

LOFT

HEALTH & SAFETY
POLICY



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Manchester
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1st June 2010 (Review Date 1st June 2011)

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LOFT

HEALTH & SAFETY POLICY

Ben Hall of **LOFT – BUY TO LET FURNISHINGS** are committed to the principles contained in the Health and Safety at Work Act 1974. We recognise the company's responsibilities for ensuring the health, safety and welfare of employees whilst at work, and our duty of care towards others who may be affected by our undertakings.

It is the company's policy to do all that is necessary to prevent personal injury, ill health, damage to property and equipment and to protect everyone from foreseeable work hazards.

This policy also extends to non-employees of **LOFT**, insofar as they may be affected by the undertakings of the company and its products.

In particular we will, so far as is reasonably practicable, provide and maintain:

- Plant, equipment and systems of work that are safe and without risk to health, safety and welfare.
- Safe arrangements for the use, handling, storage and transportation of articles and substances.
- Sufficient information, instruction, training and supervision to enable employees to avoid hazards at work, and to contribute positively to the health, safety and welfare of themselves and others.
- A safe place of work and safe means of access and egress.
- A safe and healthy working environment.
- Adequate welfare facilities.

We will make available all necessary safety devices and protective equipment. The company will maintain a constant and continuing interest in all health, safety and welfare matters applicable to **LOFT**.

This policy will be revised: when there are major changes in the size and nature of the business, when necessary to take into account new legislation, and following any significant health and safety-related incident or near-miss.

To ensure that the policy remains up-to-date, it will be formally reviewed at least once per year.

Print: Ben Hall

Signed.....

Date 1st June 2010

(Managing Director)

LOFT

HEALTH & SAFETY MANAGEMENT PROCEDURES.

Ben Hall of **LOFT** are committed to provide a Health and Safety induction to all employees and sub contractors when they start work.

The induction will cover the Companies Health & Safety Policy, and basic health & safety such as first aid and fire safety.

Employees will be issued a copy of the Companies Health & Safety Policy and will sign below to say that they have read the document and agree to it's contents. Employees will have specific job training which includes the health and safety aspects of the job they are about to undertake.

Sub-Contractors will be shown and talked through the Companies Health & Safety Policy and will sign bellow to say that they have been taken through the document and agree to it's contents

The Health and Safety induction will form part of a record and an agreement by thoughts taking part that they have participated in a Health and Safety induction and are of clear understanding by signing below.

All signed forms will be kept in the companies health and safety file.

Signed..... Date.....

(Employee/Sub-Contractor)

Signed..... Date.....

(Managing Director)

LOFT

SAFETY ORGANISATION

The following defines the responsibilities and authority at each level of management, and of all employees, to ensure that the objectives of the General Policy Statement are achieved.

The Managing Director, Ben Hall

Who has overall responsibility for the health and safety performance of the company, will:

1. Oversee the effective application of the Health and Safety Policy.
2. Ensure that adequate funds and facilities are available to meet the requirements of the Health and Safety Policy.
3. Ensure that any significant accident or incident is formally reported, recorded and investigated.
4. Review health, safety and welfare standards and practices within the company on a regular basis.
5. Ensure that the company disciplinary procedure is adequate to deal with those who breach the company Health and Safety Policy.

Managers/Supervisors

Has responsibility for:

1. Providing staff with the necessary information, instruction, training and supervision.
2. Ensuring that all employees have a safe place to work, with safe means of access and egress.
3. Maintaining a safe working environment and adequate welfare facilities.
4. Acting immediately upon any observed or reported breach of the safety rules.
5. Encouraging staff to identify and report any hazards or risks that may require attention.
6. Arranging for any health and safety training that is needed, and reviewing the health and safety training needs at regular intervals.
7. Reporting any accidents, near-misses or dangerous occurrence to the Commercial Director.

8. Seeking the advice of external specialists as and when required.
9. Taking steps to promote health and safety awareness amongst employees.
10. Ensuring that all who purchase products or contract services on behalf of **LOFT** request relevant health and safety information from the supplier. Thereafter, establishing that all such products and services comply with current health and safety legislation.

All LOFT Employees/Sub Contractors

Have responsibility to comply with the company Health and Safety Policy, and as a condition of employment must:

1. Take reasonable care for the safety of themselves and other persons.
2. Understand, obey and use the safety rules and practices relating to their work.
3. Maintain all tools and equipment, and keep them in a clean, tidy and safe working condition.
4. Draw to the attention of the relevant manager any significant safety risks.
5. Report all accidents, even if no-one was injured, and report any first-aid equipment used from the first-aid box.
6. Wear the safety footwear and other protective clothing provided.
7. Familiarise themselves when working on sites, eg manual handling issues, with any local safety rules and regulations.
8. Report to management any defects in tools or equipment.
9. Avoid improvisation, short cuts and deviation from approved work methods as this entails unnecessary risks.
10. Bring forward any constructive suggestions about ways of eliminating hazards, and improving the standards of health and safety.
11. Take all necessary steps to enable the company Health and Safety Policy to be implemented in an effective way.

ARRANGEMENTS FOR HEALTH AND SAFETY OF EMPLOYEES

1. ACCIDENTS AT WORK

1. This policy outlines the procedures which are to be adopted when any employee, or visitor suffers an accident during the course of their employment or whilst on site. The same principles apply when an employee, visitor or contractor has experienced a near-miss or dangerous occurrence.

For the purposes of this policy, brief definitions and examples of an accident and a near-miss are given below:

2. Accidents

Are unplanned events which cause injury to persons, damage to property or a combination of both. Examples include: cuts, bruises, fractures, falls, effects of exposure to substances, damage to property.

3. Near-misses

Are unplanned events which did not cause injury or damage, but could have done so. Examples include: items falling near-by to personnel, short-circuits on electrical equipment, tripping over objects.

4. The Accident Book

- a) All accidents must be recorded in the company accident book.
- b) Entries in the accident book will be regularly reviewed to ascertain the nature of incidents which have occurred in the workplace. This review will be in addition to an individual investigation of the circumstances surrounding each incident.
- c) All near-misses must be notified to the LOFT management as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.
- d) The accident book must be retained for at least three years from the last date of entry.

5. Details to be recorded:

- a) the date and time of the incident.
- b) the full name and address of person(s) affected.
- c) the person completing the entry if different from the above.
- d) occupation of person(s) affected.

- e) the nature of injury or condition.
- f) place where the accident or near-miss occurred.
- g) a brief but clear description of the circumstances.

6. Reporting Procedure – Staff

- a) In addition to an entry in the accident book, any accident or dangerous occurrence must be reported to a responsible person. Injuries which occur whilst carrying out work duties off-site must be reported in the same way, and the occupier of the site should be advised accordingly.
- b) If an injury renders an employee unable to make an entry in the accident book, this should be completed by a witness, or someone who is able to enter an account of the incident. The employee's account must be entered as soon as possible after the event. Employees must ensure that they are aware of the location of the accident book.
- c) All accidents and near-misses must be recorded, however minor. Unless the company is informed of these incidents, we will be unable to take remedial action.
- d) An injury may be dealt with by a first-aider or an appointed person. However, if an emergency arises, an ambulance must be called at the first opportunity. Any incident involving an emergency must be reported to senior management immediately.
- e) Where an accident results in absence from work, employees must notify **Ben Hall** at the earliest opportunity.
- f) Employees who are absent as a result of an accident at work must keep the company informed of their progress, up to and including a return to normal duties.

7. Reporting Procedure – Supervisors

- a) If someone under your jurisdiction reports an injury, damage incident or near-miss whilst carrying out their duties, you must take responsibility for investigating the circumstances, arranging remedial measures and ensuring that appropriate records are maintained.
- b) If the incident is reportable under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), the local enforcing authority must be informed on a prescribed form (F2508) within ten days.
- c) Major incidents (as defined in RIDDOR) must also be notified to the enforcing authority straight away by telephone. A photocopy of the completed form should be kept for company records and to advise the

insurers of a potential claim.

- d) The manager must keep records of any developments to the injured persons' health, up to and including a return to normal duties.
- e) The manager must check that self-certification forms submitted by an injured employee are completed to reflect that the absence was caused by a work accident.
- f) Each manager/supervisors is responsible for assisting contractors and visitors in complying with company policy regarding accident reporting, whilst on company premises.

8. Accident Reporting Procedure - Visitors

- a) Any non-employee who experiences an accident or near-miss incident whilst on the premises must report the incident immediately to the person responsible for their presence on site.
- b) If the person responsible is not available, the visitor/contractor must obtain the assistance of a responsible person to ensure that company procedure is adhered to.
- c) All injuries must be reported, however minor. If the visitor/contractor is unable to enter their own account into the book, they must arrange for another person to make an entry on their behalf. The visitor/contractor should also notify their own employer where applicable.

9. Actions in the event of an accident

- a) Obtain treatment for the injury from a first-aider or other appointed person.
- b) Clear away any debris following the incident where this is necessary to safeguard other personnel in the vicinity (except where the accident resulted in a major injury, in which case the scene should be left undisturbed until advised otherwise by the enforcing authority).
- c) Enter details in the accident book
- d) Inform your manager (or a responsible person) of the incident so that an investigation can be carried out.
- e) Keep the company informed about any after-effects of the incident, including periods of total or partial incapacity for work.

2. FIRE PREVENTION AND PRECAUTIONS

1. It is the policy of **LOFT** to take all necessary measures to prevent an outbreak of fire, and to ensure the safety of staff if a fire should occur.
2. Fire Precautions
 - a) Exits and exit routes must be clearly marked and must not be obstructed nor locked at any time during working hours.
 - b) All fire extinguishers must be unobstructed and positioned on routes of exit.
 - c) Fire equipment will be inspected and maintained by an authorised contractor at intervals of not more than 12 months.
 - d) Between annual inspections, and as the occasion arises, the company will designate a person to be responsible for ensuring that used/damaged/missing fire extinguishers are replaced.
 - e) Any damage found to any item of fire equipment is to be reported at once to a responsible person.
 - f) Smoking is permitted only in designated areas.
 - g) All sources of ignition must be removed from the vicinity of flammable liquids or vapours.
 - h) Waste materials must not be allowed to accumulate in such a way as to create a fire risk.
 - i) Any damaged or defective smoke detector or alarm call point must be repaired/replaced as a matter of the greatest priority.
 - j) The fire alarm system will be checked weekly at a regular time during working hours by operation of manual call points. A different call point will be tested on each occasion, by rotation.
 - k) Fire marshals must check audibility of the alarm during weekly tests and must report inaudibility to a responsible person.
 - l) Staff must be aware that the fire alarm can sound for various reasons: fire, fire drill, bomb threat, false alarm, malfunction, vandalism etc, so every sounding of the alarm must be taken seriously.
3. Fire Procedures
 - a) In the event of fire, do not panic and **do not take any personal risk**. If the fire alarm should sound, or if you are given instructions by a fire marshal or other responsible person, evacuate the building **immediately**.

- b) Leave the room, closing doors and windows behind you. Do not stop to collect your personal possessions.
- c) Sound the fire alarm from the nearest call point and inform a responsible person.
- d) If this is not possible, call the fire brigade by dialling 999.
- e) Do not stand and watch, nor make any attempt to remove vehicles or property.
- f) Do not use the lift.
- g) When the alarm sounds, go to the designated fire assembly point and wait there until everybody has been accounted for.
- h) Remember that no matter which fire exit you use, you must still go to the designated assembly point.
- i) Do not forget to help and guide visitors or contractors who may be in the building at the time.
- j) **If it safe to do so**, and only if you have been trained in the correct use of a fire extinguisher, attempt to tackle the blaze. Always sound the alarm first.

4. Fire Notice

This example should form the basis of notices at each location:

IF YOU DISCOVER A FIRE

1. LEAVE THE ROOM CLOSING THE DOOR BEHIND YOU.
2. OPERATE THE NEAREST FIRE ALARM.
3. LEAVE THE BUILDING BY THE QUICKEST MEANS.
2. PROCEED IMMEDIATELY TO YOUR DESIGNATED ASSEMBLY POINT WHERE A ROLL CALL WILL BE TAKEN.

ON HEARING THE FIRE ALARM

1. PROCEED IMMEDIATELY TO YOUR DESIGNATED ASSEMBLY POINT WHERE A ROLL CALL WILL BE TAKEN.
2. USE THE NEAREST EXIT.
3. DO NOT STOP TO COLLECT PERSONAL BELONGINGS.

4. DO NOT RE-ENTER BUILDING UNTIL YOU ARE TOLD IT IS SAFE TO DO SO.
4. DO NOT USE THE LIFT.

3. FIRST-AID

1. **LOFT** are committed to providing sufficient numbers of competent first-aid personnel to deal with accidents and injuries arising at work.
2. There should broadly be not less than one qualified first-aider per 50 staff, after taking into account planned and unplanned absences.
3. Details of the general arrangements for first-aid are highlighted below. These comply with statutory requirements, and with the specific needs of LOFT.
4. Specific arrangements to meet this policy must be put in place at each location
5. First-aid Personnel
 - a) First-aid personnel are employees who have volunteered for the role and who have been assessed as being suitable.
 - b) First-aiders are qualified personnel who have received training and undertaken an examination in accordance with Health and Safety Executive requirements.
 - c) Where there are insufficient numbers of volunteers, the company will nominate a person from each area to take charge of the situation where an employee becomes injured or ill, and requires attention.
 - d) The appointed person need not necessarily always be a qualified first-aider but he/she will be given a clear indication of his/her responsibilities and the training required in order to effectively discharge them.
 - e) First-aid personnel will be provided with re-training at regular intervals in order to ensure that their skills are maintained.
 - f) The company will ensure that there are sufficient first-aid personnel within the workplace to adequately cover for every shift. This includes night shifts and weekend working (where relevant).
 - g) Notices will be displayed in all work places, giving the location of first-aid equipment and the name(s) and location(s) of personnel concerned.
6. It is unlikely that first-aid personnel rendering assistance to a colleague will become the subject of legal action because of a deterioration in the

colleague's condition. However, the company has arranged to guard against this possibility by providing, through its insurance policies, indemnification for any member of staff who assists an employee who becomes ill or is injured at work, either on or off the premises.

7. First-Aid Boxes

- a) First-aid boxes are provided within the workplace to ensure that there are adequate supplies for the nature of the hazards involved. All boxes will contain at least the minimum supplies which are required under law.
- b) Only specified first-aid supplies will be kept. No creams, lotions or drugs, however seemingly mild, will be kept in these boxes.
- c) Location of first-aid boxes will be clearly indicated on notice boards throughout the workplace and on site.
- d) First-aid boxes will be maintained and re-stocked when necessary by authorised personnel. These personnel will be made aware of the local procedure for re-ordering supplies.

8. First-aid Travel Kits

Travelling first-aid kits will be made available for those members of staff who are required to work away from the normal workplace, or where access to facilities may be restricted.

9. Recording Accidents

- a) All accidents must be recorded, however minor.
- b) There will be an accident book at each location in which all incidents must be noted.
- c) It is the responsibility of the employee to ensure that they complete an entry in the accident book as soon as possible after the injury has occurred.
- d) Where the injured person is unable to enter their account into the accident book, the first-aider or witness (where relevant) should enter details on their behalf.
- e) Where an accident results in admittance to hospital, or inability to continue work, **Ben Hall** must be informed immediately.
- f) For the purposes of maintaining first-aid supplies, first-aiders should keep a record of those supplies that are used, by whom and for what reason.

10. Organisational Arrangements

The following arrangements should be made in order to ensure that suitable and sufficient provision of first-aid personnel and equipment is available at the workplace:

- a) First-aid personnel must remind the company when their certification period is nearing expiry.
- b) Management must ensure that all employees are familiar with the identity and location of their nearest first-aider and first-aid box.
- c) Name(s) and location(s) of first-aid personnel must be displayed.
- d) Information on notice boards must be updated to reflect any changes in location or changes in appointed personnel which may take place.
- e) It must be ensured that the contents of each first-aid box is regularly checked to establish that supplies are sufficient to meet requirements.
- f) Replacement supplies must be arranged immediately after equipment has been used.
- g) There must be easy access to first-aid equipment and any first-aid room at all times.
- h) There must be arrangements to summon the emergency services where necessary.
- i) Details of all accidents must be reported and entered into the accident book.

4. TOOLS & EQUIPMENT (Inc Vehicles)

1. It is the policy of **LOFT** to ensure that only trained and authorised personnel use Tools & Equipment.
2. Those designated as drivers will be given written documentation to identify them as authorised persons.
3. Authorised drivers are responsible for carrying out routine checks to ensure that the vehicle is safe during normal daily use and in a responsible manner.
4. Employees who misuse Tools and Equipment in any way are subject to disciplinary procedures.
5. The driver is responsible for the safe arrangements for company vehicles.
6. Drivers are required to be of a general health status that enables safe use of the vehicle and may be required to undergo medical examinations upon request.
7. Every driving accident that causes property damage or injury must be

reported to a responsible person.

8. Drivers should remove keys from vehicles when not in use to prevent unauthorised use.
9. Any defect in a vehicle must be reported to a responsible person and the vehicle must not be used until it is safe to do so.
10. Drivers must not venture onto the public highway unless they are authorised to do so.

5. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

1. The policy of **LOFT** is to take all reasonable steps to prevent the exposure of staff and others to hazardous substances.
2. To achieve the above, the company will:
 - a) Compile and maintain an inventory of all hazardous substances used at work.
 - b) Obtain material safety data sheets for all these substances.
 - c) Arrange through **Ben Hall** to assess the risks to health from use, transport, storage and disposal of these substances.
 - d) Keep written records of the assessment.
 - e) Ensure that any and all relevant information, training and supervision is provided to staff who use, handle or in anyway come into contact with hazardous substances.
 - f) The company will, through all its purchasing facilities, ensure that material safety data sheets are obtained for any new substances prior to use.

First-aiders will be given access to information from suppliers about recommended first-aid treatments following exposure.

This policy will be updated and reviewed as necessary, and not less than every 12 months.

6. MANUAL HANDLING

1. The policy of **LOFT** is to reduce the risk of manual handling injuries and to provide guidance on the measures that should be taken to ensure safe lifting and carrying at the workplace.

2. Statistics show that manual handling is one of the most common causes of absence through injury at any workplace. More than one third of lost time accidents are caused in this way. These injuries may often have long term effects and must be taken seriously. They are not limited to those engaged in strenuous handling activities.
3. The company will ensure that operations which involve hazardous manual handling are eliminated, so far as is reasonably practicable. Measures to achieve this include ergonomic design of the workplace and activity, and the provision of mechanical aids such as trolleys.
4. Assessment of Risk
 - a) An assessment of manual handling activities will be carried out by a competent person.
 - b) Risks identified will be reduced to the lowest level reasonably practicable.
 - c) A written record will be kept of each assessment.
 - d) The following factors will be considered during the assessment:
5. Factors to be Considered:
 - a) Bending and stooping to lift a load significantly increases the risk of back injury.
 - b) Items should ideally be lifted from no lower than knee height to no higher than shoulder height. Outside this range, lifting capacity is reduced and the risk of injury is increased.
 - c) Where items are required to be lifted from above shoulder height, a foot stool or suitable means of access should be used.
 - d) Items which are pushed or pulled should be as near to waist level as possible. Pushing is preferable, particularly where the back can rest against a fixed object to give leverage.
 - e) Carrying distances should be minimised, especially if the task is regularly repeated. Repetitive tasks should be avoided wherever possible. Tasks which involve lifting and carrying should be designed in such a way as to allow for sufficient rest breaks to avoid fatigue. Avoid tasks which require twisting the body wherever possible.
 - f) The load should be kept as near as possible to the body trunk to reduce strain.
 - g) Loads must not be of such size as to obscure vision.

- h) An indication of the weight of the load and the centre of gravity should be provided where appropriate.
- i) Unstable loads should be handled with particular caution. The change in centre of gravity is likely to result in overbalancing.
- j) There must be a secure handhold, using gloves where necessary to protect against sharp edges or splinters.
- k) Consideration must be given to age, body weight, physical fitness and personal limitation.
- l) Employees must not attempt to handle loads which are beyond their individual capability. Assistance must be sought where this is necessary.
- m) Persons with genuine physical or clinical reasons for avoiding lifting should have these respected.
- n) Pregnant women should not be required to undertake hazardous lifting or carrying tasks.
- o) Individuals undertaking hazardous lifting or carrying will be given suitable instruction, training and information to undertake the task with minimum risk.
- p) There must be adequate space to enable the activity to be conducted in safety.
- q) Lighting, heating and weather conditions must be taken into account.
- r) Floors and other working surfaces must be in a safe condition.
- s) Use of personal protective equipment whilst carrying out manual handling activities must not restrict safe and easy movement.

6. The company will ensure that:

- a) Manual handling assessments are carried out where relevant and records are kept.
- b) Employees are properly supervised.
- c) Adequate information and training is provided to persons carrying out manual handling activities.
- d) Any injuries or incidents relating to manual handling are investigated, with remedial action taken.
- e) Employees adhere to safe systems of work.
- f) Safety arrangements for manual handling operations are regularly

monitored and reviewed.

- g) Employees undertaking manual handling activities are suitably screened for reasons of health and safety, before undertaking the work.
- h) Special arrangements are made, where necessary, for individuals with health conditions which could be adversely affected by manual handling operations.

7. Employees must ensure that they comply with the following requirements:

- a) Report to management any personal conditions which may be detrimentally affected by the manual handling activity. These will be treated in confidence.
- b) Comply with instruction and training which is provided in safe manual handling activities.
- c) Never put their own health and safety at risk when carrying out manual handling activities.
- d) Use equipment which has been provided to minimise manual handling activities.
- e) Report any problems relating to the activity to a responsible person.

8. Suitable information and training will be provided to persons who are required to carry out manual handling activities. Training needs will be identified and reviewed by a responsible person.

9. Poor lifting and carrying techniques can result in discomfort and increase the risk of injury. In extreme circumstances, these injuries can have permanent effects. These risks can be reduced by adopting the following simple precautions:

- a) Make sure that you comply with any formalised systems of work which have been designed for the work activity.
- b) Make full and proper use of aids to lifting and carrying, for example stepladders and trolleys.
- c) Store heavy items between shoulder and hip height. Where possible only store small, light items above shoulder or below knee height.
- d) Use the legs and knees to bend and lift. Do not stoop or bend the back.
- e) Avoid tasks which require stretching or twisting.
- f) Ensure that regular rest breaks are taken where manual handling activities are repetitive or to prevent the onset of fatigue.
- g) Ensure that there are no sharp, hot or cold edges which could cause

injury.

- h) Ensure that walkways are free from obstructions.
- i) Report any problems or concerns associated with manual handling operations without delay to a responsible person.

7. SAFETY INSPECTIONS

1. It is the policy of **LOFT** that formal safety inspections must take place on a regular basis. The time scale will be every **2 months or sooner if required**.
2. The inspection should take the form of a walk around the area/warehouse, looking for:
 - a) Obvious defects in the premises and the fixtures and fittings.
 - b) Failure to meet **LOFT's** safety standards in any respect (eg depleted first-aid supplies, blocked fire exit routes, trip hazards etc).
 - c) Any other relevant general observations.
3. It is the responsibility of **LOFT** to ensure that inspections take place and that each area is covered.
4. Inspections will be conducted jointly by a member of management, and an employee representative and The Safety Group Ltd.
5. The objective of an inspection is to identify hazards and risks, and to break these down into one of three categories:
 - a) **Immediate Action**
These can be described as immediate risks of serious injury, eg the discovery of live electrical equipment. Remedial action must be implemented as soon as practicable and appropriate steps must be taken to prevent recurrence.
 - b) **Short Term Action**
These refer to hazards which require non-emergency remedial action as soon as possible, but certainly within ten working days.
 - c) **Routine Action**
These are hazards which do not pose an imminent risk of personal injury, but still require correction. Remedial action should be implemented as soon as is reasonable, and normally within one month.
6. Formal inspection records must be made. The inspection team should retain the original and send a copy to each person with responsibility for remedial action.

7. The person charged with implementing remedial action must complete the work within the time scales above, and should "sign off" the action point by notifying the originator of the inspection report.
8. Where for any reason the action cannot be completed within the time scales above, the originator of the report should be informed accordingly and must be advised of the reasons.
9. Regular informal inspections should be carried out between scheduled inspections and are the responsibility of **Ben Hall**.

8. SAFETY SIGNS

1. It is the policy of **LOFT** to ensure that all necessary safety signs are installed at each location.
2. General safety signs will comply with the Health and Safety (Safety Signs and Signals) Regulations 1996, which stipulate the shapes, colours and symbols that may be used.

The four primary categories of sign are:

- a) **PROHIBITION** White lettering on a red background.
- b) **WARNING** Black lettering on a yellow background.
- c) **MANDATORY** White lettering on a blue background
- d) **SAFE CONDITION** White lettering on a green background.

In certain cases a combination of those categories may be used on the same sign.

3. Fire safety signs should comply with BS 5499 part 1, or BS 5499 part 2 in respect of self-luminous signs.
4. Persons who arrange for the purchase of signs must ensure that this policy is adhered to.
5. Safety signs in line with the above policy must be installed to denote at least the following:
 - a) Fire exit routes
"FIRE EXIT"
 - b) Fire doors
"FIRE DOOR KEEP SHUT"
 - c) The outside of final fire exit doors
"FIRE ESCAPE KEEP CLEAR"

- d) Drinking water
"DRINKING WATER"
- e) Location of first-aid points
"First-aid"
- f) Hazardous plant areas
"AUTHORISED PERSONS ONLY"
- g) No smoking areas
"NO SMOKING"
- h) Redlam bolts to secure fire exit doors
"BREAK GLASS TO RELEASE BOLT"
- i) Bars to open fire doors
"PUSH BAR TO OPEN"
- j) Any mandatory requirement for the wearing of personal protective equipment.
- k) Warning signs in areas where vehicles and pedestrians may circulate.

9. TOOLS AND EQUIPMENT

1. It is the policy of the company that no member of staff may use their personal tools/equipment or appliances on **LOFT** premises or for company business without the approval of the responsible manager.
2. Employees' own tools and equipment must be kept in good order at all times, and damaged or worn tools must not be kept on the premises.
3. Management reserve the right to periodically inspect employees' own tools and equipment. Employees' own electrical equipment (where specifically permitted) will be subject to electrical testing at the employee's expense. Refer to the policy on Electricity at Work.
4. It is the duty of every member of staff to bring to the notice of their manager any item of equipment or plant which may, in their opinion, be considered to be a hazard to health and safety.

Ladders

Ladders are not to be considered as the first or only means of access. Those with Supervisory responsibility are to consider more suitable methods when undertaking risk assessments; However, in cases where ladder usage can be justified as being the best reasonably practicable method of gaining access, their use is permitted.

Managers or Supervisors will assess the suitability of access on a task-by-task basis. Due consideration to the hierarchy within the Work at Height Regulations will be given.

Portable Electrical Equipment

It is company policy to use 110v or low voltage battery operated hand tools wherever possible. Where 240v hand tools are to be used they must be used in conjunction with a residual current device (RCD).

All portable electrical equipment must be inspected and portable appliance tested (PAT) every 12 months, by a competent person. All RCD's must be tested every 6 months.

An inventory of all equipment must be maintained and all new equipment is added to the list. Each piece of equipment must be clearly marked with the date of the test and the date of re-testing.

10. HEALTH AND SAFETY TRAINING

1. It is the policy of **LOFT** to ensure that adequate health and safety training is given to all personnel.
2. The Health and Safety at Work etc Act 1974 places a duty upon the employer to provide such information, instruction, training and supervision as is necessary to protect the health and safety at work of employees.
3. This duty is comprehensive and requires that appropriate training is given in all aspects of safety at the workplace and during any working activity. The extent of training will vary according to the extent and potential severity of hazards associated with work activities.
4. Those carrying out only low risk activities, eg office staff, may only need basic information and training in safe working arrangements and how to report problems. However, those whose work demands a high level of expertise or exposure to particularly hazardous environments will require specific applied knowledge and skills.
5. Some work activities require specialised knowledge and training, eg use of abrasive wheels and gas installations. This will be achieved by the possession of qualifications awarded by a recognised body.
6. Managers will be given suitable training to ensure sufficient knowledge and skill to recognise situations with potential to cause damage or harm, and to design and implement effective preventative or protective action.
7. New staff are initially likely to be more vulnerable than existing employees.

There is usually a great deal of information to absorb about the new workplace and it is easy to overlook the basic safety arrangements. Induction training must be given at each location to all new recruits to prevent this from happening and to meet with legal requirements.

8. Health and safety training specifically required by law is for:
 - a) New staff, or those transferring to tasks with new risks.
 - b) Those who may be exposed to hazardous substances.
 - c) Designated first-aiders.
 - d) Those engaged in hazardous manual handling operations.
 - e) Users of personal protective equipment.
 - f) Operators of abrasive wheels.
 - g) Users or operators of display screen equipment.
 - h) All personnel in fire prevention and emergency procedures.
 - i) Persons who install/maintain electrical/gas equipment.
9. Cross-reference should be made to other **LOFT** policy statements on the above subjects.
10. Training for Employment
 - a) The company will afford the same standards of health and safety care to any person training for employment.
 - b) This policy extends to those seconded on "work experience" from schools and colleges, as well as to any persons on formal apprenticeship schemes.

11. VISITORS

1. **LOFT** accepts its responsibility to ensure the health and safety of all personnel who come directly or indirectly into contact with this organisation or the consequences of our activities, including visitors to premises.
2. Any special arrangements required by the visitor(s) must be ascertained, where practicable, before arrival. This may include bringing vehicles or other machinery or substances onto site, or personal needs such as coping with disability or language barriers.
3. Upon arrival the visitor(s) must complete details in a register/visitors' book.

Visitors must be informed of the risks to which they may be exposed whilst on site, and the emergency arrangements, including the location of assembly points. Visitors must sign out before leaving the premises and company property must be returned. A suitable record may contain the following information:

- a) Name of visitor, and name and address of their employer (where relevant) or other contact point in case of emergency.
 - b) Details of visitors' vehicles parked on site.
 - c) Date and time of arrival and anticipated length of visit.
 - d) Person or area to be visited, and identity of person responsible for the visitor.
 - e) Details of any articles or substances which the visitor has brought onto site.
 - f) Confirmation that relevant emergency procedures have been explained.
 - g) Details of any person who may be at greater risk, eg children or disabled persons.
 - h) Time of departure.
4. Adequate supervision must be maintained during the visitor's presence on site. This includes ensuring the safe handling, transport and use of any articles and substances.
 5. Measures must be taken to prevent the visitor from straying into hazardous areas and exposing themselves to danger.
 6. Children must be accompanied by a responsible person at all times. Permission to bring children onto site must be granted by a responsible person before they enter the premises.
 7. Security arrangements must be adhered to when visitors enter the building. Particular care must be taken of visitors entering areas of higher risk, and all systems of work which are in operation must be fully complied with.
 8. Where a visitor requires to enter an area where limitation of access arrangements apply, access must be authorised and monitored by a responsible person.
 9. All hazardous areas must be suitably controlled, by locking or guarding, at all times, to prevent unauthorised personnel from access.
 10. Full details of emergency procedures must be clearly indicated to visitors upon entering the premises.

11. Where an emergency arises, measures must be taken by a responsible person to ensure that visitors are accompanied to a place of safety and that they comply with company procedures.
12. Visitors must be accounted for during emergencies and evacuation drills.
13. Accidents and near-miss incidents which occur to visitors must be reported and followed-up, in accordance with the **LOFT** accident reporting policy.
14. Ben Hall and/or the LOFT Designated Responsible Person has overall responsibility for visitors who enter their areas of authority. It is a management responsibility to ensure that this policy is fully complied with and that any problems have been adequately resolved at the earliest opportunity and before visitors are permitted to proceed with their intended activity.
15. Employees must seek approval from a responsible person before arranging for a visitor to come onto site.
16. Employees must take responsibility for visitors in their care and should ensure that the requirements of this policy are adhered to at all times. Additional care and attention must be taken where children or disabled visitors enter the premises.
17. The following principles will help to safeguard our visitors:
 - a) Ascertain any special arrangements required by a visitor before their arrival.
 - b) Upon arrival the visitor must enter the relevant details into the visitors' book.
 - c) All visitors must be advised of the risks to which they may be exposed whilst on site, and the emergency arrangements, including the location of assembly points.
 - d) All security arrangements must be adhered to when visitors enter the building.
 - e) The responsible person must ascertain from the visitor any risks to themselves or others arising from their activities whilst on site.
 - f) Where entry into areas of limited access is required, this must be authorised and monitored by a responsible person.
 - g) All visitors must be supervised whilst on company premises for reasons of security as well as safety.
 - h) Visitors must be accounted for during emergencies and evacuation drills.
 - i) No children may enter the premises without the knowledge and approval of an authorised person, and must then be accompanied by a

responsible person at all times.

- j) Visitors must sign out before leaving the premises.
- k) All hazardous areas must be suitably locked, guarded and signed as necessary to prevent unauthorised personnel from exposure to risk.

12. WASTE DISPOSAL

1. **LOFT** is committed to ensuring the health, safety and welfare of its employees and of others who may be affected by any waste materials which result from our work.
2. Our policy is to arrange for the disposal of all waste products regularly, safely and in accordance with statutory requirements.
3. The waste disposal arrangements will be regularly reviewed. Recycling initiatives will be taken where reasonably practicable in order to help protect the environment and make better use of resources.
4. Waste Disposal Containers
 - a) Suitable receptacles for the collection of waste are provided in strategic positions throughout the workplace.
 - b) Waste containers will be emptied regularly and will be removed by an authorised contractor. If additional disposal facilities are required, these may be obtained by request to a responsible person.
 - c) Where it can be determined that certain waste is suitable for recycling, the appropriate containers will be supplied and clearly marked.
5. Disposal of Hazardous Waste
 - a) Suitable arrangements will be made for the disposal of any hazardous waste that is generated as a by-product of a work activity.
 - b) Liquid waste, other than normal effluent, must not be poured into the sewers without prior approval.
6. All persons responsible for the collection of waste from **LOFT** premises must be in possession of appropriate certification from the local authority.
7. Waste transfer notes must be completed and copies held by a responsible person.
8. All employees must ensure that they dispose of waste products in a responsible manner. The following principles apply:
 - a) Use only designated receptacles for holding waste products.

- b) Do not overfill waste containers.
- c) Dispose of materials only in the approved manner.
- d) Report any leakage or overflow of waste from a waste container to a responsible person.
- e) Ensure that spillage of substances at the workplace is cleared in an approved manner, and that any materials used for clearing these are properly disposed of.
- f) Make a note of any special arrangements or precautions that will have to be taken by the authorised waste remover.

13. PERSONAL PROTECTIVE EQUIPMENT POLICY

LOFT is a responsible employer that takes it's duties to provide all the necessary personal protective equipment (PPE) seriously. For this reason we have formulated this guidance to help the company comply with the Personal Protective Equipment at Work Regulations 1992 should the need arise for any employee to be issued with personal protective equipment.

PPE will be used as a last means of protection to reduce exposure to workplace hazards that cannot be controlled by any other means (residual risks). PPE will be provided at a cost to the service and provided for the benefit of our workers and should be maintained in a condition fit for use at all times.

The Personal Protective Equipment at Work regulations 1992 cover the issuing of PPE. These Regulations require the service to provide PPE to any employee where there is a residual risk to their health and safety which despite the introduction of other, more suitable control measures cannot be removed.

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with the company in complying with any procedures that may be introduced as a measure to protect the safety and well being of our staff and visitors.

All PPE issued will be recorded and dated to the individual so that records can be maintained as to what equipment was issued, the reason for issue and the frequency of replacement. PPE should be issued through supervisory staff who will ensure that records are maintained for their own staff.

So far as is reasonably practicable, the company will ensure that our workforce are involved in the selection process of the equipment to ensure maximum personal comfort. PPE will be selected on its suitability for its intended use, effectiveness, comfort level and durability. When required, training will be given, including demonstration of the equipment in use if appropriate to ensure it is fitted and worn as the manufacturer intends it. When training is given, it will be recorded.

14. RISK/COSHH ASSESSMENTS/METHOD STATEMENTS

The completion of risk assessments and COSHH is a statutory requirement. We have a statutory duty to complete risk assessments and:

- a) Record the significant findings;
- b) Involve employees in the process of assessment (so far as is reasonably practicable);
- c) Inform employees (of the risks identified and the precautions which they should take to ensure that the risks remain adequately controlled);
- d) Assess any additional risks, which may arise in relation to young persons, disabled persons, pregnant women/nursing mothers, or any persons carrying out tasks in a lone working situation;
- e) Confirm that the risks are adequately controlled (or to identify and implement control improvements with appropriate priority);
- f) Review the assessments whenever there is reason to do so (e.g. the use of new or relocated equipment, the introduction of a new method of working, the employment of any person who could be at particular risk).

Method Statements

Method Statements are a traditional form of risk assessment used generally throughout the construction industry. At LOFT they are prepared:

for all complex or high risk operations where the preventative and protective control measures and require more explicit detail than provided in the specific risk assessment.

All method statements should include the following:

- a) The clients details
- b) Details of the location
- c) Description of the activities to be undertaken
- d) Specific equipment to be used
- e) Drawing Register
- f) Sequence of events or work method
- g) Significant hazards identified through the risk assessment
- h) Specific control measures to be adopted
- i) Emergency Arrangements

The standard Company method statement format should be used.

The method statement, once submitted and approved by the client, must be formally communicated to all employees involved in the operation before commencing.

Records of completed risk assessments are retained by **Ben Hall**.

15. WORK AT HEIGHT

All work activities which have a potential to result in a fall from height will be suitable and sufficiently assessed by Ben Hall or his appointed 'Competent Person'.

All work equipment used will be fit for purpose and be maintained and inspected in accordance with the manufacturers requirements.

All personnel who are required to work at height will be trained accordingly with specific work equipment such as MEWP's and Mobile Scaffolds requiring a specific recognised training/competence certificate.

All the requirements of the Work at Height Regulations will be taken into account when planning and undertaking activities that could lead to a fall from height.

16. DISPLAY SCREEN EQUIPMENT

1. It is the policy of **LOFT** to take all reasonable steps to secure the health and safety of employees who work with display screen equipment (DSE).
2. The company acknowledges that health and safety hazards may arise from the use of this equipment. It is our intention to ensure that any risks are reduced to a minimum.
3. Whilst it is generally recognised that the use of display screen equipment can be undertaken without undue risks to health, it is appreciated that some employees may have genuine reservations and concerns. The company will seek to give information and training to enable a fuller understanding of these issues.
4. The company will:
 - a) Carry out an assessment of each workstation, taking into account; the display screen equipment, the furniture, the working environment, the worker.
 - b) Take all necessary measures to remedy any risks found as a result of the assessment.
 - c) Take steps (if found necessary) to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity.
 - d) Review software to ensure suitability for the task.
 - e) In the case of those defined as "DSE users", meet the cost of eye and eyesight tests prior to employment, at regular intervals thereafter and where a visual problem is experienced.
 - f) Arrange for the free supply of one pair of corrective appliances (ie glasses) where required by DSE users (as defined) specifically for working with DSE.

- g) Advise all staff of the possible risks to health and how these are to be avoided.
- 5. Where an employee raises a matter related to health and safety in the use of DSE, the company will:
 - a) Take all necessary steps to investigate the circumstances.
 - b) Take corrective measures where appropriate.
 - c) Advise the employee of actions taken.
- 6. The company will give sufficient information, instruction and training as is necessary to ensure the health and safety of workers who use DSE.
- 7. Where a problem arises in the use of DSE, the employee must adopt the following procedures:
 - a) Inform a responsible person immediately.
 - b) In the case of an adverse health condition, advise **Ben Hall** and their own General Practitioner.
- 8. DSE users will be invited to assist the company in providing a comfortable and safe working environment. Badly adjusted furniture or equipment can result in discomfort and can even lead to disability in extreme circumstances. Poor work design and unsuitable posture can cause or aggravate these conditions. Unnecessary discomfort can be avoided by adopting the following simple precautions:
 - a) Make sure that all your furniture and equipment is functioning correctly.
 - b) Adjust furniture and equipment so that you are comfortable when working.
 - c) Take the opportunity to vary activities, breaking up long periods of DSE work.
 - d) Use your entitlement to eye and eyesight tests.
 - e) Report symptoms of discomfort or ill health as soon as you are aware of them.
 - f) Inform your Supervisor of your training needs.
 - g) Do not tamper with electrical equipment - ask for assistance.
- 9. Each employee who uses DSE will be given such training and information as necessary to enable him or her to work without risk to health. Any training will also cover the provisions of this Policy.

Pre-employment

The company will arrange for an eye and eyesight sight test to be carried out as part of a pre-employment health examination. Where the results indicate that glasses are required specifically for DSE work, and upon confirmation of employment in a position which requires the use of such equipment, the company will arrange for the supply of glasses.

Job changes

Where an employee transfers to a job involving the use of DSE, he will be offered an eye and eyesight test. This entitlement also applies where use of DSE has become a significant part of the work for an employee not previously considered as a regular user.

Regular eye and eyesight tests

Employees are entitled to an eye and eyesight test at intervals recommended by the person who carried out the previous test. All tests are specifically for users of display screen equipment and must be authorised by the company.

Visual discomfort

Where an employee experiences visual difficulties, and has reason to believe that these may have arisen as a result of working with DSE, the company will offer an eye and eyesight test.

Costs of testing

The costs of eye and eyesight tests will be met, provided that testing has been arranged through the company. Where an employee obtains a test independently and without the knowledge of the company, even if the test is specifically related to display screen use, the company shall not be responsible for the costs incurred.

Supply of glasses

Where glasses are found necessary, specifically for the use of DSE, the company will contribute £50 (Fifty Pounds) towards the purchase. This can be used to obtain a standard frame and lenses, or be put towards a more expensive model. Evidence of intended purchase must be produced.

Care and replacement of glasses

The employee is personally responsible for the safekeeping of glasses. It is an offence to interfere with, or misuse, anything provided in the interest of health and safety. Employees are expected to show the same degree of care for glasses as for any other item of company property. Anybody failing to observe this requirement may be subject to disciplinary procedures.

Where there is a change in the employee's visual defect, and this results in a

change to prescription requirements, the company will bear the cost of replacement subject to the procedures outlined above.

Rest Breaks

The purpose of a break from DSE work is to prevent the onset of fatigue. To achieve this objective, the company will seek to incorporate changes of activity into the working day.

There is no prescribed frequency or duration of breaks from DSE work. Where possible, users will be given the discretion to decide the timing and extent of off-screen tasks. Any employee who believes that his DSE workload does not permit adequate breaks should bring this to the attention of management.

Users of DSE are encouraged, and will be expected, to take the opportunities for breaks.

Radiation and Pregnancy

Employees using DSE are not at risk from radiation. Scientific research has concluded that such concerns are unjustified. No adverse health effects have been found to arise from the use of DSE. Thus, there is no reason for a person who is pregnant, or is seeking to become pregnant, to avoid working with such equipment.

The company acknowledges that some employees may not be fully convinced by these assurances. It is recognised that, where an employee has a genuine concern, this can contribute to stress and ill-health. The policy is therefore that any pregnant employee may request a temporary transfer, or a reduction in the volume of DSE work that they undertake. No guarantee can be given; however, such requests will receive full and proper consideration and will be granted, where this can be achieved without disruption of the company's operations.

17.Noise

Similar to other pieces of legislation, Control of Noise Regulations 2005 requires a risk assessment to be made, to ascertain the noise levels

employees are exposed to, establishing and implementing precautions to avoid or protect against excessive noise levels.

The regulations require all exposure to noise to be reduced so far as is reasonably practicable and specifies the following action levels: -

The values are:

Lower exposure action values:

- Daily or weekly exposure of 80 dB;

- Peak sound pressure of 135 dB;

Upper exposure action values:

- Daily or weekly exposure of 85 dB;
- Peak sound pressure of 137 dB.

There are also levels of noise exposure which must not be exceeded:

Exposure limit values:

- Daily or weekly exposure of 87 dB;
- Peak sound pressure of 140 dB.

As part of the assessment, a competent person using specialist equipment, usually the Safety Consultant must measure noise

exposure. The noise exposure is calculated over an equivalent eight- hour shift known as the Lep'd.

Engineering solutions must be considered as the first line of control. When the adoption of reasonable engineering or management control fails to reduce the exposure to an acceptable level, only then will resource be made to the use of Personal Protective Equipment.

All noise assessments will be reviewed periodically and if the process changes (i.e. new plant and/or equipment). Noise exposure shall be considered during the selection of new plant and equipment.

18. Drugs & Alcohol at Work

Alcohol or drug abusers can adversely affect the safety of themselves and fellow workers whilst at work. Therefore if any employee is known to be, or strongly suspected of being affected by alcohol or drugs they are to be referred to their immediate supervisor who must arrange for their removal from the workplace.

Employees are not permitted to bring prohibited substances onto company premises or to work.

Any employee who is required to take prescription substances that may affect their performance at work must inform their immediate Supervisor. Alternative duties may be allocated to these employees and they must be prohibited from driving/operating plant equipment and working at height.

The Company tolerance for alcohol consumption during the working hours and its affects at work is inline with the current Road Traffic and Highways Legislation.

The Company reserves the right to test any employee who it suspects of abusing drugs. The company also has the right to dismiss any employee who is found to be positive or who refuses to comply with the request for a test to be undertaken.

19. Young Persons at Work

A young person at work is a person under the age of eighteen (18) year and can be an employee, visitor or student on work experience.

A young person is not permitted to operate/drive plant equipment or work at height where they are exposed to a risk of a fall greater than 2m unless they are in training under direct supervision.

Before a young person starts work e.g. trainee, apprentice etc. a suitable and sufficient risk assessment must be carried out on all their activities. Any residual risk that remains that cannot be eliminated and has been controlled so far as is reasonably practicable must be communicated to their parents/guardian and written consent obtained.

20. Dealing with the Enforcing Authorities

The Managing Director **Ben Hall** will meet any representative of an Enforcing Authority e.g. the Health and Safety Executive, Local Authority, Environment Agency, Police etc., unless this responsibility has been delegated to another appointed person. The visiting officer must be directed to the Manager/Supervisor or if they wish to proceed unaccompanied the Manager/Supervisor must be notified directly.

Full co-operation must be given to assist them in the execution of their duties.

If enforcement action is taken such as a Prohibition Notice or Improvement Notice issued, then the Manager/Supervisor to whom it is issued must comply with any immediate requirements and contact a Partner and the Health & Safety Consultants directly.

The Health & Safety Consultant **The Safety Group** will be able to provide the Manager/Supervisor with any practical interpretation and advice on the necessary corrective action required to comply with the Notice.

The Managing Director **Ben Hall** will liaise with the relevant inspector and inform him/her of corrective action taken and confirm this in writing.

If as part of an investigation by the enforcing authorities, any employee is required to make a statement or interview under caution, then the company appointed solicitor should be present.

If as part of an investigation by the enforcing authorities, any employee is required to make a statement or interview under caution and the Police and

Criminal Evidence Act (PACE), then the company appointed solicitor should be present.

End of Policy