to:

1. Implement the requirements of the Company Health and Safety Policy in the Warehouse area as delegated by the Directors.
2. Understand the requirements of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other relevant Regulations and Codes of Practice.
3. Organise the workplace so that work is carried out to the required standard with the minimum of risk to personnel, vehicles, forklift trucks, equipment, installations and materials. Report all non-compliance to the Directors.
4. Plan and maintain clean and tidy work areas and welfare facilities on a daily basis. Organise the loading bay yard and manoeuvring areas to eliminate potential hazards.
5. In liaison with the Directors identify training needs and ensure that warehouse personnel are given adequate supervision and are provided with such information and training as is necessary to secure their Health and Safety.
6. In liaison with the Office Manager ensure all accidents and dangerous occurrences within the warehouse areas are investigated.
7. Ensure that all vehicles, forklift trucks, machinery, plant and storage equipment are correctly maintained and that all servicing records are complete and in date.
8. Ensure arrangements are in place for communicating Health, Safety and Welfare information throughout the Warehouse areas.
9. Arrange for the safe storage and stacking of stock and materials and that storage racks and access equipment is correctly used and maintained.
10. Ensure that risk assessments are carried out in all areas and that employees are made aware of hazards identified by risk assessment.
11. Ensure that all hazardous substances are correctly controlled, stored and handled and that the relevant product safety data sheets and COSHH Risk Assessments are available in the warehouse.
12. Ensure that suitable Personal Protective Equipment (PPE) and clothing is provided where and when appropriate and that employees are given adequate instruction, information and training on its use, maintenance and storage - that records of issue and maintenance are kept.
13. Check that the security measures for the warehouse areas are suitable and sufficient. Report any defects or damage immediately to the Director of Operations.
14. Carry out regular fire prevention inspections in all warehouse areas. Ensure there is no build up of flammable materials and obstruction of emergency escape routes and that fire fighting equipment is available and that there are adequately trained personnel to cover emergencies.
15. Ensure the first aid facilities and trained personnel are adequate to meet the warehouse requirements.
16. Ensure only authorised persons are permitted into the Warehouse areas.

INDIVIDUAL RESPONSIBILITIES CONTINUED**ENVIRONMENTAL RESPONSIBILITIES**

Main responsibilities are to:

1. Ensure that fuel oil or other hazardous substances do not enter surface water drains, or contaminate land, site or ground water.
2. Inform the Director of Operations immediately of any spillage or discharge.

MONITORING PROCEDURES

Will monitor:

1. That Warehouse operatives are aware of their Health and Safety responsibilities and will periodically check the effectiveness of those personnel.
2. That the Health and Safety arrangements in place are adequate to control all identified risks in the area under control.
3. The correct operation, use and maintenance of all vehicles, plant and equipment.
4. The layout of work areas to ensure safe access to work equipment, materials and personnel.
5. The arrangements for emergency, fire and first aid.
6. The control, use and disposal of hazardous substances and other waste materials that may be used in the areas under control.

FREQUENCY – MONTHLY

INDIVIDUAL RESPONSIBILITIES CONTINUED**SITE SUPERVISORS / CUSTOMER CARE SUPERVISOR****HEALTH AND SAFETY RESPONSIBILITIES**

Main responsibilities are to:

1. Have a good understanding of the Company Safety Policy and ensure that all employees observe and comply with the Safety Rules and conditions contained in the Policy.
2. Co-operate with and support the Contracts Managers to ensure that company objectives are attained and advise him of any improvements/changes which may be necessary.
3. Ensure that all employees are aware of the content of company risk assessments and ensure that all site operatives work to the instructions contained in their work method statements.
4. Ensure that all site operatives receive Induction Training on their first day at work on site covering basic safety requirements i.e. Personal Protective Equipment, Fire, First Aid, Emergency Procedures etc.
5. Ensure that all registers, records and reports are completed as necessary and are maintained in a safe place.
6. Ensure that all Personal Protective Equipment is worn by all site operatives and maintained in good condition.
7. Ensure that all portable hand tools are maintained and records are available; ensure that all portable electrical equipment is not more than 110 volts.
8. Ensure that all accidents and dangerous occurrences are investigated and reported to the Contracts Manager.
9. Ensure fire procedures are in place, and adequate to cover foreseeable circumstances.
10. Ensure that all harmful substances held are controlled and stored in a safe place.

ENVIRONMENTAL RESPONSIBILITIES

Main responsibilities are to:

1. Ensure that all waste generated on site is properly contained and controlled.

MONITORING RESPONSIBILITIES

Will monitor:

1. That the Health and Safety arrangements in place are adequate to control all identified risks on site.
2. The correct use and maintenance of machinery, and hand tools.
3. That safe systems of work laid down are being strictly followed.
4. That suitable COSHH Assessments are in place for all hazardous substances in use.

FREQUENCY - ONGOING

INDIVIDUAL RESPONSIBILITIES CONTINUED**THE COMPANY SAFETY ADVISERS (CQMS LTD)****HEALTH AND SAFETY RESPONSIBILITIES**

Main responsibilities are to:

1. Act as Competent Person as per the Management of Health and Safety at Work Regulations 1999.
2. Co-operate with, support and advise Mayfair Contract Flooring Ltd management on all matters relating to Health, Safety and Welfare, including statutory compliance.
3. Ensure management is aware of any changes in legislation which may affect Mayfair Contract Flooring Ltd's undertakings advising activity and advise any implementations necessary to ensure compliance with Health and Safety legislation.
4. Advise management on practical methods of ensuring staff comply with all statutory requirements in health and safety.
5. Advise management, where required, on accident or incident investigation to prevent reoccurrence.
6. In liaison with Mayfair Contract Flooring Ltd management ensure suitable and sufficient Health and Safety documentation is in place and maintained and updated as necessary.
7. Carry out monitoring inspections of Mayfair Contract Flooring Ltd operations to ensure compliance with the Company policy and statutory requirements.

INDIVIDUAL RESPONSIBILITIES CONTINUED**ALL EMPLOYEES****HEALTH AND SAFETY RESPONSIBILITIES**

Main responsibilities are to:

1. To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
2. To co-operate with management to enable the employer to carry out his legal duties or any requirements as may be imposed.
3. No person shall intentionally or recklessly interfere with or misuse any item provided in the interests of health, safety and welfare.
4. Comply with the Company Health and Safety Policy.
5. Only carry out work for which they are fully trained.
6. Fully observe the safety rules.
7. Report any safety hazard within their work area or malfunction of any item of plant or equipment to management.
8. Fully conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others i.e. risk assessments, method statements.
9. Dress sensibly for their particular working environment or task.
10. Use all the personal protective equipment and/or clothing provided correctly.
11. Maintain all implements, tools and equipment to a good standard - report any defects to management as they occur.
12. Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others.
13. Attend as requested, any training courses designed to further the needs of Health and Safety e.g. Induction.
14. Report all accidents and dangerous occurrences to their line manager; ensuring they are recorded in the accident book.
15. Report all near misses to their line manager.
16. Observe all laid down procedures concerning processes, materials and substances used.
17. Observe the fire evacuation procedures and the location of all fire extinguishers, fire exit routes, assembly points and where to obtain first aid.
18. Maintain good housekeeping standards.
19. Set a personal example.

ENVIRONMENTAL RESPONSIBILITIES

Main responsibilities are to:

1. Ensure that all waste generated is properly contained and controlled.
2. Conserve electricity and heating where reasonably practicable.

INDIVIDUAL RESPONSIBILITIES CONTINUED**APPOINTED PERSON FOR FIRST AID****HEALTH AND SAFETY RESPONSIBILITIES**

Main responsibilities are to:

1. Undertake the duties of the 'appointed person' as detailed in the Approved Code of Practice First Aid at Work No. L74.
2. Arrange for the first aid posters to be positioned prominently throughout the premises.
3. Liaise with the Emergency Services in the event of an emergency.
4. Ensure that all accidents are recorded.

MONITORING PROCEDURES

Will monitor:

1. Regularly check the first aid kits in use and ensure they are re-stocked as necessary.

FIRE MARSHAL**HEALTH AND SAFETY RESPONSIBILITIES**

Main responsibilities are to:

1. Ensure that fire prevention/fire fighting equipment, e.g. extinguishers, procedures and notices are readily available and visible in all areas of the Company.
2. Carry out fire alarm tests from different fire points each week and maintain records.
3. Carry out full evacuation drills at least twice each year and ensure that records are maintained.
4. Ensure that all fire fighting equipment is checked regularly, e.g. annual checks for fire extinguishers etc.
5. Carry out regular fire prevention inspections on all areas of the Company to ensure there is no build up of flammable materials or obstruction of emergency escape routes.
6. Advise the Office Manager of any failures discovered during inspections or emergency drills which he is unable to effectively deal with.
7. Ensure that the Fire Risk Assessment is updated and reviewed on a periodic basis, when work processes/products alter or if the premises are significantly altered.

PART 3 - ARRANGEMENTS

Section 1 – Employees Duties

Section 2 – Specific Company Health and Safety Rules

- | | |
|-----------------------------------------------|----------------------------------------------|
| 1. Accidents And Accident Prevention (RIDDOR) | 21. Manual Handling |
| 2. AIDS/HIV | 22. Offices/Administration Areas |
| 3. Alcohol And Drugs | 23. Personal Protective Equipment |
| 4. Asbestos | 24. Risk Assessment |
| 5. Batteries | 25. Safe Systems of Work (Method Statements) |
| 6. Consultation & Communication | 26. Safety Signs/Notices |
| 7. Display Screen Equipment | 27. Security |
| 8. Driving At Work | 28. Smoking At Work |
| 9. Electricity / Gas / Services | 29. Storage Racking |
| 10. Emergencies | 30. Training |
| 11. Environmental Protection | 31. Visitors And The Public |
| 12. Fitness to Work | 32. Vulnerable Persons |
| 13. Gross Misconduct | 33. Waste Disposal |
| 14. Hazardous Substances | 34. Welfare |
| 15. Health Monitoring Surveillance | |
| 16. Hot / Cold / Inclement Weather Working | |
| 17. Housekeeping | |
| 18. Inspections | |
| 19. Lifting Operations | |
| 20. Lone Working | |

Section 3 – Work Equipment

35. Work Equipment
36. Fork Lift Trucks (FLT)
37. Machinery
38. Hand Tools
39. Power Tools

Section 4 – Working at Height

40. Working At Height
41. Ladders

Section 5 – Construction Design and Management

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SECTION 1 – EMPLOYEES DUTIES

The Health and Safety at Work Etc Act 1974 stipulates that you have specific duties while at work.

A SIMPLE INTERPRETATION OF YOUR DUTIES WHILE AT WORK ARE TO:

1. Take all reasonable care of your own Health and Safety.
2. Ensure that you do not put at risk the Health and Safety of any other person.
3. Co-operate with your employer, or any other person, with duties relating to Health and Safety.
4. Not interfere with or misuse anything provided for your Health, Safety or Welfare.
5. Comply with Mayfair Contract Flooring Ltd's Health, Safety and Environmental Policy.
6. Observe all safety rules and emergency procedures in place throughout the Company.
7. Never operate any item of plant or equipment unless trained and authorised to do so.
8. Report defects in plant or equipment to your line manager without delay.
9. Report any activity, procedure or situation which you consider to be a potential hazard without delay to your line manager.
10. Comply with the safety regulations or safe working procedures relating to the task you are performing and use the correct protective clothing, tools or equipment provided for use when undertaking the task.
11. Should you suspect, or locate, any material which may contain any asbestos materials, and have not been previously notified, you should stop work immediately and report your findings to your line manager and ALSO the relevant person on site; no work should continue until told is safe to do so. Under no circumstances should you knowingly work with any asbestos containing material.
12. Keep tools, appliances and equipment in good condition.
13. Protect skin by the use of barrier creams provided. Avoid contact with mineral oils if the skin is cracked or broken. Make full use of cleaning materials and other facilities provided.
14. Avoid improvisation which invokes unnecessary risks.
15. Always seek further guidance from your line manager if you are unsure of any aspect of the work which might affect the safety of yourself or others.
16. Report all accidents or near misses at work to management whether injury is sustained or not.
17. Assist with the investigation of accidents, near misses or dangerous occurrences at work when necessary.
18. Maintain a clean and tidy workplace
19. When visiting other workplace premises be fully aware of the procedures for such visits with regard to Health and Safety.
20. Ensure that access routes, corridors, fire lanes etc. are kept clear from obstruction.
21. Not bring, consume or take alcohol, drugs or any other illegal substances onto Company premises or endanger yourself or others whilst under the influence of alcohol and/or drugs while at your place of work.

FAILURE TO COMPLY WITH THESE RULES COULD LEAD TO DISCIPLINARY ACTION IN ACCORDANCE WITH MAYFAIR CONTRACT FLOORING LTD POLICY AND IN THE WORST CASE COULD LEAD TO DISMISSAL AND/OR CRIMINAL PROSECUTION UNDER THE RELEVANT HEALTH AND SAFETY LEGISLATION.

SECTION 2 – SPECIFIC HEALTH AND SAFETY RULES

1. ACCIDENTS AND ACCIDENT PREVENTION (RIDDOR)

- 1.1. All accidents, incidents and work-related ill-health must be reported to the Office Manager as soon as practicable and the accident book completed.
- 1.2. May Fair Contract Flooring Ltd is required to report certain injuries and incidents to the HSE. In order for May Fair Contract Flooring Ltd to comply with this requirement, the Office Manager must be notified immediately of the following:
 - > Accidents to employees, including minor injuries,
 - > Accidents involving third parties, i.e. visitors, contractors etc,
 - > Dangerous occurrences i.e. fires, gas leaks or explosions, chemical spillages, failure or collapse of lifting equipment etc,
 - > Near Misses i.e. an incident which could have resulted in injury or damage to plant and / or equipment.
 - > Work-related illness i.e. dermatitis, occupational asthma, tendonitis etc.
- 1.3. All employees are required by legislation to cooperate with accident / incident investigations to assist Mayfair Contract Flooring Ltd determine the underlying causes and appropriate measures to prevent reoccurrence.
- 1.4. **If in doubt contact your supervisor without delay.**

2. AIDS/HIV

- 2.1. Any employee who becomes aware that a colleague is HIV infected will treat that information as confidential and will not disclose it to anyone else within or outside the organisation without the person's consent. Any breach of this rule will be regarded as a serious disciplinary offence and may result in summary dismissal. If, however, the employee is concerned about the Health and Safety implications of non-disclosure they should seek advice from Senior Management only, who will then deal with the matter as necessary.

3. ALCOHOL AND DRUGS

- 3.1. Mayfair Contract Flooring Ltd takes the view that the effects of taking, or being under the influence of alcohol or illegal substances at work constitutes an unacceptable Health and Safety hazard both to the individual and others who may be affected by their actions. It is therefore against Company rules for any employee to be at their place of work whilst under the influence of alcohol and/or drugs.
- 3.2. Any member of staff who is, in the opinion of the person in charge of the work location, under the influence of alcohol or drugs will be subject to Mayfair Contract Flooring Ltd disciplinary procedures.
- 3.3. Any member of staff who is taking a prescribed or proprietary drug which may affect their performance at work must report this to the line manager responsible before the start of the week. Failure to do so may also result in disciplinary action being taken against the employee.

4. ASBESTOS

- 4.1. No employee is to intentionally disturb or work with asbestos containing materials.
- 4.2. Furthermore should you suspect, or locate, any material which may contain any asbestos materials, and have not been previously notified, you should stop work immediately and report your findings to your line manager and ALSO the relevant person on site; no work should continue until told is safe to do so. Under no circumstances should you knowingly work with any asbestos containing material.
- 4.3. The company premises do not contain asbestos.

SECTION 2 – SPECIFIC HEALTH AND SAFETY RULES CONTINUED

- 4.4. Mayfair Contract Flooring Ltd does not currently work with asbestos.
- 4.5. Mayfair Contract Flooring Ltd will monitor all works undertaken and implement additional measures if necessary.
- 4.6. On undertaking projects where the possibility of asbestos exists, Mayfair Contract Flooring Ltd will obtain, prior to start work, a copy of the Client/Building Custodians Asbestos Survey/Asbestos Management Plan or consult information provided within the Pre Construction Information as per CDM 2015.
- 4.7. Mayfair Contract Flooring Ltd will ensure that any employee who is going to work with asbestos is trained and supervised at all times.

5. BATTERIES**CHARGING**

- 5.1. During and after charging, batteries give off hydrogen gas, an easily ignited and explosive gas. Connecting or disconnecting batteries or charger connections to battery terminals when batteries are gassing creates incentive sparks. If the sparks ignite the hydrogen gas the battery may explode spraying those near with acid.
- 5.2. Metal finger and wrist jewellery should never be worn when working with batteries. Metal in contact with battery terminals causes burns and flash injuries. Always charge batteries in well ventilated areas and follow the manufacturers guidance for rate of charging.

DRY CELL

- 5.3. In normal use dry cell batteries should provide no hazard, but you can help prevent any misuse or danger by following this safety advice.
- 5.4. Avoid touching dry cell battery contacts with your fingers or metal tweezers because this may discharge the battery. Use the outer edge as this will prevent you from discharging the battery.
- 5.5. Never heat, or dispose of the battery in a fire – this may cause leakage, a burst battery or fire.
- 5.6. Charge batteries only with the specified charger.
- 5.7. Batteries are to be stored in a cool dry place, with the ambient temperature around 25°C for best performance. Do not use, store in or expose the battery to a high ambient temperature, such as direct sunlight, inside Company vehicles during hot weather, in front of a heater, etc.
- 5.8. Inspect battery compartments every few months to be sure that the batteries are not leaking.
- 5.9. Only use batteries as intended and instructed by the manufacturer and also the equipment manufacturer's instructions. If in doubt, consult your Line Manager.

6. CONSULTATION & COMMUNICATION

- 7.1. All employees must notify their line manager of any near miss, dangerous occurrence or any unsafe condition regarding themselves or others in the workplace on a hazard sheet.
- 7.2. All supervisors must advise their line manager of the problem raised if they cannot effectively eliminate the hazard.
- 7.3. Line Managers must ensure that the unsafe condition/hazard is entered in the hazard record.
- 7.4. All actions taken to alleviate the hazard must be reported to the originator of the hazard sheet.

SECTION 2 – SPECIFIC HEALTH AND SAFETY RULES CONTINUED

7.5 Senior Management must ensure that all relevant information which may affect the Health and Safety of our employees is made available and all proposed changes to our Health and Safety Policy is promulgated.

7.6 Senior Management will obtain and provide any reasonable information required for Health and Safety requested by any employee or relevant outside body.

7. DISPLAY SCREEN EQUIPMENT

7.1. Mayfair Contract Flooring Ltd intention is to optimise the use and application of display screen equipment within the organisation, whilst safeguarding the health, welfare and job satisfaction of those involved in using such equipment.

7.2. To secure the Health and Safety of workers in so far as is reasonably practicable, the Company will, in consultation with workers, carry out an assessment of each workstation taking into account the display screen equipment, the furniture, the working environment and the worker,

7.3. Where an employee raises a matter related to Health and Safety in the use of display screen equipment, the Company will:

- > Take all necessary steps to investigate the circumstances,
- > Take corrective measures where appropriate,
- > Advise the employee of the action taken.

7.4. Where problems arise in the use of display screen equipment, the employee must inform their line manager immediately.

7.5. Additional information is available in **Part 4, Occupational Health.**

8. DRIVING AT WORK**DRIVING POLICY**

8.1. Mayfair Contract Flooring Ltd as a pro-active employer, recognises its responsibility to the health and safety of both employees and members of the public resulting from necessary driving on Mayfair Contract Flooring Ltd's business.

8.2. Mayfair Contract Flooring Ltd has a specific Driving Policy in place and Mayfair Contract Flooring Ltd has produced a risk assessment which will be reviewed alongside the Company Driving Safely Policy.

8.3. It is the responsibility of all employees to inform their line manager/supervisor of any health/fitness reasons which may affect their safety whilst driving on the organisation's business including any prescribed or proprietary drug which may affect their performance.

8.4. Mayfair Contract Flooring Ltd employees shall only drive vehicles for which they hold the appropriate licence and insurance. Any changes in circumstances affecting either the drivers' licences and/or insurance must be immediately reported to your line manager.

8.5. It is the responsibility of the vehicle driver to ensure that the vehicle is in a safe, roadworthy condition, that the vehicle has sufficient oil, water and that the tyre pressures are correct. Any problems should be reported immediately to line management.

8.6. Mayfair Contract Flooring Ltd has a specific policy on the use of mobile telecommunication equipment and usage in vehicles i.e. hands-free kits, no-answering policy.

8.7. Mayfair Contract Flooring Ltd operates a no smoking policy. **Drivers and occupants are not permitted to smoke in Company vehicles at any time.**

SECTION 2 – SPECIFIC HEALTH AND SAFETY RULES CONTINUED**9. ELECTRICITY / GAS / SERVICES****ELECTRICITY**

- 9.1. Electricity is one of the safest forms of power if used properly but can easily be a killer if misused.
- 9.2. You should ensure that any electrical equipment or appliances that you use are electrically safe and that they have been inspected and tested as required by their maintenance cycle. Details of inspection regime frequencies are contained within **Part 4, Electrical Safety**.
- 9.3. Handle all tools, switches, sockets, plugs and cables with care. If you discover any defects with electrical equipment or appliances, attach a label to show the nature of the defect, remove the item from use and inform your line manager without delay. All electrical repairs and installation work must be carried out by a competent person.
- 9.4. Do not allow trailing cables to lie in water or in a position where they may be damaged by vehicles or sharp edges. Wherever possible tie the cables up out of harms way and protect the cables where they must pass across vehicle routes.
- 9.5. Do not carry out any repairs or fit electrical plugs/connections unless authorised by the Supervisor in charge.
- 9.6. No appliance may be connected to any electrical system by any means other than the correct plug or connections
- 9.7. Do not interfere with or open any electrical appliance.
- 9.8. All hand tools are to be operated through 110 volt transformers or provided with appropriate cut-off devices.

GAS

- 9.9. There is a danger of fire and explosion from piped gas supplies and cylinders containing gases under pressure. Toxic fumes e.g. carbon monoxide, are produced if appliances are not working properly. Explosions can occur in gas and oil fired plant such as ovens, stoves and boilers.
- 9.10. If you suspect a leak you must turn off the supply and notify your line manager AT ONCE. If gas continues to escape, the gas supplier must be informed IMMEDIATELY.
- 9.11. If in doubt, evacuate the building and inform the emergency services as well as the gas supplier.
- 9.12. **DO NOT CHECK FOR LEAKS WITH A NAKED FLAME.** Do not turn the gas back on until the leak has been dealt with by a competent person.
- 9.13. Handle all cylinders with care - never slide or roll cylinders and never lift by means of the valve. In use, ensure they are secure in an upright position preferably in a properly designed cage or stand.
- 9.14. Keep oils and grease away from oxygen cylinders as contact with oxygen can cause spontaneous ignition.
- 9.15. Ensure that all cylinders are kept away from any source of heat and that adequate ventilation is provided.
- 9.16. Cylinders must not be stored inside any hut, store or vehicle, when not in use they should be secured in an open outside cage or compound.
- 9.17. Do not store oxygen cylinders with LPG cylinders.
- 9.18. Never attempt to repair or modify cylinder valves or safety relief devices. Report all damaged valves immediately to a supervisor.

SECTION 2 – SPECIFIC HEALTH AND SAFETY RULES CONTINUED

- 9.19. Do not enter any confined space where dangerous or explosive gases may be present until proven safe to enter. If in doubt, consult your line manager.
- 9.20. LPG cylinders must be clearly marked Highly Flammable, never remove or obscure official labelling on cylinders and **always** check the identity of gas before use.
- 9.21. If a smell of gas is detected, open all doors and windows immediately and report the occurrence to your line manager. Allow a period of at least 20 minutes for the gas to disperse before re-entering the building.

SERVICES

- 9.22. Working near services, either underground or overhead, can be fatal if the correct precautions are not taken.
- 9.23. Damage to services, particularly electricity or gas, may result in fire or explosions which can lead to severe injury or even fatality to operatives nearby. It could also lead to the loss of vital services to nearby business etc., e.g. hospitals.
- 9.24. Prior to any work near, or adjacent to overhead or underground services, a safe system of work (method statement) and risk assessment must be produced by the Company.
- 9.25. The safe system of work (method statement) shall identify and detail the Company's working procedures when working near or adjacent to services in accordance with HSE Publications HSG44 "Avoiding Danger from Underground Services," or GS6 "Avoidance of Danger from Overhead Electric Powerlines."
- 9.26. If, during the course of normal activities an unknown service is identified then works must stop and your Line Manager informed.

10. EMERGENCIES

- 10.1. Mayfair Contract Flooring Ltd has identified the following as an emergency situation
- > Fire,
 - > Floods,
 - > Explosion,
 - > Chemical release, or
 - > Bomb threat.
- 10.2. All employees must comply with Mayfair Contract Flooring Ltd emergency procedures.
- 10.3. **In the event of an emergency evacuation:**
- > The Fire Marshal/s will check that all fire doors and exits are kept clear, all fire exit signs are in place, all fire extinguishers are fully charged and employees are aware of their location, type to be used on what category of fire.
 - > Supervisors will be responsible for the safe storage of flammable materials e.g. LPG and will keep stock holdings to a minimum.
 - > All employees must report the use of any fire fighting equipment to their line manager.
 - > All persons not concerned with the emergency action should be excluded from the area of contamination.
 - > Employees must not obstruct any fire escape route, fire equipment or fire doors.
- 10.4. **In the event of a Fire**
- 10.5. Employers are required to maintain their workplace in a safe condition, particularly with regard to fire.
- 10.6. Mayfair Contract Flooring Ltd will provide and maintain such fire precautions as are necessary to safeguard those who use the workplace.

SECTION 2 – SPECIFIC HEALTH AND SAFETY RULES CONTINUED

- 10.7. Mayfair Contract Flooring Ltd will provide information, instruction and training to employees about fire precaution in the workplace.
- 10.8. A suitable and sufficient Fire Risk Assessment within Mayfair Contract Flooring Ltd premises shall be undertaken and brought to the attention of all employees. In addition to the Fire Risk Assessment further Fire Procedures are annotated in **Part 4, Fire and Emergencies**.
- 10.9. **In the event of a first aid situation:**
- 10.10. Mayfair Contract Flooring Ltd First Aid arrangements are communicated to all employees upon induction and upon any changes.
- 10.11. First Aid notices will be displayed prominently throughout company premises detailing names of appointed personnel and the location of any first aid provisions.
- 10.12. First aid facilities are provided by Mayfair Contract Flooring Ltd at the company premises in accordance with the Health and Safety (First Aid) Regulations 1981.
- 10.13. A suitable number of First Aid personnel shall be provided as defined by the Health and Safety Executive
- 10.14. All injuries will be entered in the Accident Book and investigated, if required, to prevent similar reoccurrence.

11. ENVIRONMENTAL PROTECTION

- 11.1. Always respect the natural environment and the local community.
- 11.2. All waste shall be disposed of in the relevant distinctly marked waste receptacle.
- 11.3. To prevent waste being spilled or wind blown, waste containers should not be overfilled.
- 11.4. Leaking or corroded containers shall not be used and should be reported to the relevant manager.
- 11.5. All waste shall be handled so as to prevent safety or health risks, having particular regard to accumulated waste.
- 11.6. Never allow hazardous substances to enter into water courses, drains etc. If a problem occurs report it immediately.
- 11.7. All waste should be transferred only to a registered waste centre or by a registered waste carrier.
- 11.8. Where practicable, potential waste shall be minimised through:
 - > The re-use of packaging and containers,
 - > Consultation with suppliers regarding their packaging systems,
 - > The careful control of 'spillage' whilst handling liquids, e.g. cleaning materials, acid, engine oil and fuel oils,
 - > Lighting and electrical appliances to be switched off when not operationally required,
 - > Bulk fuel installations should be regularly inspected to ensure their continuing integrity.

12. FITNESS TO WORK

- 12.1. It is the responsibility of every employee to immediately bring to the attention of their line manager any condition, illness, medication etc which may affect their ability to safely do their job, operate machinery and / or vehicles.
- 12.2. In the event of a period of sickness absence a return to work interview / meeting may be carried out to discuss the reasons for absence and confirm fitness to work.
- 12.3. Furthermore the return to work interview may indicate a review of Risk Assessments and / or Safe Systems of Work, Mayfair Contract Flooring Ltd will liaise with the relevant

SECTION 2 – SPECIFIC HEALTH AND SAFETY RULES CONTINUED

employees to ensure all tasks are suitable and explained to employees prior to work recommencing.

13. GROSS MISCONDUCT

13.1. An employee may be liable to summary dismissal if he/she is found to have acted in any of the following ways:

- > A serious or wilful breach of Safety Rules,
- > Unauthorised removal or interference with any guard or protective device,
- > Unauthorised operation of any item of plant or equipment,
- > Unauthorised removal of any item of first aid equipment,
- > Wilful damage to, misuse of or interference with any item provided in the interests of Health and Safety or welfare at work,
- > Unauthorised removal or defacing of any label, sign or warning device,
- > Misuse of chemicals, inflammable or hazardous substances or toxic substances,
- > Smoking in any designated NO SMOKING area,
- > Smoking whilst handling flammable substances,
- > Horseplay or practical jokes which could cause accidents,
- > Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence,
- > Deliberate misuse of any item of equipment, utensil, fitting/fixture, vehicle, or electrical equipment,
- > Not wearing hard hats in the designated areas or when carrying out specified operations,
- > Driving any type of lift truck or vehicle when not formally trained and/or licensed and authorised to do so,
- > Operating any Lorry Loader when not formally trained and authorised to do so,
- > Being under the influence of alcohol or drugs in or at the workplace.

14. HAZARDOUS SUBSTANCES

- 14.1. The Control of Substances Hazardous to Health Regulations 2002 (as amended) have been made to protect your health.
- 14.2. In the course of your job you may have to handle materials and substances that can be harmful and may damage your skin. You should make sure that you are fully aware of the materials/substance being handled and you should always read instructions before handling or using them.
- 14.3. **No substance shall be used by the Company unless a COSHH Assessment has been completed and safety data sheets are available.**
- 14.4. Identify the substance by carefully reading the instructions on the container, safety data sheet and COSHH assessment.
- 14.5. Ensure you use the personal protective clothing and equipment provided as detailed on the company COSHH Assessment.
- 14.6. Make sure you fully understand the instructions given by your line manager and follow any advice relating to the use, handling and storage of chemicals.
- 14.7. Never decant chemicals into different labelled containers and **NEVER** into soft drink bottles.

SECTION 2 – SPECIFIC HEALTH AND SAFETY RULES CONTINUED

- 14.8. Always maintain a high level of personal hygiene by regular and thorough washing, particularly after handling materials and substances that may be harmful. Make full and proper use of barrier creams and hand cleaning materials provided for your added protection and personal hygiene.
- 14.9. Never eat, drink or use the toilet whilst using or handling materials or substances which may be hazardous without first thoroughly washing your hands.
- 14.10. You should frequently change your workwear i.e. overalls and never continue to wear workwear that has become contaminated with hazardous substances, particularly mineral oils.
- 14.11. All hazardous substances not for immediate use must be removed from the workplace and placed in the designated storage area away from extremes of temperature and environment.
- 14.12. In the event of accidental skin or eye contact refer to the First Aid Measures detailed on the safety data sheet and seek advice from a first aider.
- 14.13. Report immediately to your line manager if you feel unwell, any rash develops or sensation of burning or irritation to the skin, throat or eyes occur.
- 14.14. Some dusts and fumes are not harmful and are simply a nuisance, whilst others may permanently damage your lungs. When working in atmospheres in which hazardous dust or fumes are present, it is important that a suitable and sufficient risk assessment has been produced and the contents made aware to the relevant personnel. The assessment shall contain any control measures required i.e. respiratory protection.
- 14.15. If you suspect that harmful dusts or fumes are present, immediately inform your line manager.
 - > Both hardwood and softwood dusts have a Workplace Exposure Limit (WEL) of 5mg/ which must not be exceeded.

15. HEALTH MONITORING SURVEILLANCE

- 15.1. The object of surveillance is to detect adverse effects of ill health at an early stage, thus preventing further harm. Additionally, the effectiveness of control measures can be checked, as well as the accuracy of the risk assessment.
- 15.2. An Occupational Health Questionnaire is to be completed by all employees on commencement of employment which will then be reviewed determined by company activities. Where specific risk assessments indicate more in depth surveillance Senior Management will liaise with CQMS Ltd for further guidance.
- 15.3. Senior Management will identify and keep records of any substance or process that may be hazardous to health. They will arrange for employees considered to be at risk to receive instruction/training in an acknowledged safe system of work and provide health monitoring periodically.
- 15.4. It is particularly important that if you suspect or become aware of the early symptoms or respiratory sensitisation or any other ill health effects, you inform your manager immediately.
- 15.5. Employees suffering any illness or disability, long or short term, which may affect their ability to work safely or which may affect the safety of other employees, sub-contractors or the public should notify their line manager. Such notification will be in confidence.
- 15.6. Employees receiving long or short term medical treatment or medication upon which they are dependent to carry out their duties, should advise their line manager. Such notification will be in confidence.

SECTION 2 – SPECIFIC HEALTH AND SAFETY RULES CONTINUED**16. HOT / COLD / INCLEMENT WEATHER WORKING**

- 16.1. Mayfair Contract Flooring Ltd will monitor thermal comfort of all employees and will aim to maintain the temperature to provide reasonable comfort.
- 16.2. The HSE previously defined thermal comfort in the workplace, as: 'An acceptable zone of thermal comfort for most people in the UK lies roughly between 13°C (56°F) and 30°C (86°F), with acceptable temperatures for more strenuous work activities concentrated towards the bottom end of the range, and more sedentary activities towards the higher end.
- 16.3. Where the temperature in a workroom would otherwise be uncomfortably high, for example because of hot processes or the design of the building, all reasonable steps will be taken to achieve a reasonably comfortable temperature, for example by
 - > Insulating hot plants or pipes
 - > Providing air-cooling plant
 - > Shading windows
 - > Siting workstations away from places subject to radiant heat
- 16.4. Where a reasonably comfortable temperature cannot be achieved throughout a workroom, local cooling should be provided. In extremely hot weather fans and increased ventilation may be used instead of local cooling.
- 16.5. Working outside in excessively hot weather can lead to severe effects i.e. sunburn, sunstroke, heat exhaustion. Employees must not remove items of close skin covering for the purposes of tanning and should take sufficient breaks in shaded areas, drinking regular amounts of liquid. Do not drink alcohol. Note! During all loading/unloading operations, shorts must not be worn and all loose clothing must be secured to minimise the chances of chain hooks and other projections catching on clothing which could result in severe injuries to the individual.
- 16.6. When working in cold or inclement weather the Company shall undertake a suitable risk assessment to ensure that safe working is maintained. The assessment and control measures shall be communicated to all relevant personnel. This may take the form of specific workwear, PPE or alteration to work patterns to ensure the individuals safety.

17. HOUSEKEEPING

- 17.1. Poor housekeeping is the underlying cause of the majority of accidents involving slips, trips and falls.
- 17.2. The presence of lubricants, water and oil and general waste on the floor increases the risk significantly. Consequently, the correct control technique is to prevent such substances and articles from reaching the floor. Additionally ensure that all surplus oil and lubricants are removed from the workshop floor to help prevent slips and falls.
- 17.3. Tidy up your own waste and keep your work area clean. Remember, accumulated waste is a fire risk and a trip hazard.
- 17.4. Do not leave tools and equipment where they will be a hazard for others.
- 17.5. Keep all access ways, working platforms, stairs and corridors free from materials, waste and other obstructions.
- 17.6. Keep changing rooms and rest areas tidy.
- 17.7. Toilets and washing facilities are provided for your convenience and comfort. Help to keep them clean and sanitary.
- 17.8. Make proper use of all equipment and facilities provided to control working conditions/environment.

SECTION 2 – SPECIFIC HEALTH AND SAFETY RULES CONTINUED**18. INSPECTIONS**

- 18.1. **Workplace inspections** should be carried out at a frequency determined based upon on the nature of the work. Inspections may be less often, for example, if the work environment is low risk like in a predominantly administrative office. But if there are certain areas of a workplace or specific activities that are high risk or changing rapidly, more frequent inspection may be justified, for example on a construction project
- 18.2. **Incident Inspections** should be carried out after an accident causing a fatality, injury, or near miss, which could have resulted in an injury, or case of ill health and has been reported to the health and safety enforcing authority
- 18.3. **Equipment:** Inspections of all work equipment should be carried out at suitable intervals and each time exceptional circumstances occur. The person undertaking the inspections should be competent and a record kept.
- 18.4. Work equipment inspection records are available in **Part 5, Work Equipment**.

19. LIFTING OPERATIONS

- 19.1. All lifting operations shall be planned and carried out in accordance with BS7121 and LOLER 1998 by trained and competent personnel.
- 19.2. Lifting operations involving the use of mechanical lifting equipment and lifting tackle (slings, chains, shackles etc.) will only be carried out by trained authorised employees.
- 19.3. Safe working loads (SWLs) must be displayed on all lifting equipment and accessories and should NEVER be exceeded.
- 19.4. All lifting accessories must be identified suitable means (i.e. id tag) indicating the SWL and Serial Number.
- 19.5. Lifting Equipment:
- > Wire rope slings should be free of cuts, excessive wear, kinking and general distortion of the sling legs.
 - > All hooks, chains, roll pins, split pins and locking nuts must be checked daily for security of attachment.
 - > Chains should be free of mechanical defects in individual links.
 - > Distorted hooks (caused by overloading) should not be used.
 - > Never use slings or other lifting gear if its SWL cannot be established.
 - > Never make up a sling or alter any lifting gear without instruction from your line manager.
- 19.6. Avoid carrying loads over the heads of other people. If necessary, give warning for them to keep clear.
- 19.7. If you are in control of a load being lifted, always keep it in clear view and make sure you are in continuous contact with the operator of the lifting machine.

20. LONE WORKING

- 20.1. Mayfair Contract Flooring Ltd is anxious to ensure that procedures for solitary workers and a safe and effective system of work are in place at all times. All employees are therefore required to draw to the attention of their line manager any amendments or additions that they feel may become necessary from time to time.
- 20.2. All employees have a responsibility to act in such a way as not to put themselves or their colleagues at risk. Where employees work alone, the Company places even greater trust in them to act responsibly and safely. Any breaches of that trust will be viewed very seriously and may result in disciplinary action being taken.

SECTION 2 – SPECIFIC HEALTH AND SAFETY RULES CONTINUED

- 20.3. Lone workers will remain in regular contact with their supervisor and suitable supervision and monitoring will be ensured at all times.
- 20.4. Managers will regularly review the systems of work and ensure that refresher training or training in new working surroundings is provided.
- 20.5. All lone workers must advise Mayfair Contract Flooring Ltd if they have any medical conditions which may make them unsuitable for working alone.
- 20.6. Supervision will be provided to all lone workers in the form of regular visits.
- 20.7. Increased levels of supervision will be provided where employees are:
- > New to a job,
 - > Undergoing training,
 - > Doing a job which presents special risks, or
 - > Dealing with new situations
- 20.8. Mayfair Contract Flooring Ltd will establish and communicate procedures for emergencies so that the alarm can be raised and prompt medical attention provided if there is an accident.
- 20.9. **In all cases where doubt exists, or where any safety concern arises, the lone worker must contact their line manager for advice on working alone.**

21. MANUAL HANDLING

- 21.1. One third of all injuries received at work are the direct result of bad lifting and carrying practices. Many of these injuries result in permanent damage to the back.
- 21.2. Manual Handling Risk Assessments will be carried out for any manual handling tasks which cannot be avoided.
- 21.3. Reduce the chances of injuring yourself by:
- > Seeking mechanical means of lifting, i.e. cranes, fork lift truck, pallet trucks, etc to reduce the amount of manual handling to a minimum,
 - > Do not attempt to lift and/or move any object without first assessing whether it is in your capability to do so. Assess it for size and weight and also where you are going to move it to. Check the conditions in which you are working e.g. weather, ground conditions, wind, rain, above or below ground level and working alone etc. Information on the weight of items should be available from the Management,
 - > Where possible, break down the load into smaller, more manageable portions,
 - > Getting someone to help you lift heavy loads.
- 21.4. The person carrying out the lift should be close to the load with the feet about hip width apart and the lead foot slightly forward in line with the load.
- 21.5. The knees should be bent so that the body is at the correct height. The load can then be lifted by straightening the knees, placing most strain on the muscles of the thighs and legs.
- 21.6. The back must be kept straight, i.e. canted to an angle not exceeding 20 degrees from the vertical.
- 21.7. The head should be raised and the chin pulled in, to lock the upper part of the spine and avoid sudden backward head movement damaging discs in the neck.
- 21.8. The arms should be close to the body, to keep the load's centre of gravity within the body's base and the palms of the hands and upper parts of the fingers should be used to grasp the load.

SECTION 2 – SPECIFIC HEALTH AND SAFETY RULES CONTINUED

- 21.9. Body weight should be used to counterbalance the load by moving the rear leg a little further back as the load is being lifted.
- 21.10. Check for rough or sharp edges.
- 21.11. Always wear appropriate protective clothing including gloves.
- 21.12. **IF IN DOUBT, ASK YOUR LINE MANAGER.**

22. OFFICES/ADMINISTRATION AREAS

- 22.1. All walkways (corridors, stairs and open office spaces) are to be kept clear of slip and trip hazards and other obstructions. In particular:
- > Computer and telephone cables should not lie across the floor,
 - > Floor power sockets shall be closed with the covers in position,
 - > Loose floor coverings, stairs and handrails, worn treads, etc., shall be reported to your line manager for immediate action,
 - > Equipment should be in sound condition and suitable for the task,
 - > Spillages of liquids or substances should be cleaned up immediately,
 - > Take care when walking upon polished or wet floors and observe warning signs.
 - > Wear appropriate shoes, suitable and sufficient for the task.
- 22.2. Filing cabinets should not be overloaded and only used for the purpose intended.
- 22.3. Ensure sufficient lighting is available to carry out work in a safe and proper manner
- 22.4. Pointed objects including drawing pins should be boxed separately
- 22.5. Maintenance of office equipment, including computers, word processors, communication systems and electrics etc. should only be carried out by competent personnel.

23. PERSONAL PROTECTIVE EQUIPMENT

- 23.1. For your protection, Mayfair Contract Flooring Ltd supplies various items of PPE depending on the type of work. Look after this equipment and see that it is in good condition before use. Report all damaged/lost or unsuitable PPE to your line manager.
- 23.2. It is in your own interests that you wear this equipment when required and when there is any possibility of personal injury in the course of your work. Do not take chances - wear the right equipment for the job. Ensure it is stored and maintained in the correct manner.
- 23.3. Injuries to the head can be the most serious injuries of all. Advanced though it is, modern medicine cannot reverse brain damage. The law requires you to co-operate with your employer and wear a safety helmet when instructed.
- 23.4. The law requires that you **MUST** wear eye protection or use effective screens when you are engaged on or in close proximity of certain activities such as filling or disposing of damaged batteries or an acid spillage. Similar precautions must also be observed during the dry grinding, cutting, welding or flame cutting of metals.
- 23.5. Always wear sound, sensible footwear and avoid not only a painful injury, but the many other problems created by unsuitable footwear.
- 23.6. You may also sometimes be instructed to wear high visibility clothing or if you have to work in wet and inclement weather, wear waterproof clothing - use it for your own safety and look after it.
- 23.7. Records of PPE issue and Maintenance are contained within **Part 5, Personal Protective Equipment**.
- 23.8. **ALL EMPLOYEES MUST USE ALL ITEMS OF PPE PROVIDED AS INSTRUCTED.**

SECTION 2 – SPECIFIC HEALTH AND SAFETY RULES CONTINUED**24. RISK ASSESSMENT**

- 24.1. The purpose of a risk assessment is to formulate a system of control for hazards associated with the daily working environment and working practices.
- 24.2. Mayfair Contract Flooring Ltd will take all reasonably practicable measures to ensure that risks are reduced to an acceptable level by carrying out risk assessments of plant and processes, detailing the range of hazards present and working to implement remedial measures where necessary.
- 24.3. Any employee who discovers a hazard during working operations should report the hazard to management so that necessary remedial action may be taken.

25. SAFE SYSTEMS OF WORK (METHOD STATEMENT)

- 25.1. The purpose of a safe system of work is to provide a safe method of work incorporating any necessary control for hazards associated with the tasks undertaken. Mayfair Contract Flooring Ltd's safe systems of work will work alongside company risk assessments and where necessary may include permit to work systems.
- 25.2. The Office Manager will ensure that suitable method statements are available for all company operatives.
- 25.3. Employees are actively encouraged to provide feedback to the Directors on any aspect of Mayfair Contract Flooring Ltd's risk assessments or method statements to ensure they are suitable for the nature of the tasks undertaken.
- 25.4. **All operatives are to read and sign to confirm understanding of the contents of all Mayfair Contract Flooring Ltd method statements.**

26. SAFETY SIGNS/NOTICES

- 26.1. All personnel must comply with all safety/hazard warning signs and notices displayed.

27. SECURITY

- 27.1. In accordance with their responsibilities for the health and safety of employees, management will take all reasonable practicable steps to prevent violence at work. These will include the provision of safe systems of work, suitable protective equipment and appropriate training. Where incidents of violent behaviour from other employees or members of the public take place, the Company will provide appropriate support and help to the victim.
- 27.2. All employees are reminded of their duty not to endanger themselves or their colleagues. In particular, they are warned against using provocative language or gestures towards members of the public.
- 27.3. While attempting to prevent an act of violence no employee should risk his or her life or the lives of others.
- 27.4. In an emergency, employees should dial 999 and ask for the Police.
- 27.5. All staff subject to a violent incident (including verbal abuse, threats and actual physical assault) must inform their line manager at the earliest possible opportunity and complete a Hazard Report Form contained in **Part 5, Hazard / Incident Reporting**.
- 27.6. As a priority, managers must inform Senior Management of all such incidents. Statements should also be taken from witnesses.
- 27.7. Senior Managers will, after appropriate consultation, prepare a report on the incident and make recommendations for immediate action.

28. SMOKING AT WORK

- 28.1. **Mayfair Contract Flooring Ltd operates a specific No Smoking Policy in all areas.**

SECTION 2 – SPECIFIC HEALTH AND SAFETY RULES CONTINUED**29. STORAGE RACKING**

- 29.1. Static storage systems should be subject to regular inspection to check:
- > Racking is fitted in accordance with manufacturers instructions,
 - > All footings are securely bolted to the floor,
 - > The integrity and tightness of all joint connections,
 - > That vertical and horizontal members are in alignment (using a spirit level),
 - > For evidence particularly of fork truck damage to the bases of vertical members,
 - > The security of loads stored in the system,
 - > The cleanliness of aisles,
 - > That the racks are labelled with safe working load,
 - > The need of protective shields should be assessed.
- 29.2. Following the inspection a remedial procedure should be in place.
- 29.3. A record of all inspections should be kept for a minimum period of 12 months.

30. TRAINING

- 30.1. The Health and Safety at Work etc Act 1974 places a duty on the employer for 'the provision of such information, instruction, training and supervision as is necessary to ensure so far as is reasonable practicable the health and safety at work of his employees'.
- 30.2. Additional statutory legislation also defines the requirements for specific training e.g. Asbestos, COSHH, Manual Handling and PUWER.
- 30.3. Safety training is of vital importance to both the Company and all employees and is carried out in the instances below either by means of in-house training by the Company or by specialist external training providers:
- > New Employees (Induction)
 - > Young Persons
 - > Task / Equipment Specific
 - > Promotion or change to job role
 - > Following an incident / accident
 - > Tool box talks
- 30.4. Training records will be maintained using the forms in **Part 5, Training**.

31. VISITORS AND THE PUBLIC

- 31.1. If you receive visitors on the premises, you should ensure that they are correctly managed. Do not allow them to wander around the premises unaccompanied. In cases of emergency, you should ensure that they are safely escorted from the building to a place of relative safety.
- 31.2. Mayfair Contract Flooring Ltd also has a duty towards the Health and Safety of the public who may be affected by our acts and omissions. Wherever work is being carried out in connection with Mayfair Contract Flooring Ltd that may affect the Health and Safety of the public, all necessary precautions should be taken to avoid any such risks arising.
- 31.3. Persons in control of premises must ensure that all visitors:
- > Must report to reception on arrival,
 - > Must comply with all emergency procedures and mandatory safety signs displayed,

SECTION 2 – SPECIFIC HEALTH AND SAFETY RULES CONTINUED

- > Must comply with all Company security procedures and arrangements currently in operation,
- > Must not enter any part of the Company unless escorted by a member of staff,
- > Will wear personal protective equipment where necessary within the Company. Visitors must not interfere with, or approach plant or machinery unless escorted by a nominated responsible member of staff,
- > Must not interfere with, or approach, plant or machinery unless escorted by a nominated responsible member of staff.

32. VULNERABLE PERSONS

- 32.1. Children under the age of 13 are generally prohibited from any form of employment.
- 32.2. Children between the age of 13 and the minimum school leaving age (MSLA) are prohibited from being employed in industrial undertakings such as factories, construction sites etc. except when on work experience schemes approved by the local education authority.
- 32.3. A young person is defined as someone who has not yet reached the age of 18 years.
- 32.4. Young people must not be employed where the work is beyond their physical or mental capabilities, involve a risk of accident which a young person may not recognise or where the work exposes them to specific risks.
- 32.5. Young people must be provided with Health and Safety information relevant to the place of work and work activity. Also the parents or guardians of children/young persons must be given information on any identified risks and necessary control measures.
- 32.6. Children must not be employed in any way which is prejudicial to their Health or education.
- 32.7. Mayfair Contract Flooring Ltd Policy is to:
 - > Not employ young persons under the age stipulated by the Local Authority,
 - > Comply with any local council restrictions on the employment of young persons,
 - > Display procedures for employment of young persons,
 - > Carry out specific risk assessments on the employment of young persons at work.
- 32.8. New and Expectant Mothers must inform the Office Manager as soon as practicable to ensure an individual risk assessment can be carried out.
- 32.9. Further information is contained within **Part 4, Occupational Health.**

33. WASTE DISPOSAL

- 33.1. Always respect the natural environment and the local community.
- 33.2. Ensure that all waste is placed in suitable containers or skips provided.
- 33.3. Never allow hazardous substances e.g. diesel, chemicals, car washing chemicals etc. to enter into water courses, drains etc. If a problem occurs, report it to your line manager immediately.
- 33.4. Notify any leaks from tanks, machines, vehicles etc. to your line manager immediately.
- 33.5. Mayfair Contract Flooring Ltd will ensure all waste generated on sites is disposed of in accordance with the Waste Management Plan.

34. WELFARE

- 34.1. Mayfair Contract Flooring Ltd provides suitable and sufficient washing and toilet facilities at readily accessible places.

SECTION 2 – SPECIFIC HEALTH AND SAFETY RULES CONTINUED

- 34.2. Mayfair Contract Flooring Ltd will ensure an accessible seated area is available for staff to eat, with access to drinking water and hot drinks
- 34.3. Mayfair Contract Flooring Ltd will provide storage areas and changing facilities for employees who are required to wear special clothing.

SECTION 3 – WORK EQUIPMENT**35. WORK EQUIPMENT**

- 35.1. No person shall operate or use any piece of work equipment, or plant, unless **TRAINED, COMPETENT and AUTHORISED** to do so.
- 35.2. Operating unguarded or badly guarded plant and machinery could cost you your life, so use the guards properly.
- 35.3. **Do not bypass safety mechanisms.**
- 35.4. If under the age of 18 years, do not operate any item of plant or equipment unless authorised and under adequate supervision.

36. PLANT: FORK LIFT TRUCKS (FLT)

- 36.1. No person is to operate an FLT on Company premises unless authorised and competent to do so.
- 36.2. FLT's must never be used on uneven or broken surfaces (unless rough terrain FLT).
- 36.3. Safe working loads must always be displayed on FLT's and never be exceeded.
- 36.4. Watch out for pedestrians.
- 36.5. Do not carry passengers on any part of the FLT.
- 36.6. Take care when braking, violent braking may cause the load to shift or fall.
- 36.7. Do not allow anyone to walk or stand under a load.
- 36.8. Sound your horn at corners, danger spots and doorways.
- 36.9. Do not move distances with the load raised. Always lower load when taken from height before moving off.
- 36.10. Do not run over cables or flexible hoses/pipes unless they are properly protected.
- 36.11. Park only on level ground with the brakes applied and forks resting on the ground. Remove ignition keys to prevent unauthorised use and return to transport office.
- 36.12. Always carry out daily pre-use inspection of fork lift, covering tyre pressure, lights, brakes, warning signal, fuel, batteries and general connections. This inspection should be recorded in the daily check sheet.
- 36.13. When fork extensions or lifting cradles are fitted, the operator must ensure that retaining pins and safety clips are fitted.
- 36.14. Do not leave a FLT unattended on a gradient, if in an emergency it must be parked on a gradient, then the wheels must be chocked.
- 36.15. When a high load restricts forward vision, drive in reverse, except when going up an incline.
- 36.16. If a load appears to be unstable, do not lift it, report to your line manager.
- 36.17. When operating on gradients, ensure the following:
 - > Forks face up hill and travel slowly,

SECTION 3 – WORK EQUIPMENT CONTINUED

- > DO NOT increase the weight of the counter balance to lift heavier loads.

37. MACHINERY

37.1. Before using any machinery, check every time that:

- > You know how to stop the machine before it is started, especially if fitted with an emergency stop control,
- > All guards are fitted correctly, and all mechanical guards are working, and any transparent guards are clean,
- > All materials to be used are clear of working parts of the machine,
- > The area around the machine is clean, tidy and free from obstruction,
- > You are wearing appropriate protective clothing and equipment, e.g. safety glasses/boots/gloves/ear protection,
- > All materials being worked are secured in clamping devices before operations are undertaken.

37.2. Notify your line manager at once if you think the machine is not working correctly.

37.3. NEVER:

- > Use a machine unless authorised and trained to do so,
- > Attempt to clean a machine whilst in motion, nor reach past guarding. Switch off the machine and isolate if appropriate,
- > Use a machine or appliance which has a 'DANGER' or 'DO NOT USE' sign attached. These signs may only be removed by an authorised person who is satisfied the machine is safe to use,
- > Wear dangling chains, loose clothing, gloves, rings or long hair which could get caught up in moving parts,
- > Distract people who are using machines,
- > Leave the machine in an unsafe condition or in motion whilst unattended - unless authorised to do so,
- > Clean a machine whilst switched on,
- > Disable any safety features or guarding.

37.4. On machinery fitted with interlocks, make sure that the interlocks work correctly. If you find any defect, report it to your line manager immediately.

38. HAND TOOLS

38.1. Many risks can be controlled by ensuring hand tools are properly used and maintained, for example:

- > **HAMMERS** - avoid split, broken or loose shafts and worn or chipped heads. Make sure the heads are properly secured to the shafts;
- > **FILES** - these should have a proper handle. Never use them as levers;
- > **CHISELS** - the cutting edge should be sharpened to the correct angle. Do not allow the head of cold chisels to spread to a mushroom shape - grind off the sides regularly;
- > **SCREWDRIVERS** - never use them as chisels and never use hammers on them. Split handles are dangerous;
- > **SPANNERS** - avoid splayed jaws. Scrap any which show signs of slipping. Have enough spanners of the right size. Do not improvise by using pipes etc as extension handles.

SECTION 3 – WORK EQUIPMENT CONTINUED

39. POWER TOOLS

- 39.1. Both powered and non-powered hand tools cause thousands of injuries each year, but it is worth noting that non-powered tools cause ten times as many as powered tools. Never use tools which are in any way defective.
- 39.2. Do not use or operate tools unless you know how to and are trained to do so.
- 39.3. Always use the correct tool for the job. Portable electrical tools and equipment should be 110 volts or less or fitted with RCD's.
- 39.4. Inspect tools regularly and take defective items out of use.
- 39.5. Keep tools clean and put them away after use.
- 39.6. If eye protection is needed, make certain you wear it.
- 39.7. You may only change an abrasive wheel on a grinding machine if you are authorised and have been issued with a certificate of training.
- 39.8. Keep safety guards in place on all tools, portable and fixed.
- 39.9. Check that plugs and sockets are undamaged, correctly wired and are earthed. Electrical transformers should be positioned close to the working location where possible.
- 39.10. It is recommended that very short 240v leads are used on transformers, in conjunction with cut-out devices.
- 39.11. Always disconnect the power supply to a machine or tool that is being cleaned, repaired or adjusted.
- 39.12. Do not force or overload tools and equipment.

SECTION 4 – WORKING AT HEIGHT

40. WORKING AT HEIGHT

- 40.1. Working at height is defined as working at any height from which a fall could cause injury. The Work at Height Regulations 2005 are applicable to all industries and have replaced certain parts of other Regulations.
- 40.2. All Mayfair Contract Flooring Ltd work at height should be planned, organised and carried out by competent persons. The selection of suitable access equipment should be arrived at through the process of a suitable and sufficient risk assessment and the application of the hierarchy of controls when considering work at height.
- 40.3. Employers have the following responsibilities:
 - > Eliminate work at height if possible,
 - > Suitable and sufficient steps must be taken to prevent falls to persons,
 - > Guardrails, toe boards, barriers or other similar means of protection must be used,
 - > Where it is impracticable to provide the above collective safeguards for arresting falls is required (nets, air bags, bean bags, etc.),
 - > Where it is impracticable to provide the above then personal fall protection systems will be required (harness or lanyard).
- 40.4. If you are working at height, beware of people working below. Let them know you are there and take steps to prevent things from falling, by the use of e.g. suitable guard rails, barriers, and the use of tool belts etc. Always follow the relevant safe working procedure for each task.

SECTION 4 – WORKING AT HEIGHT CONTINUED

- 40.5. Contractors, or employees requiring access to fragile roofs, storage silos, etc must use crawling boards, guard rails, safety harnesses and a proper means of access. Barriers and warning signs are to be used to inform people that high level work is taking place in that area.
- 40.6. Never over-reach at the working position.
- 40.7. Ensure your safety footwear is free from oil or grease before you climb any access equipment.

41. LADDERS

- 41.1. Ladders/step ladders must be used to gain access up to the higher levels of racks or shelves.
- 41.2. Never take short cuts, for example, by climbing up where you are not supposed to, or standing on something unstable.
- 41.3. Work may only be carried out from a ladder when the job is of short duration and can be done safely.
- 41.4. Never over-reach at the working position.
- 41.5. Before using a ladder, inspect it to see that it is not damaged. Check for splits or cracks in the stiles and rungs. See that none are missing or loose.
- 41.6. Never attempt to repair damaged ladders.
- 41.7. Ladders should be set on a firm base, resting at an angle which is not too steep, and not too flat.
- 41.8. If the ladder cannot be tied at the top, it must be fixed at the bottom or a second person must foot the ladder before it is used.
- 41.9. Ensure your footwear is free from oil or grease before you climb any access equipment.

SECTION 3 – MAYFAIR CONTRACT FLOORING LTD DUTIES UNDER CONSTRUCTION, DESIGN & MANAGEMENT (CDM)

42. CONSTRUCTION, DESIGN & MANAGEMENT (CDM)

- 42.1. Mayfair Contract Flooring Ltd are aware of their duties as a Contractor under the Construction Design and Management Regulations 2015 and will participate in ensuring that the work site is a safe and healthy place to work.
- 42.2. Mayfair Contract Flooring Ltd will coordinate their work through communication and cooperation with all those involved via the Principal Contractor and Principal Designer.

43. RESPONSIBILITIES FOR CONTRACTORS UNDER CDM:

FOR ALL PROJECTS UNDER REGULATIONS 8 AND 15

43.1. Contractors must:

- > Not accept an appointment unless they have the skills, knowledge and experience and, if they are an organisation, the organisational capability to fulfil the role in a manner that secures the health and safety of any person affected by the project.
- > Ensure any party appointed has the necessary skills, knowledge and experience and, if they are an organisation, the organisational capability to fulfil the role in a manner that mitigates risks to all persons affected by the project.
- > Not employ or appoint a person to work on a construction site unless that person has, or is in the process of obtaining, the necessary skills, knowledge, training and experience to carry out the tasks allocated.
- > Plan, manage and monitor construction work carried out by themselves or workers under their control to ensure it is carried out without risks to health and safety, so far as is reasonably practicable.
- > Provide adequate supervision, instruction and information to each worker under their control to mitigate the risks to health and safety.
- > Provide a suitable and sufficient health and safety induction (if not provided by the Principal Contractor) to include the procedures to be followed in the event of serious and imminent danger to health and safety, and information on risks to health and safety.
- > Cooperate with any other person working on the project, or an adjoining site, to enable them to comply with their duties.
- > Where there is more than one Contractor working on the project, comply with any directions given by the Principal Designer or the Principal Contractor, and the part of the Construction Phase Plan that are relevant to the Contractor's work on the project.
- > Where there is only one Contractor working on the project:
 - Take account of the general principles of prevention when design, technical and organisational aspects are being decided, and when estimating the time required to complete the work (or work stages).
 - Draw up a Construction Phase Plan, or make arrangements for one to be drawn up, as soon as is practicable prior to setting up a construction site.

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PART 4 - PROCEDURES

1. Accidents and Emergencies
2. Asbestos
3. Contractors
4. Equality
5. Electrical Safety
6. Fire and Emergencies
7. Hazard / Incident Reporting
8. Health and Safety Consultation
9. Occupational Health
10. Personal Protective Equipment
11. Safe Systems of Work
12. Training
13. Work Equipment

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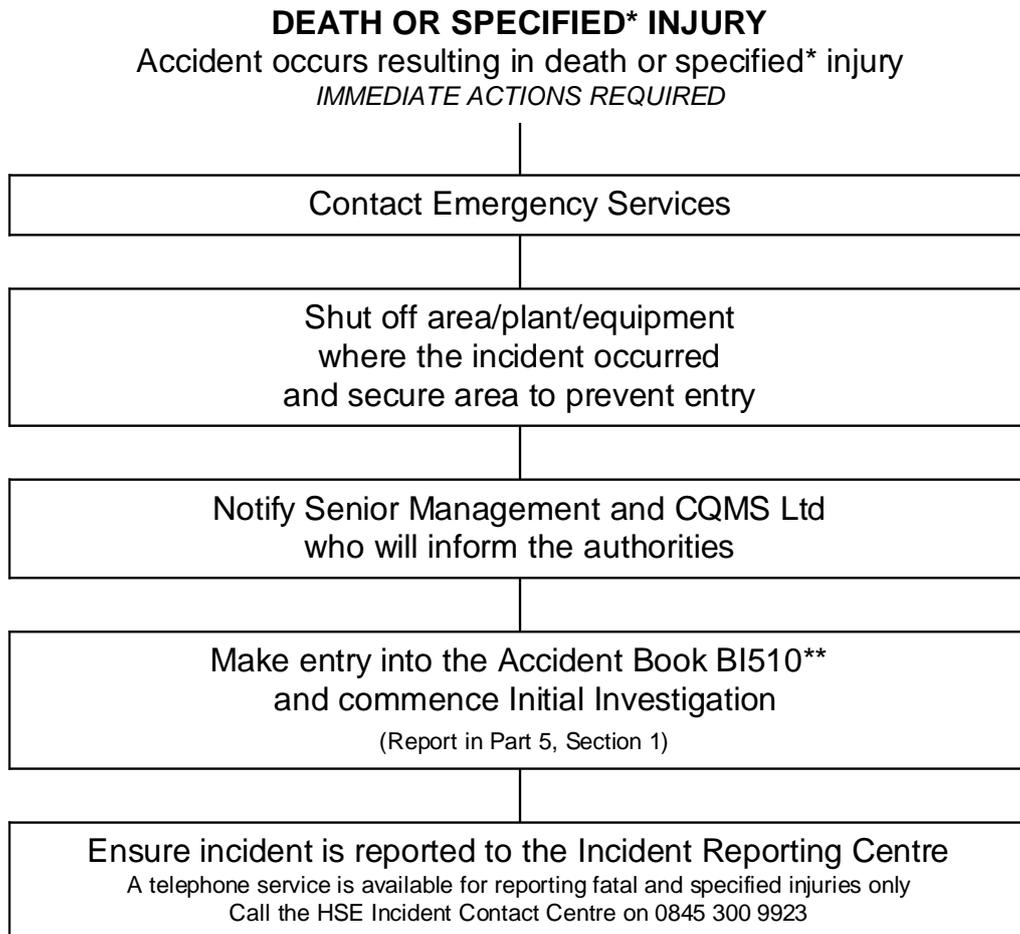
1. ACCIDENTS & EMERGENCIES

1.1 ACCIDENT INVESTIGATION AND REPORTING

There is a Statutory requirement to notify and report injuries, diseases and dangerous occurrences under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)**

The Mayfair Contract Flooring Ltd nominated Health and Safety Coordinator should be fully conversant with the requirements.

Flowcharts for Health and Safety accident reporting are as follows:



Note:

* Full classification of a specified injury is detailed within Regulation 4 & 5 RIDDOR 2013

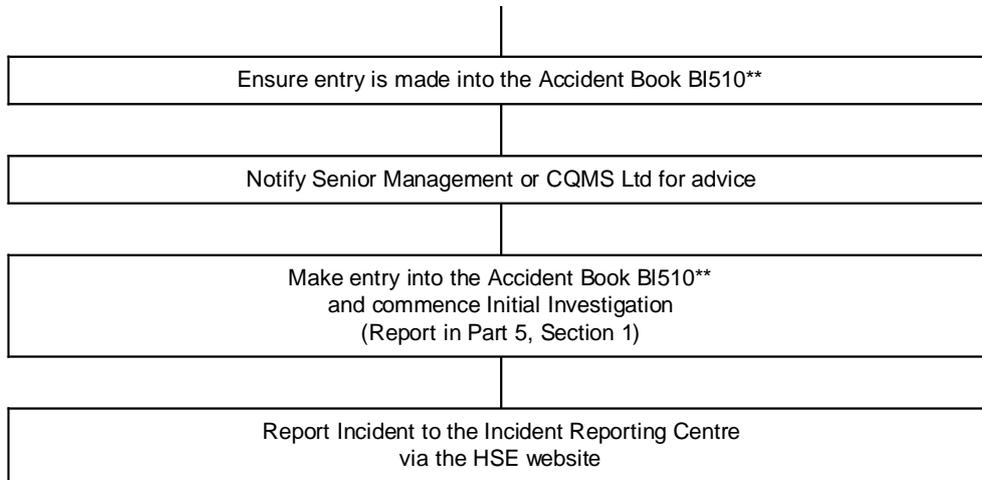
** All information is confidential and should be treated in accordance with the Data Protection Act

1. ACCIDENTS & EMERGENCIES CONTINUED

OVER SEVEN DAY INJURY*

Accident occurs resulting in over 7 days lost time (including non-working days)

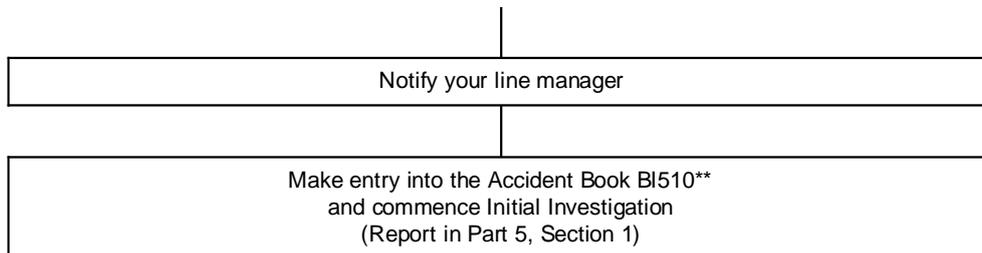
IMMEDIATE ACTIONS REQUIRED



MINOR INJURY

Accident occurs resulting in minor injury

IMMEDIATE ACTIONS REQUIRED



Note:

* Full classification of reportable injuries are detailed within Regulation 4 RIDDOR 2013

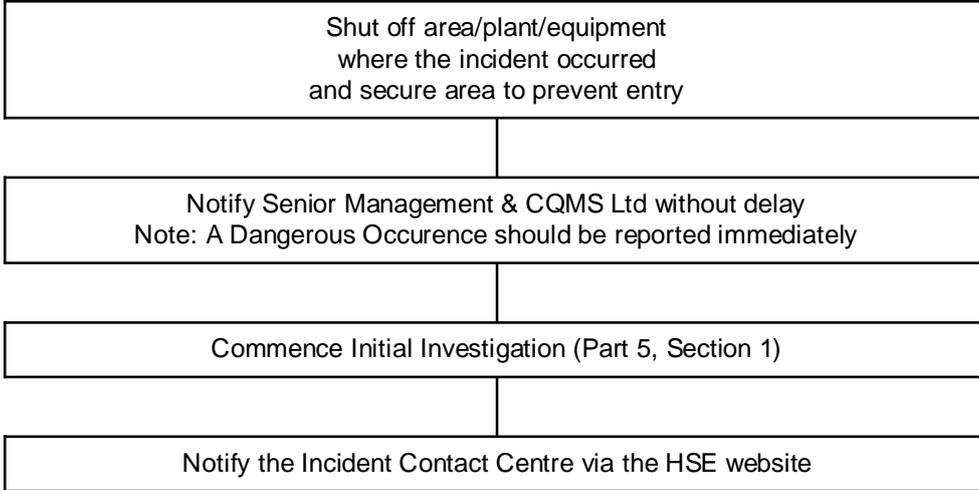
** All information is confidential and should be treated in accordance with the Data Protection Act

1. ACCIDENTS & EMERGENCIES CONTINUED

DANGEROUS OCCURENCES*

Incident occurs which does not result in a reportable injury, but clearly could have done

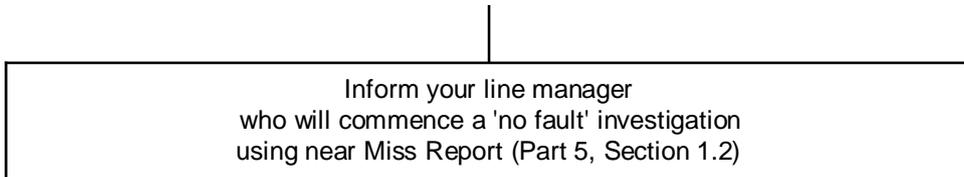
IMMEDIATE ACTIONS REQUIRED



* Full classification of a dangerous occurrence is detailed within Schedule 2 of RIDDOR 2013

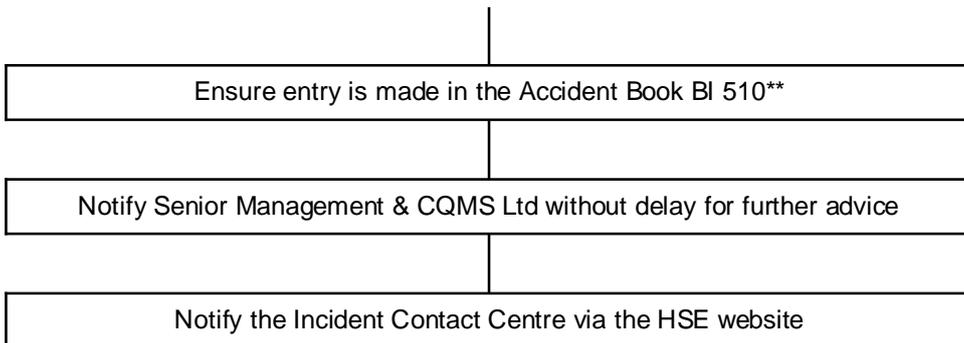
NEAR MISS

Near miss occurs which could have resulted in a fatality, injury or damage to plant or equipment



WORK RELATED ILLNESS*

An employee suffers from a diagnosed work related illness

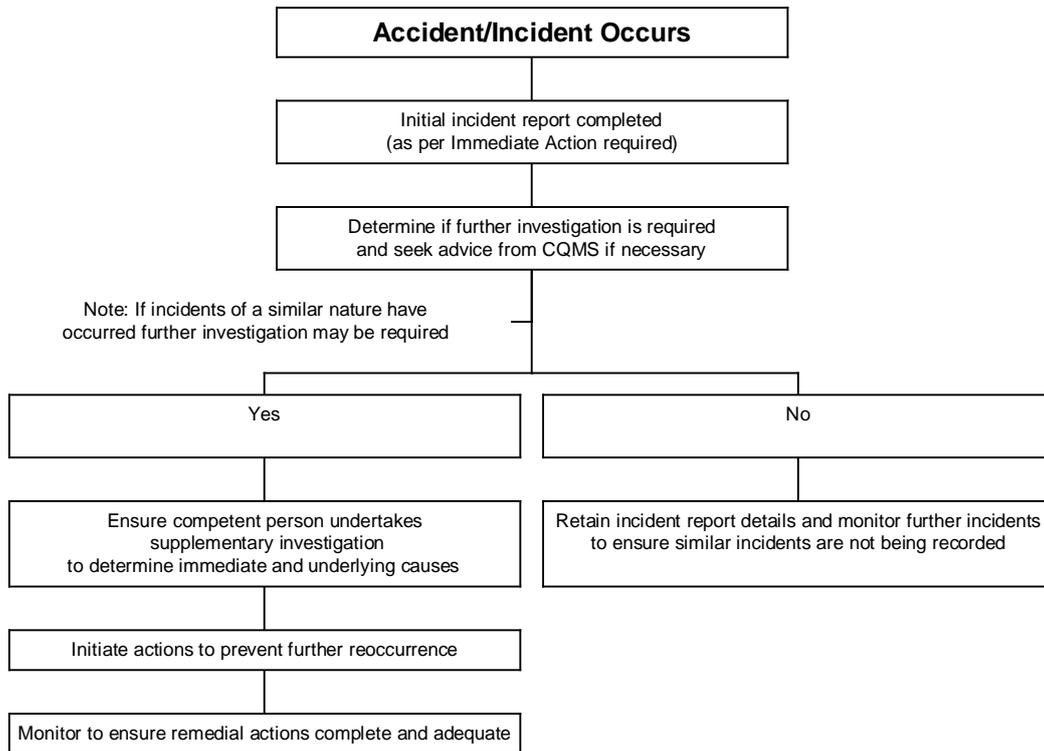


* Full classification of a work related illness is detailed within Schedule 3 of the RIDDOR Regulations

1. ACCIDENTS & EMERGENCIES CONTINUED

1.2 ACCIDENT INVESTIGATION AND REPORTING

The immediate purpose of accident investigation is to enable the true causes to be established so as to prevent recurrence. A secondary purpose is to assist in determining liability and whether any statutory provision has been breached. Investigations may be carried out internally on behalf of management or by an external consultant.



1. ACCIDENTS & EMERGENCIES CONTINUED**1.3 ACCIDENT CHECKLIST**

TO HELP WITH THE INVESTIGATION, FIND OUT AND RECORD THE FOLLOWING:

1. Details of injured person(s).
2. Brief details of person(s) undertaking the investigation.
3. Details of injury, damage or loss.
4. The time, date and location of the accident/incident.
5. The names and addresses of any witnesses, including a brief account of what each one saw. Include statements for individuals who did not witness the incident but were in the area.
6. What the person(s) was/were doing at the time and why.
7. Whether the person(s) has authorisation to be in the location and to carry out the particular task.
8. Whether standards were in place for the premises, plant, substances, procedures involved.
9. Were they adequate? Were they followed?
10. Whether the person(s) was/were up to the job? Whether they were competent, trained and instructed?
11. What equipment was being used at the time (where relevant) including a description of its general condition.
12. Whether the activity was undertaken in the normal course of the injured person's work.
13. A description of events leading to the accident/incident.
14. An account of how the accident happened.
15. Remedial action taken to prevent recurrence.
16. Whether previous incidents or accidents have occurred to the person or others, in the immediate context of the accident? If so, why weren't the lessons learnt?
17. Most accidents/incidents have more than one cause so don't be too quick to blame individuals - try to deal with the root causes.
18. Photographs of the accident area should be taken, taking account of; Light, General conditions, Floor areas, Position of machinery, equipment, guards etc.
19. The more photographs taken of the area the better (note surplus photographs can be discarded later when using digital photography).

1. ACCIDENTS & EMERGENCIES CONTINUED**1.4 POST ACCIDENT/INCIDENT CHECK LIST**

1. A Post Accident/Incident Checklist (Part 5) is required for all accidents/incidents.
2. Carry out a review of the Accident Report to see if any lessons can be learnt to prevent a reoccurrence.
3. Review Risk Assessments to see if improvements could be made to prevent reoccurrence of the accident.
4. Review the Health and Safety Policy to see if improvements could be made.
5. Inform employees and employers of any changes.
6. File the Post Accident/Incident Checklist with the Accident/Incident report.
7. **For major incidents:** arrange for a meeting to include Senior Management, Supervisors and CQMS.

2. ASBESTOS

INTRODUCTION

HISTORY

Asbestos has been used in a variety of building, insulation and household products in the UK. Asbestos fibres have excellent resilience and insulating properties. Around 6 million tonnes of Asbestos material have been imported into the UK since 1880 of which about 4.4 million tonnes have been used in building products such as roofing, cladding, thermal insulation and fire resistant internal panelling. However, when the risks to health from Asbestos exposure became known, controls were introduced and many uses of Asbestos are now banned in the UK. Many asbestos containing materials remain in place in commercial, public and domestic premises and some uses are still permitted.

WHY IS ASBESTOS DANGEROUS?

There are three main types of asbestos found in premises, which are 'blue asbestos' (crocidolite), 'brown asbestos' (amosite) and 'white asbestos' (chrysotile). All of them are dangerous, however blue and brown are more hazardous than white.

Asbestos is dangerous if fibres are breathed in as this can lead to cancers of the lung and chest lining. There can be a delay of 15 to 60 years from first exposure to asbestos to the onset of disease.

It is now illegal to use asbestos in the construction or refurbishment of premises, however it was in common use in the past and much of it is still in place. It is only if the asbestos is damaged or disturbed that it can become a danger to health because asbestos fibres are released into the air and people can breathe them in.

PEOPLE AT RISK

Anyone who disturbs asbestos that has deteriorated, or been damaged and is releasing fibres could be at risk. In practice this means anyone whose work involves drilling, sawing or cutting into the fabric or premises. They may all breathe in asbestos fibres during their day to day work.

MANAGEMENT

The widespread use of asbestos and the health concerns associated with it requires that it be effectively managed and the person in control of the premises with responsibility for any maintenance, refurbishment or other work which may disturb the fabric of the premises must ensure that they:

- A. Survey buildings for any asbestos containing materials and record its location, condition and amount.
- B. Presume unknown material is asbestos unless there is strong evidence to prove otherwise.
- C. Keep an up-to-date record of all surveyed components and assess the risk from the asbestos occurrences.
- D. Produce and implement a plan to manage the asbestos risk: i.e. decide whether the material needs monitoring, repairing or removing.
- E. Review and monitor the plan over time.
- F. Make the location and condition of any asbestos containing materials known to all those who need the information.

2. ASBESTOS CONTINUED

SOURCES OF ASBESTOS

Thermal insulation of pipes and boilers.

Fire protection in ducts, firebreaks, panels, partitions, ceiling panels.

Insulating boards used for fire protection and thermal insulation.

Asbestos cement products – wall cladding, gutters, water tanks.

Millboard, paper and paper products for insulation of electrical equipment.

COMPLYING WITH THE DUTY

You may appoint a competent person to carry out all or part of the work to meet the requirements of this new duty, you will have to be involved in the final assessment of the potential risk. In particular, it is you who will know how the premises are used and what disturbance is likely to occur.

DISPOSING OF ASBESTOS

Asbestos waste is subject to waste management controls set out in the Special Waste Regulations 1996. Asbestos waste should be double-bagged in heavy duty polythene bags and clearly labelled with the label prescribed for asbestos, before it is transported to a disposal site. The waste can only be disposed of at a site licensed to receive it.

TYPES OF ASBESTOS

There are 3 main types of Asbestos that are widely found in buildings today. These are:

- | | | | |
|----|-------------|---|----------------|
| A. | CROCIDOLITE | - | Blue Asbestos |
| B. | AMOSITE | - | Brown Asbestos |
| C. | CHRYSTILE | - | White Asbestos |

CROCIDOLITE and AMOSITE are AMPHIBOLES with straight and relatively brittle fibres, whilst CHRYSTILE is a SERPENTINE material with curled, flexible fibres.



AMPHIBOLE FIBRE



SERPENTINE FIBRE

2. ASBESTOS CONTINUED

HEALTH RISKS

Asbestos splits longitudinally into very small fibrous dust particles which can be breathed in. Many of these will be expelled but some may lodge in the deeper parts of the lungs. Because they do not readily dissolve, they may persist for many years and can work their way through to the outer surface of the lung. Inhaling high levels of Asbestos fibres over a period of time can eventually lead to diseases for which there is no cure.

- > **ASBESTOSIS** – irreversible fibrosis or scarring of the lungs in which the tissue becomes less elastic, making breathing progressively more difficult. This is an industrial disease arising from high levels of exposure to Asbestos fibres, including chrysotile, crocidolite and amosite. There is no risk of Asbestosis from normal levels of environmental exposure to Asbestos.
- > **LUNG CANCER** – an increased incidence of lung cancer has been found in people who work with Asbestos. The increase in risk depends on the degree of exposure and is much greater for smokers than non-smokers, but is generally considered that levels of exposure which do not induce Asbestosis do not increase lung cancer risks. The three main types of Asbestos can all cause lung cancer but crocidolite and amosite are considered to be more dangerous than chrysotile.
- > **MESOTHELIOMA** – a cancer of the inner lining of the chest or the abdominal wall. This cancer is generally very rare and most cases have been shown to be due to exposure to Asbestos in the workplace or to living in the same house as someone who works with Asbestos. Again amphibole Asbestos is considerably more dangerous than chrysotile.

The risk of developing an Asbestos related disease depends on a number of factors including the cumulative dose received, the time since first exposure and the type and size of the Asbestos fibres concerned. The majority of people now dying from Asbestos related diseases were exposed to Asbestos during the 1950's and 1960's, when Asbestos use in the UK was at its peak. Many of them were employed in the production of Asbestos products and in the building trade, and were exposed to high concentrations of airborne Asbestos fibres at work, often over many years. There is usually a long delay between first exposure to Asbestos fibres and diagnosis of disease ranging from 15 to as many as 60 years. Current UK regulations are such that those now working with Asbestos are unlikely to develop Asbestos related diseases provided they observe the required precautions.

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3. SELECTION AND USE OF CONTRACTORS

The health, safety and welfare of our employees has always been of the highest importance to Mayfair Contract Flooring Ltd and the standards which Mayfair Contract Flooring Ltd set itself are high. As such, all contractors who work on our behalf or who work within our premises are expected to adopt the same high standards. Contractors are required to abide with our safety rules during the course of the works.

Contractors may be used by Mayfair Contract Flooring Ltd for a variety of purposes and are selected on the basis of their ability to meet our requirements in respect of compliance with the Company health and safety criteria, quality, delivery and price:

- > Maintenance (e.g. painting/decorating, alarm systems) at Company premises;
- > Testing of systems (e.g. electricity, gas) at Company premises;
- > Provision of services (e.g. external training);
- > Undertaking work on behalf of the Company on site or at client premises.

To meet legal requirements, Mayfair Contract Flooring Ltd will:

1. Assess the competency of contractors;
2. Communicate and coordinate;
3. Ensure risks are assessed and controlled;
4. Monitor the works;
5. Review on a regular basis.

1. ASSESS THE COMPETENCY OF CONTRACTORS

- 1.1. Contractors will only be allowed to carry out work if they have been approved by Mayfair Contract Flooring Ltd. The scope of the competency assessment will be dependent upon the services to be provided by the contractor.
- 1.2. **For all 'non-construction works'** contractors should be assessed informally based upon company accreditations (i.e. Gas Safe Registration, NICEIC), previous experience and / or recommendations.
- 1.3. **For all 'construction works'** contractors should be assessed as per the Construction (Design and Management) Regulations 2015 and a competency assessment undertaken in accordance with the requirements of the Approved Code of Practice, Appendix 4.
- 1.4. This includes an assessment of the following as a minimum:
- 1.5. Copies of current Employers Liability and Public Liability insurance certificates;
- 1.6. Health and Safety Policy;
- 1.7. Qualifications and experience relevant to the intended task/s including memberships of relevant organisations;
- 1.8. Risk assessments and method statements for a previous job similar to the intended task/s;
- 1.9. Details of how supervision and monitoring will be undertaken during the task;
- 1.10. Accident/incident records for the last 3 years;
- 1.11. Formal health and safety enforcement action taken against the contractor in the last 5 years (e.g. prosecutions, Prohibition Notice or Improvement Notice);
- 1.12. References from previous jobs undertaken of a similar nature to the intended task/s.

3. SELECTION AND USE OF CONTRACTORS CONTINUED

2. COMMUNICATE AND COORDINATE

- 2.1. Information required by the contractor to enable them to adequately plan, manage and undertake the works will be identified and provided wherever possible, e.g. details of known asbestos containing materials, existing services, etc.
- 2.2. Cooperation and coordination with the contractor will be undertaken to ensure the health, safety and welfare of all employees, contractors and others who may be affected by the works. This is particularly important when works are to be undertaken in shared premises or where more than one contractor will be working.

3. ENSURE THE RISKS ARE ASSESSED AND CONTROLLED

- 3.1. Contractors are required to produce their own site specific risk assessments and method statements for the task/s to be undertaken and ensure they adequately identify and control risks to other parties as well as their own workforce. This information will be reviewed and discussed between Mayfair Contract Flooring Ltd and the contractor to ensure the control measures can be implemented during the works. How the work will be safely undertaken, the equipment to be used and the control measures required will form a key part of discussions.

4. MONITOR THE WORKS

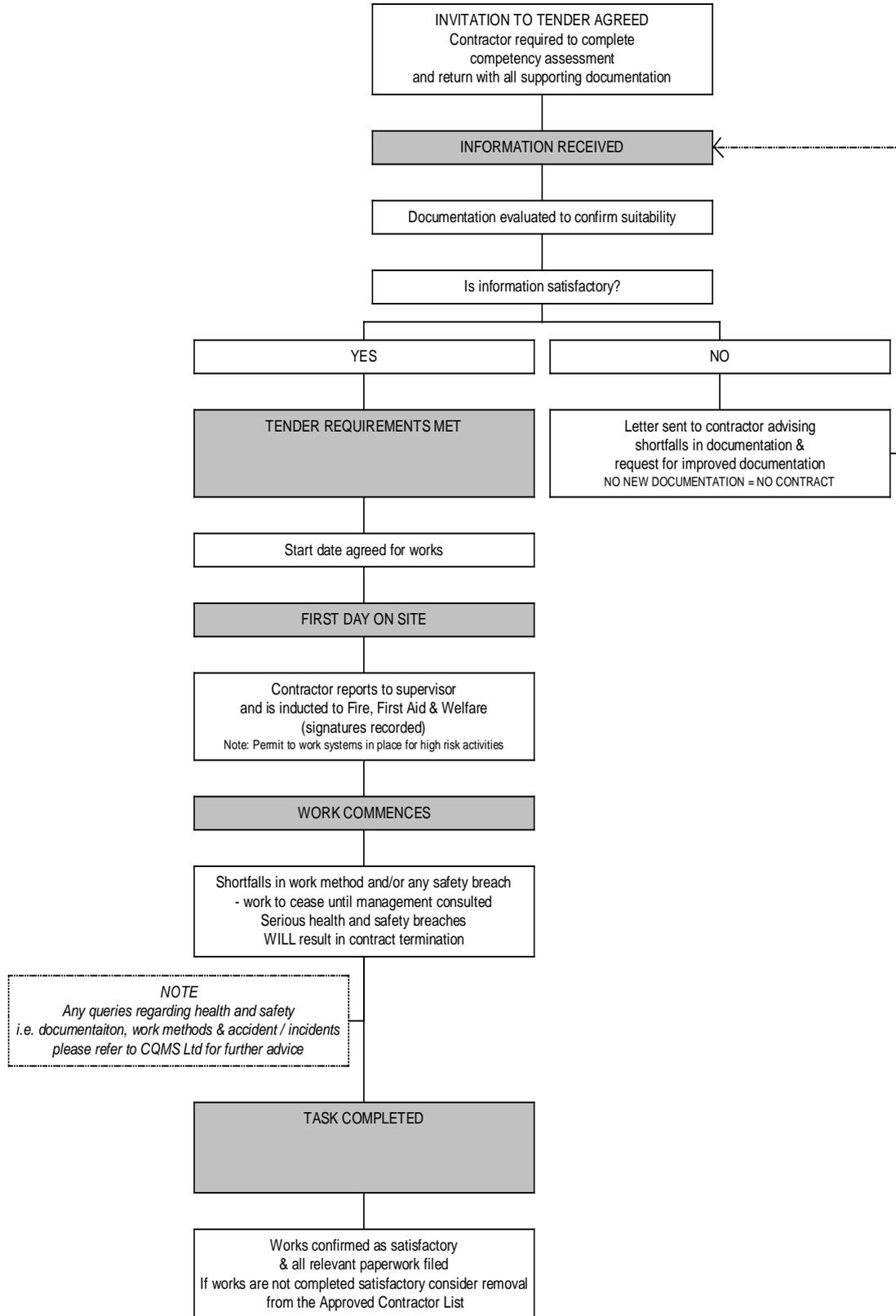
- 4.1. Whilst contractors are required to appoint their own competent supervisor for the duration of the works to monitor and supervise their workforce, Mayfair Contract Flooring Ltd recognise that we retain some responsibility for ensuring the works are undertaken in a safe manner with minimum risk to health and safety.
- 4.2. Where contractors are considered to be working in an unsafe manner, or in contradiction to the agreed method of work, Mayfair Contract Flooring Ltd will take appropriate action which may include stopping work or removing an individual from the work area to rectify the situation.

5. REVIEW ON A REGULAR BASIS

- 5.1. Mayfair Contract Flooring Ltd recognise that assessing the competency of contractors is not a 'one off' event and checks need to be made on a regular basis to ensure the continued competency of the contractor to undertake the works.
- 5.2. Where a contractor fails to supply suitable and sufficient information to enable a review, they will be suspended from use and may be removed from the Approved Contractor List.

3. SELECTION AND USE OF CONTRACTORS CONTINUED

CONTRACTOR ASSESSMENT PROCEDURE
(CONSTRUCTION WORKS)



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4. THE EQUALITY ACT

The Equality Act provides a legal framework to protect the rights of individuals and advance equality of opportunity for all.

The Act simplifies, strengthens and harmonises the current legislation to provide Britain with a new discrimination law which protects individuals from unfair treatment and promotes a fair and more equal society.

The nine main pieces of legislation that have merged are:

- the Equal Pay Act 1970
- the Sex Discrimination Act 1975
- the Race Relations Act 1976
- the Disability Discrimination Act 1995
- the Employment Equality (Religion or Belief) Regulations 2003
- the Employment Equality (Sexual Orientation) Regulations 2003
- the Employment Equality (Age) Regulations 2006
- the Equality Act 2006, Part 2
- the Equality Act (Sexual Orientation) Regulations 2007

Employers must comply with the duties of the Equality Act and further information is available to download from [://www.equalityhumanrights.com](http://www.equalityhumanrights.com)

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5. ELECTRICAL

Electricity is one of the safest forms of power if used properly, but can easily become a killer if misused.

Each year accidents at work including electric shock or burns are reported to the HSE, many are fatal. Even non-fatal shocks can cause severe and permanent injury, shocks from faulty equipment and wiring may lead to falls possibly from height.

Those using electricity may not be the only ones at risk; poor electrical installation and faulty electrical appliances can lead to fire which may also cause death and injury to others. Most of these accidents can be avoided by careful planning and straightforward precautions.

The Electricity at Work Regulations 1989 require precautions to be taken against the risk of death or personal injury from electricity in work activities. The regulations place duties on employers, self employed and employees to reduce the risk of death or injury during the use of electricity.

1. ASSESSING THE RISK

1.1. The first stage in controlling risk is to carry out a risk assessment in order to identify what needs to be done. (This is a legal requirement for all risks at work).

1.2. When carrying out a risk assessment:

- > Identify the hazards
- > Decide who might be harmed, and how
- > Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or more should be taken
- > If you have five or more employees, record any significant findings
- > Review your assessment from time to time and revise it if necessary.

1.1 The risk of injury from electricity is strongly linked to where and how it is used. The risks are greatest in harsh conditions, for example:

- > In wet surroundings – unsuitable equipment can easily become live and can make its surroundings live
- > Out of doors – equipment may not only become wet but may be at greater risk of damage
- > In cramped spaces with a lot of earthed metalwork, such as a tank or bin – if an electrical fault developed it could be very difficult to avoid a shock.

1.2 Some items of equipment can also involve greater risk than others. Extension leads are particularly liable to damage – to their plugs and sockets, to their electrical connections, and to the cable itself. Other flexible leads, particularly those connected to equipment which is moved a great deal, can suffer from similar problems.

2. REDUCING THE RISK

2.1. Once you have completed the risk assessment, you can use your findings to reduce unacceptable risks from the electrical equipment in your place of work. There are many things you can do to achieve this, here are some

5. ELECTRICAL CONTINUED

3. ENSURE THAT THE ELECTRICAL INSTALLATION IS SAFE

- 3.1 Install new electrical systems to a suitable standard, e.g. BS 7671 and then maintain them in a safe condition
- 3.2 Existing installations should also be properly maintained
- 3.3 Provide enough sockets-outlets – overloading sockets-outlets by using adaptors can cause fires.

4. PROVIDE SAFE AND SUITABLE EQUIPMENT

- 4.1. Choose equipment that is suitable for its working environment
- 4.2. Electrical risks can sometimes be eliminated by using air, hydraulic or hand-powered tools. These are especially useful in harsh conditions (confined spaces, explosive/flammable conditions)
- 4.3. Ensure that equipment is safe when supplied and then maintain it in a safe condition
- 4.4. Provide an accessible and clearly identified switch near each fixed machine to cut off power in an emergency
- 4.5. For portable equipment, use socket-outlets which are close by so that equipment can be easily disconnected in an emergency
- 4.6. The ends of flexible cables should always have the outer sheath of the cable firmly clamped to stop the wires (particularly the earth) pulling out of the terminals
- 4.7. Replace damaged sections of cable completely
- 4.8. Use proper connectors or cable couplers to join lengths of cable. Do not use strip connector blocks covered in insulating tape
- 4.9. Some types of equipment are double insulated. These are often marked with a 'double-square' symbol. The supply leads have only two wires – live (brown) and neutral (blue). Make sure they are properly connected if the plug is not a moulded-on type
- 4.10. Protect light bulbs and other equipment which could easily be damaged in use. There is a risk of electric shock if they are broken
- 4.11. Electrical equipment used in flammable/explosive atmospheres should be designed to stop it from causing ignition. You may need specialist advice.

5. REDUCE THE VOLTAGE

- 5.1. One of the best ways of reducing the risk of injury when using electrical equipment is to limit the supply voltage to the lowest needed to get the job done, such as:
 - > Temporary lighting can be run at lower voltages, e.g. 12, 25, 50 or 110 volts
 - > Where electrically powered tools are used, battery operated are safest
 - > Portable tools are readily available which are designed to be run from a 110 volts centre-tapped-to-earth supply.

5. ELECTRICAL CONTINUED

6. PROVIDE A SAFETY DEVICE

- 6.1. If equipment operating at 230 volts or higher is used, an RCD (residual current device) can provide additional safety. An RCD is a device which detects some, but not all, faults in the electrical system and rapidly switches off the supply. The best place for an RCD is built into the main switchboard or the socket-outlet, as this means that the supply cables are permanently protected.
- 6.2. RCDs for protecting people have a rated tripping current (sensitivity) of not more than 30 milliamps (mA). Remember:
 - > An RCD is a valuable safety device, never bypass it
 - > If the RCD trips, it is a sign that there is a fault. Check the system before using it again
 - > If the RCD trips frequently and no fault can be found in the system, consult the manufacturer of the RCD
 - > The RCD has a test button to check that its mechanism is free and functioning. Use this regularly
 - > Always use an RCD when electricity and water are used in close proximity.

7. CARRY OUT PREVENTATIVE MAINTENANCE

- 7.1. All electrical equipment and installations should be maintained to prevent danger. It is strongly recommended that this includes an appropriate system of visual inspection and, where necessary, testing.
- 7.2. It is recommended that fixed installations are inspected and tested periodically by a competent person.
- 7.3. The frequency of inspections and any necessary testing will depend on the type of equipment, how often it is used, and the environment in which it is used. Records of the results of inspection and testing can be useful in assessing the effectiveness of the system.
- 7.4. Equipment users can help by reporting any damage or defects they find.

8. WORK SAFELY

- 8.1. Make sure that people who are working with electricity are competent to do the job. Even simple tasks such as wiring a plug can lead to danger – ensure that people know what they are doing before they start.
- 8.2. Check that:
 - > Suspect or faulty equipment is taken out of use, labelled 'DO NOT USE' and kept secure until examined by a competent person
 - > Where possible, tools and power-socket-outlets are switched off before plugging in or unplugging
 - > Equipment is switched off and/or unplugged before cleaning or making adjustments.
- 8.3. More complicated tasks, such as equipment repairs or alterations to an electrical installation, should only be tackled by a competent person with a knowledge of the risks and the precautions needed.
- 8.4. You must not allow work on or near exposed live parts of equipment unless it is absolutely unavoidable and suitable precautions have been taken to prevent injury, both to the workers and to anyone else who may be in the area.

5. ELECTRICAL CONTINUED

9. UNDERGROUND POWER CABLES

9.1. Always assume cables will be present when digging in the street, pavement or near buildings. Use up-to-date service plans, cable avoidance tools and safe digging practice to avoid danger. Service plans should be available from regional electricity companies, local authorities, highways authorities, etc. In all instances always consult the local Electricity Supplier for further advice.

10. OVERHEAD POWER LINES

10.1. When working near overhead lines, it may be possible to have them switched off if the owners are given enough notice. If this cannot be done, consult the owners about the safe working distance from the cables. Remember that electricity can flash over from overhead lines even though plant and equipment do not touch them. Over half of the fatal accidents each year are caused by contact with overhead lines. In all instances always consult the local Electricity Supplier for further advice.

11. ELECTRIFIED RAILWAYS AND TRAMWAYS

11.1. If working near electrified railways or tramways, consult the line or track operating Company. Remember that some railways and tramways use electrified rails rather than overhead cables.

12. MAINS ELECTRICAL INSTALLATION TESTING FREQUENCY

TYPE OF INSTALLATION	MAXIMUM PERIOD BETWEEN INSPECTIONS AND TESTING AS NECESSARY	REFERENCE (SEE NOTES)
GENERAL		
Domestic	10 years/change of occupancy	-
Commercial	5 years/change of occupancy	1,2
Educational establishments	5 years	1,2
Hospitals	5 years	1,2
Industrial	3 years	1,2
Residential accommodation	5 years	1
Offices	5 years	1,2
Shops	5 years	1,2
Laboratories	5 years	1,2
BUILDINGS OPEN TO THE PUBLIC		
Cinemas	3 years	2,6,7
Church installations	5 years	2
Leisure complexes (excl. swimming pools)	3 years	1,2,6
Places of public entertainment	3 years	1,2,6
Public Houses	5 years	2,6,7

5. ELECTRICAL CONTINUED

TYPE OF INSTALLATION	MAXIMUM PERIOD BETWEEN INSPECTIONS AND TESTING AS NECESSARY	REFERENCE (SEE NOTES)
BUILDINGS OPEN TO THE PUBLIC CONTINUED		
Restaurants and hotels	5 years	1,2,6
Theatres	3 years	1,2
Village halls/Community centres	5 years	1,2
SPECIALIST INSTALLATIONS		
Agricultural and horticultural	3 years	1,2
Caravans	3 years	-
Caravan parks	1 year	1,2,6
Highway power supplies	6 years	-
Marinas	1 year	1,2
Fish farms	1 year	1,2
Swimming pools	1 year	1,2,6
Emergency lighting	3 years	2,3,4
Fire alarms	1 year	2,4,5
Launderettes	1 year	1,2,6
Petrol filling stations	1 year	1,2,6
Construction site installations	3 months	1,2

NOTES:

Particular attention must be taken to comply with:

1. S1 1988 No. 1057, The Electricity Supply Regulations 1988 (as amended).
2. S1 1989 No 635, The Electricity at Work Regulations 1989 (Regulation 4 & Memorandum).
3. See BS 5266, Part 1: 1988 Code of practice for the emergency lighting of premises other than cinemas and certain other specified premises used for entertainment.
4. Other intervals are recommended for testing operation of batteries and generators.
5. See BS 5839, Part 1: 1988 Code of practice for system design installation and servicing (Fire detection and alarm systems for buildings).
6. Local Authority Conditions of Licence.
7. SI 1995 No 1129 (Clause 27), The Cinematograph (Safety) Regulations.

5. ELECTRICAL CONTINUED

13. PORTABLE APPLIANCES TESTING

GENERAL

- 13.1 This specification relates to the inspection and testing of portable appliances connected to a 240V 50Hz single phase supply by means of a flexible cord and plug top.
- 13.2 All work will be carried out in a manner that complies with the Electricity at Work Regulations 1989.

LABELING OF EQUIPMENT TESTED

- 13.3 The identification label will be affixed to each item of equipment in a neat and tidy fashion, and will be visible when the equipment is installed in its normal working environment. All old tags and labels will be removed and replaced with new ones in subsequent testing phases.

EQUIPMENT REGISTER

- 13.4 An equipment register will be completed for each item tested.

VISUAL INSPECTION

- 13.5 Before each item of equipment is tested, a visual inspection shall first be carried out.
- 13.6 This preliminary check shall include the inspection of the following items:

> PLUG TOPS

- 13.7 Plug tops shall not be cracked or otherwise damaged and should comply with the relevant British Standard (BS 1363/A). Cord grips will be in a good condition and must be properly adjusted. The correct size of fuse (to BS 1362) shall be fitted, and must be appropriate for the size of the flex conductor. Access to live parts should not be possible without the use of a tool.

> FLEXIBLE CORDS

- 13.8 All flexible cords should have two layers of insulation throughout their length, and will show no signs of excessive wear or physical damage. Flexes intended to be permanently attached to an appliance shall be securely clamped to that appliance (internally or externally). Flexes shall be inspected at the plug top (unless of the moulded type) for correct polarity, security of connections and general condition at the point of termination. Flexes shall be replaced or re-terminated as necessary.

> EQUIPMENT ENCLOSURES

- 13.9 All enclosures shall show no signs of damage to castings, outlets, switches or other controls. Access to live parts shall only be possible with the use of a tool. All retaining screws and fastenings shall be present and correctly tightened. Any damaged or missing items shall be reported and replaced as necessary.

5. ELECTRICAL CONTINUED

14. TESTING

14.1. The various tests shall be carried out using portable appliance tester with the testing procedures as detailed in the user's guide.

14.2. The following tests shall be performed:

> **EARTH BOND TEST (EARTH CONTINUITY)**

For class 1 appliances (earthed appliances) the 8 amp earth bond terminal on the tester shall be utilised for appliances fused at up to 3 amps and 25 amp terminal for appliances fused between 5 and 13 amps. The earth impedance limit shall be set according to the size and length of the connecting flex. Special care will be taken to eliminate the possibility of parallel earth paths.

> **INSULATION RESISTANCE**

This test is undertaken at 500V and applied between the appliance phase and neutral joined together and earth to ensure that the insulation is at an acceptable level. Normally above 9.9 ohm.

> **LOAD TEST**

A load test will be carried out to determine the electrical consumption of the appliance.

> **OPERATION TEST**

An operation test shall be performed to ensure that the equipment does not draw excessive current and all moving parts are working correctly.

> **EARTH LEAKAGE TEST**

The test shall take place to measure the total current from live and neutral to earth under operating conditions and results should not exceed 3.5mA.

FAILURES

Any equipment failing the tests will be fitted with a 'FAIL – Do not use' label in red and then necessary action as to remedial works or disposal will be obtained from the authorised person.

EARTH CONTINUITY – I.T. EQUIPMENT

The earth continuity test on I.T. equipment is carried out in a similar manner to that for general class 1 equipment, except that a constant current of 100mA d.c. is applied. This reduced current is required to test I.T. equipment whose earth path could be damaged by the higher current produced by the test instrument.

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6. FIRE AND EMERGENCY PROCEDURES

1. FIRE PREVENTION

- 1.1 The purpose of the Regulatory Reform (Fire Safety) Order 2005 is to protect people from the risk of fire. Our Company recognises the importance of fire prevention/protection and this section outlines Company procedures for fire, fire drill, training and responsibilities.
- 1.2 The Company maintains Fire Procedures covering:
 - > The dates of fire drills carried out,
 - > The details of fire alarm call points used, (where fitted)
 - > Details of individuals responsible for evacuation drills,
 - > Details of fire assembly points,
- 1.3 Training includes:
 - > Details of equipment and individuals trained,
 - > The name of person giving training,
 - > The date of instruction or exercise.
- 1.4 Fire instruction notices are displayed throughout our premises stating the action to be taken upon discovering a fire or hearing the fire alarm.

2. FIRE RISK ASSESSMENTS

- 2.1 The objective of a Fire Risk Assessment is to provide a safe environment from fire, which complies with the Regulatory Reform (Fire Safety) Order 2005. It is a dynamic process that requires management to continually assess fire hazards within the workplace and upgrade safety arrangements accordingly.
- 2.2 It is a comprehensive audit of the workplace, premises and activities which allows employers to provide and maintain adequate fire safety arrangements and it can either be carried out as a separate activity or be incorporated into the existing workplace Health and Safety regime.
- 2.3 The essential steps to Fire Risk Assessment are:
 - > Step 1 – Identify fire safety hazards within the workplace
 - > Step 2 – Decide who might be harmed and how
 - > Step 3 – Evaluate the risks arising from the hazards and decide whether existing precautions are adequate and appropriate.
 - > Step 4 – Record the findings of the assessment and action taken (legal requirement where 5 or more persons are employed)
 - > Step 5 – Review the assessment from time to time and revise it if necessary.

6. FIRE AND EMERGENCY PROCEDURES CONTINUED**IF YOU DISCOVER A FIRE**

1. **SOUND THE ALARM (by breaking glass at a safe fire point),**
2. **SHOUT FIRE, FIRE, FIRE,**
3. **DIAL 999 AND ASK FOR THE FIRE SERVICE,**
4. When connected, state clearly your name and the name and address of the Company,
Company Name, Address and Telephone Number
Mayfair Contract Flooring Ltd
Ivinghoe Business Centre
Houghton Regis
LU5 5BQ
Tel: 01582 673808
5. If the fire is small, and **IT IS SAFE TO DO SO**, and you have been properly trained, attempt to extinguish the fire with the nearest appropriate fire appliance.
6. **DO NOT PUT YOURSELF AT RISK**
7. **REMEMBER - NEVER** use water or a water extinguisher on a liquid or an electrical fire - it can be fatal.
8. **LEAVE THE BUILDING** by the nearest safe exit.
9. Proceed to your Fire Assembly Point.

6. FIRE AND EMERGENCY PROCEDURES CONTINUED**BOMB THREATS****IF A SUSPECT OBJECT IS DISCOVERED:**

Follow the Golden Rules:

1. **DO NOT TOUCH OR MOVE THE OBJECT,**
2. If possible leave a distinctive marker near (not touching) the device,
3. Move away from the device to a designated control point,
4. Inform the Senior Management,
5. The Manager should implement the evacuation plan and inform the police,
6. Stay at the control point and draw an accurate plan of the location of the suspicious package or device,
7. **The person finding the object should be immediately available for interview by the Police.**

IF A SUSPICIOUS LETTER OR PARCEL IS RECEIVED:

8. **DO NOT MAKE ANY ATTEMPT TO OPEN THE PACKAGE**
9. Do not place the package:
10. Outside in the road or attempt to take it to the Police,
11. In a bucket of water or cover it with sand,
12. Behind an object of furniture that may hinder bomb disposal operations,
13. Inform the Senior Manager on site immediately.

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6. FIRE AND EMERGENCY PROCEDURES CONTINUED**6.2 WEEKLY INSPECTION PROCEDURES**

An inspection of the premises and fire prevention measures is undertaken on a weekly basis by the Fire Marshal, which covers the points listed below with the results recorded on the form in Part 5, Fire and Emergencies.

Any non-compliances/faults are documented and immediately reported to the Office Manager who will arrange for rectification as necessary.

1. Emergency lighting

- > Is the emergency lighting fully operational in all locations?

2. Escape routes, including fire exits

- > Are all escape routes clear?
- > Are fire exits clear and accessible both internally and externally?
- > Are fire doors serviceable, i.e. do they fully close and seal?
- > Are the 'break glass' and associated hammers on fire doors in place?

3. Fire extinguishers

- > Are the fire extinguishers securely wall mounted?
- > Is the tag/seal in place?
- > Are the extinguishers in date?

4. General inspection of all areas

- > Are all areas tidy and free of an unnecessary build up of flammable materials?
- > Is all necessary signage in place, i.e. fire exits, fire action posters, building layout posters, 'no smoking' signs?
- > Are materials stacked so as not to fall/tip?
- > Are electrical plugs, switches and cords in good repair?
- > Are stairwells free of obstructions and well lit?

5. Fire alarm

- > Is the fire alarm fully operational?
- > Do the automatic door releases correctly function and fully close onto the door rebates?

Any points/devices which are not satisfactory should be clearly detailed on the form in Part 5, Fire and Emergencies to enable rectification of faulty items, i.e. building floor, item/location number.

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6. FIRE AND EMERGENCY PROCEDURES CONTINUED

6.3 ANNUAL TEST PROCEDURES

An annual test of fire prevention measures/equipment is undertaken by a competent person with the results recorded on the form in Part 5, Fire and Emergencies.

Any non-compliances/faults are documented and immediately reported to the Office Manager who will arrange for rectification as necessary.

1. Emergency lighting discharge

- > Isolate the power – after 3 hours is the light still illuminated on all emergency lighting?

2. Fire extinguishers

- > Annual inspections (or more frequent for high risk locations or corrosive environments) by a competent person will involve inspecting every fire extinguisher, and identifying those extinguishers which need re-pressurising, require replacement parts, or which have reached the end of their useful lives

3. Fire alarm

- > A competent contractor should maintain and test the fire alarm and records of maintenance will be held in Part 5, Fire and Emergencies with the Certificate of Inspection.

4. Fire drill

- > What was the time taken to fully evacuate the building to the assembly point?
- > Did all personnel promptly evacuate to the correct area via the nearest fire exit?
- > Were any personnel absent from the drill?
- > Is there a requirement to hold another drill before the next scheduled date?
- > NOTE:
- > Fire drills should be undertaken on a minimum of a 12 monthly basis at a varying time of the day to help ensure maximum attendance by all employees.
- > Unless it is absolutely essential, building occupants should not be forewarned of a drill. If they are, the drill will not be realistic.

- > Any points/devices which are not satisfactory should be clearly detailed on the form in Part 5, Fire and Emergencies to enable rectification of faulty items, i.e. building floor, item/location number.

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7. HAZARD AND INCIDENT REPORT

1. Hazard and incident reports are used to provide the Company management with an early warning of possible accident injury and dangerous occurrences.
2. It is extremely important that all management and employees are encouraged to report all hazard and incidents without fear of blame.
3. ALL reports should be investigated fully by the appropriate staff with an outline of the findings being reported back to the originator of the report.
4. The reporting, investigation and remedial action generated by a hazard and incident report form could possibly prevent a serious injury or possibly a fatality.
5. The system will only work to its full potential if the Company operates a no-blame culture.
6. **Reporting of all near misses allows for identification of patterns and enables remedial action to be implemented prior to a serious accident occurring.**

VIOLENT INCIDENTS

Companies must ensure that a clear policy is in place that sets out the responsibilities, duties and procedures for protecting and dealing with violence.

1. All violent incidents to employees must be recorded and reported to the appropriate management.
2. The Health and Safety Executive (HSE) should be informed under RIDDOR 2013 if the violent incident resulted in injury which led to major injury or an over 7 day incident.
3. All violent incidents must be investigated and the victims informed of the investigation findings where possible.
4. Companies must seriously consider legal proceedings to combat violent incidents from recurring.
5. Where an incident has occurred that has led to psychological effects i.e. long term stress, then the Company will consult specialist advice and above all offer support and counselling for the person(s) involved.

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8. HEALTH AND SAFETY CONSULTATION & COMMUNICATION

- 1 Consultation and communication is required between employees and management under current legislation and is essential to promote and ensure the Health and Safety of all our employees.
- 2 To achieve this we will:
 - 2.1 Encourage co-operation between the Company and all its employees in promoting and developing essential measures to ensure Health and Safety,
 - 2.2 Investigate all complaints made by employees which relate to their Health and Safety at work,
 - 2.3 Investigate potential hazards, dangerous occurrences and near misses in the workplace,
 - 2.4 Investigate all accidents and their causes in the workplace,
 - 2.5 Encourage feedback from all employees regarding Safe Systems of Work, Working Procedures etc.
 - 2.6 Regular Health and Safety meetings are held to promote, develop and review the company Health and Safety Management System ; all meetings held are coordinated with all company representatives enabling Health and Safety issues at work to be raised by all employees.

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9. OCCUPATIONAL HEALTH

1. Acquired immune deficiency syndrome (AIDS)
2. Alcohol and drugs
3. Display screen equipment
4. Hazardous substances
5. New and expectant mothers
6. Noise
7. Occupational Health Monitoring
8. Stress
9. Vibration

1. ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

In dealing with both potential and existing employees, this organisation will not take account of whether individuals are HIV infected or have AIDS except to the extent that it affects ability to work satisfactorily or puts at risk the Health and Safety of themselves or others.

1.1. Screening

No potential or existing employee will be required to submit to a test for HIV infection.

1.2. Recruitment

Employees with responsibility for recruitment will ensure that individuals are not excluded from employment on the grounds that they are known or suspected to be HIV infected. Neither will they be excluded on the basis that they are considered to be 'high risk' because of their sexual orientation. To this end, recruiters will not question applicants about their sexuality or about the possibility of infection.

Where, during the recruitment process, an individual does choose to reveal that he or she is infected, the recruiter should seek confidential advice from Senior Management on how to proceed.

Where HIV infection comes to light in the course of an occupational health questionnaire, it will be for the designated Company doctor to decide whether the individual is capable of adequately performing the required duties and to advise management accordingly when making the usual medical report (see also 'Confidentiality' below).

1.3. Confidentiality

Any employee who becomes aware that a colleague is HIV infected will treat that information as confidential and will not disclose it to anyone else within or outside the organisation without the person's consent. Any breach of this rule will be regarded as a serious disciplinary offence and may result in summary dismissal. If, however, the employee is concerned about the Health and Safety implications of non-disclosure he or she should seek advice from the Office Manager ONLY, who will then deal with the matter as necessary.

When a designated Company doctor becomes aware that an individual is HIV infected he or she will not be expected to reveal that information without the person's prior consent.

9. OCCUPATIONAL HEALTH CONTINUED

Where, as a result of HIV infection, the individual is refused membership of the Company pension, private health insurance or life assurance schemes, those involved will not be expected to disclose the reason for exclusion without the persons' prior consent.

2. ALCOHOL AND DRUGS

- 2.1. The Company takes the view that the effects of taking or being under the influence of, alcohol or illegal substances at work constitutes an unacceptable Health and Safety hazard both to the individual and others who may be affected by their actions. It is therefore, against Company rules for any employee to be at their place of work whilst under the influence of alcohol and/or drugs.
- 2.2. The Office Manager or Manager will be responsible for informing all job applicants of this rule before offers of employment are made or accepted.
- 2.3. Managers responsible for departments shall do what is reasonably practicable to identify alcoholism and/or drug abuse so to ensure that no employee is allowed to be at their place of work and thus endanger others, whilst under the influence of alcohol and/or drugs. In all instances, managers should contact the Office Manager for further guidance.

3. DISPLAY SCREEN EQUIPMENT

- 3.1. Mayfair Contract Flooring Ltd' intention is to optimise the use and application of display screen equipment within the organisation, whilst safeguarding the health, welfare and job satisfaction of those involved in using such equipment.
- 3.2. **Health and Safety** – To secure the Health and Safety of workers in so far as is reasonably practicable, the Company will in consultation with workers:
- 3.3. Carry out an assessment of each work station taking into account the display screen equipment, the furniture, the working environment and the worker.
- 3.4. Take all necessary measures to remedy any risks found as a result of the assessment.
- 3.5. Take steps to incorporate changes of task within the working day to prevent intensive periods of on-screen activity.
- 3.6. Review software to ensure that it is suitable for the task and is not unnecessarily complicated.
- 3.7. Arrange for free provision of eye tests prior to employment, at regular intervals thereafter and where a visual problem is experienced.
- 3.8. Arrange for the free supply of any corrective appliance (glasses or contact lenses) where these are required specifically for working with display screen equipment.
- 3.9. Advise existing employees and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided.
- 3.10. Where an employee raises a matter related to Health and Safety in the use of display screen equipment, the Company will:
 - Take all necessary steps to investigate the circumstances.
 - Take corrective measures where appropriate.
 - Advise the employee of the action taken.

9. OCCUPATIONAL HEALTH CONTINUED

- 3.11. Where problems arise in the use of display screen equipment, the employee must inform their line manager immediately.
- 3.12. In the case of an adverse health or medical condition, advise the employee's GP.

4. HAZARDOUS SUBSTANCES

- 4.1. No product or substances should be purchased or used on Company premises that have not been assessed in line with the Company's COSHH Procedures.
- 4.2. Any new or alternative products or substances that may be required for use on Company premises, must be authorised and assessed before being purchased and put into use.
- 4.3. Each department has copies of relevant COSHH assessments and managers are to ensure these are always readily available for all employees use.

5. NEW AND EXPECTANT MOTHERS

- 5.1. Many women work while they are pregnant and many return to work while they are still breastfeeding.
- 5.2. We recognise there are many possible hazards in the workplace for expectant mothers which might also be transmitted to their unborn - or new - children. These range from general, everyday matters such as handling heavy objects or shocks and vibrations, to specific risks associated with particular substances or a feature of the working environment (e.g. noise, ionising and non-ionising radiation, extremes of heat and cold).
- 5.3. It is our policy to identify and counter all such hazards as required by the Management of Health and Safety at Work Regulations 1999, to ensure that women who are pregnant, breastfeeding or new mothers do not have their health jeopardised by indifferent working conditions.
- 5.4. We acknowledge that the requirements in the EU (European Union) Directive regarding time off, have already been implemented by the Social Security Maternity Benefits (Amendment) Regulations 1994 and that employees will need to inform the Company (by means of written notice) of their condition.
- 5.5. Written notices and other information should be submitted in the first instance to the Office Manager who will arrange for appropriate guidance from Senior Management where necessary.

6. NOISE

- 6.1. Excessive noise from plant and tools can cause, over a period of time, progressive and generally irreversible loss of hearing - noise induced hearing loss. Prior to this it can cause a constant rushing or ringing noise in the ears, tinnitus. This can make communication difficult resulting in accidents through either instructions not heard or misheard.
- 6.2. In accordance with the Control of Noise at Work Regulations 2005, action will be taken when working area noise levels exceed 80dB(A). If noise levels cannot be reduced below this level then suitable hearing protection will be available. If noise levels exceed 85dB(A) and it is not possible to reduce below this level, then the area of 85dB(A) level will be demarcated, ear protection zone warning signage erected and all personnel operatives must wear personal ear protectors whilst in the zone.

9. OCCUPATIONAL HEALTH CONTINUED

- 6.3. The Company shall ensure that risk assessments are carried out and will take remedial action as necessary to maintain noise levels within the permitted limits. The Company shall ensure through its purchasing policy that all plant/equipment purchased will be reviewed as to the control measures fitted to reduce noise where necessary.
- 6.4. Where applicable employees will be required to complete a Health Surveillance Questionnaire which will be reviewed on a periodic basis.

7. OCCUPATIONAL HEALTH MONITORING

- 7.1. Completion of an Occupational Health Questionnaire may be required determined by the nature of the job undertaken by Mayfair Contract Flooring Ltd and inherent risks.
- 7.2. In order to effectively monitor occupational health employees may also be required to complete an Annual Occupational Health Questionnaires.
- 7.3. An example Occupational Health Questionnaire is included within Part 5.
- 7.4. Occupational health monitoring may take the form of the following:
 - > Review of completed Occupational Health Questionnaire,
 - > Visual inspections by line manager i.e. hand checks for dermatitis
 - > Monitoring by specialist i.e. hearing checks
 - > Monitoring by occupational health nurse and/or doctor

8. STRESS

- 8.1. Stress is defined by the HSE as ‘the adverse reaction people have to excessive pressure’.
- 8.2. The results of employees suffering from stress may be an increase in staff turnover, increase in sickness absence, reduced work performance, poor timekeeping and/or more customer complaints.
- 8.3. Employers need to recognise the factors which may cause stress, and how to reduce stress levels in employees.
- 8.4. The table below is a guide to the potential problems and possible actions.

PROBLEMS WHICH CAN LEAD TO STRESS	MANAGEMENT ACTION
<p>Culture</p> <p>Lack of communication / consultation Blame culture / denial of potential problems</p>	<p>Provide opportunities for staff consultation Introduce clear business objectives Avoid encouraging people to work excessively long hours.</p>
<p>Demands of the job</p> <p>Too much / little time Too much / little training Boring / repetitive work Working environment</p>	<p>Ensure individuals are matched to jobs which suit their ability Ensure workplace hazards (e.g. noise) are properly controlled.</p>

9. OCCUPATIONAL HEALTH CONTINUED

PROBLEMS WHICH CAN LEAD TO STRESS	MANAGEMENT ACTION
Control Lack of control over work activities	Give more control to staff, enabling them to plan their own workload and make decisions about how any potential problems are to be tackled.
Relationships Poor relationships with management / co-workers Bullying, racial or sexual harassment	Initiate effective systems to prevent bullying and harassment (e.g. proper investigation of complaints)
Change Uncertainty about what is happening Fears about job security	Ensure good communication with staff Provide effective support for staff throughout the process
Role Confusion about job role(s)	Ensure everyone has clearly defined objectives and responsibilities
Support and the individual Lack of support from management and co-workers Inability to balance the demands of work and home life	Support and encourage staff, even when things go wrong Encourage a healthy work-life balance

8.4 The symptoms of stress can differ from person to person. They may include the following:

- > Changes in mood/behaviour
- > Deteriorating relationships with colleagues
- > Irritability
- > Absenteeism
- > Reduced performance
- > Headaches, nausea, weight gain/loss, increased/reduced appetite
- > Use / increased intake of cigarettes, alcohol and/or drugs

9. OCCUPATIONAL HEALTH CONTINUED

9. VIBRATION

HAND ARM AND WHOLE BODY VIBRATION

9.1. HAND ARM VIBRATION (HAV)

Regular long term exposure to HAV may cause diseases which are painful and disabling. Look out for HAV risks in all industries where hand-held power tools and machines which transmit vibration into the hands are used.

9.2. WHOLE BODY VIBRATION (WBV)

Regular long term exposure to WBV is associated with back pain alongside other factors such as poor posture and heavy lifting. Look out for WBV risks where any commercial/construction/industrial vehicles are driven regularly for most of the day.

9.3. CONTROLLING THE RISKS

The risks can be controlled by good management.

9.4. HOW EXPOSURE OCCURS

Exposure to vibration at work can occur in two main ways:

HAND-TRANSMITTED VIBRATION (HAV)

VIBRATION TRANSMITTED THROUGH THE SEAT OF FEET (WBV).

Workers may be exposed to HAV when operating hand-held power tools such as road breakers or when holding materials being worked by machines such as pedestal grinders. Exposure may result in a range of health effects collectively known as Hand Arm Vibration Syndrome or HAVS. The most well known health effect is vibration white finger, but other effects include damage to sensory nerves, muscles and joints in the hands and arms.

9.5. HAVS is a widespread industrial disease affecting thousands of workers. Attacks are painful and can result in the loss of the ability to grip properly. Any vibrating tool or process which causes tingling or numbness after 5 to 10 minutes of continuous use is suspect. Tools and processes likely to be hazardous are listed in the guidance. Where people regularly work with these for prolonged periods there is likely to be a risk of injury. Sometimes it is possible to assess the danger by measuring the vibration exposure, but with current technology this is often difficult or impractical.

9.6. Preventative programmes can do much to control the risk. Such programmes include:

- > Identifying hazardous jobs
- > Vibration control
- > Information and training for workers and supervisors
- > Routine health surveillance
- > Drivers of some mobile machines, including certain tractors, fork lift trucks and quarrying or earth-moving machinery, may be exposed to WBV and shocks which are associated with back pain. Other work factors, such as posture and heavy lifting, are also known to contribute to back problems for drivers and the relative importance of WBV is not clear at present.

9. OCCUPATIONAL HEALTH CONTINUED

9.7. TECHNICAL WAYS TO REDUCE VIBRATION

The basic reduction methods are to:

- > Eliminate the hazard
- > Substitute an alternative low-vibration process
- > Reduce the vibration generated
- > Minimise the forces needed to apply and control tools
- > Minimise transmission of vibration to the hands
- > Decrease exposure times.
- > Vibration reduction should be considered at the process and product design stages, when selecting tools, and when individual work tasks and work stations are being designed or assessed.

9.8. CLINICAL EFFECTS AND THE HEALTH SURVEILLANCE PROGRAMME

- > HAVS comprises vascular, neurological and musculoskeletal components.
- > The longer a worker is exposed to hand-transmitted vibration, the worse the symptoms become.
- > The degree to which symptoms regress on removal from exposure is not known with certainty, but neurological symptoms possibly do not improve while vascular symptoms may do so.
- > The Stockholm Workshop scales should be used to classify HAVS symptoms.
- > Other vascular symptoms include the Taylor-Pelmear assessment scale and the method described by Griffin.
- > Medical management of workers showing symptoms should include the following:
 - Establishing review periods to monitor the rate of progression
 - Advising workers individually about the likely effects of continuing to work with high vibration
 - Recommending that workers stop exposure if this is likely to cause disease progressing to Stockholm stage 3 vascular or sensor neural
 - Providing employers with anonymous grouped information about the incidence of symptoms in the workforce.

9.9. MEASURING HAND ARM VIBRATION

- > The average magnitude of vibration is indicated by the root-mean-square (rms) frequency-weighted acceleration.
- > Vibration accelerometers measure vibration along a single axis.
- > The total vibration can be determined by measuring along three orthogonal axes and combining the results to give a single overall acceleration level.
- > Correct selection and mounting of the accelerometer is important.
- > Vibration exposure A(8) can be calculated from the vibration measurements and the duration of exposure.

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10. PERSONAL PROTECTIVE EQUIPMENT RECORDS

The Personal Protective Equipment at Work Regulations 1992 requires every employer to ensure that suitable Personal Protective Equipment is provided to his/her employees who may be exposed to a risk to their Health and Safety whilst at work, except where and to the extent that such risk has been adequately controlled by other means which are equally or more effective.

1. The Management of Health and Safety at Work Regulations 1999 require the employer to identify and assess the risks to Health and Safety in the workplace so enabling the most appropriate means of reducing those risks to an acceptable level to be determined.
2. When selecting PPE to be used whilst doing a job, the nature of the job and the demands it places on the worker must be taken into account.
3. An effective system of maintenance and records are essential to make sure the equipment continues to provide the degree of protection for which it was designed.
4. Records for all PPE provided by Mayfair Contract Flooring Ltd will be maintained to confirm:
 - > Issue,
 - > Maintenance, and
 - > Return.

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11. SAFE SYSTEMS OF WORK/SAFE WORKING PROCEDURES

The Health and Safety at Work etc. Act 1974, requires the provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health. To enable the employer to comply with this requirement a 'Safe System of Work' has to be defined in the workplace.

1. A safe system of work may be defined as the integration of personnel, articles and substances in a laid out and considered method of working, which takes proper account of the potential hazard to employees and others in vulnerable situations and provides a formal framework to ensure that all of the steps necessary for safe working have been anticipated and implemented.
2. Where safe systems of work are to be developed, consideration should be given to the following factors:
 - 2.1. Safe design of equipment,
 - 2.2. Safe installation of equipment,
 - 2.3. Safe premises, vehicles, plant, tools and equipment,
 - 2.4. Correct use of plant, tools and equipment (training and supervision),
 - 2.5. Planned maintenance of vehicles, plant and equipment,
 - 2.6. The working environment, lighting, heating and ventilation,
 - 2.7. Trained and competent employees,
 - 2.8. Adequate and competent supervision,
 - 2.9. Competent management,
 - 2.10. Regular revisions of all written safe systems of work.
3. Mayfair Contract Flooring Ltd will prepare and implement safe systems of work/safe working procedures where appropriate and managers and supervisors are authorised to carry out Job Safety Analysis to improve work procedures. To achieve this employees, supervisors and management should:
 - 3.1. Select the work or equipment requiring a safe working procedure,
 - 3.2. Examine the total situation,
 - 3.3. Develop the best method for doing the work,
 - 3.4. Record how the work is to be done,
 - 3.5. Install the work method into the Company's operations,
 - 3.6. Maintain and review the working procedure.
4. Once the individual job has been analysed, a written safe system of work/safe working procedure containing all relevant job safety instructions will be produced and all employees notified of the system and their responsibility to comply with it.

11. SAFE SYSTEMS OF WORK/SAFE WORKING PROCEDURES CONTINUED

1. Mayfair Contract Flooring Ltd is a caring employer, which seeks, as far as is reasonable and practicable, to help staff who suffer hardship or personal difficulty which may seriously affect their work and general well-being. Managers are accountable for the welfare of their employees.

2. General Arrangements
 - 2.1 Management will arrange suitable health surveillance of all our employees where it is appropriate for the protection of their health as required by specific legislation i.e. Management of Health and Safety at Work Regulations 1999 (Risk Assessment), Control of Substances Hazardous to Health Regulations 2002 (COSHH), Control of Noise at Work Regulations 2005, etc.
 - 2.2 Confidential health information about any employee will be kept secure and any information therein only divulged to third parties with the informed written consent of the employee to whom the record refers.
 - 2.3 A permit to work provides a formal safety control system against accidental injury to personnel, plant or products, when hazardous work is undertaken. The permit to work, consisting of a document detailing the work to be done and the precautions to be taken, is a statement that all foreseeable hazards have been noted and precautions defined. It does not, in itself, make the job safe but relies for effectiveness on specified personnel implementing it conscientiously under supervision and control.
 - 2.4 All daily permits to work must be obtained and are controlled by Mayfair Contract Flooring Ltd Office Manager.

3. Requirements of Permit to Work:
 - 3.1 The permit must specify clearly who is to do the work, who is the authorized person responsible for the work, the time for which it is valid, the work to be done and the necessary precautions.
 - 3.2 Until the permit is cancelled, it supersedes all other instructions.
 - 3.3 No person must carry out any work not covered in the permit. If there is a change in the work, the permit must be amended or cancelled.
 - 3.4 Where another person takes over the permit, as, for instance, in an emergency, that person must assume full responsibility for the work, either until the work is complete or he has formally returned the permit to the originator.
 - 3.5 There must be liaison with other work areas whose activities could be affected by permit work.
 - 3.6 You may also sometimes be instructed to wear high visibility clothing or if you have work in wet and inclement weather, wear waterproof clothing - use it for your own safety and look after it.
 - 3.7 All employees must use all items of PPE provided as instructed.

12. MAYFAIR CONTRACT FLOORING LTD TRAINING POLICY

1. Directors will ensure that all levels of management receive adequate information, instruction and training to enable them to carry out their Health and Safety responsibilities.
2. Managers will ensure all employees receive adequate training in current safety standards and best practice. An adequate level of supervision of employees combined with their level of competence and experience will be provided so far as is reasonably practicable. Responsibility for identifying training needs rests with managers who will maintain training records.
3. Managers will ensure Induction training is undertaken for all new employees before that new employee is allowed to carry out any type of work on Company premises or sites under their control.
4. **The Company policy is to provide training for all employees as follows:**
 - > Induction Training - will include an introduction to the Company Health and Safety Policy, general and specific hazards in the work area and specific hazards and relevant safety procedures of the job/task. The location and use of emergency and fire fighting equipment, evacuation and fire action procedures, first aid and accident reporting procedures, safe use and maintenance of vehicles, plant, equipment and tools. Personal protective equipment, environmental protection requirements, welfare arrangements, lone working procedures, Company Employee Handbook and location of health and safety information and notices.
 - > Changes at work - will include adequate training on changes of work pattern, machinery, new technology, modifications to existing machinery and changes of individual responsibilities i.e. promotion - where specific knowledge of machinery is essential.
 - > Refresher Training - training will be repeated where necessary to ensure continued competence and special consideration will be given to those individuals who have to deputise for others.
 - > In addition to the training outlined above, it is Company policy that emergency procedure drills will be carried on a regular basis. Furthermore, specific training will be provided to employees, as necessary, based upon Company work activities and individual employee needs.
5. Training requirements are identified by the supervisors responsible for that department and passed to the Senior Management for action. Senior Management will assess the training requirements requested and arrange training, if agreed.
6. All employees, irrespective of position within the organisation will receive induction training, some of which will be off the job. Topics for inclusion in induction training are as follows:
 - > The organisations Statement of Intent and Health, Safety and Environmental Policy and the responsibilities of all concerned.
 - > Procedures for reporting hazards, accidents, near misses and ill health.
 - > Details of hazards specific to the job which may be associated with machinery, hazardous substances or energy sources used, the operating instructions and precautions necessary, together with formally written safe systems of work and emergency procedures where applicable.
 - > The position and effectiveness of all machinery stops, emergency stops and isolation switches.
 - > Procedures to follow in the event of a fire or other emergency, means of escape, assembly points and the name of the competent person in the area.
 - > Safety monitoring procedures currently in place and the systems for measurement of Health and Safety performance.
 - > Current welfare arrangements, sanitization, washing, clothing storage and changing, meal arrangements, first aid arrangements and smoking policy.
 - > Arrangements for the safe use, storage, maintenance and provision of all personal protective equipment assessed as required for the task.
 - > Sources of health and safety information and how it will be disseminated.
 - > The role of the appointed Health and Safety Adviser and Safety Representatives and the Health and Safety Committee where appropriate.
 - > Food safety and personal hygiene.
7. **Records of all training carried out are held in employees training file.**

12. TRAINING CONTINUED

COMPANY TRAINING PLAN					
COMPANY NAME					
TYPE OF TRAINING	I.E.	DIRECTORS (OFFICE BASED)	MANAGERS (OFFICE & SITE BASED)	SUPERVISORS	OPERATIVES
Induction	Induction Records	✓	✓	✓	✓
Induction (Annual Refresher)	Records	✓	✓	✓	✓
Company H&S documentation	Records	✓	✓	✓	✓
H&S Awareness	Records	✓	✓	✓	✓
Continued Professional Development (CPD)	Training Plan	*	*	✓	✓
CITB SSSTS	Supervisor specific	*	*	✓	✗
IOSH Managing Safely	Management specific	✓	✓	✗	✗
CSCS or equivalent	CSCS / CCNSG / ECS	*	*	✓	✓
Asbestos	Asbestos Awareness / TBT	**	**	**	**
First Aid	EFAW / FAW or equivalent	*	*	*	*
Fire Safety: Fire Warden/Marshall	Records	*	*	*	*
Manual handling	Manual Handling Awareness / TBT	*	*	✓	✓
S/NVQ Level 1, 2, 3	Certificates	*	✓	✓	✓
Specialist training: Equipment	Records	*	*	✓	✓
Toolbox Talks (TBT)	Records / Signatures of Attendance	*	*	✓	✓
* Unless applicable to job role					
** To be determined by company activities i.e. does the company work on refurbishment sites or new build sites					

13. WORK EQUIPMENT

1. Anyone who has ever had to select work equipment knows that there are many conflicting factors to consider. Cost may change a decision so that cheaper equipment is used in favour of better and more expensive equipment, although the combined cost of maintenance, capital outlay, downtime and lost production may well be more expensive in the long term. It is important to ensure that, if cheaper equipment is chosen, it will be reliable and will not present greater hazards by the nature of its construction.
2. Work equipment should be selected on the basis of its initial integrity, the nature of the task for which it is to be used and the nature of the working environment. The effect the equipment has on existing activities and the effect of existing activities on the equipment and its operator should be taken into account.
3. The purchaser should ensure that any new machinery bought is marked with the CE mark. The presence of this mark indicates that the designer and manufacturer have conformed with the essential Health and Safety requirements of all relevant EC Product Directives that apply to the equipment at the time of supply.
4. The safety of work equipment depends on the standard of design and manufacture, and the standard of maintenance and use. Although the manufacturer may supply equipment to a defined standard, and will almost certainly indicate some limits, the user may be tempted to exceed any stated limitations when faced with an unusual or urgent demand. Machinery safety, therefore, can be an area of potential conflict with an organisation.
5. Specific legislation to govern machinery safety includes the Provision and Use of Work Equipment Regulations 1998 and the Supply of Machinery (Safety) Regulations 2008.
6. Where equipment for lifting loads is in use, the Lifting Operations and Lifting Equipment Regulations 1998 will apply.
7. **MACHINERY HAZARDS**
 - 7.1. Machinery hazards will fall into two main classes, mechanical and non-mechanical.
8. **MECHANICAL HAZARDS**
 - 8.1. Mechanical hazards can give rise to injury as a result of:
 - > Contact or entanglement with the machinery,
 - > Trapping between the machine and any material or fixed structures,
 - > Contact or entanglement with any material in motion,
 - > Being struck by ejected parts of the machinery,
 - > Being struck by material ejected from the machinery.
 - 8.2. Basic machinery movement consists of rotary, sliding or reciprocation motion, or a combination of these. These movements can cause injury by entanglement, friction or abrasion, cutting, shearing, stabbing or puncture, impact, crushing, or by drawing a person into a position where one or more of these injuries can occur.
9. **CONTACT OR ENTANGLEMENT**
 - 9.1 Entanglement can occur from 'drawing in' hazards between two parts rotating in opposite directions, or from contact with singly rotating surfaces (e.g. a drill bit)
10. **CUTTING HAZARDS**
 - 10.1 Cutting hazards are created by all kinds of cutting tools such as milling cutters, circular saws, band saws, grinding machines or by the sharp edges of moving materials.

13. WORK EQUIPMENT

11. IMPACT

11.1 Impact injuries are caused when parts of machinery in motion hit a body but do not cause any penetrating injury.

12. CRUSHING

12.1 Crushing occurs when a part of the body is caught between a moving part of a machine and a static part of a nearby solid structure.

13. DRAWING IN HAZARDS

13.1 Shearing or crushing injuries can occur when a part of the body is drawn into an in-running nip, such as a V-belt and pulley or chain and sprocket. Nips are also formed between counter-rotating drums or rollers, between material wound onto a drum or material passing over roller conveyors.

14. NON-MECHANICAL HAZARDS

14.1 The use of machinery will also expose the operator to hazards other than those due to the mechanical actions of the machine. These can be activities associated with the task or incidental environmental conditions.

15. SELECTION OF SAFEGUARDS

15.1 Guards or safety devices suitable for the purpose should be used where there are hazards that cannot be avoided or sufficiently limited by design. Many of the accidents involving moving machinery are preventable by the use of reasonably practicable safeguards. About half of these preventable accidents occur because employers have failed to provide proper safeguards, and the other half are caused by employers removing the safeguards that have been provided.

16. CONTROLS

16.1 A control is the manual actuator that the operator touches to start a machine, change a function, such as speed or direction, and finally to stop the machine. It may operate directly but is more often a part of a control system incorporating sensors, limit devices, brakes, clutches or other components. A control may consist of nothing more than a simple on/off switch. New equipment will probably be supplied with appropriate controls; machines consisting of linked sub-assemblies may need a systematic risk assessment to determine the best positions for controls. The development of programmable electronic systems has brought new and less obvious risks into the workplace that cannot be easily assessed.

16.2 Controls must be positioned out of any danger zone, except those that perform a safety function, such as emergency stop controls. Emergency stop controls should be provided at every control position, and their operation should not increase the risk of injury from another source.

16.3 Operators should have a clear view from the control position so that no-one is placed at risk when a machine is started up. On complicated continuous production machinery this may not be possible, and procedures such as signalling will have to be devised to overcome the problem.

13. WORK EQUIPMENT

17. MOBILE WORK EQUIPMENT

17.1 There is no specific definition of mobile work equipment in PUWER 1998. This would, however, include forklift trucks and mobile elevating work platforms (MEWPs). Another example of mobile work equipment are automatically guided vehicles (AGVs). The safety of persons operating or likely to come into contact with mobile work equipment (MWE) must be ensured. No employee must be carried by MWE unless it is suitable for carrying persons and incorporates features for reducing to as low as reasonably practicable, risks to their health or safety, including risks from wheels or track. Forklift trucks should be equipped or adapted to reduce the risk to safety from its overturning to as low as reasonably practicable. Self-propelled work equipment must be provided with means to prevent unauthorised starting; have appropriate facilities to minimise the consequences of a collision.

18 MAINTENANCE

18.1 The Provision and Use of Work Equipment Regulations 1998 (PUWER) require employers to ensure that work equipment is maintained in an efficient state, in efficient working order and in good repair, and that where necessary has a maintenance log, the log is kept up to date. The statutory duty to maintain equipment so as to avoid risks to health and safety is therefore absolute and unqualified, and the keeping of records is mandatory where risks exist or where records are specified under other legislation. There may also be a statutory duty for equipment to undergo periodic testing and/or inspection.

18.2 The proper management of maintenance is often neglected, resulting in equipment that is unsafe, unreliable, unproductive and unprofitable. UK companies regularly spend more on maintaining existing plant and equipment than they do on new purchases, and much of this expenditure can be wasted because of poor planning. In order for a maintenance management programme to be effective, it must be planned in the same way as any other critical business activity that has a direct influence on profitability. Planning should begin with the preparation of a register of plant and equipment and maintenance schedule (including statutory tests and examinations) for individual items should be devised. This initial preparation can then be developed into an integrated programme which will include budget organisation and stock control for spare parts.

19 STATUTORY TESTS AND EXAMINATION

19.1 For ease of administration, statutory tests and examination should be incorporated into the maintenance schedules. Relevant statutes must be consulted to ensure compliance. The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) apply to almost all situations where lifting equipment is in use at work. These regulations require that any lifting equipment which is exposed to conditions causing deterioration which is liable to result in dangerous situations is thoroughly examined at intervals ranging from 6 to 12 months depending on what it is, and is subject to inspection by a competent person at suitable intervals between those thorough examinations. In specified circumstances, where the safety of lifting equipment depends on the installation conditions, it must be thoroughly examined after installation and before being put into service for the first time.

20 MAINTENANCE LOG

20.1 It is strongly recommended that maintenance activities are properly documented in a maintenance log. This will not only meet the requirements applying to certain equipment where the keeping of records is a statutory duty, but will also provide a plant history on which future maintenance and replacement programmes can be based.

13. WORK EQUIPMENT

21 INSPECTIONS

21.1 Regular inspections, daily, weekly or monthly, by the operator or user will greatly assist the maintenance and safety of the work equipment. Legislation requires formal inspections to be carried out on certain items of work equipment. Any faults found should be reported in accordance with Company procedures.

22 TRAINING

22.1 Operators should be fully informed of the hazards presented by machinery and the risk control measures employed. Training in the recognition of hazards and correct working procedures is an important part of risk control.

22.2 Operators have a responsibility for their own safety and that of others who may be affected by their activities. They should be fully involved in the risk management process. Although performance monitoring is an important function of supervision, communication and assistance should not be neglected.

22.3 Personal protective equipment should be supplied where its use results in a beneficial risk reduction when all other practicable precautions have been taken.

PART 5 - DOCUMENTATION

1. Accidents and Emergencies
2. Asbestos
3. Contractors
4. Equality
5. Electrical Safety
6. Fire and Emergencies
7. Hazard Reporting & Violent Incidents
8. Health and Safety Consultation
9. Occupational Health
10. Personal Protective Equipment
11. Safe Systems of Work
12. Training
13. Work Equipment

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1 ACCIDENT AND EMERGENCIES

1.1 INITIAL ACCIDENT / INCIDENT INVESTIGATION FORM		
Company:		
Accident / Incident Location:		
Date of Accident / Incident:		
SECTION A – DETAILS OF INJURY		
Injured person/s:		
What was the injury: i.e. laceration, fracture		
What part of the body was injured:		
About the accident: PLEASE TICK THE BOX THAT BEST DESCRIBES WHAT HAPPENED		
<input type="checkbox"/> Contact with moving machinery	<input type="checkbox"/> Fell from height	<input type="checkbox"/> Exposed to an explosion
<input type="checkbox"/> Hit by moving, flying or falling object	<input type="checkbox"/> Trapped by something collapsing	<input type="checkbox"/> Contact with electricity or an electrical discharge
<input type="checkbox"/> Hit by a moving vehicle	<input type="checkbox"/> Drowned or asphyxiated	<input type="checkbox"/> Injured by an animal
<input type="checkbox"/> Injured while handling, lifting or carrying	<input type="checkbox"/> Exposed to, or contact with, a harmful substance	<input type="checkbox"/> Physically assaulted by a person
<input type="checkbox"/> Slipped, tripped or fell on the same level	<input type="checkbox"/> Exposure to fire	<input type="checkbox"/> Other
Describe what happened:		
SECTION B – DETAILS OF PLANT / EQUIPMENT INVOLVED		
Type of equipment:		
Make / model:		
Serial No. / Reg. No.:		
Operator:		
Operators qualified:	YES / NO	If YES Expiry Date:
Date of last statutory inspection:		

1. ACCIDENT AND EMERGENCIES CONTINUED

SECTION C – WITNESS INFORMATION		
Witnesses to accident / incident:	YES / NO	How many?
<u>WITNESS 1</u>		
STATEMENT BY _____		
DATE	_____	
<i>This statement was taken down by _____, on ___/___/___, The witness was asked to read it and was then invited to add to it, delete from it or amend in any way. The witness then signed it as a true statement. This statement is true to the best of my knowledge and belief.</i>		
SIGNATURE OF WITNESS	SIGNATURE WITNESSED BY	
<u>WITNESS 2</u>		
STATEMENT BY _____		
DATE	_____	
<i>This statement was taken down by _____, on ___/___/___, The witness was asked to read it and was then invited to add to it, delete from it or amend in any way. The witness then signed it as a true statement. This statement is true to the best of my knowledge and belief.</i>		
SIGNATURE OF WITNESS	SIGNATURE WITNESSED BY	

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1 ACCIDENT AND EMERGENCIES CONTINUED

1.2 NEAR MISS REPORT

Company: _____

Location _____

Date: _____

Time: _____

DESCRIPTION:

PERSONS INVOLVED:

NAME:	POSITION:	EMPLOYER:

ACTION REQUIRED / RECOMMENDATIONS:

- | | | | |
|---|------------------------|---------------|-----------------------|
| 1 | Risk Assessment review | Yes / No / NA | DATE COMPLETED: _____ |
| 2 | H&S Policy review | Yes / No / NA | DATE COMPLETED: _____ |
| 3 | Training required | Yes / No / NA | DATE COMPLETED: _____ |
| 4 | RECOMMENDATIONS | | |

ADDITIONAL INFORMATION:

DETAILS OF PERSON COMPLETING NEAR MISS REPORT

Name: _____

Position: _____

Date: _____

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1. ACCIDENT AND EMERGENCIES – CONTINUED

1.3 POST ACCIDENT/INCIDENT CHECKLIST

Company: _____
 Accident/Incident Location: _____
 Date of Accident/Incident: _____
 Injured person/s: _____

TYPE OF ACCIDENT / INCIDENT:

MINOR COMPLETE 5.1.1 INITIAL INVESTIGATION FORM

OVER 3 DAY COMPLETE 5.1.1 INITIAL INVESTIGATION FORM

RIDDOR* REPORTABLE** IF TICKED INDICATE TYPE BELOW

Fatality

Specified injury or work related illness

Over 7 day

To a member of the Public

Dangerous Occurrence

ACCIDENT / INCIDENT INVESTIGATION COMPLETED: Yes / No

Internal _____

External _____

REVIEW OF ACCIDENT/INCIDENT INVESTIGATION REPORT RECOMMENDATIONS:

1	Risk Assessment	Yes / No / NA	DATE COMPLETED: _____
2	H&S Policy	Yes / No / NA	DATE COMPLETED: _____
3	Training required	Yes / No / NA	DATE COMPLETED: _____
4	Other: DETAILS: _____		

FURTHER INFORMATION:

DETAILS OF PERSON CARRYING OUT ACCIDENT / INCIDENT REPORT

Name: _____
 Company: _____
 Date: _____

* THE REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES 2013

** IN ACCORDANCE WITH COMPANY PROCEDURES DETAILED WITHIN PART 4, ACCIDENTS & EMERGENCIES, NOTIFY SENIOR MANAGEMENT OR CQMS LTD.

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1. ACCIDENT AND EMERGENCIES – CONTINUED

FORM FOR GUIDANCE ONLY

1.4 RETURN TO WORK INTERVIEW FORM		
Name:	Job title:	Department:
DATES OF ABSENCE		
From:	To:	
1. Reason(s) for absence: (to be completed for all absences)		
2. Was the absence due to a work related accident?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. If YES was it reported?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Date reported: (If R.I.D.D.O.R. reportable please also detail F2508 incident reference number)		
5. Are you fully fit to return to work to usual duties? (If no please supply further details below)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
6. Are you continuing to undergo treatment or taking any medication which may affect your ability to do your job? (If no please supply further details below)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7. Are there any adjustments to workplace / hours / duties to be made to facilitate a return to work (ref. GP's recommendations) or to eliminate further absence?		
8. Employee information: provide the employee with an update on any changes during period of absence.		
Employee signature:	Date:	
FOR OFFICE USE ONLY:		
Name of Interviewer:	<input type="checkbox"/> Further action required (IF YES DETAIL)	
Signature:		
Date:		

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2 ASBESTOS REGISTER & MANAGEMENT PROCEDURES

ASBESTOS REGISTER
AND
MANAGEMENT PROCEDURES

(PLEASE INSERT)

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3. HEALTH AND SAFETY ASSESSMENT QUESTIONNAIRE

CONSTRUCTION PROJECTS ONLY

COMPETENCY EVALUATION QUESTIONNAIRE			
COMPANY NAME:			
ADDRESS:			
TELEPHONE NUMBER:			
CONTACT NAME:			
1. GENERAL INFORMATION:			
1.1 How many employees do you employ?	LAST YEAR:	YEAR BEFORE:	YEAR BEFORE:
1.2 How many subcontractors do you use?	LAST YEAR:	YEAR BEFORE:	YEAR BEFORE:
1.3 Do you have valid insurances in place?	Yes / No	If YES , please attach a copy	
1.4 Are you a member of an SSIP Scheme?	Yes / No	If YES please attach evidence	
2. HEALTH AND SAFETY POLICY, ORGANISATION FOR HEALTH & SAFETY & ARRANGEMENTS			
2.1 Do you have a Health and Safety Policy?	Yes / No / NA	If YES , please attach a copy	
3. COMPETENT ADVICE: CORPORATE & CONSTRUCTION RELATED			
3.1 Who is your Competent Person?	Name:		
3.2 Is the person named above competent to give construction related advice?	Yes / No	If YES , please attach your Competent Persons CV	
4. TRAINING & INFORMATION			
4.1 Do you have a training plan in place?	Yes / No	If YES , please attach your company training record	
5. INDIVIDUAL QUALIFICATIONS & EXPERIENCE			
5.1 Do all your employees hold appropriate qualifications and experience for all assigned tasks and be competently supervised?	Yes / No	If YES , please attach copy certificates / cards and individual training records	
6. MONITORING, AUDIT & REVIEW			
6.1 Do you monitoring, auditing and review your company Health and Safety procedures?			

COMPETENCY EVALUATION QUESTIONNAIRE	
7. WORKFORCE INVOLVEMENT	
7.1 Do you hold consult with your workforce? i.e. hold safety meetings and risk assessment reviews	Yes / No
8. ACCIDENT / INCIDENT PROCEDURES	
8.1 Do you have accident / incident reporting procedures in place?	Yes / No
9. SUBCONTRACTORS/CONSULTING PROCEDURES (IF APPLICABLE)	
9.1 If you employ subcontractors how do you ensure they are competent? i.e. undertake competency assessments, monitor performance, check their insurance cover	
10. COOPERATING WITH OTHERS & COORDINATING YOUR WORK WITH OTHER CONTRACTORS	
10.1 How do you ensure cooperation and coordination with other contractors whilst working on site?	
11. RISK ASSESSMENT LEADING TO A SAFETY METHOD OF WORK (CONTRACTORS ONLY)	
11.1 Do you have Risk Assessments and Method Statements in place for all your company activities?	Yes / No If YES , please attach Risk Assessments & Method Statements
12. WELFARE PROVISION (PRINCIPAL CONTRACTORS & CONTRACTORS ONLY)	
12.1 Do you ensure that suitable welfare facilities are in place prior to commencement of works on site? i.e. Pre-start visits to site	Yes / No
<u>DECLARATION:</u>	
<p>I confirm that all information provided is true, to the best of my knowledge.</p> <p>I consent to the HSE being contacted, if necessary, to verify my answer to question 8.5.</p> <p>I understand that I will be required to ensure:</p> <ul style="list-style-type: none"> > All employees attend the Site Induction Programme undertaken on site. > All employees attend any safety presentations held whilst on site. > Safety method statements for activities to be undertaken that have been identified by my company as a medium or high risk are provided. > The names and addresses of self-employed operatives prior to commencement on site will be provided. 	
Name PLEASE PRINT	Job title:
Signature	Date:

4. EQUALITY

4.1 DISABILITY ACCESS REPORT

(PLEASE INSERT)

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5. ELECTRICAL

**5.1 MAINS ELECTRICAL
INSTALLATION CERTIFICATE**

(PLEASE INSERT)

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5. ELECTRICAL

5.3 LANDLORD GAS SAFETY
RECORD

(PLEASE INSERT)

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6. FIRE AND EMERGENCY DOCUMENTS

6.1 FIRE RISK ASSESSMENT

(PLEASE INSERT)

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7. HAZARD AND INCIDENT DOCUMENTATION CONTINUED

7.2 HAZARD REPORTING FORM

LOCATION:		SERIAL NO	
EMPLOYEE NAME:		DATE:	
INCIDENT OR HAZARD:			
REPORTED TO:			
MANAGEMENT ACTION TAKEN:			
Originator of Hazard Report advised of Action:			Yes/No
REVIEW DATE:			

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7 HAZARD AND INCIDENT DOCUMENTATION

7.4 VIOLENT INCIDENT REPORT FORM

LOCATION	
Date of incident:	Day of week: Time:
EMPLOYEE:	
Name:	Address:
Job/Grade:	
Store:	
What activity were you engaged in at the time of the incident?	
DETAILS OF ASSAILANT (S)	WITNESS (ES)
Name(s):	Name(s):
Address(es):	Address(es):
Age:	Age:
Male/Female:	Male/Female:
Other details:	Other details:
WHAT HAPPENED?	
Give an account of the incident, including any relevant events leading to the incident.	
OUTCOME	
Injury? Verbal Abuse? Anti-social behaviour? Damage to personal/other property?	
Time lost	
Legal action?	
DETAILS OF LOCATION OF INCIDENT	
Provide sketch if possible	
Any other relevant information	

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8. MAYFAIR CONTRACT FLOORING LTD RECORD OF HEALTH AND SAFETY CONSULTATION AND / OR COMMUNICATION

DATE	DETAILS			MINUTES AVAILABLE	FURTHER INFORMATION	FOLLOW UP REQUIRED?
	H&S COMMITTEE MEETING	CLIENT MEETING	H&S AUDIT			
				Y/N		Y/N:
				Y/N		Y/N:
				Y/N		Y/N:
				Y/N		Y/N:
				Y/N		Y/N:
				Y/N		Y/N:
				Y/N		Y/N:

MAYFAIR CONTRACT FLOORING LTD RECORD OF HEALTH AND SAFETY ADVICE

DATE	DETAILS	FURTHER INFORMATION

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9. OCCUPATIONAL HEALTH

9.1 OCCUPATIONAL HEALTH QUESTIONNAIRE

EXAMPLE DOCUMENT

(PRIVATE AND CONFIDENTIAL)

SECTION A: PERSONAL INFORMATION			
Surname:			
Forename/s:			
Home Address:			
Postcode:			
Date of Birth:			
Telephone No.:			
Job Description			
<i>All medical information will remain confidential to Mayfair Contract Flooring Ltd</i>			
SECTION B: MEDICAL INFORMATION			
Have you ever suffered from or received treatment for any of the following?			
PLEASE TICK APPROPRIATE BOX			YES
NO			
1.	Heart Trouble / Angina		
2.	Any Circulatory Disorder/Hand/Arm Vibration Syndrome		
3.	Rheumatic Fever		
4.	High Blood Pressure		
5.	Diabetes		
6.	Kidney / Bladder Trouble		
7.	Jaundice / Liver		
8.	Stomach		
9.	Frequent Sore Throats		
10.	Ear Infection / Hearing Defect		
11.	Fits / Blackouts / Dizziness / Fainting		
12.	Migraine / Frequent or Severe Headache		
13.	Anxiety / Anorexia / Mental Illness		
14.	Joint Disorders		
15.	Back Injury / Back Problems		
16.	Varicose Veins		
17.	Skin Problems - Eczema / Dermatitis		
18.	Hernia (Rupture)		

9.1 OCCUPATIONAL HEALTH QUESTIONNAIRE

Medical Information Continued:			
Have you ever suffered from or received treatment for any of the following?			
Please tick appropriate box		YES	NO
19.	Arthritis		
20.	Any ill health related to taking drugs or alcohol		
21.	Any other serious illness or operation		
<p><i>Please give details below including dates, duration and treatment for any of questions 1 - 21 to which you have answered 'yes', or if you have any doubt about your answers.</i></p>			

SECTION C

PLEASE TICK APPROPRIATE BOX (IF NECESSARY)		YES	NO
1.	Do you smoke?		
2.	Have you ever smoked for as long as one year?		
3.	How many years have you smoked?		
4.	How many do (did) you smoke?		
5.	<u>Ex-smokers</u> When did you stop smoking?		
6.	Have you ever had:		
	a. an injury / operation affecting your chest?		
	b. bronchitis?		
	c. pleurisy?		
	d. pulmonary tuberculosis?		
	e. hay fever?		
	f. bronchial asthma?		
7.	a. Is your eyesight satisfactory (with glasses, if worn)?*		
	b. Has your colour vision been tested?		
	If yes, is your colour vision normal or deficient?		
	c. Do you expect to use a VDU on a regular basis?		
8.	Is your hearing satisfactory (with hearing aid, if worn)?		
9.	Have you had any absence due to illness during the past 5 years (including injury or disability) totalling 10 days or more in any one year? If yes, please give details of illness and periods of absence:		

9.1 OCCUPATIONAL HEALTH QUESTIONNAIRE

10.	Are you receiving any form of medical treatment at the present time or regularly taking any medicines, i.e. tablets, injections or special diet? Please give details:		
-----	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--

**Under the Display Screen Equipment Regulations 1992, eye tests will be carried out, as applicable.*

SECTION D: PERSONAL DETAILS

What is your height (without shoes)?	
--------------------------------------	--

What is your weight (without shoes)?	
--------------------------------------	--

Is your weight increasing / steady/ reducing?	
-----------------------------------------------	--

Please state approximate weekly alcohol consumption	
-----------------------------------------------------	--

Have you ever been vaccinated or immunised against the following?	
-------------------------------------------------------------------	--

If yes, state when:	Yes	No	Childhood	Other date
TB (BCG)				
RUBELLA (German Measles)				
POLIO				
TETANUS				
HEPATITIS B				
OTHER				

SECTION E: OCCUPATIONAL HISTORY

START/FINISH	JOB TITLE

SECTION F: NOISE

Please tick appropriate box		YES	NO
1.	Have you worked in an environment that requires hearing protection?		
2.	Do you suffer from hearing loss?		
3.	Do you suffer with tinnitus/ringing in the ear?		
4.	Has your hearing deteriorated in the last year?		
5.	Do you wear a hearing aid?		
6.	Have you been provided with hearing protection?		
7.	Is the protection comfortable to wear?		
8.	Do you use it?		

9.1 OCCUPATIONAL HEALTH QUESTIONNAIRE

SECTION G: VIBRATION			
Please tick appropriate box (if necessary)		YES	NO
1.	Have you ever used tools or equipment that vibrates or has an impact?		
2.	Do you have any numbness/tingling in your fingers lasting more than 20 minutes?		
3.	Do you have numbness/tingling in your fingers any other time?		
4.	Do you have numbness/tingling in your hand/wrist?		
5.	Have your fingers ever gone white on exposure to cold?		
6.	Are you experiencing any problems in your hands/wrists/shoulders?		
7.	Do you have difficulty gripping small objects?		
I declare to the best of my knowledge the answers to the questions on this form are correct. I understand that a false declaration may lead to subsequent termination of my employment.			
Signature		Date:	

9. OCCUPATIONAL HEALTH CONTINUED

PRIVATE AND CONFIDENTIAL

9.2 NEW AND EXPECTANT MOTHERS AT WORK
RISK ASSESSMENT

1. The phrase 'New & Expectant Mothers' means an employee who is pregnant, who has given birth in the previous six months, or who is breastfeeding.
2. Initial risk assessments should take account of potential risks to females of child bearing age. Procedures for controlling risks to the workforce will normally be sufficient. Any risks identified should be brought to the attention of employees.
3. On receipt of notification of pregnancy, birth, or breastfeeding a specific risk assessments is to be completed. A copy of the findings must be brought to the attention of the employee.
4. The individual assessment must be reviewed as pregnancy progresses and during post natal and breastfeeding.

Assessment Date:		Assessors Name:	
Review Date:		Assessors Position:	
EMPLOYEE DETAILS			
Name:		Position:	
RISK ASSESSMENT			
Has specific medical advice been received?		Yes/No	
If yes, please attach a copy and note any actions taken as a result.			
RISK	CONSIDER	FINDINGS	ACTION
Movements & Posture	Nature, duration and frequency of tasks		
	Pace and intensity of the work		
	General environment (heat, cold) and suitability of equipment, confined spaces		
	Patterns of work – time and rest breaks		
Manual Handling	There is likely to be increased risk and manual handling should be avoided or minimised.		

9. OCCUPATIONAL HEALTH CONTINUED

PRIVATE AND CONFIDENTIAL

9.2 NEW AND EXPECTANT MOTHERS AT WORK - RISK ASSESSMENT CONTINUED

RISK	CONSIDER	FINDINGS	ACTION
Lone Working	Increased risk of medical emergency.		
Violence	Increased risk of injury.		
Working Conditions	Rest facilities, hygiene facilities (pregnant and nursing mothers may need frequent access to welfare facilities and a private room for breastfeeding or expressing milk for which a storage facility may also be required).		
	Mental and physical fatigue		
	Stress		
	Work at height (including stepladders)		
Additional Considerations	Sickness & Headaches		
	Backache (increased by prolonged standing)		
	Increased size		
	Tiredness		
	Balance (wet/slippery surfaces)		
	Comfort (clothing/PPE)		
	Seating		
Assessors Signature:		Date:	
Copy Received by: (Employee signature)		Date:	

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11. PERMIT TO WORK

11.1 ASBESTOS					
MAYFAIR CONTRACT FLOORING LTD PERMIT TO WORK			PERMIT NUMBER:		
PART 1:	LOCATION AND JOB DETAILS				
LOCATION:					
ROOM/PLOT:		DATE:		TIME:	
DESCRIPTION OF WORK:					
PART 2	CONTROLS				
Asbestos management report available			YES	NO	N/A
Asbestos survey carried out			YES	NO	N/A
Operatives competent and trained to recognise asbestos			YES	NO	N/A
Work activity WILL NOT displace asbestos materials			YES	NO	N/A
Other precautions:					
<i>NO OTHER WORK THAN THAT STATED ABOVE TO BE CARRIED OUT</i>					
PART 3	DECLARATION BEFORE WORK STARTS				
I have issued this Permit to Work and ensured a safe system of work is in place.					
Signed: _____		Name: _____			
Date: _____		Time: _____			
I have read and understood the requirements of this Permit, associated risk assessments and method statements.					
Signed: _____		Name: _____			
Date: _____		Time: _____			
PART 4	DECLARATION ON COMPLETION OF WORKS				
The works specified in the above Permit have been completed. The work area has been left in a safe and tidy condition.					
Signed: _____		Name: _____			
Date: _____		Time: _____			
By the signature above the contractor declares the works to which this Permit refers to is completed. I hereby cancel this Permit to Work.					
Signed: _____		Name: _____			
Date: _____		Time: _____			

**THIS PERMIT IS TO LAST NO LONGER THAN 24 HOURS.
IT IS THEN TO BE KEPT AS A RECORD FOR 6 MONTHS**

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11. PERMIT TO WORK CONTINUED

11.2 CONFINED SPACES ENTRY					
MAYFAIR CONTRACT FLOORING LTD PERMIT TO WORK			PERMIT NUMBER:		
PART 1:	LOCATION AND JOB DETAILS				
LOCATION:					
ROOM/PLOT:		DATE:		TIME:	
DESCRIPTION OF WORK:					
PART 2	CONTROLS				
Is entry into the confined space necessary?			YES	NO	N/A
Is the confined space vertical?			YES	NO	N/A
Is the confined space horizontal?			YES	NO	N/A
Has the atmosphere been tested?			YES	NO	N/A
Is the access/egress adequate?			YES	NO	N/A
Has mechanical/electrical been isolated?			YES	NO	N/A
Specialist tools and equipment provided?			YES	NO	N/A
Are emergencies and procedures equipment required?			YES	NO	N/A
Are operatives trained for the task?			YES	NO	N/A
Has suitable PPE / RPE been provided?			YES	NO	N/A
Other precautions:					
PART 3	DECLARATION BEFORE WORK STARTS				
I have issued this Permit to Work and ensured a safe system of work is in place.					
Signed: _____		Name: _____			
Date: _____		Time: _____			
I have read and understood the requirements of this Permit, associated risk assessments and method statements.					
Signed: _____		Name: _____			
Date: _____		Time: _____			
PART 4	DECLARATION ON COMPLETION OF WORKS				
The works specified in the above Permit have been completed. The work area has been left in a safe and tidy condition.					
Signed: _____		Name: _____			
Date: _____		Time: _____			
By the signature above the contractor declares the works to which this Permit refers to is completed. I hereby cancel this Permit to Work.					
Signed: _____		Name: _____			
Date: _____		Time: _____			

**THIS PERMIT IS TO LAST NO LONGER THAN 24 HOURS.
IT IS THEN TO BE KEPT AS A RECORD FOR 6 MONTHS.**

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11. PERMIT TO WORK CONTINUED

11.3 ELECTRICAL WORK					
MAYFAIR CONTRACT FLOORING LTD PERMIT TO WORK			PERMIT NUMBER:		
PART 1:	LOCATION AND JOB DETAILS				
LOCATION:					
ROOM/PLOT:		DATE:		TIME:	
DESCRIPTION OF WORK:					
PART 2	CONTROLS				
Can the plant/equipment/system be isolated?			YES	NO	N/A
Can the isolation system be locked?			YES	NO	N/A
Are notices being displayed?			YES	NO	N/A
Are all tools insulated?			YES	NO	N/A
Can other operatives be excluded?			YES	NO	N/A
Other precautions:					
PART 3	DECLARATION BEFORE WORK STARTS				
I have issued this Permit to Work and ensured a safe system of work is in place.					
Signed: _____		Name: _____			
Date: _____		Time: _____			
I have read and understood the requirements of this Permit, associated risk assessments and method statements.					
Signed: _____		Name: _____			
Date: _____		Time: _____			
PART 4	DECLARATION ON COMPLETION OF WORKS				
The works specified in the above Permit have been completed. The work area has been left in a safe and tidy condition.					
Signed: _____		Name: _____			
Date: _____		Time: _____			
By the signature above the contractor declares the works to which this Permit refers to is completed. I hereby cancel this Permit to Work.					
Signed: _____		Name: _____			
Date: _____		Time: _____			

**THIS PERMIT IS TO LAST NO LONGER THAN 24 HOURS.
IT IS THEN TO BE KEPT AS A RECORD FOR 6 MONTHS**

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11. PERMIT TO WORK CONTINUED

11.4 PERMIT TO DIG				
MAYFAIR CONTRACT FLOORING LTD PERMIT TO WORK			PERMIT NUMBER:	
PART 1:	LOCATION AND JOB DETAILS			
LOCATION:				
AREA/PLOT:	DATE:	TIME:		
DESCRIPTION OF WORK:				
PART 2	CONTROLS			
Service drawing available on site	YES	NO	N/A	
CAT scanner on site and trained operatives available	YES	NO	N/A	
Services, once identified, have been marked to identify service route	YES	NO	N/A	
Method of preventing trench collapse in place	YES	NO	N/A	
Trench boxes/shoring/battering back/excavation stepped	YES	NO	N/A	
Will excavation work take place close to service	YES	NO	N/A	
Method of dig	MACHINE	HAND	AIR TOOLS	
Fencing of excavation required	YES	NO	N/A	
Traffic management required	YES	NO	N/A	
End of day safety measures required	BACK FILL & MAKE GOOD	COVER WITH ROAD PLATE	FENCING	
Other precautions:				
PART 3	DECLARATION BEFORE WORK STARTS			
I have issued this Permit to Work and ensured a safe system of work is in place.				
Signed: _____		Name: _____		
Date: _____		Time: _____		
I have read and understood the requirements of this Permit, associated risk assessments and method statements.				
Signed: _____		Name: _____		
Date: _____		Time: _____		
PART 4	DECLARATION ON COMPLETION OF WORKS			
The works specified in the above Permit have been completed. The work area has been left in a safe and tidy condition.				
Signed: _____		Name: _____		
Date: _____		Time: _____		
By the signature above the contractor declares the works to which this Permit refers to is completed. I hereby cancel this Permit to Work.				
Signed: _____		Name: _____		
Date: _____		Time: _____		

**THIS PERMIT IS TO LAST NO LONGER THAN 24 HOURS.
IT IS THEN TO BE KEPT AS A RECORD FOR 6 MONTHS**

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11. PERMIT TO WORK CONTINUED

11.5 HOT WORKS					
MAYFAIR CONTRACT FLOORING LTD PERMIT TO WORK			PERMIT NUMBER:		
PART 1:	LOCATION AND JOB DETAILS				
LOCATION:					
ROOM/PLOT:		DATE:		TIME:	
DESCRIPTION OF WORK:					
PART 2	CONTROLS				
Loose combustible materials cleared			YES	NO	N/A
Non-moveable combustible materials covered			YES	NO	N/A
Gas cylinders secured			YES	NO	N/A
Work equipment maintained			YES	NO	N/A
Other person who may be affected removed			YES	NO	N/A
Bitumen boilers/lead heater 3m from gas cylinders			YES	NO	N/A
Welding/cutting/grinding work area screened to contain spray			YES	NO	N/A
Suitable fire extinguishers in place for the work area			YES	NO	N/A
Fire check carried out 30 minutes after completion			YES	NO	N/A
Other precautions:					
PART 3	DECLARATION BEFORE WORK STARTS				
I have issued this Permit to Work and ensured a safe system of work is in place.					
Signed: _____		Name: _____			
Date: _____		Time: _____			
I have read and understood the requirements of this Permit, associated risk assessments and method statements.					
Signed: _____		Name: _____			
Date: _____		Time: _____			
PART 4	DECLARATION ON COMPLETION OF WORKS				
The works specified in the above Permit have been completed. The work area has been left in a safe and tidy condition.					
Signed: _____		Name: _____			
Date: _____		Time: _____			
By the signature above the contractor declares the works to which this Permit refers to is completed. I hereby cancel this Permit to Work.					
Signed: _____		Name: _____			
Date: _____		Time: _____			

**THIS PERMIT IS TO LAST NO LONGER THAN 24 HOURS.
IT IS THEN TO BE KEPT AS A RECORD FOR 6 MONTHS.**

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11. PERMIT TO WORK CONTINUED

11.6 WORK AT HEIGHT				
MAYFAIR CONTRACT FLOORING LTD PERMIT TO WORK			PERMIT NUMBER:	
PART 1:		LOCATION AND JOB DETAILS		
LOCATION:				
ROOM/PLOT:	DATE:	TIME:		
DESCRIPTION OF WORK:				
PART 2		CONTROLS		
Firm level ground to base equipment on.	YES	NO	N/A	
Overhead cable and obstruction avoided or precautions taken.	YES	NO	N/A	
Fragile areas identified and protected (eg roof lights).	YES	NO	N/A	
Scaffolds and tower scaffolds erected.	YES	NO	N/A	
Working platform (eg MEWP) operated by a trained, competent, person.	YES	NO	N/A	
Collective fall arrest systems (nets, bags, crash deck).	YES	NO	N/A	
Individual fall arrest systems (harness and lanyard)	YES	NO	N/A	
Operatives trained and competent in use of personal fall arrest system include inspection of harness / lanyard	YES	NO	N/A	
Ladders – Short duration, simple tasks (secured and at the correct angle).	YES	NO	N/A	
Risk Assessment in place for the task.	YES	NO	N/A	
Other precautions:				
PART 3		DECLARATION BEFORE WORK STARTS		
I have issued this Permit to Work and ensured a safe system of work is in place.				
Signed: _____		Name: _____		
Date: _____		Time: _____		
I have read and understood the requirements of this Permit, associated risk assessments and method statements.				
Signed: _____		Name: _____		
Date: _____		Time: _____		
PART 4		DECLARATION ON COMPLETION OF WORKS		
The works specified in the above Permit have been completed. The work area has been left in a safe and tidy condition.				
Signed: _____		Name: _____		
Date: _____		Time: _____		
By the signature above the contractor declares the works to which this Permit refers to is completed. I hereby cancel this Permit to Work.				
Signed: _____		Name: _____		
Date: _____		Time: _____		

THIS PERMIT IS TO LAST NO LONGER THAN 24 HOURS.

IT IS THEN TO BE KEPT AS A RECORD FOR 6 MONTHS.

NOTE: THIS WORK PERMIT DOES NOT APPLY TO THOSE CONSTRUCTION COMPANIES INVOLVED IN NEW BUILD/REFURBISHMENT WHERE THEY ARE IN CONTROL OF THE SITE

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12. TRAINING RECORDS

12.1 EMPLOYEE HEALTH AND SAFETY INDUCTION TRAINING

Name: _____ Department: _____
 Position/Job: _____ Recruitment Date: _____

INDUCTION MANDATORY INSTRUCTION			
DETAILS	YES	NO	N/A
1. COMPANY HEALTH AND SAFETY DOCUMENTATION:			
1.1 Policy & Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Risk Assessments: General	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Risk Assessments: Manual Handling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4 Risk Assessments: COSHH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5 Employee Handbook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6 Documentation Updates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. PERSONAL PROTECTIVE EQUIPMENT			
2.1 How PPE is used / worn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Visual checks / PPE inspections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Reporting Defects / loss of PPE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. LOCATION OF HEALTH AND SAFETY INFORMATION AND NOTICES			
3.1 Tour of premise and signage			
3.2 Health and Safety Law Poster	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Health and Safety Policy Statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4 Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5 Fire Action Notices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.6 First Aid Notices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.7 Task / Equipment signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. EMERGENCY PROCEDURES			
4.1 Evacuation & Fire Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2 Fire Alarm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3 Emergency signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4 Fire Extinguishers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5 Accident Reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.6 First Aid arrangements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12.1 EMPLOYEE HEALTH AND SAFETY INDUCTION TRAINING RECORD CONTINUED

5. WELFARE ARRANGEMENTS				
5.1	Toilets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2	Rest Area / Canteen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3	Smoking policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. FOOD SAFETY AND HYGIENE				
6.1	Storage of food / drinks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2	Preparation of food	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. HAZARDS				
7.1	General Hazards in the Work Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.2	Specific Hazards and Relevant Safety Procedures of the Job/Task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. ELECTRICAL SAFETY				
8.1	Electrical safety in the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.2	PAT testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.3	Reporting hazards / defects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. KEY PERSONNEL				
9.1	Manager / Supervisor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.2	Health and Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.3	First Aider	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.4	Fire Marshal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. WASTE DISPOSAL & THE ENVIRONMENT				
10.1	Housekeeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.2	Correct disposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.3	Environmental issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. EMPLOYEE RESPONSIBILITIES				
11.1	Risk Assessments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.2	Permits to Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.3	Drugs & Alcohol Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.4	Plant & Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.5	Work at Height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.6	Manual Handling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EMPLOYEE SIGNATURE:	DATE:
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NOTE/S:

1. YOUNG PERSONS WILL REQUIRE ADDITIONAL INDUCTION TO INCLUDE SPECIFIC RISK ASSESSMENTS INTRODUCTION TO THEIR SUPERVISOR.
2. THIS DOCUMENT SHOULD BE COPIED AND COMPLETED WITH ALL EMPLOYEES ON THEIR FIRST WORKING DAY WITH THE COMPANY AND THEN STORED IN THEIR EMPLOYEE RECORD FILE.

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13. WORK EQUIPMENT INSPECTION/MAINTENANCE RECORD CONTINUED

13.2 DAILY VEHICLE CHECKLIST

(CHECKS TO BE CONDUCTED BEFORE USE OF THE VEHICLE)

VEHICLE REGISTRATION:		ODOMETER READING:	
VEHICLE MAKE/TYPE:		OPERATOR:	
ITEM	✓ / ✘ / NA	COMMENT	
EXTERNAL VEHICLE CONDITION			
Condition of vehicle bodywork, windscreen, windows, lights			
Condition of windscreen wiper blades			
Cleanness of windscreen, windows, mirrors, lights, number plate			
Security of load, trailer, roof rack			
Condition of tyres, tyre pressure, tyre wear			
Availability of spare wheel & jack			
FLUIDS			
Engine oil level			
Coolant level			
Windscreen wash level			
Brake/clutch fluid			
Power steering fluid			
Condition of battery			
No oil or waste leakage			
VEHICLE INTERIOR AND EQUIPMENT			
Condition & function of seat belts			
Head restraint adjustment			
Mirror adjustment			
First aid kit			
Fire extinguisher			
Torch			
Warning triangle			
Vehicle handbook			
FUNCTION CHECKS BEFORE STARTING THE JOURNEY			
Warning light			
All lights			
Horn			
Washers & wipers			
Brake			
Fuel			
ALL THE ITEMS ABOVE HAVE BEEN CHECKED AND ANY DEFECTS AND OMISSIONS REPORTED.			
DRIVER'S SIGNATURE:		DATE:	

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PART 6 - COMPANY RISK ASSESSMENTS

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CQMS LIMITED - RISK ASSESSMENT PRINCIPLES

RISK RATING = PROBABILITY/FREQUENCY x SEVERITY

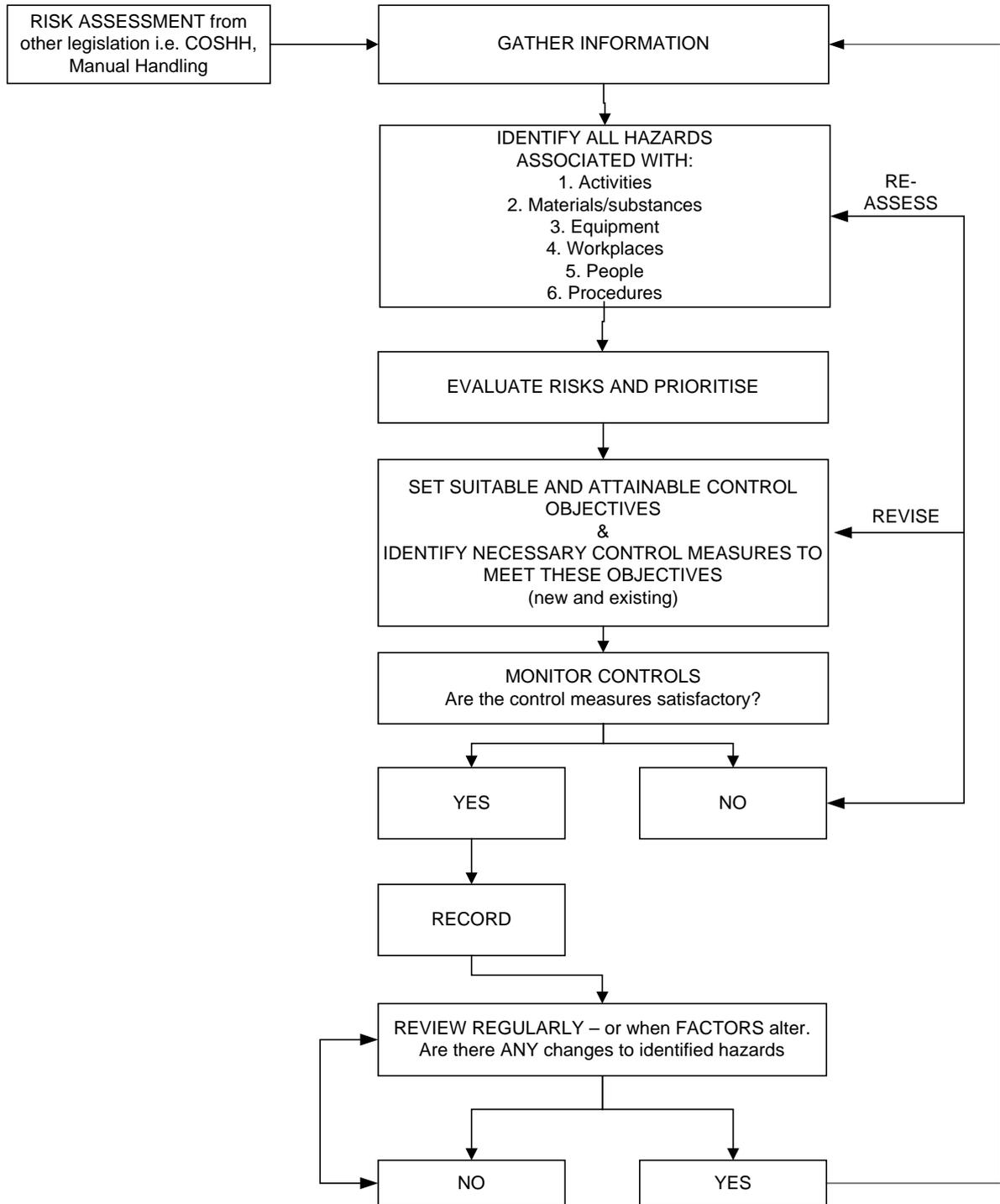
PROBABILITY/FREQUENCY SCALE		
Probability / Frequency	Descriptive phrase	
6	Inevitable/almost a certainty	
5	A frequent occurrence	
4	An occasional occurrence	
3	A very likely occurrence	
2	A possible occurrence	
1	A highly improbable occurrence	
SEVERITY SCALE		
Severity	Descriptive phrase	
6	Multiple fatalities	
5	Single fatality	
4	Major injury - permanent incapacity	
3	Major injury, absent from work for more than 7 days but with subsequent full recovery.	
2	Minor injury, absent from work for less than 7 days with complete recovery.	
1	Minor injury with no lost time and complete recovery.	
SCORE RATING/PRIORITY OF ACTION SCALE		
16-36	High	Immediate action
8-15	Medium	Action within 3 to 6 months
2-6	Low	Action within 6 to 12 months
1	Insignificant	No immediate action - keep under review

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GENERAL RISK ASSESSMENTS
AS REQUIRED BY THE
MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999

RISK ASSESSMENT

(THE MAIN STEPS)



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DSE RISK ASSESSMENTS
AS REQUIRED BY THE
HEALTH AND SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATIONS 1992

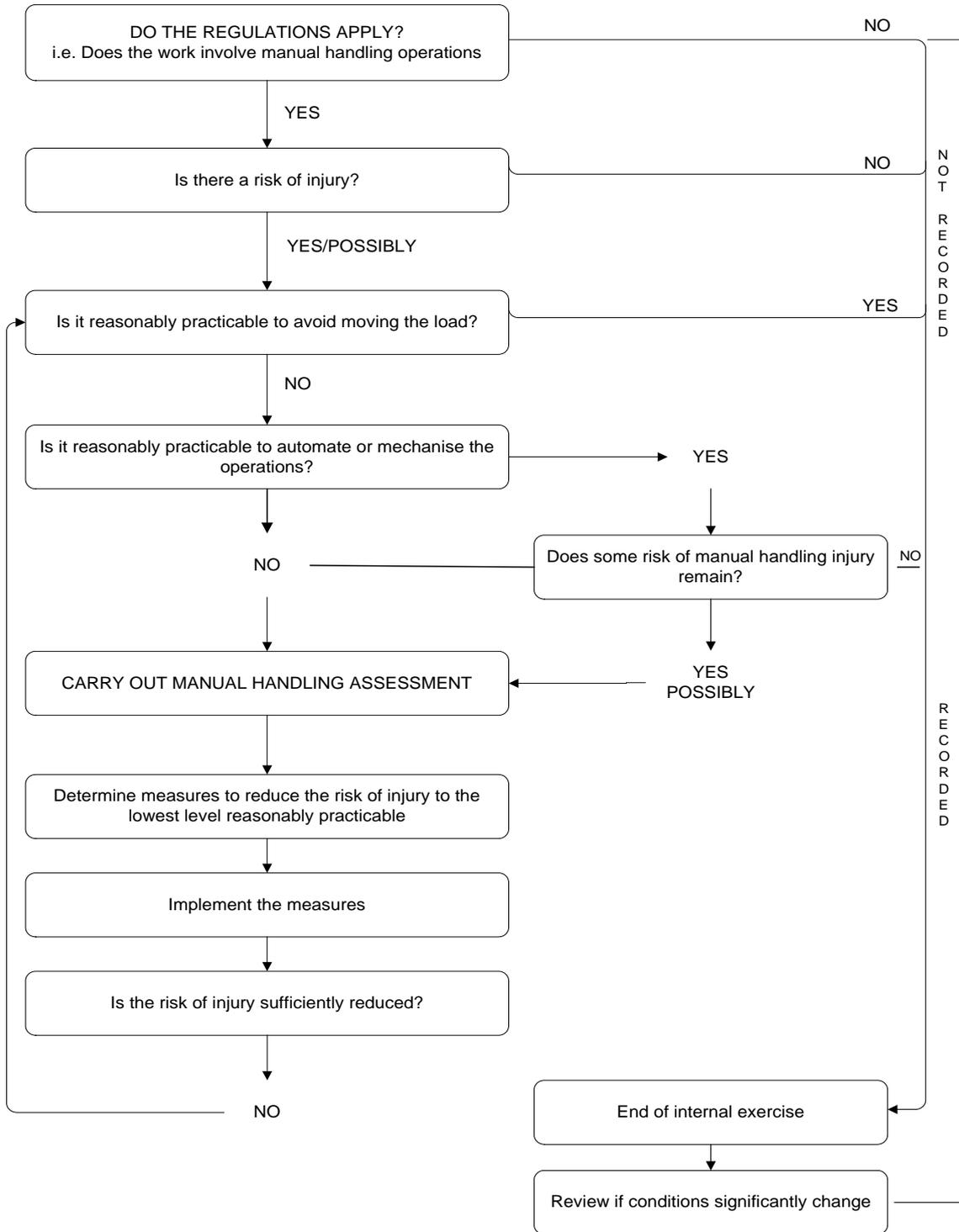
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MANUAL HANDLING RISK ASSESSMENTS
AS REQUIRED BY THE
MANUAL HANDLING OPERATIONS REGULATIONS 1992

MANUAL HANDLING OPERATIONS REGULATIONS 1992

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COSHH RISK ASSESSMENTS
AS REQUIRED BY THE
CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002

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SAFETY DATA SHEETS
TO SUPPORT MAYFAIR CONTRACT FLOORING LTD COSHH ASSESSMENTS

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PART 7 - METHOD STATEMENTS
(SAFE SYSTEMS OF WORK)

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