

DAVE HUNT FLOORING LTD

# HEALTH AND SAFETY GENERAL POLICY



# DAVE HUNT FLOORING LIMITED GENERAL POLICY

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# **DAVE HUNT FLOORING LIMITED POLICIES**

## A. POLICIES

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## GENERAL POLICY STATEMENT

Dave Hunt Flooring Limited regards the promotion of Health and Safety measures as a mutual objective for Management and Employees at all levels.

It is therefore our Policy to do all that is reasonable to prevent personal injury and damage to property and to protect everyone from foreseeable work hazards, including the public, in so far as they come into contact with our operations and buildings. In particular, we have a responsibility:-

- to provide and maintain safe and healthy working conditions, taking account of any statutory requirements;
- to provide training and instruction to enable you to perform your work safely and efficiently;
- to make available all necessary safety devices and protective equipment and to supervise their use;
- to maintain a constant and continuing interest in health and safety matters applicable to our activities, in particular, by consulting and involving you or your representatives wherever possible.

You have a duty to co-operate in the operation of this Policy:-

- by working safely and efficiently;
- by using the protective equipment provided and by meeting statutory obligations;
- by reporting incidents that have led or may lead to injury to people or damage to property or equipment;
- by adhering to our Procedures, for securing a safe workplace;
- by assisting in the investigation of accidents with the objective of introducing new measures to prevent a recurrence.

A copy of this statement and procedures will be displayed in suitable areas. The Policy will be continually reviewed and amended or added to as appropriate.

This document contains additional policies and procedures in support of this statement.

This Policy will be reviewed in 12 months time, unless anything instigates a change which necessitates it to be reviewed sooner.

Signed: ..... Title: Managing Director

Date: .....



Policy Reviewed By: .....

Date: .....

## GENERAL ARRANGEMENTS

1. What to do IN CASE OF FIRE is covered by separate instructions and posted throughout the premises. (See fire procedure section)
2. You must report ALL INCIDENTS. Where necessary, these will be followed by an investigation to determine the cause so as to remedy any faults and prevent a recurrence of the incident. (See Incident Reporting Section)
3. FIRST AID. The location of first aid boxes and the names of first aiders are published on the notice board.
4. Your INSTRUCTION in our working methods and the maintenance of these methods are amongst the duties of Supervisors, who also initiate any steps necessary to improve unsafe conditions.
5. Your TRAINING in health and safety matters necessary to your work and in the operation of emergency procedures is undertaken by the appropriate competent person.
6. GOOD HOUSEKEEPING is considered to be the foundation of our safety programme in which everyone must play a part. There are arrangements for:-
  - the proper storage of clothing and waste and the removal of waste;
  - the provision of adequate space for equipment and working materials;
  - maintaining clean areas, offices, washing, toilet and first aid facilities.
7. The MAINTENANCE of equipment on which your personal safety depends is our responsibility. All defective equipment will be withdrawn from use until faults are rectified, and all maintenance work will be undertaken by competent persons.
8. Regular SAFETY INSPECTIONS of all areas will be undertaken in accordance with a timetable agreed by us and outlined in the Monitoring section. Remedial action as a result of the inspections to correct potentially harmful situations will be carried out if reasonably practicable to do so.
9. Every effort is made to provide appropriate PERSONAL PROTECTIVE EQUIPMENT in joint consultation between you and us.
10. Safety procedures and rules for CONTRACTORS are outlined in the Contractors section.
11. RISK ASSESSMENTS will be carried out as required under the current edition of the Management of Health and Safety Regulations.
12. The risk assessments will be MONITORED AND REVIEWED as necessary.

## IMPLEMENTATION OF POLICY

The Policy will be implemented in the following manner.

1. Where planning or tendering for contracts, provision will be made for the health, safety and welfare of employees and for that of other parties.
2. In all of our activities the Health and Safety Policy will be implemented by:-
  - providing and maintaining equipment and systems of work which are carefully designed and monitored;
  - ensuring that optimum safety standards are complied with when using, handling, storing and transporting articles and substances;
  - ensuring that a high standard of instruction, training and supervision is given to you and all necessary information regarding health and safety at work is provided;
  - ensuring the workplace is maintained in a high standard of cleanliness, hygiene and housekeeping and there are safe and proper means of access to and egress from places of work;
  - ensuring that adequate personal protective equipment, is provided for everyone and is used;
  - ensuring that there are specific arrangements entered into when sub-contracting work so that the Policy is adhered to by sub-contractors;
  - ensuring that adequate facilities and arrangements are to be provided for welfare at work;
  - ensuring that all employees comply with the relevant laws and Regulations and co-operate with those responsible for enforcing them. We will maintain a system for the prompt reporting of accidents and their investigation, together with implementing any preventative measures or statistical appraisals if appropriate;
  - ensuring that your responsibilities in connection with health and safety are specified clearly in writing.

# COSHH POLICY

## GENERAL STATEMENT

We accept that no substance can be considered completely safe. All reasonable steps will be taken to ensure that all exposure by you to substances hazardous to health is prevented or at least controlled to within statutory limits.

We undertake to control exposure by engineering means where reasonably practicable.

Where exposure cannot be adequately controlled by engineering means, appropriate personal protective equipment (PPE) will be provided free of charge after consultation with you or your representatives.

You will be provided with comprehensive information and instruction on the nature and likelihood of your exposure to substances hazardous to health.

The implementation of this Policy requires our total joint co-operation.

## INFORMATION AND TRAINING

We will give sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected, such as contractors, temporary staff and visitors.

Managers and supervisors of areas that use substances hazardous to health will be given additional training to ensure the proper management of the risks.

## CONTROLS

Modern working methods involve the use of substances, principally chemicals, which may pose a risk to the health of people using them. No chemical is completely safe in all circumstances and any airborne dust, in significant quantities, can damage health. Since the hazard to health posed by many substances is not known it is good practice to use working methods to minimise exposure. Where the hazards are known specific steps can be taken. The most important steps are:-

- identify the hazard;
- assess the risk;
- eliminate, prevent or control the risk;
- maintain and monitor the controls;
- monitor your health;
- ensure assessments and controls are up to date.

# ENVIRONMENTAL POLICY

We at Dave Hunt Flooring Limited realise that:-

- planned prevention or reduction of pollution is cheaper than rectification after the event. It therefore makes sense to minimise waste and pollution to reduce long term costs;
- our Policy begins with a consideration of the impact of our activities on both the local and wider communities and will take account of use of energy and disposal of waste.

Therefore we have the following commitments and objectives to:-

- minimise disturbance to the local and global environment and to the quality of life of the local communities;
- comply with all relevant statutory regulations;
- maintain appearances and highest environmental standards within the premises;
- take positive steps to conserve scarce and non-renewable resources;
- assess, in advance if possible, environmental effects of new processes and developments;
- provide necessary information to enable proper use, storage and disposal of products to avoid harm to the environment;
- provide necessary information to enable employees to operate processes and procedures properly to minimise effects on man and the environment;
- keep the public informed of major new projects in the locality.

## OVERALL

To develop our business paying full regard to the environment and where practicable taking into account the view of all parties whose interest may be affected.

We will act in accordance with appropriate codes of practice and will communicate this policy to everyone.

## ORGANISATION

The Managing Director has ultimate responsibility for this Policy and through the Management team and supervisors, will direct this Policy to you and other interested parties.

## DRIVING COMPANY VEHICLES

To ensure the safety of drivers of our vehicles and others we will operate the following procedures:-

- the Contracts Director is responsible for ensuring that all our vehicles are suitable for their intended purpose;
- our vehicles will be serviced according to the manufacturers recommendations and service log books maintained;
- the Contracts Director will ensure that, where required, vehicles hold a current MOT test certificate and are presented for testing as the legally required;
- drivers are responsible for ensuring that a Weekly Vehicle Check sheet is completed for their vehicle;
- the Contracts Director is responsible for ensuring that our vehicles are only driven by persons holding a current, full licence for the type of vehicle and who have been authorised to do so;
- before being allowed to drive on of our vehicles, you will be required to present your driving licence to the Contracts Director for inspection. Thereafter, driving licences will be inspected annually;
- we do not expect you to take risks when driving. Journeys should be planned in advance, allowing sufficient time to drive within speed limits and according to traffic conditions;
- some prescription drugs and medicines carry a warning to persons taking them that they should not operate machinery or drive vehicles. Any driver prescribed such medication must inform us immediately and must not drive until you have stopped taking the medication;
- drivers are instructed to obey the Highway Code at all times;
- drivers are instructed NOT to use a mobile phone while driving, unless it is hands-free and safe to take the call;
- you are responsible for paying any fines for driving or parking offences committed while you are in charge of our vehicle;
- any driver of our vehicles must inform us about any prosecution for a driving offence;
- drivers are advised that on the morning following a night of heavy drinking their blood alcohol level may be above the legal limit. If you think that this is the case, you must not drive until you consider that your blood alcohol level is within the limit.

**Driving one of our vehicles without the authorisation of the Contracts Director or while under the influence of alcohol or illegal drugs are serious breaches of our health and safety rules. They will be considered as gross misconduct, which could lead to summary dismissal.**

## **DISPLAY SCREEN EQUIPMENT POLICY**

Dave Hunt Flooring will take all reasonable steps to secure the health and safety of those who work with display screen equipment (DSE).

We acknowledge 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. Whilst it is generally recognised that the use of DSE can be undertaken without undue risks to health, it is appreciated that some employees may have genuine reservations and concerns. We will seek to give information and training to enable a fuller understanding of these issues.

### **IMPLEMENTATION**

The implementation of this Policy requires our mutual co-operation. There will be full consultation with your representatives through existing channels of communication.

The person responsible for implementing this Policy is your Manager.

### **ARRANGEMENTS FOR SECURING THE HEALTH AND SAFETY OF WORKERS**

We will, in consultation with workers and their representatives:-

- carry out an assessment of each workstation, taking into account the DSE, the furniture, the working environment and the worker;
- take all necessary measures to remedy any risks found as a result of the assessment;
- take steps to incorporate changes of task within the working day, in order to prevent intensive periods of on-screen activity;
- review software to ensure suitability for the task;
- arrange for the provision of eye and eyesight tests prior to employment and at regular intervals thereafter and where a visual problem is experienced;
- arrange for the free supply of any corrective appliances (glasses or contact lenses) where required specifically for working with DSE;
- advise you, and all persons applying for work with DSE, of the risks to health and how these are to be avoided.

### **PROCEDURES FOR DEALING WITH HEALTH AND SAFETY ISSUES**

Where you raise a matter related to health and safety in the use of DSE, we will:-

- take all necessary steps to investigate the circumstances;
- take corrective measures where appropriate;
- advise you of actions taken.

Where a problem arises in the use of DSE, you must adopt the following procedures:-

- inform a responsible person immediately;
- in the case of an adverse health condition advise your own general practitioner.

## **INFORMATION AND TRAINING**

We will give sufficient information, instruction and training as is necessary to ensure the health and safety of workers who use DSE. This provision also applies to persons not in direct employment, such as temporary staff and contractors.

Your Manager is responsible for users of display screen equipment will also provide appropriate training.

## **EYE AND EYESIGHT TESTS**

### **Pre-employment**

We will arrange for an eye and eyesight 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, we will arrange for the supply of glasses.

### **Job changes**

If you transfer to a job involving the use of DSE you will be offered an eye and eyesight test. This entitlement also applies where use of DSE has become a significant part of your work but you were not previously considered as a regular user.

### **Regular eye and eyesight tests**

You 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 DSE and must be arranged through us.

### **Visual discomfort**

Where you experience visual difficulties and have reason to believe that these may be caused by work with DSE, we will offer an eye and eyesight test.

### **Costs of testing**

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

### **Supply of glasses**

Where glasses are found necessary, specifically for the use of DSE, we will pay the full cost of the corrective lens plus the cost of a basic pair of frames. If you prefer enhanced frames you will pay any balance of cost yourself. Evidence of purchase must be produced.

### **Care and replacement of glasses**

You are 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.

You are expected to show the same degree of care for glasses as for any other item of our property. Anybody failing to observe this requirement may be subject to disciplinary procedures.

Where there is a change in an employee's visual defect and this results in a change to prescription requirements, we 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, we 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. If you know that your DSE workload does not permit adequate breaks should bring this to the attention of your Manager.

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

### **RADIATION AND PREGNANCY**

If you use DSE you 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.

We acknowledge that some of you may not be fully convinced by these assurances. It is recognised that, where you have 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 she undertakes. Although no guarantee can be given such requests will receive full and proper consideration and will be granted where this can be achieved without disruption of our operations.

### **ASSESSMENT OF THE WORKSTATION**

DSE users will be invited to assist us in providing a comfortable and safe working environment.

### **TRAINING**

Those who use DSE will be given training to enable them to work without risk to health. Training will also cover the provisions of this Policy.

### **SAFE SYSTEM OF WORK**

Badly adjusted furniture or equipment can result in discomfort and can even lead to disability in extreme circumstances. Poor work design can cause or aggravate these conditions. Unnecessary discomfort can be avoided by adopting the following simple precautions:-

- make sure that all your furniture and equipment is functioning correctly;
- adjust furniture and equipment so that you are comfortable when working;
- take the opportunity to vary activities, breaking up long periods of DSE work;
- use your entitlement to eye and eyesight tests;
- report symptoms of discomfort or ill health as soon as you are aware of them;
- inform your employer of your training needs;
- do not tamper with electrical equipment — ask for assistance.

# ELECTRICAL SAFETY POLICY

Electricity has the potential to kill. This danger is increased because it cannot be seen. Electrocutation can also cause burns and shorting of conductors can cause fire or explosion.

We acknowledge that we have duties under the current edition of the Electricity at Work Regulations to take precautions against the risk of death or personal injury from electricity in work activities. The following procedures, aimed at eliminating risk or reducing it to an acceptable level, will be adopted.

## **FIXED (PERMANENT INSTALLATION)**

Any modifications or extensions to the fixed electrical installation will be designed by a professionally qualified electrical engineer. To assist with this, persons purchasing machinery are responsible for obtaining from the manufacturer/supplier details of power requirements and for bringing these to the attention of the person designing the electrical system. All designs will comply with the current edition of the Institution of Electrical Engineers Regulations for Electrical Installation (IEE Regulations).

Any maintenance work will be carried out by a competent person to the standard recommended by the current edition of the IEE Regulations. **LIVE WORK, EXCEPT WHERE IT IS UNAVOIDABLE FOR THE PURPOSES OF TESTING AND CERTIFICATION, IS PROHIBITED.** Persons carrying out electrical maintenance work will be required to provide risk assessments for the tasks they will be carrying out.

Electrical switchgear and control equipment will be kept clean and free from obstruction at all times.

The fixed electrical installation will be inspected and tested at intervals of five years by a contractor approved by the National Inspection Council for Electrical Installation Contracting (NICEIC) or equivalent.

## **PORTABLE ELECTRICAL APPLIANCES**

For the purpose of this Policy a portable electrical appliance is defined as any item powered electrically and supplied via an electrical lead and plug.

All portable electrical appliances will be identified with a unique number and will be listed in a Portable Electrical Appliances Register.

All persons using hand held electrical appliances are responsible for inspecting plugs and lead before use.

Any person finding an item of damaged equipment should bring this to the attention of the Contracts Director immediately.

All portable electrical appliances will be inspected and tested in compliance with the current guidance which includes the Institution of Electrical Engineers recommendations.

## **CONTRACTORS**

All portable electrical appliances used by contractors on our premises must be battery operated or operate at 110 volts supplied through a centre-tapped transformer.

Where appliances are not available in battery or 110 volts versions the use of 240 volts equipment will be permitted, so long as such equipment is used with a residual current device operating at 30 mA/30mS.

Contractors will be required to provide evidence that any portable electrical appliances brought onto our premises have been tested by a competent person in the last 12 months.

# FIRST AID POLICY

## INTRODUCTION

We recognise that by providing suitable first aid facilities, having regard to the nature of our undertaking and the number and location of our staff, we may reduce the immediate impact of any accident.

It is our policy to:

- appoint and train suitable numbers of first aid personnel;
- provide and maintain suitable and sufficient first aid facilities (see First Aid Guidance);
- ensure that first aid facilities, equipment and personnel are readily available;
- provide additional training for first aid personnel as necessary to take into account any specific hazards.

# HAND-ARM VIBRATION SYNDROME (HAVS) POLICY

## INTRODUCTION

We recognise that regular exposure to continuous vibration from the work process has the potential to cause long term ill health to a range of occupational diseases collectively known as hand–arm vibration syndrome (HAVS).

### It is our policy to:

- assess the risks to health from exposure to continuous levels of vibration, and determine the control measures needed;
- introduce effective control measures to ensure levels of exposure to HAVS are eliminated or reduced as far as is reasonably practicable;
- record the assessments, and review them periodically or when changes occur;
- ensure that the most appropriate equipment is used for the job;
- ensure that those persons responsible for managing work likely to result in exposure to HAVS are adequately trained and competent;
- inform, instruct and train employees about the risks and the precautions to be taken to protect themselves from the harmful effects of continuous exposure to vibration;
- ensure no new equipment or processes are introduced into our work activities where there is a foreseeable risk of HAVS without a risk assessment and approval of a designated manager;
- maintain an inventory of all vibration equipment used that is likely to cause HAVS;
- monitor exposure of HAVS, and undertake appropriate health surveillance, where necessary;
- maintain tools to the manufacturer's specifications to avoid worsening vibration.

# KNIFE (GENERAL USE) SAFETY POLICY

## INTRODUCTION

We recognise that using knives can present hazards and risks to all our employees, not just those using them, if inappropriately used and stored. We must therefore introduce controls to ensure that the risks associated with the use of the knives are minimised.

### It is our policy to:-

- identify trained employees who are authorised to use knives;
- provide knives for authorised employees which are suitable and safe for the tasks intended;
- provide employees with the means to maintain their knives in a good, safe condition;
- arrange for the maintenance of knives where this cannot be undertaken by the authorised employee;
- provide personal protective equipment where a risk assessment concludes that personal protective equipment is required, i.e. chain mail or "Kevlar" gloves;
- ensure all personal protective equipment will adequately protect the individual from the hazard, fits properly and is as comfortable as possible;
- provide personal protective equipment that conforms to relevant British and European standards;
- provide members of staff using PPE with relevant information and training;
- supervise and monitor staff to ensure the personal protective equipment is being used correctly;
- keep a record of all personal protective equipment issued;
- discipline employees who repeatedly refuse to use PPE in the correct way.

# MANUAL HANDLING POLICY

## GENERAL STATEMENT

Statistics show that manual handling is one of the most common causes of absence through injury at the workplace. More than one third of lost time accidents are caused in this way. These injuries may often have long-term effects. This Policy is intended 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.

The person with the responsibility for implementing the provisions of this Policy is the Operations Director.

## ARRANGEMENTS FOR SECURING THE HEALTH AND SAFETY OF WORKERS

### Elimination of hazardous manual handling activities

We will ensure that operations which involve 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 automated or mechanical aids such as trolleys, chutes and conveyors.

### Assessment of risk

An assessment of manual handling activities will be carried out by competent persons. Risks which are identified will be reduced to the lowest level reasonably practicable. The following factors will be considered during the assessment.

### The task

Bending and stooping to lift a load significantly increases the risk of back injury. 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. Where items are required to be lifted from above shoulder height, a stand or suitable means of access should be used. 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.

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.

### The load

The load should be kept as near as possible to the body trunk to reduce strain and should not be of such size as to obscure vision. An indication of the weight of the load and the centre of gravity should be provided where appropriate.

Unstable loads should be handled with particular caution. The change in centre of gravity is likely to result in overbalancing. Ensure that there is a secure handhold, using gloves where necessary to protect against sharp edges or splinters.

## **The individual**

Consideration must be given to age, body weight and physical fitness. Regard must be given to personal limitation; you must not attempt to handle loads that are beyond your individual capability. Assistance must be sought where this is necessary.

Persons with genuine physical or clinical reasons for avoiding lifting should be made allowance for, as should pregnant women, who should not be required to undertake hazardous lifting or carrying tasks.

Sufficient knowledge and understanding of the work is an important factor in reducing the risk of injury. Individuals undertaking lifting or carrying will be given suitable instruction, training and information to undertake the task with minimum risk.

## **The working environment**

There must be adequate space to enable the activity to be conducted in safety and the transportation route must be free from obstruction. Lighting, heating and weather conditions must be taken into account. Floors and other working surfaces must be in a safe condition, and adequate ventilation is required, particularly where there is no natural ventilation.

## **Other factors**

Use of personal protective equipment may be necessary whilst carrying out manual handling activities. If the use of PPE restricts safe and easy movement, this should be reported. Constant interruptions from other workers must be avoided, as this can reduce the concentration of an individual.

## **DUTIES OF MANAGERS AND SUPERVISORS**

Managers or supervisors must ensure that:-

- manual handling assessments are carried out where relevant and records are kept;
- employees are properly supervised;
- adequate information and training is provided to persons carrying out manual handling activities;
- any injuries or incidents relating to manual handling are investigated, with remedial action taken;
- employees adhere to safe systems of work;
- safety arrangements for manual handling operations are regularly monitored and reviewed;
- employees undertaking manual handling activities are suitably screened for reasons of health and safety, before undertaking the work;
- special arrangements are made, where necessary, for individuals with health conditions which could be adversely affected by manual handling operations.

## **YOUR DUTIES**

You must ensure that:-

- you report to management (in confidence) any personal conditions which may be detrimentally affected by the manual handling activity;
- you comply with instruction and training which is provided in safe manual handling activities;
- your own health and safety is not put at risk when carrying out manual handling activities;
- you use equipment which has been provided to minimise manual handling activities;
- any problems relating to the activity are reported to a responsible person.

## **INFORMATION AND TRAINING**

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. Refresher training will also be given at reasonable intervals.

Employees will be informed of approximate weights of loads that are handled and objects which have eccentric weight distribution.

## **SAFE SYSTEM OF WORK**

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:-

- ensure that formalised systems of work which have been designed for the work activity are complied with;
- make full and proper use of aids to lifting and carrying, such as trolleys, chutes and access equipment;
- store heavy items between shoulder and hip height. Where possible only store small, light items above shoulder or below knee height;
- use the legs and knees to bend and lift — do not stoop or bend the back;
- avoid tasks which require stretching or twisting;
- ensure that regular rest breaks are taken where manual handling activities are repetitive or to prevent the onset of fatigue;
- ensure that there are no sharp, hot or cold edges which could cause injury;
- ensure that walkways are free from obstructions;
- make full and proper use of personal protective equipment.

Report any problems or concerns associated with manual handling operations to a responsible person without delay.

## **MOBILE TELEPHONE POLICY**

### **USE OF HEADSETS**

Following recent reports in the national press and television there is some concern about the possible effects of radiation from mobile phones.

The main area of concern is that radiation from a cellular telephone can cause an increase in the temperature of the brain, if the handset is held against the side of the head for prolonged periods. It is not known whether or not this has any effect on health.

Although there is no conclusive evidence to support these concerns, we believe it would be prudent for us to adopt a policy to reduce any potential risk.

We therefore recommend that whenever possible you should use your company mobile telephones with the hands free kit provided, (whether you are in your car or not) and avoid long conversations with the handset directly to their ear.

### **USE WHILST DRIVING ON COMPANY BUSINESS**

Mobile telephones **MUST NOT BE USED** whilst driving any of our vehicles or whilst driving any vehicle on company business.

## NOISE POLICY

We acknowledge and accept our duty under the current edition of the Noise at Work Regulations to reduce risks to the hearing of our employees from noise encountered during work. The following procedures will be followed:-

- we will ensure that damage to your hearing from excessive noise resulting from work activities is prevented;
- the risk assessments of all operations carried out by us will identify areas where noise is a hazard when using tools or equipment;
- subcontractors are responsible for identifying in their risk assessments and method statements any work that will expose their employees and any other person to noise levels that could cause damage to hearing;
- where the reduction of high noise levels is not possible by other means the company will provide you with appropriate ear protection and train them in its use;
- subcontractors are responsible for providing their employees with appropriate ear protection, when these are required;
- you are responsible for using ear protection as instructed in risk assessments and method statements or by the Operations Director;
- the Operations Director is responsible for ensuring that employees and subcontractors use hearing protection as instructed.

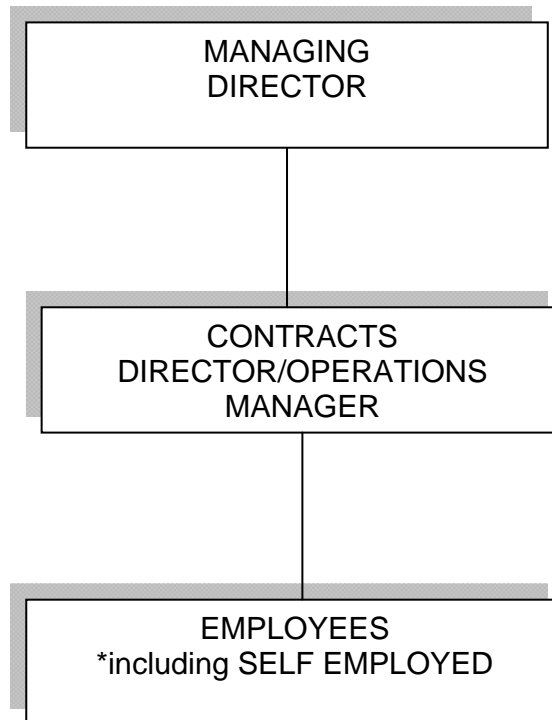
# **DAVE HUNT FLOORING LIMITED**

## **ORGANISATION AND RESPONSIBILITIES**

## B. ORGANISATION AND RESPONSIBILITIES

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# HEALTH AND SAFETY MANAGEMENT STRUCTURE



\* REFERENCE TO EMPLOYEES THROUGHOUT THIS POLICY INCLUDES THE SELF EMPLOYED.

# INDIVIDUAL RESPONSIBILITIES

## POLICY

It is our Policy that all reasonably practicable actions will be taken to ensure the maintenance of a safe and healthy working environment, the health and safety of all persons, and to prevent damage to property, by promoting awareness of legal, personal and economic responsibilities.

It is your duty to conform to our policy and safe systems of work, and to accept and carry out your responsibilities. Failure to do this will result in disciplinary action being taken against you. This awareness will be achieved through Induction Training and the Safety Handbook. In this context, you are reminded of your own duty under Section 7 of the current edition of the Health and Safety at Work Act, to take responsibility for your own safety and that of other workers, and to co-operate with us so as to enable it to carry out our responsibilities successfully.

Those who authorise work to be carried out must ensure that sufficient information, instruction and supervision are provided to enable others to avoid hazards and contribute to their own safety and health at work. They must also carry out safety inspections of the working environment under their control in order to maintain standards.

You should contribute towards making the work area, and access to it, as safe as possible. All working practices should be periodically appraised to ensure that the safest procedures are adopted. These will be achieved by undertaking risk assessments.

All sub-contractors employed by us will be required to comply with and adhere to our Policy on Safety.

# **SPECIFIC RESPONSIBILITIES**

## MANAGING DIRECTOR

Responsibilities include:-

1. initiating our Policy for the prevention of injury, damage and wastage;
2. carrying out an annual review of the Policy;
3. arranging adequate funds and facilities to meet requirements of our Policy;
4. ensuring that appropriate insurance cover that embraces both statutory and general requirements is met and maintained;
5. ensuring that all levels of staff receive adequate and appropriate training;
6. ensuring that disciplinary procedures are adequate to act against those who breach safety Policy or safe practices;
7. ensuring that any inspection, testing and certification is carried out to comply with relevant Regulations applicable to our operation;
8. making reasonable enquiries to ensure that subcontractors engaged to work on our behalf and contractors engaged to work on our premises are competent to do so;
9. setting a personal example.

**CONTRACTS DIRECTOR****COMPANY SAFETY REPRESENTATIVE**

Responsibilities include:-

1. familiarising yourself with our Health and Safety Policy;
2. ensuring that staff are adequately trained in proper and safe working methods and are fully aware of any hazards;
3. ensuring that all employees are aware of the fire procedures and first aid facilities;
4. seeking to develop safe practices and encourage suggestions from employees;
5. ensuring that all safety rules are observed and protective equipment is worn or used when appropriate;
6. ensuring that all safety devices are fitted, properly adjusted and maintained;
7. ensuring that all hazardous defects in the workplace are reported and subsequently rectified;
8. completing accident reports for all accidents involving injury, damage or lost time. Reports to be completed as soon as possible;
9. ensuring that good housekeeping standards are maintained;
10. carrying out risk assessments to identify all hazardous activities and the risks associated with such activities;
11. bringing to the attention in writing of those concerned, the significant risks identified as a result of any such assessments;
12. stipulating safe systems of work, so that all work is carried out in accordance with Statutory and in-house regulations and codes of practice;
13. ensuring that all employees are effectively instructed in safe systems of work and that records of instructions are kept;
14. ensuring that risk assessments are reviewed regularly, particularly in respect to any new or proposed activities or processes;
15. ensuring that all visitors are made aware and comply with all aspects of Health and Safety legislation;
16. setting a personal example.

**EMPLOYEES (INCLUDING SELF EMPLOYED)**

Responsibilities include:-

1. being familiar with the Safety Policy and implementing it at all times;
2. developing a concern for safety personally and for others, particularly new employees;
3. avoiding improvisation;
4. suggesting ways of eliminating hazards;
5. co-operating with us in maintaining a safe working environment and making your contribution to reducing accidents;
6. taking care of property entrusted to you, refraining from horseplay, the abuse of welfare facilities and the misuse of equipment;
7. operating only items of equipment for which you have been trained, deemed competent and authorised to use;
8. using the correct tools and equipment for the job. Using the safety equipment and protective clothing (P.P.E.) which is made available and issued when required;
9. keeping tools and equipment in good condition;
10. reporting to your line manager any defects in equipment. Ensuring that equipment is in a safe and secure state when unattended;
11. reporting any industrial injury, industrial disease, or any incidents which could result in personal injury or property damage, to Operations Director;
12. complying with any risk assessments which have been undertaken;
13. obeying our safety rules;
14. setting a personal example.

## ORGANISATION AND RESPONSIBILITY

### OVERALL RESPONSIBILITY

The Managing Director has overall and final responsibility for Health and Safety within our operations. He will ensure we have an effective Policy for Health and Safety and will delegate specific responsibilities to ensure that all requirements of current Health and Safety legislation are satisfied.

### SPECIFIC RESPONSIBILITIES

<b>Responsibility</b>	<b>Name</b>
Instruction in Safe Working Practices:	Operations Director
Training:	Operations Director
Health and Safety Inspections:	Operations Director
Office Safety Inspections:	Managing Director
Equipment Maintenance and Inspection:-	
In House:	Operations Director
Outside Services:	Operations Director
Fork Lift Trucks:	Operations Director
First Aid Provision:	Managing Director
Fire:- Equipment:	Managing Director
Evacuations:	Managing Director
Computer Equipment:	Managing Director
Housekeeping:	Operations Director
Collection/Delivery Procedures:	Operations Director
Accident Reporting and Recording:	Operations Director
Accident Investigation:	Managing Director
Visitors (inc. Sub-contractors):	Managing Director
Risk Assessments:-	
General:	Operations Director
COSHH:	Operations Director
Manual Handling:	Operations Director
PPE:	Operations Director
VDU Screens:	Managing Director
Noise:	Operations Director
Asbestos:	operations Director
Working at Height:	Operations Director
Lone Working:	Operations Director
Vibration:	Operations Director
Pregnant Workers:	Managing Director
Young Persons:	Managing Director
Services:-	
Gas:	Managing Director
Electricity:	Managing Director
Water Supply (Legionellosis):	Managing Director
Waste (inc. Clinical Waste):	Operations Director

# VISITORS' RULES

## INTRODUCTION

The following rules are designed to control all visitors to the premises. It is important that persons should not be permitted to wander freely around the premises, for reasons of health, safety and security. In case of fire, it is imperative to know the number of persons in the building and their location.

This can be achieved by maintaining a record of the name, time of arrival and departure and whereabouts of visitors. A format for the control of visitors is outlined below.

You should ensure that:-

- Visitors enter their details in the Visitors' Record Book on arrival and book out on departure.
- Visitors remain in the reception area until they are attended to.
- All accidents suffered by visitors are reported to the Operations Director without delay and logged in the incident reporting procedure.
- Visitors are made aware of these rules and comply with the Fire Procedures.

**VISITORS RULES**

All visitors must read these rules and enter their details in the "Visitors Book" on arrival, thereby indicating they understand their obligations. Visitors must also sign out on departure.

**PARKING**

Visitors must ensure that their vehicles are left in approved parking areas.

Vehicles must not obstruct fire escape routes, private or public access and other vehicles.

**RECEPTION AREA**

Visitors must remain in the reception area until collected.

Visitors must be either (i) accompanied by staff or (ii) authorised to enter the premises.

**SECURITY**

Nothing may be taken from the premises without permission.

We reserve the right to request to search visitors' bags, packages and vehicles.

**HEALTH AND SAFETY**

Visitors must use all protective clothing and equipment provided.

Visitors must not enter any areas without permission of an authorised representative.

All visitors (including contractors) must report any accident, injuries or dangerous occurrences to the authorised representative immediately.

**FIRE**

Visitors must obey the Fire Procedure and Instructions.

Visitors must comply with any "NO SMOKING" controls.



# **DAVE HUNT FLOORING LIMITED PROCEDURES**

## C. PROCEDURES

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## **THE HEALTH AND SAFETY (CONSULTATION WITH EMPLOYEES) REGULATIONS**

Under the current edition of these Regulations we have a duty to consult on matters relating to your Health and Safety, in particular with regard to:-

- the introduction of any measure at the workplace which may substantially affect your health and safety;
- the arrangements for appointing or nominating persons who will act as representatives;
- any health and safety information which is required for them;
- the planning and organisation of any health and safety training required for those nominated;
- the health and safety consequences of the introduction of new technologies into the workplace.

### **PERSONS TO BE CONSULTED**

We may consult:-

- directly with you; or
- one or more persons who are elected by you and are representatives of the group. (These persons will be known as Representatives of Employee Safety).

Where the second bullet point above applies we will inform you of the name of the Representative and the group represented by that person.

### **OUR DUTY TO PROVIDE INFORMATION**

Where we elect to consult directly with you, we shall make available such information as is necessary to enable you to participate fully and effectively in the consultation.

Where we consult through Representatives of Employee Safety, we will provide such information as provided to you directly plus:-

- such training in respect of the representative's function under the Regulations meet the cost of this training;
- where those Representatives are appointed, permit them to take such time off, with pay, during that Representative's working hours as shall be necessary for the purpose of performing his functions under the Regulations; and
- to provide any information as is contained in any record which is required to keep under the current edition of the RIDDOR Regulations.

**WHERE EMPLOYERS ARE ALREADY CONSULTING WITH SAFETY REPRESENTATIVES UNDER THE 1977 REGULATION THIS WILL SATISFY THE CONSULTATION REGULATIONS.**

## CONSULTATION WITH EMPLOYEES

Dave Hunt Flooring Limited acknowledges that it has a duty under the current edition of Health and Safety (Consultation with Employees) Regulations to consult employees on health and safety matters. It has chosen to fulfil this duty by direct consultation.

You will be provided with such information as is necessary to enable you to participate fully and effectively in the consultation. Such information will be provided by the means most appropriate to the matters and circumstances concerned. These may include, but will not be limited to, the following:-

- conversations with individuals;
- staff meetings;
- information displayed on notice boards;
- letters attached to payslips.

Anyone wishing to raise a matter for discussion should bring it to the attention of the Operations Director.

## RISK ASSESSMENTS

Under the current edition of the Management of Health and Safety at Work Regulations we are required to carry out risk assessments.

The purpose of risk assessments is to identify any significant hazard and to ensure that the risk is, where possible, eliminated or controlled to minimise the potential of injury.

Our aim is to:-

- identify the hazard;
- identify the staff or third party that might be affected by that hazard;
- ensure that controls are adequate;
- where necessary, action further controls;
- periodically review/maintain controls for the purpose of Risk Assessment. (You should look solely to such hazards that constitute a significant risk.)

Responsibilities for undertaking risk assessments are identified in the organisation and responsibilities section of this Policy. From these risk assessments, safe systems of work will, where appropriate, be developed and brought to the attention of staff concerned.

Guidance Notes which may be referred to when undertaking risk assessments are listed in the appropriate section of this Policy.

## COSHH PROCEDURE

Dave Hunt Flooring Limited acknowledge that we have a duty under the current edition of the Control of Substances Hazardous to Health Regulations (COSHH) to assess the health risks associated with the substances we use or produce, either intentionally or as by-products of our activities. We recognise that the purpose of a COSHH assessment is to identify the health hazards of substances before they are used and to introduce controls to eliminate risks or to reduce them as far as is reasonably practicable.

We will:-

- maintain an up-to-date inventory of substances used or encountered as a result of our activities;
- identify the health hazards associated with the substances listed in the inventory;
- identify staff or third parties that might be exposed to the hazards identified;
- identify the controls currently in place;
- introduce further controls if required to eliminate risks or reduce them as far as is reasonably practicable;
- maintain written records of COSHH assessments;
- review COSHH assessments every 1 year, or sooner if substances or activities change significantly, to ensure that controls remain adequate.

The Operations Director is responsible for maintaining the COSHH Inventory and an up to date library of suppliers' material safety data sheets (MSDS).

The Operations Director is responsible for carrying out COSHH assessments and for bringing any significant findings to the attention of those concerned.

You are responsible for using the controls identified in COSHH assessments.

Where you consider that the controls identified in a COSHH assessment are not sufficient to reduce the risks to health from substances encountered to an acceptable level this should be brought to the attention of the Operations Director immediately.

Records of personal protective equipment (PPE) issued to individuals to control exposure to hazardous substances will be maintained by the Operations Director.

## NOISE POLICY

Dave Hunt Flooring Limited acknowledges and accepts our duty under the current edition of the Noise at Work Regulations to reduce risks to the hearing of our employees from noise encountered during work. The following procedures will be followed:-

- we will ensure that damage to your hearing from excessive noise resulting from work activities is prevented;
- the risk assessments of all operations carried out by us will identify areas where noise is a hazard when using tools or equipment;
- subcontractors are responsible for identifying in their risk assessments and method statements any work that will expose their employees and any other person to noise levels that could cause damage to hearing;
- where the reduction of high noise levels is not possible by other means we will provide you with appropriate ear protection and train you in its use;
- subcontractors are responsible for providing their employees with appropriate ear protection, when these are required;
- you are responsible for using ear protection as instructed in risk assessments and method statements or by a Director;
- the Operations Director is responsible for ensuring that employees and subcontractors use hearing protection as instructed.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Where it is not practicable to control exposure to hazards by any other means Dave Hunt Flooring Limited will provide you with suitable PPE free of charge. The type of PPE required will be determined as part of the risk assessment process.

You are responsible for using PPE as directed. PPE damaged through natural wear and tear will be replaced free of charge. Equipment damaged through negligence, or lost, will be charged to the individual.

PPE is issued by the Operations Director and you will be required to sign to acknowledge receipt. All PPE remains our property and must be returned on leaving.

If you experience problems using PPE you should bring this to the attention of the Operations Director immediately.

Deliberate or serious breaches of health and safety rules will be considered as gross misconduct which may lead to summary dismissal.

# **INCIDENT REPORTING/ FIRST AID PROVISIONS**

## INCIDENT REPORTING PROCEDURE

Under the current edition of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), it is the responsibility of Dave Hunt Flooring Limited to investigate all incidents and dangerous occurrences, to prevent recurrence and to report to the pertinent authority any of those incidents, or dangerous occurrences which, according to RIDDOR, must be reported. (The Regulations are covered in the Health and Safety Reference Manual).

### RESPONSIBILITIES

The Managing Director is responsible for investigating all incidents involving personal injury, incidents involving damage to property, equipment, fittings/fixtures, together with all near misses.

### ACCIDENT BOOK

The BI510 Accident Book must be kept in a secure place, under the control of a competent person.

The Accident Book will be kept in the office and it will be the responsibility of the Managing Director who will ensure that records are correctly maintained.

### NOTIFICATION OF ACCIDENTS/DANGEROUS OCCURRENCES

The Managing Director will be responsible for reporting any notifiable injuries, diseases or dangerous occurrences to the Accident/Incident Reporting Centre.

### ENFORCING AUTHORITIES

The Enforcing Authority is:

Environmental Health Officer  
Warrington Borough Council  
Town Hall  
Sankey Street  
Warrington  
WA1 1UH

Tel: 01925 444 400

Accident/Incident Reporting Centre:

Incident Contact Centre  
Caerphilly Business Park  
Caerphilly  
CF83 3GG

Tel: 0845 300 9923

Fax: 0845 300 9924

Email: [riddor@natbrit.com](mailto:riddor@natbrit.com)

You can report these online at their website at <http://www.riddor.gov.uk>

It is our Policy that verbal communication regarding any accident is expressly forbidden. Any request for information by pertinent and relevant parties must be addressed in writing to the Managing Director, who will make our official response. This statement relates to both reportable and non-reportable accidents/incidents under these Regulations.

If an accident or incident occurs a member of the Management Team must contact First Business Support for advice at the earliest opportunity.

## CIVIL CLAIMS

Dave Hunt Flooring Limited acknowledges that employees and others (contractors, visitors and members of the public) who may be affected by our activities, have the right to make claims for compensation, where they consider that an injury is the result of negligence on our part. Such claims will be dealt with on our behalf by our Employers' and Public Liability insurer.

Following the Woolf report, there is now a 'fast track' procedure that allows for small claims to be settled quickly. This procedure requires us to forward to our insurer any letter from a solicitor, alleging negligence on our part, within 21 days of receipt, providing evidence in our defence. The insurer then has 90 days to respond to the claimant's solicitor. To enable us, and our insurer, to comply with the requirements of the 'fast track procedure', the following procedures must be followed:-

- all incidents must be recorded, investigated and, where necessary, under RIDDOR, reported to the enforcing authorities as described in the Incident Reporting Procedure contained in this Policy;
- any person receiving a letter from a solicitor must forward this immediately to the Managing Director;
- the Managing Director will, unless she instructs someone else to act on her behalf, forward the solicitor's letter to our insurer along with any evidence in our defence;
- direct correspondence with the claimant and/or his/her solicitor is strictly forbidden, as this may prejudice our defence;
- all correspondence relating to the claim must be forwarded to the Managing Director immediately following receipt.

It is our responsibility to provide evidence in defence. Therefore, the person responsible for investigating incidents is responsible for collating an 'Evidence File' for all reportable injuries and incidents and any other accidents where a claim is foreseeable. We may take a commercial view on minor accidents, balancing the possibility of a claim being brought against the cost of accident investigation.

Evidence may take the form of the following documents, but this is not an exhaustive list:-

- entry in the Accident Book;
- statement(s) from the injured person(s), witnesses, supervisors and first aider. These should be signed and dated and contain only statements of fact not supposition;
- copy of the accident/incident investigation report, with any photographs and diagrams;
- pre and post accident risk assessments;
- a copy of any written safety instructions given to the injured person(s);
- a record of any personal protective equipment issued to the injured person(s);

- copies of any test certificates and/or records of maintenance and inspection of any equipment involved in the incident;
- any disciplinary evidence relating to the occurrence;
- copy of any statutory reporting document forwarded to the Enforcing Authority (F2508 or F2508A);
- copy of any correspondence from the enforcing authority relating to the incident.

No evidence may be sent to our insurers without the permission of the Managing Director.

A claim may be brought by an employee whether or not the accident has been recorded in the Accident Book or whether he/she has taken time off work as a result.

# FIRST AID

In the event of an injury you should seek medical attention.

Listed below are the name(s) of our first aider(s):

**Name**

Listed below are the name(s) of our appointed person(s):

**Name**

Listed below are the locations of our first aid equipment:

**First Aid Boxes:**



# ACCIDENT INVESTIGATION PROCEDURE

## PRECONDITIONS

Keep an open mind.

Do not become emotionally involved.

Decision making and taking – assessments belong, in the first instance, to those involved in the accident, not the investigators.

## PREREQUISITES

Reach the scene as quickly as possible.

## SKILLS

Observation and assimilation.

The taking of photographs and the making of sketches.

An understanding of all the technical and chemical factors.

Adequate recording of all relevant data.

Interviewing and taking statements from the injured persons, witnesses and others. These must be signed and dated.

The evaluation of documentation of all types.

The capability of evaluating all the factors referred to as above.

Report writing.

Interpretation of Health and Safety Law.

Conclusions as to the remedial action required.

Use the skills to:-

- establish all the relevant factors as quickly as possible – particularly the causation and sequence of events leading to the accident/incident;
- interview all who appear to be able to contribute to the investigation. Take statements only from those having essential information;
- evaluate all the facts as to the accuracy, reliability and relevance;
- attempt to reach conclusions on the basis of the reliable/relevant evidence;

- never automatically discount any evidence which runs counter to the mainstream facts. Search until completely satisfied;
- be satisfied as to the work system, training, information, instruction and supervision;
- commit the results of the investigation to paper in a clear and concise manner;
- be certain the legal position has been covered in respect of Health and Safety obligations (Ring First Business Support etc);
- be certain the recommended action will prevent future accidents/incidents of the type investigated so far as this is practicable;
- monitor future operations of the type involved in the accident/incident until satisfied that the in-built safety systems are fulfilled automatically.

### **THE INVESTIGATION**

A good principle to adopt when questioning Injured Person/Witnesses is to start with WHAT, WHERE, WHEN, HOW or WHO. Questions starting with WHY will only put the witness on the defensive, and may even antagonise them, and should therefore be avoided. Typical questions might be:-

- WHAT happened?
- WHAT did you see?
- WHAT time was it?
- WHERE were you at the time?
- WHERE was the injured person?
- WHEN did you realise something was wrong?
- HOW did it happen?
- HOW were you involved?
- WHO else was involved?
- WHO else saw the accident/incident?
- WHO reported the accident/incident?
- HOW could it have been prevented?

The question 'WHAT HAPPENED' will often promote the fullest response and it is vital that you listen to what is said, without interrupting the witness account of the incident. If you don't understand something, wait until the witness has finished before asking them to clarify a point. You require the witness's version of the events and therefore should not disagree with any of their statement or make any judgements of their evidence.

Once you have heard and recorded their account of the incident, repeat it back to them to ensure the account is fully understood and agreed with. This also allows them to add anything they may have momentarily forgotten. Once complete, end the interview on a positive note by inviting from them suggestions as to how it may be avoided in the future.

Ideally, the first to be interviewed should be the injured person, and as soon as possible following the event. However, this will depend on the extent of their injuries, and, in such circumstances, they should not be pressed for a statement.

The interview techniques apply to both witnesses and injured persons, and are best carried out at the scene of the incident. This facilitates the witness to use the props at the scene to jog their memory and to explain to you what happened.

### **THE ACCIDENT REPORT**

Either the attached form can be used, e.g. in cases where in depth reporting is NOT required or the following should be adopted.

### **INVESTIGATION REPORT**

Main heading.

Date(s) of investigation.

Names and addresses of persons interviewed and similarly for their employers.

Names of persons from whom statements are taken.

Circumstances:-

- brief summary;
- injured/deceased person (name and relevant details);
- plant, equipment, machinery, work permits or other written documents;
- narrative and any remedial (immediate) action taken;
- sketch(es) (if necessary);
- photographs;
- plans/manuals/manufacturers – suppliers data/written instructions etc;
- details of injuries/ disease/ illness/ first aid details/ qualifications/ name /treatment given (if known);
- legal requirements.

## **COURSE OF ACTION**

Preventative measures:-

- Before the accident/incident.
- After the accident/incident.
- Safety Policy/policies.

Comment.

Legal conclusion.

## **ACTION**

Taken.

Proposed.

Transport of injured person to hospital.

# ACCIDENT REPORT FORM/ DANGEROUS OCCURRENCE

NAME .....

DEPARTMENT: ..... SECTION: .....

**Accident\* or Dangerous Occurrence \* (Please delete as appropriate)**

Major: ..... Minor: ..... (Please tick)

Location: .....

Nature and Extent of Damage: .....

.....  
.....

Classification (As listed below): .....

**Witnesses**

1) Name: ..... 2) Name: .....

Address: ..... Address: .....

.....  
.....  
.....

Date of Dangerous Occurrence: ..... Time: .....

Name of Person in Charge: ..... Position: .....

**Date:** ..... **Name:** .....

**Signature:** ..... **Position:** .....



# SITE ACCIDENT/INCIDENT REPORT

1. Site Address  
.....  
.....  
.....

2. Contact  
.....

3. Injured person's Surname ..... Forenames .....

4. Injured person's Address  
.....  
.....

5. Nat Ins No. .... Age ..... Clock No .....

6. Normal Occupation  
.....

7. Occupation at time of accident  
.....

8. Exact location of accident  
.....

9. Date and time of accident  
.....

10. Date and time of ceasing work  
.....

11. State precise nature of injury  
.....  
.....

(If eye or limb state left or right)

12. To whom was the accident reported?  
Date ..... Time .....

13. Entry made in Accident Book BI 510 on .....

14. Enforcing Authority informed by telephone .....

Date ..... Time .....

15. Report sent to Enforcing Authority on .....

16. Was first aid given on site? .....

17. Did the injured person go to hospital? .....

Give name of hospital .....

18. Was the injured person authorised to be at the place of the accident for the purpose of his/her work .....

19. How was the accident caused? .....

20. Give a full description of what happened .....

.....

.....

.....

21. State what the injured person was doing at the time .....

.....

22. If falls of persons from heights or into excavations or holes are involved, state distance of fall in metres ..... metres

23. Use the reverse of this form for a sketch

24. What action has been taken to prevent recurrence? .....

25. Was machinery involved? .....

26. Give name of machine .....

27. Was it working at the time of the accident? .....

28. Names and addresses of witnesses to the accident. Obtain witnesses wherever possible. Attach statement from each witness.

a. ....  
.....  
.....

b. ....  
.....  
.....

c. ....  
.....  
.....

.....  
.....  
.....

This form was completed by:

Name ..... Signed ..... Date .....

RETURN COMPLETED FORM BY THE QUICKEST MEANS POSSIBLE.



# **FIRE PROCEDURES**

# FIRE AND EMERGENCY EVACUATION PROCEDURE

## DISCOVERING A FIRE

1. The person discovering the fire will sound the alarm.
2. The person discovering the fire will telephone the emergency services by dialling 999.
3. When the exchange operator answers, ask for FIRE SERVICE and give the telephone number 01925 757505.
4. When connected to the Fire Service state:-

This is: Dave Hunt Flooring Limited

Address: Meadowside  
Laskey Lane  
Thelwall  
Warrington  
WA4 2TF

Repeat the Telephone Number: 01925 757505 we have a fire.

5. Do not replace the receiver until this information has been correctly acknowledged.

## ON HEARING THE ALARM

6. If safe to do so, close doors and windows behind you.
7. Where applicable remove the Visitors Book and evacuate the building by the nearest available exit and proceed to the evacuation assembly point.
8. Notify the Managing Director that you have called the Fire Service and hand over the Visitors Book.
9. DO NOT re-enter the building until told it is safe to do so by the Senior Fire Officer.

**WALK DO NOT RUN – DO NOT STOP TO COLLECT PERSONAL BELONGINGS  
DO NOT TAKE RISKS**



# Fire action

## Any person discovering a fire

1. Sound the Alarm.
2.  to call fire Brigade.
3. If you have been trained and it is safe to do so, attack the fire using the appliances provided.

## On hearing the alarm

4. Leave building by the nearest available exit route.
5. Close all doors behind you, and if safe to do so, close windows.
6. Report to assembly point.



**Do not take risks.  
Do not run - Do not stop to collect personal belongings.  
Do not return to the building for any reason until authorised to do so.**





# FIRE INSPECTION AND MAINTENANCE PROCEDURES MANUAL SYSTEM

We recognise that if the Fire Warning System and/or Fire Extinguishers were to fail your life and the lives of others could be put at risk.

The following inspections and tests will be carried out to ensure that the warning system and equipment will function when required to.

## **INDUCTION**

Ensure all staff are aware of the fire procedure, including how to raise the alarm verbally.

## **MONTHLY**

### **Nominated Persons**

Check that all fire exits open.

Check that the fire escape routes are not obstructed.

Check that fire extinguishers are present, mounted appropriately and not obstructed.

## **TWICE YEARLY**

### **Nominated Persons**

Conduct an unannounced practice Fire Drill by setting off the alarm.

The time taken for all persons present to reach the fire assembly point should be recorded.

Note any difficulties and inform the Managing Director.

## **ANNUALLY**

### **Nominated Persons**

Service all fire extinguishers.

The Managing Director will record all inspections and tests on the Fire Log.



# **DAVE HUNT FLOORING LIMITED**

## **GUIDANCE NOTES**

## D. GUIDANCE NOTES

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## GUIDANCE NOTES

Under the current edition of the Health and Safety at Work Act, part of our general duty is to provide safe systems of work that are, so far as is reasonably practicable, safe and without risk to health. The system must take account of:-

- the organisation;
- the co-ordination of the work of those involved;
- training, instruction and supervision;
- layout of plant and appliances;
- method to be used; and
- general conditions of work.

This is further endorsed by the requirement to carry out risk assessments to identify hazards, evaluate risks and implement necessary control measures under the current edition of the Management of Health and Safety at Work Regulations.

Listed within this section are the guidance notes we recommend you access. These can be downloaded from the extranet and should be made available to staff when required or on request.

Some of the documents contained within this system and supporting guidance notes are reproduced by kind permission of the HSE.

### **WASTE**

Hazardous Waste Regulations

### **FIRST AID**

Contents of First Aid box

### **ENGINEERING**

Hand Tools

### **TRANSPORT**

Vehicle Check sheet

### **CONSTRUCTION**

What is a method statement and how do I use it?

### **ELECTRICAL**

Maintaining Portable and Transportable Electrical Equipment

**The guidance notes supplied may contain BS/EN numbers which change from time to time. We therefore recommend that you check that the BS/EN numbers quoted are still current.**



# **DAVE HUNT FLOORING LIMITED MONITORING**

## E. MONITORING

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## MONITORING PROCEDURES

We recognise the need for regular safety inspections and will ensure that these inspections are undertaken and that these inspections are documented.

The following will ensure that areas under their control are inspected at the frequency shown:

<b>Name</b>	<b>Area/Activity</b>	<b>Frequency</b>
Managing Director	All	Annually
Operations Director	All	Annually Site - on establishing site



### MONITORING - YEAR PLANNER

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
January																															
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|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Fire Extinguishers Serviced</li> <li><input type="checkbox"/> Fire Drills</li> <li><input type="checkbox"/> Fire Alarm Tests</li> <li><input type="checkbox"/> Emergency Lighting Tests</li> <li><input type="checkbox"/> Fire Alarm and Emergency Lighting Battery Tests</li> <li><input type="checkbox"/> Annual Review of Safety Policy</li> <li><input type="checkbox"/> Review Risk Assessments</li> <li><input type="checkbox"/> Portable Appliance Testing</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Gas Appliances Servicing</li> <li><input type="checkbox"/> Statutory Examinations of Lifting Equipment</li> <li><input type="checkbox"/> Statutory Examinations of Air Receivers etc</li> <li><input type="checkbox"/> Racking Inspections</li> <li><input type="checkbox"/> Monitoring Inspections (as per H &amp; S General Policy)</li> <li><input type="checkbox"/> Review of Training Needs and Records</li> <li><input type="checkbox"/> Employer's Liability Insurance</li> </ul> |
|--|--|





# MONITORING CHECKLIST

NAME:

TITLE: OPERATIONS DIRECTOR

DATE:

	YES/NO
<b>ASSESSMENTS</b>	
1. Are there any hazards which are not controlled?	
2. Have all risk assessments been completed?	
3. Have substances been assessed?	
4. Is the Substance Inventory up to date?	
5. Are all Health and Safety Data Sheets for all substances on your Inventory List?	
6. Are the procedures for dealing with spillages written down?	
7. Have all measures and actions decided upon as being necessary to prevent exposure to the risk been implemented?	
8. Are employees wearing the protective equipment correctly?	
9. Are there any changes, which need to be considered as part of the assessments?	
<b>SITE INSPECTION</b>	
<b>1. SITE ACCESS</b>	
1.1 Is the area around plant, machinery and site cabins firm and even?	
1.2 Are there any obstructions, which could cause a person to trip and fall?	
1.3 Are there secure steps at the entrance to site cabins?	
<b>2. HEALTH &amp; WELFARE</b>	
2.1 Are adequate washing and toilet facilities provided on site or readily accessible?	
2.2 Is there adequate provision on site for employees to take shelter and eat meals?	
2.3 Is there adequate provision on site for employees to deposit clothing not worn during working hours?	
2.4 Is there provision on site for employees to warm themselves and to dry clothing?	
2.5 Are LPG cylinders positioned outside cabins?	
2.6 Are rubber hoses of LPG appliances in good condition and secured with suitable hose clips?	
2.7 Are all health and welfare facilities maintained in a clean condition?	
2.8 Is there wholesome drinking water provided on site?	
<b>3. PERSONAL PROTECTIVE EQUIPMENT</b>	
3.1 Where necessary is suitable equipment/clothing provided? e.g.:	
3.1.1 Ear defenders	
3.1.2 Protective goggles	
3.1.3 Overalls	
3.1.4 Boots	
3.1.5 Dust masks	
3.1.6 Gloves	
3.1.7 Helmets	
3.1.8 Foul weather clothing.	





# **DAVE HUNT FLOORING LIMITED**

## **RULES COVERING HEALTH AND SAFETY AT WORK**

## F. RULES COVERING HEALTH AND SAFETY AT WORK

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# EMPLOYEE RULES GENERAL

## 1. WORKING PRACTICES

You must:-

- report to management immediately any fault or damage to equipment;
- use all substances, chemicals, liquids etc. in accordance with written instructions;
- dispose of chemical waste in the correct manner;
- return all articles etc. to their designated safe storage area when not in use.

You must not:-

- use equipment unless you have been trained and authorised to do so.

## 2. WORKING CONDITIONS/ENVIRONMENT

You must:-

- make proper use of any equipment or facilities provided to control working conditions and environment;
- keep all areas clear and in a clean and tidy condition;
- dispose of all refuse, scrap and waste materials using the facilities provided;
- clear up any spillage of liquids immediately.

## 3. PROTECTIVE CLOTHING AND EQUIPMENT

You must:-

- use all items of protective clothing and or equipment provided;
- store and maintain protective clothing and equipment in the approved manner.

You must not:-

- misuse or wilfully damage any item of protective clothing or equipment provided.

#### **4. FIRE PROCEDURES**

You must:-

- comply with the emergency procedures;
- report any use of fire fighting equipment to the Operations Director.

You must not:-

- obstruct any fire escape route, fire fighting equipment or fire doors;
- interfere with or misuse any fire equipment provided.

#### **5. VEHICLES**

You must not:-

- drive or operate any vehicle for which they do not hold an appropriate driving licence or permit;
- carry unauthorised passengers;
- use our vehicles for unauthorised purposes;
- drive or operate vehicles whilst suffering from a medical condition or illness that may affect your driving or operating ability;
- drive or operate any vehicle whilst under the influence of alcohol, intoxicants or non-prescribed drugs.

#### **6. ACCIDENTS/INCIDENTS**

You must:

- seek medical treatment for any injury you may receive, no matter how slight. Upon returning from treatment you must report the accident to the Operations Director;
- report all incidents as soon as it is practicable to the Operations Director;
- notify any incident in which damage is caused to property or equipment to the Operations Director.

#### **7. PERSONAL HEALTH**

You must:-

- report any medical condition that could affect the safety of yourself or others to the Operations Director;
- co-operate with us in the implementation of medical and occupational health provisions.

## **8. PERSONAL HYGIENE**

Your general appearance and manner of dress must conform to our standards.

You must:-

- ensure personal hygiene by utilising the facilities provided;
- protect open wounds with the appropriate dressings;
- report any infections immediately.

## **9. FIRST AID DRESSING**

Cover all cuts and sores with a waterproof plaster or dressing.

## **10. SMOKING**

Our Smoking Policy must be followed at all times.

## **11. JEWELLERY**

You must not wear jewellery in areas where contact with moving parts of a machine is possible.

## **12. SHOES**

Care should be taken to wear appropriate footwear, which will give protection and support to the feet.

## **13. LIFTING and CARRYING**

Do not lift if too heavy. Remember - back straight, knees bent.

## **14. WORK AREAS**

You must:-

- keep work areas and aisles clear of obstructions likely to cause trips and falls;
- return tools and equipment to the correct storage area.

## 15. RULES COVERING GROSS MISCONDUCT

You will be liable to summary dismissal if you are found to have acted in any of the following ways:-

- a gross breach of the preceding safety rules;
- unauthorised removal of any item of first aid equipment;
- wilful damage to, misuse of, or interference with, any item provided in the interests of health and safety or welfare at work;
- unauthorised removal or defacing of any label, sign or warning device;
- misuse of chemicals, flammable or hazardous substances or toxic materials;
- smoking in any designated 'No Smoking' area;
- horseplay that could cause accidents;
- false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence;
- seriously overloading any item of lifting equipment;
- non-compliance with any controls provided in the pursuit of safety;
- failure to comply with risk assessment requirements.

## HEALTH AND SAFETY EMPLOYEE RECOGNITION

We recognise our responsibility to ensure safety and have formulated this Policy documentation to provide you with standards to which you are required to abide.

As an employee of Dave Hunt Flooring Limited I have read the Safety Handbook and understand, accept and will comply with its contents as part of my contract of employment.

I understand that this handbook may be altered from time to time and that I will be kept informed of any changes therein.

Signature.....

Print Name.....

Date.....

RETURN THIS FORM, COMPLETED, TO: MANAGING DIRECTOR



# HEALTH AND SAFETY GENERAL POLICY

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