

S H DECORATORS **Ltd**

STATEMENT OF HEALTH, SAFETY

AND WELFARE POLICY

IN RESPECT OF

THE HEALTH AND SAFETY AT WORK ACT 1974

Last updated 31st August 2017.

S H Decorators Ltd.

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Statement of Health, Safety & Welfare Policy in respect of
The Health & Safety at Work Act

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S H Decorators Ltd

STATEMENT OF HEALTH, SAFETY AND WELFARE POLICY

PART 1

GENERAL INTENT OF THE COMPANY HEALTH AND SAFETY AT WORK ACT 1974

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STATEMENT OF SAFETY POLICY (PART 1)

It is the firm policy of SH Decorators to take all reasonable steps to ensure the Safety, Health and Welfare of all employees in fulfilment of its moral, legal and economic responsibilities. These measures will also be aimed at protecting others who may be affected by our day to day working activities.

It is a Management function to provide the right circumstances under which work may be carried out safely. However, all employees must understand that they have a legal duty not only to work in a safe manner, but also to co-operate with the Management in any efforts to carry out their responsibilities.

The Company will maintain close co-operation with Clients, Suppliers, Sub-Contractors, Health and Safety Executive and Safety Advisors to ensure, so far as is reasonably practicable that procedures and practices are satisfactory. The Company will ensure that every possible assistance is given to Clients in regard to Safety requirements.

The Company will make every reasonable effort to promote amongst its employees a genuine awareness of Safety Matters and to create an understanding of the importance of safe working practices and the use of protective clothing and Safety aids.

Employees will be encouraged to involve themselves fully in the Safety activities and the reporting of unsafe conditions or practices. Particular importance will be paid to the requirements of the Management of Health and Safety At Work Regulations, and employees will be required to abide by the assessments made by the Company.

The Company will establish appropriate documentation, procedures and will define responsibility and accountability for Safety at all levels. The Company has appointed Safety and Training Services to provide the Company with health and safety advice to ensure compliance to all relevant legislation.

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The Company will permit such Safety representation as prescribed under the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996 and will consult with such Safety representatives on all matters appertaining to Health and Safety.

The Company will ensure that all employees have a current CSCS card from the CITB. Make every effort to ensure all employees have appropriate training.

This policy statement may be amended, monitored and added to from time to time, and a copy will be issued to all employees. In addition, a copy will be displayed at all branch Offices.

Signed

DocuSigned by:

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Date

31st August 2017

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S H Decorators Ltd.

STATEMENT OF HEALTH, SAFETY AND WELFARE POLICY

PART 2

SAFETY ORGANISATION AND CONTROL

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OBJECTIVE OF THE HEALTH SAFETY AND WELFARE POLICY

To recognise and evaluate hazardous areas within the Company's full range of activities and provide codes of practice to be followed as standard safe systems of working, which will identify:

- a. The need for employee training both on and off the job to ensure their competence in the task in a safe manner and also with the equipment
- b. The need for provision of suitable approved safety clothing and equipment where required by the nature of the task.
- c. The need to promote a full involvement towards the Health and Safety forum by providing the opportunity for employees and their representatives to be consulted.
- d. To identify areas or tasks exposing employees to Health risks which can then preferably be removed or reduced as practicable with the provision of Health Surveillance to employees as necessary.
- e. To ensure that all statutory obligations are satisfied and that a system or routine is developed to ensure maintenance of any plant is fulfilled.

Monitoring

The Company will carry out active monitoring of Health and Safety by regular inspection and checking to ensure that standards are being maintained and management controls are working.

Reactive monitoring will also take place if things go wrong, which will include investigating injuries, cases of illness, property damage and near misses?

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MANAGING DIRECTOR

Will be responsible for the effective implementation of the Company's Health and Safety Policy and will ensure that all employees observe the Company's Safety Rules and:-

1. General

- 1.1 Will ensure that the objectives of the Company's Health and Safety Policy are fully understood and observed at all levels of Management and by all personnel.

2. Communication

- 2.1 Will ensure that adequate channels of communication are maintained within the Company so that information concerning Health and Safety brought up by any employee is communicated to the appropriate member of management.

3. Training

- 3.1 Will delegate responsibilities for Health and Safety matters to all levels of Management within the Company and ensure that they are adequately trained and instructed to undertake such responsibilities. Will produce a training plan for all health and safety courses and ensure that they are repeated at the required intervals. Please see Appendix 3 relating to training.

4. Funds

- 4.1 Will sanction adequate funds, materials and equipment to meet the Health and Safety requirements of the Company.

5. Insurance

- 5.1 Will evaluate all risks within the Company relating to matters concerning Health and Safety, and in particular, accidents, loss or damage to Company property or risks to members of the Public through any Company activity and ensure that the Company's liabilities are adequately covered by insurance.

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6. Control of Substances hazardous to Health

- 6.1 That the Company will not carry out any work which is liable to expose any employee to any substance hazardous to Health unless an assessment has been carried out by a competent person.

7. Noise/Vibration

- 7.1 Not normally applicable to SH Decs but will monitor the work activity in relation to excessive noise levels and will arrange where necessary for a competent person to undertake an assessment where noise levels are believed to be over 85db(A) being the first action level under the Noise at Work Regulations 1989.

Will also ensure that assessments are made on vibrating equipment and make employees aware of the measures to be taken to minimise risks.

8. Manual Handling

- 8.1 Will undertake an evaluation of the manual handling activities of the Company to avoid risk of injury and where required will provide mechanical equipment.

9. Risk Assessment

- 9.1 Will ensure that a risk assessment is made prior to employing any young inexperienced persons under 18 years of age and including work experience. Risk assessment will also be undertaken for any pregnant ladies employed by the company.

10. Construction (Design & Management) Regulations

- 10.1 NA

11. Safety Checks/Systems of Work

- 11.0 Will instigate regular inspections and the production of systems of work for all work activities of the Company and ensure that regular monitoring is carried out.

12. Accidents

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12.1 Will ensure that accident records and reports are kept and all accidents investigated.

13. Permits

13.1 The company will implement the under mentioned permits to reduce/minimise accidents or incidents occurring. These will be the responsibility of the Contracts Manager in charge of the works.
A permit to work in a confined space may be necessary

14. Fire

14.1 The company will ensure that fire procedures and fire plan is produced for all sites if working as Principal Contractor.

15. Review of Policy and New Legislation

15.1 Will regularly review and update the Company Safety Policy with AIMS taking into account any new legislation. In addition, we will implement the provisions of all E.E.C. Directives by the required dates.

Operations Directors

Having direct responsibility for Safety matters.

1. General.

- 1.1 Will ensure that all personnel under his control fully understand and observe all aspects of the Company's Safety Policy
- 1.2 Will influence attitudes towards Health and Safety and lead others by personal involvement and example.

2. Safety Equipment.

- 2.1 Will ensure that all Contract Managers know what Safety equipment is provided, where it is kept and are familiar with its use. Will make every effort to ensure that personnel use Safety equipment as and when necessary and report any loss or damage.

Will ensure that all work equipment is regularly inspected and records kept as required by the PUWER Regulations. (Training PPE)

- 2.2 Will ensure that each site is supplied with a first aid box and that the Contract Manager are advised of the procedure for the replenishment of first aid boxes. First aid boxes are usually supplied by the principle contractor

3. Communication

- 3.1 Will ensure that any information related to Health and Safety is communicated to all persons under their control with the assistance of AIMS.
- 3.2 Will liaise with S H Decorators on any items deemed to be unsafe and any breach of statutory requirement in any area under his control which he cannot effectively deal with.

4. Systems of Work/Risk Assessments

- 4.1 Will assist in the preparation of method statements and risk assessments and ensure that all Contracts Supervisors are instructed concerning Safe systems of work.

5. Training

- 5.1 Will ensure that all Contract Manager understand and accept his responsibilities for Health and Safety on construction sites and are adequately trained and instructed in those responsibilities. Will

ensure that induction health and safety training and regular tool box talks are undertaken by the main Contractor.

6. Accidents

- 6.1 Will ensure that all injuries and/or dangerous occurrences are reported and that the Accident Report Form is completed for any injury or accidents resulting in lost time. (Use of AIMS Accounts department).

7. Safety Checks

- 7.1 Will carry out regular visits to site to ensure Safety standards are being met.

8. Construction (Design and Management) Regulations

- 8.1 NA

9. Safety Meetings

- 9.1 Will attend (or their nominee) any meetings regarding Health and Safety Matters.

10. Maintenance

- 10.1 Will ensure that a regular maintenance schedule is maintained for all hired plant and equipment and ensure that any repairs or maintenance to tools, plant or equipment are given priority and carried out promptly and that damaged and access equipment are taken out of service as soon as possible.

- 10.2 Will ensure that sites are adequately provided with welfare, washing, sanitary, drinking water facilities etc. and that the first aid box is maintained in a clean and adequate condition. Where acting as Sub-contractor will discuss the matter with Principal Contractor.

11. Facilities

- 11.1 NA

The above list serves as an example of possible Safety hazards-the actual list for any site is more extensive

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Operations Directors and Site Supervisors

1. General

- 1.1 Will ensure that all personnel under their control fully understand and observe all aspects of the Company's Safety Policy.
- 1.2 Will influence attitudes towards Health and Safety and lead others by personal involvement and example.

2. Safety Equipment

- 2.1 Will ensure that all personnel under their control know what Safety equipment is provided, where it is kept and are familiar with its use. The Contract Manager will make every effort to ensure that personnel use Safety equipment as and when necessary and report any loss or damage.
- 2.2 Will ensure that all personnel under their control know what first aid and fire equipment is provided, where it is kept and what to do in case of emergency.
- 2.3 When supervising work in an occupied factory or office premises, will ensure that all fire escape doors, equipment and alarms are kept clear of obstructions and are easily identified at all times.
- 2.4 Will ensure that all necessary statutory documents and notices are provided on site.

3. Communication

- 3.1 Will ensure that any authorised information relating to Health and Safety is communicated to all persons under their control.
- 3.2 Will ensure that any matter concerning Health and Safety brought up by any of the personnel under their control is communicated to the Contracts Manager.
- 3.3 Will advise the Contracts Manager of any breach of Statutory requirements or any item considered to be unsafe which is under their control and cannot be effectively dealt with.

- 3.4 Will ensure that all reportable injuries, diseases and dangerous occurrences are communicated to the S H Decorators.

4. Systems Of Work / Risk Assessment

- 4.1 Will carry out risk assessments in relation to work activities and ensure that all personnel under their control are instructed concerning safe systems of work.

Will assist in the production of method statements and ensure that information is provided to those that are carrying out the work. All method statements must be signed off prior to start of work.

5. Training

- 5.1 Will ensure that all personnel have been trained and instructed to perform all the tasks required of them and are made aware of the known hazards which may exist within the operation of those tasks.
- 5.2 Will ensure that new personnel fully understand the safe operation of plant, equipment and tools used at the direction of the Company.
- 5.3 Will undertake induction health and safety training.
- 5.4 Will undertake regular tool box talks on site.

6. Accidents

- 6.1 Will report all accidents and dangerous occurrences to the S H Decorators.
- 6.2 Will ensure that details of all accidents, regardless of the nature of

the accident, are entered into the Accident Book BI 510.

7. Safety Checks

- 7.1 Will carry out periodical inspections of the site and ensure that Safety Standards are being met.
- 7.2 Scaffolding/Mobile Towers- Prior to a scaffold being erected on site the following will be required:-
- a Ensure that an adequate supply of material is available on site to enable such scaffolding to be erected in accordance with the regulations.
 - b Ensure that an adequate supply of notices 'Scaffold Incomplete' and 'Scaffold Not to be Used' are available for use as and when necessary.
 - c Satisfy him that the personnel who are to erect the scaffolding are competent to do so in a proper manner and in accordance with the regulations.
 - d When scaffolding has been erected, before it is taken into service he will ensure that the scaffolding has been erected to a safe standard.
 - e Ensure that the inspection of the scaffold is carried out and the details are recorded on Prescribed Form.
 - f Obtain a Scaffolding Handing-Over Certificate from the Scaffolding Sub-Contractor.
 - g Ensure Scaffold is inspected prior to anyone being allowed to work on it.
 - h Only certificated employees will be allowed to erect and dismantle mobile towers. Training for inspecting and erecting towers.
- 7.3 Hoists- Before a hoist is erected on site the following will be required:-
- a NA
 - b
 - c

-

d

e

f

7.4. Mobile Elevating Work Platforms - Before a MEWP is permitted to commence operations on site the following will be required:-

- a Examine a copy of the current thorough examination certificate and keep a copy.
- b Be satisfied the operators are competent and certificated.
- c Ensure that the operator has had formal and familiarisation training from the hire company.
- d Request the operator to record his weekly inspections on prescribed form.
- e Carry out site specific risk assessment.

7.5 Electrical Appliances- All electrical appliances on site are required to:-

a NA

b

c

d

e

f

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7.6 Ladders/Step ladders- prior to use of ladders the following will be considered:-

- a Is it suitable for the job? i.e. would a mobile tower or MEWP be better? Steps and ladders are a last resort.
- b Is it in good condition and class 1 industrial?
- c Has it been inspected and is free from defects?
- d How can it be secured?

- e Ladders 1:4 ratio 75° angle

7.7 Movement of vehicles/pedestrians.

On commencement of site the Contracts Supervisor in liaison with Contracts Manager will produce a plan indicating traffic and pedestrian routes where possible if acting as Principal Contractor. Information must be given to all workers at induction.

7.8 Fire prevention. (Fire plan undertaken by main contractor)

The Contract Supervisor will be responsible for producing/completing a fire plan for the project to minimise the risks of fire and explain procedures to be followed. Check to ensure adequate fire measures are in place.

8 Facilities NA

9. Safety Helmets

9.1 Will ensure that safety helmets are worn by all personnel on all construction sites as laid down by the Head Protection Regulations or the Principal Contractor. (See Appendix 1).

10. Construction (Design and Management) Regulations (Only applicable when acting as principle contractor)

10.1 Will be responsible for developing the Health and Safety Plan further and ensuring that it is adhered to.

10.2 Will be responsible for adding information relating to the job into the Health and Safety file to ensure safe future maintenance.

10.3 Will ensure the display of the HSE Form F10 (Revised) on site if acting as Principal Contractor.

11. Waste Material

11.1 Will be responsible for ensuring that waste is disposed of in a clearly defined manner and will only allow registered waste carriers to transport waste and complete the relevant waste transfer note.

Managing Director and Financial/Marketing Manager

Having direct responsibility for safety matters in the office.

1. General

1.1 Will be directly responsible for the implementation and maintenance of the Company's Safety Policy in the office and will regularly inspect and monitor the premises to ensure that the objectives of the Company's Safety Policy and Rules are being complied with.

2. Safety Equipment

2.1 Will ensure that all Employees know what safety equipment is provided by the Company and that they are familiar with its use.

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- 2.2 Will ensure that the office is provided with a first aid box and that it is replenished as required.
- 2.3 Will ensure that all necessary statutory documents and notices are provided in the office.

3. Communication

- 3.1 Will ensure that any information concerning Health and Safety is communicated to all Employees and that any matter brought up is investigated and the necessary action taken.
- 3.2 Will liaise with the Office Manager on any matter considered to be unsafe and on any breach of statutory requirement in any area under his control and which he/she cannot effectively deal with.
- 3.3 Will inform the Office Manager of any accidents reported.

4. Systems of Work/Risk Assessments

- 4.1 Will ensure that all Employees are instructed concerning safe systems of work after a risk assessment has been carried out. This would include manual handling and visual display unit operations within the Company.
- 4.2 Will carry out risk assessment for young and inexperienced workers and work experience personnel.

5. Training

- 5.1 Will ensure that all Employees understand and accept their responsibilities for Health and Safety.

6. Accidents

- 6.1 Will ensure that all injuries and/or dangerous occurrences are reported and that the Accident Book BI 510 is completed.
- 6.2 Will investigate all accidents to prevent re-occurrence.
- 6.3 Upon receipt of an accident report will complete as necessary on Form F2508 or Form F2508A in accordance with The Reporting of Injuries, Diseases and Dangerous Regulations as amended.

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- 6.4 Will notify S H Decorators of any accident that is reportable to the Health and Safety Executive.

7. Safety Meetings

- 7.1 Will attend any meetings regarding Health and Safety matters arranged by the Company.

8. Maintenance

- 8.1 Will ensure that a regular maintenance schedule is maintained for all office equipment and ensure that any repairs or any maintenance to equipment is given priority and carried out promptly, and that damaged equipment is taken out of service as soon as is practicable.

COMPANY SECRETARY

1. General

- 1.1 Will ensure that all employees under his/her control are provided with the necessary safety equipment and that they use such equipment.
- 1.2. Will ensure that all employees under her control know what first aid and fire equipment is provided, where it is kept and what to do in case of emergency.
- 1.3. Will ensure that all defects in relation to equipment that are reported are attended to as appropriate.

- 1.4. Will ensure that all employees under his/her control are aware of the requirements of the Control of Substances Hazardous to Health Regulations, Management of Health and Safety at Work Regulations.
- 1.5. Will discuss and organise insurance requirements in liaison with the S H Decorators.
- 1.6. Will assist the Managing Director in the co-ordination of all health and safety matters.

2. Communication

- 2.1. Will ensure that any authorised information relating to Health and Safety is communicated to relevant employees.
- 2.2. Will ensure that any matter concerning Health and safety brought up by those under their control is rectified or taken up with S H Decorators.
- 2.3. Will ensure that all injuries and/or dangerous occurrences are reported in the Accident Book BI 510.

3. Systems of Work / Risk Assessments

- 3.1. Will ensure that all personnel under her control are provided with the necessary risk assessments and systems of work in relation to their job. Will assist the Managing Director in producing risk assessments and method statements.

4. Training

- 4.1. Will ensure that all employees have been trained and instructed to perform their tasks in accordance with any systems of work that are laid down and keep a training matrix.
- 4.2. Will ensure that employees are made aware of hazards in relation to their job and fully understand the operation of plant, machines and equipment.

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M E W P PLANT OPERATORS

1. Read and understand the Company Safety Policy and carry out work in accordance with its requirements.
2. Know the legal requirements affecting the use of their MEWP and ensure that the machine is used in accordance with those requirements.
3. Ensure that any defect on the machine is reported immediately. Do not continue to operate the machine if the defect affects its safe use.

4. Make regular inspections of the machine for defects at least once a week and make a report on your inspection in the prescribed form. Also carry out daily inspections.
5. Ensure the manufacturer's handbook is available and read.
6. Never try to use the machine for which it was not designed.
7. Check working area for hazards and be aware of and understand the site specific risk assessment.
8. Wear and connect full body harness.
9. Ensure when operating a machine that other persons are well clear of the area and that barriers are provided.
10. Ensure that there are no overhead obstructions or cables or uneven ground that could create a hazard.
11. Check weather conditions prior to use and do not use in high wind conditions that are stated in the manual.
11. Report all accidents or damage, however minor to your Contracts Supervisor.
12. Check, prior to starting work, with the Contracts Supervisor on the location of overhead services.

COMPANY VEHICLE DRIVERS

1. Read and understand the Company's Safety Policy and carry out the work in accordance with its requirements.
2. Ensure that any vehicle defects are reported immediately.
3. Make regular inspections of the vehicle for obvious defects.
4. Drive in accordance to the Highway Code.
5. Always report to site office prior to travelling around the site.

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6. Leave the vehicle in designated areas only.
7. Drive in a safe manner at all times and be particularly careful when driving on sites to consider the conditions of temporary access roads or roads that are under construction and being used for access purposes.
8. Ensure before reversing that there are no people or obstructions behind the vehicle. Preferably, ask someone to act as a banks person while reversing.
9. Ensure that seat belts are always worn.
10. Report all accidents, injuries to persons or damage to property, however, minor.
11. Ensure that any loaded vehicle is well secured, also that the vehicle is not overloaded or loaded in such a way to affect the handling of the vehicle.
12. Ensure that hazardous loads are carried in accordance with instructions that any necessary signs are displayed and that the appropriate documents are available in the cab.
13. Breakdowns – Do not attempt repairs on motorways etc.
14. Mobile phone use – Do not use when driving.
15. S H Decorators will carry out an audit check of all drivers' licenses.
16. Drivers to report all defects to the Office Manager.

OFFICE WORKERS

1. Read and understand the Company's Safety Policy and carry out work in accordance with its requirements.
2. Ensure that the clothing and particularly the footwear worn at work is suitable from a Safety viewpoint.
3. Do not try to use, repair or maintain any office equipment or machinery or any substance or process hazardous to Health for which full instructions or training have not been received.

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4. Report any defects in office equipment or machinery immediately to Company Secretary.
5. Find out from Company Secretary the position of the first aid box.
6. Ensure the procedures in the event if fire is known.
7. Report and accident or damage, however minor, to the Company Secretary.
8. Ensure that corridors, office floors, doorways etc., is kept clear and free from obstruction.
9. Do not attempt to lift or move any articles or materials so heavy as to cause personal injury.
10. Do not attempt to reach items on high shelves unless using steps or a properly designated hop-up. Do not improvise or climb.
11. Suggest ways of eliminating hazards and improving working methods.
12. Do not smoke in designated 'No Smoking' areas and dispose of spent matches, cigarettes etc., properly.
13. Warn new employee's particularly young people of known hazards.
14. Follow instructions laid down by Management regarding the use of computer monitors.

ALL PERSONNEL

All personnel and Sub-Contractors must:-

1. Fully observe the rules of the Company's Safety Policy.
2. Report all Safety hazards noticed on site or malfunction of any item of tool or plant immediately to the Contracts Manager.
3. Conform to all written or verbal instructions given to them to ensure their personal Safety and the safety of others.

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4. Be sensibly and safely dressed for their particular working environment.
5. Conduct themselves in an orderly manner in the workplace and refrain from any form of horseplay.
6. Use all Safety equipment and all protective clothing as may be provided.
7. Avoid any improvisation of any form which could create an unnecessary risk to their personal Safety and to the Safety of others.
8. Maintain all tools and equipment in good condition and report any defects to the Contracts Supervisor immediately as they occur.
9. Report all accidents to the Contracts Manager whether injury is sustained or not.
10. Attend any training designed to further the needs of Health and Safety.
11. Become acquainted with all processes, materials and substances used in connection with their work.
12. Become aware of the fire evacuation procedure and the position of fire alarms and fire equipment (this provision applies equally whilst on construction sites or working on clients or customers premises.)
13. In liaison with the immediate Supervisor, ensure that all reasonable steps are taken to protect the general public against any hazards which may be created by the site or workplace activities.
14. Do not partake in drinking alcohol or the taking of drugs whilst at work.
15. Ensure that no pets of any description whatsoever be allowed in the confines of the contract.

16. Ensure that no children under the age of 16 be allowed within the confines of the contract without the specific written authority of S H Decorators.

In addition to the above responsibilities, the Health and Safety at Work etc Act 1974 places legal duties and statutory responsibilities on all employees.

These are:-

Section 7 of the Health and Safety at Work Etc Act 1974 states:

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- a) To take all reasonable care for the Health and Safety of himself/herself and of the persons who may be affected by his/her acts or omissions whilst at work.
- b) To co-operate with his/her Employer to enable the Employer to carry out their legal duties or any requirement as may be imposed.

Section 8 of the Health and Safety at Work Etc Act 1974 states that:-

No person shall intentionally or recklessly interfere with or misuse any item provided in the interest of Health, Safety or Welfare.

PROCEDURE FOR REPORTING OF ACCIDENTS BY EMPLOYEES

1. Accidents

Any employee who is involved in any accident shall:-

- 1.1. Report the facts as soon as possible to their Contracts Supervisor or in any case before leaving work to return home. If taken to hospital, ask a colleague if present or hospital to do this for you.

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- 1.2. If unable to contact Contracts Supervisor inform Contract Manager giving name and necessary details.
- 1.3. Complete Social Security Accident Book BI 510, if unable to do this for any reason seek assistance from Company Secretary.
2. Failure to report accidents can lead to loss of industrial injury benefit etc.
3. Employees are also reminded that:-
 - 3.1. Failure to wear or use protective clothing or safety equipment provided or available,

OR

- 3.2. Failure to follow laid down safety working practices

CAN LEAD TO

- a) Reduction or loss of benefits which maybe payable following an accident.

AND/OR

- b) Disciplinary procedure being taken for breach of contract of employment within the Company. (Employer to assist in accidental investigations! AIMS)

GROSS MISCONDUCT

Any employee found to have acted in any of the following ways could be liable to dismissal (please note this list is not exhaustive).

- 1 Wilfully breaching the Company Health and Safety Rules or Company Safety Policy.
- 2 Removing any guard or protective device without permission of Management.

- 3 Operating any machine, plant or equipment without the necessary training or authority.
- 4 Misusing items provided for first aid.
- 5 Recklessly interfering or misusing anything provided in the interests of Health and Safety or Welfare at Work.
- 6 Misusing any chemical, flammable substance, toxic material etc.
- 7 Smoking in designated 'No Smoking' areas or whilst using flammable substances.
- 8 Taking part in horseplay or entering into practical jokes.
- 9 Making false declarations or interfering with evidence following an accident or dangerous occurrence.
- 10 Misuse of compressed air, electrical or pneumatic equipment.
- 11 Overloading any lifting equipment.

FIRST AIDERS/APPOINTED PERSONS

The Company will nominate sufficient number of qualified First Aiders or appointed persons as required by the Health and Safety (First Aid) Regulations 1981 and the Approved Code of Practice.

The duties of these persons will be:-

- 1 Ensure that the contents of the First Aid Box are maintained in accordance with this standard required under the Approved Code

of Practice.

- 2 Ensure that the prescribed notice is prominently displayed giving the name of the First Aider and the location of the First Aid Box.
- 3 Ensure that the statutory guidance for First Aid is kept in the box or displayed.
- 4 Assist Management in assessing the requirements for First Aid in the workplace.
- 5 Where necessary to give basic First Aid treatment and list action taken in the Accident Book BI 510. In addition, keep a record of First Aid treatment given.

FIRE WARDEN (By Principal Contractor)

If the Company is the principal contractor it will nominate and train a sufficient number of fire wardens to assist in the fire procedures of the Company and shall:-

1. Ensure that persons within his/her designated working area are aware of the measures to be taken in the event of fire.
2. Arrange from time to time with S H Decorators for a fire drill.

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3. Regularly test fire alarms and maintain a record of such tests.
4. Regularly make fire safety tours of the premises.
5. Maintain a register appertaining to all fire measures within his/her working area.
6. Be aware of the location of fire hydrants if there are any.

HEALTH AND SAFETY GUIDELINES FOR VISITORS

Not really applicable unless we are the principal contractor

All visitors have a responsibility to ensure the Health, Safety and Welfare not only of themselves but also of anyone affected by their business.

Visitors must be accompanied by a member of staff at all times unless prior agreement has been made.

All visitors must observe the Company's Health and Safety Policy and comply with the Health and Safety at Work Act and any other Health and Safety Legislation.

Visitors must observe all safety rules and instructions issued by the Management and any notices that are displayed on the premises.

Visitors must make use of any protective clothing or equipment that is provided for their use.

Visitors must report any hazards, accidents or near misses on the premises immediately.

Visitors must behave in such a manner to ensure that no risks are created.

Visitors must sign in / out of the visitor's book.

IN THE EVENT OF FIRE OF EMERGENCY

Please follow the instructions given by the occupiers of the premises.

Please observe any 'No Smoking' notices and in the event of fire, leave the building by the nearest practical means and assemble at the designated fire assembly point.

Fire procedure notices are displayed throughout the building.

SECURITY

The Company reserves the right to search visitors and vehicles and the use of cameras must not be made unless with prior agreement.

CONFIDENTIALITY

Visitors must treat any information concerning employees of the Company including equipment and processes in a confidential manner. Photographs will not be permitted without prior written permission from the Management.

EMERGENCY PROCEDURES

The Company will nominate a sufficient number of competent persons to implement procedures in relation to the evacuation of the site or premises. The names of these persons will be displayed at all places of work.

A record will be made of all persons entering the premises or sites and where necessary, adequate Health and Safety instruction will be given about any hazards or procedures relating to the work activity.

Where necessary will consult the emergency services.

Will produce a route plan to the nearest accident/emergency hospital.

A telephone will be provided at each site and where this is not possible, the nearest telephone will be located for use in the event of an emergency. If the person in charge of the site has to leave, arrangements will be made to leave a key to obtain access to the telephone.

A First Aid Kit will be provided at every place of work and will be maintained to the prescribed standards. This kit will be kept readily available and will not be locked up. In the event of the person in charge of the site having to leave, arrangements will be made to leave a key to obtain access to the First Aid Kit.

A suitable number of FIRST AIDERS/APPOINTED PERSONS will be trained for each site or premises. Their names will be displayed at each place of work.

Fire extinguishing equipment will be provided at every place of work, and where 'HOT WORK' is to be undertaken additional fire extinguishing equipment will be required. Sub-contractors provide their own. A fire assembly point will be designated at the head office and on site.

Training will be given to staff in relation to the use of fire extinguishing equipment and in office premises regular fire drills will be held at least twice a year.

Emergency measures will form part of any RISK ASSESSMENT undertaken by the Company and measures will be included under the heading of preventative and protective measures.

MAJOR EMERGENCY PROCEDURE

In an emergency the preservation of life is of the utmost importance and therefore evacuation of the premises in accordance with the fire procedures is to be undertaken without panic but as quickly as possible.

Where the appointed person is not immediately available, the senior person present will have complete authority and take such measures as are necessary to prevent the loss of life.

Unidentified packages, parcels, briefcases, bags, objects etc. and possible hoax calls are to be taken seriously and dealt with in accordance with Company procedures until it is established that no such threat exists.

WHAT TO LOOK FOR

- Unusual postmarks on letters, packages and parcels
- Grease marks on letters, packages and parcels
- Unusual smells (almonds or marzipan)
- Extra weight
- Thick envelopes
- A small envelope inside a large one (especially if tightly taped or tied with string or wire)
- Unattended bags and briefcases
- Anything dug up or found on site that resembles a bomb, missile, rocket or any other armament or ammunition
- Unattended, suspicious vehicles

**IF YOU HAVE ANY DOUBTS OR SUSPICIONS, REPORT THEM
IMMEDIATELY AND AVOID HANDLING THE SUSPICIOUS ITEM**

EMERGENCY PROCEDURE

- Do not handle the package or object
- Notify the senior person who will instruct you to tell other staff and any visitors to leave the room or area as quickly as possible
- Leave all doors open behind you if inside a building
- The appointed person or senior person present will immediately call the police and:-
 - Evacuate the building or alert personnel if outside by operating fire alarm
 - Collect the visitors book and proceed to the fire assembly point
 - Carry out a roll call to establish if the building is empty and that all personnel are accounted for
 - Set up an exclusion zone away from the building or area as far away as possible and ensure that members of the public do not enter that area
 - Warn adjacent premises
 - Co-operate fully with emergency services
 - Instruct everyone not to re-enter the building until told to do so by the senior police official present.

BOMB THREATS

If you receive a bomb threat STAY CALM. Treat all bomb threats as real.

- Get as much information as possible from the caller
 - When is it set to go off?
 - What kind of bomb is it?
 - Where has it been placed?
 - Wait for emergency service to call back then apply emergency procedures.
- Try to remember as much information as possible and write them down
 - Was the caller male or female?
 - Did they give a code word?
 - Did the caller have an accent?
 - Did the caller sound foreign?
 - Did the caller sound intoxicated?
 - Did the message sound rehearsed or pre-planned?
 - Was there any identifiable background noise?
- Notify the appointed person or senior person who will immediately call the police

The senior person will:

- Evacuate the building or site by operating the fire alarm and follow the emergency procedure

**S H Decorators
Ltd**

**STATEMENT OF HEALTH, SAFETY AND WELFARE
POLICY
PART 3
ABBREVIATED SAFETY RULES**

ABBREVIATED SAFETY RULES

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GENERAL

The purpose of this document is to define the safety rules which apply to all employees and sub contractors.

It is the duty of all employees to observe the following rules and behave in a safe manner that is safe and reasonable towards fellow employees, the Company its suppliers, customers and visitors.

Failure to comply with these rules will render employees liable to disciplinary action such as warnings and, where no improvement, possible dismissal.

1. Employees must inspect all machinery prior to use and make proper use of any guards that are provided.
2. Employees must only use equipment that they have been trained on and authorised by the company.
3. Employees must not clean machinery when in motion.
4. Machinery must not be left running whilst unattended.
5. Employees under 18 must not operate any dangerous plant or machinery.
6. Damaged or faulty equipment must not be used and must be reported.
7. Flammable substances must be used in accordance with instructions.
8. Personnel must not attempt any electrical repairs unless authorised to do so.
9. All substances are to be used in accordance with COSHH risk assessment and hazard data sheet.
10. All ladders/steps must be inspected and secured prior to use. Ladders will only be used as a last resort.
11. All electrical equipment used on site must be 110V.
12. Employees must not alter scaffold.
13. When working above two metres on scaffolding, towers, roofs etc handrails must be provided to prevent falling.

S H Decorators
Statement of Health, Safety & Welfare Policy in respect of
The Health & Safety at Work Act

14. Personnel must not erect mobile towers/use MEWP's unless trained and certificated.
15. All working areas must be kept free of obstruction and good housekeeping maintained.
16. No smoking to be undertaken when handling flammable substances or areas where risk of explosion.
17. PPE must be worn where required.
18. All accidents must be reported and recorded in accident book.
19. Employees must familiarise themselves with the company fire procedures and location of fire fighting equipment and assembly point.
20. Personnel must wear suitable clothing for the job.
21. Alcohol and drug abuse by employees and sub contractors can adversely affect the safety and health of themselves and others on our sites. It is therefore the policy of the company that any person known to be, or strongly suspected of being affected by alcohol or drugs must be referred to S H Decorators who must arrange for the person to be removed from site and attend treatment or counselling.

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REPORTING OF, INJURIES, DISEASES & DANGEROUS OCCURRENCES REGULATIONS 2013.

The following is a summary of the main duties imposed:-

The regulations require that when any of the following events occurs, the responsible person must report it in writing to the enforcing authority and must keep a record of it and in the case of an event of type a); b); or c), the responsible person must first notify the Enforcing Authority about it immediately, by the quickest means - e.g. by telephone:-

- a) The death of any person, whether or not he or she is at work, as a result of an accident arising out of or in connection with work.
- b) Any person suffering a specified major injury or condition as a result of an accident arising out of or in connection with work.
- c) One of a list of specified dangerous occurrences arising out of or in connection with work.
- d) A person at work being incapacitated from his or her normal work for more than 7 days as a result of an injury, (an over 7 day injury) caused by an accident at work.
- e) The death of an employee if this occurs sometime after a reportable injury, which lead to that employee's death, but not more than one year afterwards.
- f) A person at work being affected by one of a number of specified diseases, provided that a doctor diagnoses the disease and that the person's job involves a specified work activity. (See Booklet HSE 17 for further details).

The responsible person who is required to report these matters would be the employer of an injured person, a self-employed person, someone in control of the premises where work is carried out or someone who provides training for employment.

For details of what an employer must do in the case of accident at work please see Appendix 2.

The person responsible for notification must notify the Authority by telephone in relation to death or specified major injury immediately. A record of the call and details of whom spoken to should be logged. The Form F2508 for a dangerous occurrence should be completed and sent within 10 days, and for reporting a case of disease Form F 2808A should be used.

S H Decorators
Statement of Health, Safety & Welfare Policy in respect of
The Health & Safety at Work Act

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The regulations affect persons not at work but who may be affected work activities. Also included are people receiving training, pupils, students and Youth Training Scheme operatives.

Full details of the regulations are laid down in the Health and Safety Executive Booklets which should be kept on site for further information.

PART 4

EQUAL OPPORTUNITIES POLICY (STATEMENT)

SH Decorators Ltd accepts that in society certain groups or individuals are denied equality on the grounds of race, gender, marital status, caring responsibilities, disability, gender re-assignment, age, social class, sexual orientation and religion/belief or any other factor irrelevant to the purpose in view.

SH Decorators Ltd welcomes the statutory requirements laid down in;
The Equal Pay Act 1970
The Rehabilitation of Offenders Act 1974
The Sex Discrimination Act 1975
The Race Relations Act 1976 and Amendments 2000
The NHS Community Care Act 1990
The Disability Discrimination Act 1995
The Asylum & Immigration Act 1996
The Human Rights Act Nov 1998
The Employment (Religion or Belief) and (Sexual Orientation) Regulations 2003.

SH Decorators Ltd recognises that it has moral and social responsibilities that go beyond the provisions of the above Acts and Regulations, and that it should support and contribute to the wider process of change through all aspects of its work and practices in order to eliminate discrimination and promote equality and diversity.

SH Decorators Ltd are committed to taking positive steps to ensure that
All people are treated with dignity and respect valuing the diversity of all.
Equal of opportunity and diversity is promoted
Services are accessible, appropriate and delivered fairly to all
The mix of its employees and management reflects as far as possible, the broad mix of employees

Steve Hore
Director

Part 5

SH Decorators Limited

Organising Chart and Responsibilities

Steve Hore
(Managing Director)

Operations Directors x 2 – Financial/Marketing Director

Site Supervisors

On site Painters

The Director/manager's roll is to manage the company and to visit site at least once a week and advise employees on health and safety issues and to monitor quality.

He will induct painters with tool box talks before they commence each individual contract.

He will also ensure that the labour only competency form is filled out for approval.

The supervisors will also manage the Health and Safety of the foremen and the foremen will manager the health and safety of the painters. The same applies for the monitoring of quality of work and the completion of work on time.

Steve Hore

Steve Hore

Director

31st August 2017.

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PART 6 ENVIRONMENTAL POLICY

ENVIRONMENTAL POLICY STATEMENT

SH Decorators Ltd is committed in minimizing the impact of its activities on the environment

Our Key points in achieving this are:

To minimise waste by evaluating operations ensuring efficiency and to actively carry out recycling of waste products when unavoidable.

To minimize the impact on the environment by monitoring and avoiding unnecessary travelling throughout our operations

**S H Decorators
Ltd**

**STATEMENT OF HEALTH, SAFETY AND WELFARE
POLICY
PART 7
APPENDICES**

APPENDIX 1

SAFETY HELMET RULES

1. All persons are required by law to comply with these rules and must cooperate if instructed to wear a helmet for any reason. Company employees will be subject to disciplinary action if they fail to comply. Non employees will be requested to leave site.
2. All contractors and sub contractors must provide helmets for their staff.
3. Visitors entering hard hat areas or sites must obtain helmets on loan from the Supervisor.
4. All safety helmets must comply with British Standard 5240.
5. Bump caps are not acceptable as a substitute for safety helmets.
6. All loss, damage or defect must be reported to management.
7. Hard hat sites are:-
 - a. Any area where approved safety helmet sign is posted. This may include the whole site.
 - b. Any area where plant, machinery, transport, cranes, hoists or excavators operate.
 - c. Any area where materials are being handled stored or stacked.
8. Safety helmets must be worn by all persons entering, working in or passing through hard hat areas or sites. Helmets may only be removed in the following circumstances:
 - a. After discussion with Supervisor where there is no foreseeable risk or injury.
 - b. In site offices, cabins, toilets and canteens.
9. When sub contract work is undertaken for a Principal Contractor then their rules must be adhered to.
10. The person in charge of the site will be responsible for ensuring that this policy is carried out and any interpretation on the rules is required.
11. These rules must be complied with and will not be a matter for discussion.

APPENDIX 2

WHAT TO DO IN THE CASE OF AN ACCIDENT AT WORK

S H Decorators
Statement of Health, Safety & Welfare Policy in respect of
The Health & Safety at Work Act

Accident: Accident arising out of or in connection with the work of your undertaking which is covered by the Regulations and involves:-

Who was injured ?

One of your employees or trainee at work, or a self employed person working in your premises resulting in:

Any other person who is not an employee or trainee at work but who was either in the premises under your control at the time or was otherwise involved in the accident resulting in:

Kind of Injury ?

Fatal or specified major injury or condition

Other injury causing incapacity for more than 7 days

Fatal or specified major injury condition

Other injury - No action required by the Regulations

Action Required

Notify S H Decorators who will inform the Enforcing Authority immediately.

S H Decorators to send a written report on an approved form (Form F2508) to the Enforcing Authority within 10 days of the Accident

Make and keep a record of the accident

APPENDIX 3

HEALTH AND SAFETY TRAINING

It is policy of this Company to give training to our employees not only to comply with minimum statutory requirements, but also to secure a continuing safe and healthy working environment for employees and all those who may be affected by our activities.

The Company will continue to assess the Health and Safety training needs of employees and will compile an annual training schedule from this assessment. The Company will maintain records of all health and safety training undertaking.

The requirement to provide adequate training for employees to carry out their tasks in a satisfactory and safe manner is also detailed in other current legislation.

The Company will continue to assess the Health and Safety training requirements from this assessment. The Company will maintain records of all Health and Safety training undertaken.

HEALTH AND SAFETY TRAINING

1. The Company is committed to Health and Safety and recognises that training of all personnel ranks highly in its priorities. Training will include more than, for example, recognised safe working practices, it will also include such instruction and training which will enable its employees to identify hazards and introduce the appropriate systems for controlling them.
2. It will also include "Employment Management" training in order to provide for the staff discipline and supervision, which must be exercised, if safe systems are to be maintained in practice.
3. Training is also required to ensure that the workplace is safe and without risks to health; this is achieved by regular monitoring of the workplace and therefore management and employees must be trained to work together to achieve this goal.

Induction training will be carried out as soon as possible after an employee commences employment, ideally on arrival. The objective is

to ensure that employees are familiar with all aspects of health and safety which relate to their employment.

Such training will fundamentally cover:-

- Fire procedures
- Warning systems
- Actions to be taken on receiving warning
- Locations of exits/escape routes
- Evacuation and assembly procedures
- First aid/injury reporting procedures
- Names of first aider/appointed persons
- Instruction on any prohibited area (i.e. no smoking)
- Issue of protective clothing/equipment, and its use
- Instruction under COSHH
- Thorough instruction applicable to their particular duties at work

HEALTH AND SAFETY TRAINING SITE SPECIFIC

In order to comply with Company Policy and the current Regulations, site specific training is carried out as required.

Such training includes:-

- Confined spaces
 - First aid
 - Scaffold inspection
 - Tower scaffold inspection
 - CITB Site Safety Management
 - Mobile Elevating Work Platforms (MEWP)
 - Manual handling
 - Health and Safety Awareness
- (List not exhaustive)

Site Management should assess the training requirements for each contract and take appropriate action as required.

Where recognised a formal induction training programme will be compiled and implemented for new employees.

Site safety awareness (induction) training will be given to all new employees and sub-contractors prior to commencement on site.

Where any processes, operations and tasks for which formal training is required adequate training will be carried out and records kept of such training.

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S H Decorators Ltd

STATEMENT OF HEALTH, SAFETY AND WELFARE POLICY

I confirm that I have received a copy of the S H DECORATORS Statement of Safety Policy in respect of the Health and Safety At Work Etc. Act 1974 and undertake to read, comply and co-operate with the Company to achieve the objectives of the Policy.

Name

PLEASE PRINT

Signed

Date
