

Health and Safety Policy



1. **Health & Safety Policy Statement of Intent**
2. **Organisation & Responsibilities**
 - 2.1 Organisation
 - 2.2 Responsibilities
 - 2.2.1 *Managing Director*
 - 2.2.2 *Health & Safety Committee*
 - 2.2.3 *Company Director(s)*
 - 2.2.4 *Construction and Safety Director*
 - 2.2.5 *Contracts Manager(s)*
 - 2.2.6 *Site Managers/Foremen*
 - 2.2.7 *Office Manager*
 - 2.2.8 *All Managers and Supervisory Staff*
 - 2.2.9 *All Employees General Requirements*
 - 2.2.10 *Sub-Contractor General Requirements*
3. **General Arrangements**
 - 3.1 Consultation with Employees
 - 3.1.1 *Staff Meetings*
 - 3.2 Provision of Information
 - 3.3 Training
 - 3.3.1 *Induction Training*
 - 3.3.2 *Job Specific Training*
 - 3.4 Accident and ill Health
 - 3.4.1 *First Aid*
 - 3.4.2 *Reporting Procedure*
 - 3.5 Fire and Emergency Procedures
 - 3.5.1 *Emergency Evacuation Procedures*
 - 3.5.2 *Assessments*
 - 3.6 Management of Health and Safety at Work
 - 3.6.1 *Risk Assessment*
 - 3.6.2 *Health and Safety Arrangement*
 - 3.6.3 *Health Surveillance*
 - 3.6.4 *Health and Safety Assistance*
 - 3.6.5 *Procedures for Serious and Imminent Danger and for Danger Areas*
 - 3.6.6 *Contacts with External Services*
 - 3.6.7 *Co-operation and Co-ordination*
 - 3.6.8 *Capabilities and Training*
 - 3.6.9 *Risk Assessment in Respect of New or Expectant Mothers*
 - 3.6.10 *Health and Safety of Non-English Speaking Personnel on Construction Sites*
 - 3.6.11 *Protection of Young Persons*
 - 3.7 Workplace (Health Safety and Welfare)
 - 3.8 Construction (Design and Management) Regulations 2015

- 3.8.1 *Falls of Persons*
- 3.8.2 *Fragile Materials*
- 3.8.3 *Falling Objects*
- 3.8.4 *Excavations*
- 3.8.5 *Scaffolding*
- 3.8.6 *Mobile Scaffold Towers*
- 3.8.7 *Ladders, Steps and Trestles etc*
- 3.8.8 *Welfare Facilities*
- 3.9 *Setting Up Site*
 - 3.9.1 *Preliminary Appraisal*
 - 3.9.2 *Administrative Arrangements*
 - 3.9.3 *Site Documentation*
 - 3.9.4 *Procedures and Arrangements*
- 3.10 *Working at Height Including Roof Works*
 - 3.10.1 *Protection Against Falls*
 - 3.10.2 *Hoisting of Materials*
 - 3.10.3 *Lifting Appliances*
 - 3.10.4 *Safety Nets, Belts and Harnesses*
 - 3.10.5 *Working on Roofs*
 - 3.10.6 *Working on or Near Fragile Roof Materials*
 - 3.10.7 *Stacking Materials on Roofs*
 - 3.10.8 *Working over Water*
- 3.11 *Confined Spaces*
 - 3.11.1 *Confined Spaces Regulations*
- 3.12 *Electricity at Work*
 - 3.12.1 *Standards and Code of Practice*
 - 3.12.2 *Safe Method of Work*
 - 3.12.3 *Instruction, Training and Supervision*
 - 3.12.4 *Testing and Commissioning*
- 3.13 *Display Screen Equipment*
- 3.14 *Alcohol and Drugs Abuse*
- 3.15 *New Employees*
- 3.16 *Working Time*
- 3.17 *Work Equipment*
 - 3.17.1 *Construction/Field Base Staff – IT Electrical Equipment*
 - 3.17.2 *Driving on Company Business*
- 3.18 *Noise*
- 3.19 *Control of Vibration at Work Regulations*
- 3.20 *COSHH*
- 3.21 *Asbestos*
 - 3.21.1 *Asbestos-related Disease*
 - 3.21.2 *Asbestos Procedure*
 - 3.21.3 *Working with Asbestos*
- 3.22 *Manual Handling*
- 3.23 *Risk Assessment*
- 3.24 *Personal Protective Equipment*
- 3.25 *Visitors and Third Parties*

- 3.26 Stress
- 3.27 Policy Review

4. Annexes

A.

- 1. DSE Assessments
- 2. Risk Assessments
- 3. COSHH Assessments
- 4. Manual Handling Assessments
- 5. Noise Assessments
- 6. Fire Risk Assessment

B.

- 1. Company Vehicle Policy

HEALTH & SAFETY AND ENVIRONMENTAL POLICY STATEMENTS



It is this Company's intention to provide and maintain a healthy and safe working environment. Its work will be carried out in accordance with the Health and Safety at Work etc. Act 1974 and all other relevant health and safety statutory provisions and approved codes of practice. All reasonably practicable measures will be taken to avoid risk to its employees or others that may be affected by its activities.

Directors, managers, and supervisory staff have the responsibility for implementing this Policy throughout the Company and must ensure that Health and Safety considerations are always given priority in the planning and day-to-day supervision of work.

The Managing Director is the person having particular responsibility for Health, Safety, and Welfare and to whom reference should be made in the event of any difficulty arising in the implementation of this Policy.

All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy.

Opus Interior Projects Ltd recognises and accepts its duty to protect the health and safety of all visitors to the Company, including contractors and temporary workers, as well as any members of the public who may be affected by their operations.

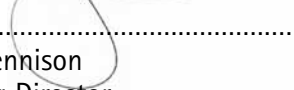
While the management of Opus Interior Projects Ltd will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the Company. It is the duty of each employee and any contractor to co-operate with the Company in carrying out this Policy and to ensure that their own work, so far as it is reasonably practicable, is carried out without risk to themselves or others.

The management of Opus Interior Projects Ltd will provide every employee with the training necessary to carry out their tasks safely. However if an employee is unsure how to perform a certain task or feels it would be unsafe to perform a specific job then it is the employee's duty to report this to their Line Manager. An effective health and safety programme requires continuous communication between workers at all levels. It is therefore every worker's responsibility to report immediately any situation which could jeopardise the Well-being of themselves or any other person.

All injuries, however small, sustained by a person at work must be reported. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

The Management and staff of the Company will continually monitor this health and safety policy and ensure it is updated as necessary. In any case this policy will be reviewed at least every 12 months.

This Statement of Company Policy will be displayed prominently in all workplaces.

Signed: 
Jullien Dennison
Managing Director

Date: **13 October 2017**

2.0 Organisation and Responsibilities



This section of the Health and Safety Policy deals with the Company's organisation for the Health and Safety of all staff and the responsibilities allocated to each member of staff, to ensure that the Company operates effectively.

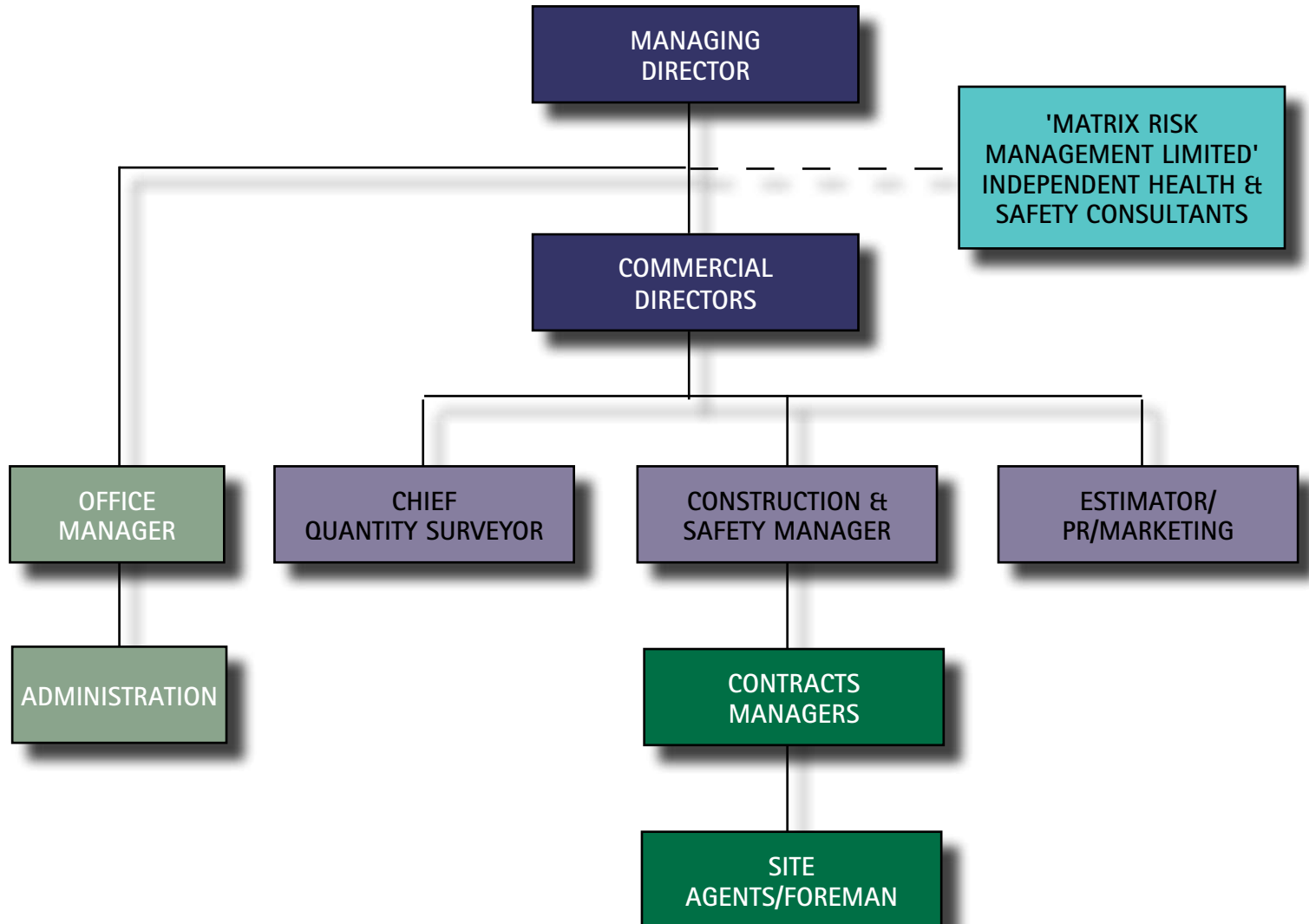
2.1 Organisation

The effectiveness of the Safety Policy is dependant on the people who are responsible for ensuring that all aspects of work are carried out with due consideration for safety and with minimum risk to health.

Ultimate responsibility lies with; Jullien Dennison the Managing Director of Opus Interior Projects Ltd; however specific duties are delegated to others according to their position, experience and training.

In addition, there is a "Health & Safety Management Committee" whose job it is to monitor, on a regular basis, the working of the Safety Policy. This group will act as a means of consultation for all employees. Those who sit on the Health & Safety Management Committee may be varied from time to time to meet the general or specific requirements of the business. As Health and Safety is a matter of concern for all company employees, it is the Company's aim to encourage employees to participate, not only in the proper enforcement of applicable regulations, but also in the improvement of standards as part of the continuing process of our business development. Opus Interior Projects Ltd has adopted the HSE 'Managing for Health and Safety (HSG 65) safety management system throughout the Company.

Company Organisation Chart



2.2 Responsibilities

2.2.1 Managing Director

The responsibilities of the Managing Director are:-

- Initiate the Company's policy for Health and Safety to prevent injury, ill health, damage and wastage.
- Know the appropriate statutory requirements affecting the Company's operations and be aware of their responsibilities.
- Know and promote the Company's Policy for Health and Safety and ensure that it is brought to the notice of all employees.
- Ensure that each administers and promotes with enthusiasm the requirements of this Policy throughout the entire Company.
- Ensure information relating to accidents is reviewed and set targets for accident reduction.
- Sanction the necessary resources for adequate equipment, training and all other matters of Health and Safety to meet the requirements of the Company Policy.
- Ensure that appropriate training is given to all staff as necessary
- Promote liaison on Health and Safety matters between the Company and any third party working for, or on behalf of, the Company
- Reprimand any member of the staff failing to discharge satisfactorily their responsibilities for Health and Safety.
- Arrange for regular meetings with the appropriate personnel to discuss Company accident prevention, performance, possible improvements etc.
- Insist that sound working practices are observed throughout all company activities, as laid down by relevant Codes of Practice and ensure that work is planned and carried out in accordance with the statutory provisions.
- Support arrangements for resources and facilities to meet the requirements of the Company Policy

2.2.2 The Health & Safety Committee

The Health & Safety Committee monitors and reviews, on a regular basis, the effectiveness of the Company Policy. This group will act as a means of consultation for all employees and those who sit on the committee may be varied from time to time to meet the general or specific requirements of the business. As Health and Safety is a matter of concern for all Company employees, it is the Company's aim to encourage employees to participate, not only in the proper enforcement of applicable regulations, but also in the improvement of standards as part of the continuing process of our business development.

All members of the Health & Safety Committee must have sufficient understanding of relevant legislation.

The Health & Safety committee will include: –

- Managing Director – Jullien Dennison
- Construction & Safety Director – Tim Down
- Commercial Manager – Andrew Mullett
- Site Manager – TBC
- Site Operative – TBC

Other employees will be invited to attend committee meetings as and when it is appropriate.

The purpose of the committee is to: –

- Monitor and review the effectiveness of the Company Policy.
- To implement HSE 'Managing for Health and Safety' HSG 65.
- Discuss any accidents or incidences that have occurred since the last meeting and investigate any common factors.
- Instigate procedures for future accident prevention.
- Consider amendments in light of changing methods of work or requirements.
- Receive and consider any reasonable request, recommendation or report on matters of Health and Safety from any employee and advise on any decision made.

2.2.3 Company Director(s)

The responsibilities of the Director(s) are to:-

- Initiate the Company's policy for Health and Safety to prevent injury, ill health, damage and wastage.
- Know the appropriate statutory requirements affecting the Company's operations and be aware of their responsibilities.
- Know and promote the Company's Policy for Health and Safety and ensure that it is brought to the notice of all employees.
- Ensure that each administers and promotes with enthusiasm the requirements of this Policy throughout the entire Company.
- Ensure information relating to accidents is reviewed and set targets for accident reduction.
- Sanction the necessary resources for adequate equipment, training and all other matters of Health and Safety to meet the requirements of the Company Policy.

- Ensure that appropriate training is given to all staff as necessary.
- Promote liaison on Health and Safety matters between the Company and any third party working for or on behalf of the Company.
- Reprimand any member of the staff failing to discharge satisfactorily their responsibilities for Health and Safety.
- Attend regular meetings with the appropriate personnel to discuss Company accident prevention, performance, possible improvements etc.
- Insist that sound working practices are observed throughout all Company activities, as laid down by relevant Codes of Practice and ensure that work is planned and carried out in accordance with the statutory provisions.
- Support the Managing Director in making arrangements for resources and facilities to meet the requirements of the Company Policy.

2.2.4 Construction and Safety Director

The responsibilities of the Construction and Safety Director are to:-

- Initiate the Company's policy for Health and Safety to prevent injury, ill health, damage and wastage.
- Know the appropriate statutory requirements affecting the Company's operations and be aware of his responsibilities.
- Know and promote the Company's Policy for Health and Safety and ensure that it is brought to the notice of all employees.
- Advise the Health and Safety Committee of any Health, Safety and Welfare issues that come to his attention.
- Ensure that he administers and promotes with enthusiasm the requirements of this Policy throughout the entire Company.
- Ensure regular inspections of the workplace are undertaken on an ongoing basis, to ensure a safe working environment is maintained
- Maintain a record of his or Health and Safety Consultant's inspections recording hazards, potential hazards and any action taken to eliminate hazards or reduce risk to an acceptable level
- Promote liaison on Health and Safety matters between the Company and any third party working for or on behalf of the Company.
- Reprimand any member of the staff failing to discharge satisfactorily their responsibilities for Health and Safety.
- Attend regular meetings with the appropriate personnel to discuss Company accident prevention, performance, possible improvements etc.

- Responsible for vetting materials/substances that come under the Control of Substances Hazardous to Health Regulations that the Company uses or which Company employees may be subjected to.
- Ensure that Company employees are aware of any client's safety requirements and that such requirements are complied with.
- Ensure that any accidents/incidents that are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 are reported in accordance with this Policy.
- Ensure that all management/staff and sub-contractors receive Company Safety Induction and Site Safety Induction where appropriate.
- Ensure that Risk Assessments, and where necessary Safety Method Statements for works, are undertaken on construction sites.
- Ensure that Company personnel are competent to undertake the work required of them.
- In accordance with the Manual Handling Regulations, ensure that risk assessments are completed on loads required to be lifted and where reasonably practicable provide mechanical handling aids or reduce the loads required to be lifted manually.
- Support the Managing Director and Director(s) in the implementation of this Policy and in making arrangements for resources and facilities to meet the requirements of the Company Policy.

2.2.5 Contracts Manager(s)

The responsibilities of the Contracts Manager(s) are to:-

- Initiate the Company's policy for Health and Safety to prevent injury, ill health, damage and wastage.
- Know the appropriate statutory requirements affecting the Company's operations and be aware of their responsibilities.
- Know and promote the Company's Policy for Health and Safety and ensure that it is brought to the notice of all employees.
- Advise the Construction and Safety Director of any Health, Safety and Welfare issues of which they have been made aware.
- Ensure that they administer and promote with enthusiasm the requirements of this Policy throughout the entire Company.
- Carry out regular inspections of the workplace on an ongoing basis to ensure a safe working environment is maintained.
- Maintain a record of their inspections recording hazards, potential hazards and any action taken to eliminate hazards or reduce risk to an acceptable level and inform the Construction and Health and Safety Manager of any significant findings.

- Promote liaison on Health and Safety matters between the Company and any third party working for or on behalf of the Company.
- Reprimand any member of the staff failing to discharge satisfactorily their responsibilities for Health and Safety.
- Attend regular meetings with the appropriate personnel to discuss Company accident prevention, performance, possible improvements etc.
- Ensure that Site Managers are provided with sufficient resources to enable them to complete works in a safe manner.
- Ensure that company employees are aware of any clients' safety requirements and that such requirements are complied with.
- Ensure that any accidents/incidents that are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 are reported in accordance with this Policy.
- Ensure that all management/staff and sub contractors receive Company Safety Induction and Site Safety Induction where appropriate.
- Ensure that Risk Assessments and where necessary Safety Method Statements for works are undertaken on construction sites.
- Ensure that Company personnel are competent to undertake the work required of them.
- In accordance with the Manual Handling Regulations ensure that risk assessments are completed on loads required to be lifted and where reasonably practicable provide mechanical handling aids or reduce the loads required to be lifted manually.
- Support the Managing Director, Director(s) and Senior Managers in the implementation of this policy and in making arrangements for resources and facilities to meet the requirements of the Company Policy.

2.2.6 Site Managers/Foremen

The responsibilities of the Site Managers/Foremen are to:-

- Initiate the Company's policy for Health and Safety to prevent injury, ill health, damage and wastage.
- Know the appropriate statutory requirements affecting the Company's operations and be aware of their responsibilities.
- Know and promote the Company's Policy for Health and Safety and ensure that it is brought to the notice of all employees.
- Ensure that each administers and promotes with enthusiasm the requirements of this Policy throughout the entire Company.
- Ensure that Company employees are aware of any clients' safety requirements and that such requirements are complied with.

- Ensure that all staff/employees/self-employed/sub-contractors working on construction sites, receive site safety induction before works commence on site and are given tool box talks as works progress.
- Ensure that Risk Assessments and where necessary Safety Method Statements for works are undertaken on construction sites.
- Ensure that, in accordance with the Manual Handling Regulations, risk assessments are completed on loads required to be lifted and where reasonably practicable provide mechanical handling aids or reduce the loads required to be lifted manually.
- Ensure all visitors to construction sites receive site safety induction, have the appropriate PPE and are escorted where appropriate.
- Ensure that all site operatives under their supervision wear all appropriate safety clothing and equipment.
- Ensure that Company personnel are competent to undertake the work required of them.
- Instruct Company personnel on any Risk Assessment and Safety Method Statement prepared on their behalf for the works to be undertaken and ensure they are understood and fully complied with.
- Ensure that any plant equipment supplied to operatives is in date for any statutory inspections or tests and that the operative is competent to use the equipment supplied.
- Ensure that all electrical equipment used on site is reduced voltage (110v) unless specifically authorised by the Site Manager/Foreman.
- Ensure that any operative supplied with plant equipment is competent to operate the equipment supplied, e.g. the operator holds a current CSCS, CTA, CITB or similar certificate of competency to operate any such equipment.
- Support the Managing Director, Director(s) and Senior Managers in the implementation of this policy and in making arrangements for resources and facilities to meet the requirements of the Company Policy.
- Ensure that details of accidents that may occur are recorded in the Company Accident Book and that any accidents/incidents that are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 are reported in accordance with this Policy. **For guidance on action to be taken in the event of an accident, contact the Construction and Safety Director.**

2.2.7 Office Manager

The responsibilities of the Office Manager are to:-

- Ensure that all office machinery is safe, fitted with any necessary guards or safety devices and is serviced and maintained as recommended by the manufacturer.
- Ensure that the office First Aid Kit is maintained.
- Ensure Risk Assessments appropriate to the works connected with the office have been completed and that all administration staff have read and understood the risk assessments that apply to their work.
- Ensure that offices are laid out and maintained to ensure the safety of staff and visitors.
- Ensure that a fire risk assessment is carried out and appropriate action taken. Also ensure that all fire fighting equipment (FFE) is maintained, fire exits kept clear and fire drills practised on a regular basis.

2.2.8 All Managers and Supervisory Staff

Any member of staff giving instructions to either another member of staff or any third party acting for or on behalf of the Company must ensure that : -

Generally

- The person receiving the instruction has been inducted (Company staff only) and is aware of the Company's Health and Safety Policy. They should also ensure that the person is capable and competent to complete the task.
- They are aware of the requirements of any risk assessment completed for the work and if necessary either complete or ensure a specific risk assessment is completed before the work commences.
- A visual inspection of electrical or mechanical equipment has been completed prior to its use.
- Staff required to use Company equipment are trained in its use and do not attempt to carry out any repairs.
- The necessary fire-fighting equipment is available.
- First aid facilities are available.
- All accidents and incidents are reported in accordance with this Policy.
- All staff work safely and do not take unnecessary risks.
- All necessary welfare provisions are provided and maintained
- Any third party acting for or on behalf of the Company does so in accordance with the Company Health and Safety Policy and does not put themselves or any other person at risk by their actions or omissions.

2.2.9 All Employees – General Requirements

The attention of all employees is drawn to their responsibilities under the **Health & Safety at Work etc. Act 1974**. These include the following in particular: –

- It shall be the duty of every employee whilst at work to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work.
- As regards to any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as it is necessary to enable that duty or requirement to be performed or complied with.
- No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions.

Employees are reminded that a breach of safety procedures could result in disciplinary action being taken by the Company, and that provision is made in the **Health & Safety at Work etc. Act 1974** for certain breaches to be actioned by the Health & Safety Executive.

Employees shall: –

- Read and understand the Company's Health and Safety Policy and carry out their work in accordance with its requirements.
- Abide by all of the requirements of the Company driving policy, if driving a vehicle on Company business.
- Use the correct equipment for their job and not try to use, repair or maintain any office equipment or machinery for which they have not received full instructions or training. Further, any defects in office equipment or machinery must be reported immediately to their supervisor.
- Wear protective clothing and safety equipment where required and as instructed.
- Report immediately to their Supervisor any defective equipment.
- Work in a safe manner at all times.
- Not take unnecessary risks that could endanger themselves or others.
- If possible, remove any hazards themselves or report them immediately to their supervisor.
- Not use equipment for work for which it was not intended, or if they are not trained or experienced in its use.
- Not attempt to lift or move, on their own, articles or materials so heavy as likely to cause injury, nor attempt to reach items on high shelves unless using steps or a properly designed hop-up. Do not improvise or climb.

- Warn other employees, particularly new employees and young people, of particular known hazards.
- Not play dangerous practical jokes or indulge in "horseplay" in the work place.
- Report to their Supervisor any person seen abusing welfare facilities
- Find out from their supervisor the location of the First Aid Box and who the First Aiders are. Report any injury they receive as a result of an accident at work, even if the injury does not stop them working.
- Suggest safer methods of working.

2.2.10 Sub-Contractors General Requirements

Opus Interior Projects Ltd require all sub-contractors to meet their statutory obligations. Sub-contractors are to carry out their work efficiently and strictly in accordance with the **Health and Safety at Work etc. Act 1974** and all other associated regulations and approved codes of practice. Sub-contractors are to implement a safety management system and must employ, retain or have access to competent personnel who can produce, when necessary or applicable, the following documentation:-

- Company Health and Safety Policy.
- Risk assessment including:-
 - o General Work Risk Assessment
 - o Manual Handling Assessments
 - o COSHH Assessments
 - o Noise Assessments
 - o Fire Risk Assessments
 - o Vibration Assessments
 - o Working at Height Assessments
- Safety Method Statements which demonstrate a safe system of work.

In addition, all sub-contractors are to:-

- Appoint a Safety Supervisor who will ensure that all works carried out on behalf of Opus Interior Projects Ltd is carried out safely and in accordance with current legislation and any site-specific rules.
- Set up and maintain welfare and first aid facilities for their employees commensurate with the works being undertaken unless shared welfare and first aid facilities are provided by others.
- Maintain good working relations with Opus Interior Projects Ltd clients' and fellow sub-contractors. Sub-contractors are to liaise with each other or the contractor fulfilling the role of principal contractor under the Construction (Design and Management)

Regulations 2015 to ensure that their works do not have an adverse effect in regards to safety of other contractors on site.

- Ensure that all personnel are suitably qualified and competent to undertake the works and are properly supervised during the works.
- Ensure that all personnel have received site safety induction training prior to commencing works on site.
- Have procedures in place to reprimand and discipline any of their employees who are careless in regard to their safety or the safety of others. Opus Interior Projects Ltd will not hesitate to instruct the removal from site of personnel who are a danger to themselves or others.
- Ensure that all their employees have been provided with, and wear when necessary, appropriate personal protective clothing and equipment in accordance with the Personnel Protective Equipment Regulations.
- Ensure that all accidents and incidents of near misses whether reportable to the HSE under the Reporting of Diseases and Dangerous Occurrences Regulation 2013 (RIDDOR) or not, must be reported to Opus Interior Projects Ltd' Safety Co-ordinator/ Management. All reportable incidents under RIDDOR are to be reported to the relevant Enforcing Authority via the Incident Contact Centre. Opus Interior Projects Ltd will investigate all reportable accidents to assist in determining the cause and allow the implementation of preventative measures.
- Ensure co-operation at all times with Opus Interior Projects Ltd' Construction and Safety Director, appointed Health and Safety Consultants and the client's personnel in the furtherance of their duties. To maintain a good working relationship with safety representatives and any safety committees established to meet current legislation.
- Ensure that all statutory registers and forms are completed and statutory signage displayed.

3.0 GENERAL ARRANGEMENTS



3.1 Consultation with Employees/Work-Force

The Company recognises its duties and responsibilities under various legislation, The Company recognises its duties and responsibilities under various legislation to consult with its employees on matters regarding health, safety and welfare. We will display the 'Health and safety Law' poster at each workplace.

3.1.1 Staff Meetings

Directors, Managers and Supervisors are to ensure that health and safety is regularly included in Departmental Meetings; any employee can request to include a specific health and safety related item in a Departmental Meeting. Significant items from these meetings must be brought to the attention of the Health & Safety Committee.

3.2 Provision of Information

Information will be provided to employees in the most appropriate format including training; statutory and any other useful posters; staff notice boards, email and Internet bulletin boards; this Policy; meeting minutes etc.

3.3 Training

All staff shall receive training in their responsibilities as defined in this Policy. Training will be repeated at regular intervals and whenever changing legislation or working methods require.

All training will be mandatory with records of any training being kept. Employees are encouraged to inquire about suitable training where they feel it would be beneficial.

The Company believes that effective training is essential to the maintenance and improvement of the Company and individual performance. The Company aims: -

- To ensure that personnel are trained to the agreed standard of performance required to meet the business needs of the Company.
- To improve the level of individual performance in the current position.
- To enable individuals to acquire additional knowledge and learn new skills to enable them to develop their careers and to adapt to changing circumstances.

3.3.1 Induction Training

- Induction training shall be arranged for individuals employed by, or working under the control of, the Company as follows:

- On commencement of employment – a general guide to the controls and procedures in force at that time, including the Company Safety Policy, emergency procedures, means of sounding the alarm, lines of communication and disciplinary procedures.
- Safety inductions are in addition to any other health and safety related training and records will be maintained of all inductions and attendees.

3.3.2 Job Specific Training

- Training requirements will be identified on initial employment and will be reviewed after the completion of the individual's first three months of employment. Training is also discussed during the employee appraisal which is completed annually.
- Where employees are required to carry out specific tasks (e.g. manual handling, working with display screen equipment, etc.) they will be provided with the necessary training.
- The Company will provide such additional specialised courses or staff training as is appropriate and necessary for the requirements of their duties.

3.4 Accident and Ill Health

3.4.1 First Aid

- The Health and Safety (First Aid) Regulations, together with Approved Code of Practice and Guidance Note, specify the first aid equipment, facilities and personnel required, depending on the type of work and numbers of persons affected at each workplace.
- To allow for holidays, sickness, etc. the Company will take all reasonable measures to ensure that there are at least two trained first aiders (Appointed Persons); one will be present at all times.
- First Aid boxes to the specification of the Approved Code of Practice will be kept within the office. The Office Manager will ensure that the First Aid box is adequately maintained at all times.
- The Company recognises that there are differences in the first aid provision it can reasonably provide for office and construction site based staff, dependent on the works and the size of the construction site. The Company will ensure that an assessment of the first aid requirements on construction sites is assessed on a site-by-site basis and provide appropriate first aid facilities. This meets the requirements of the Company's general assessment but if for any reason a Site Manager requires additional/specific first aid equipment, they should inform the Construction and Safety Director.

3.4.2 Reporting Procedure

- All injuries to employees resulting from an accident whilst at work, however minor, will be reported to the employee's Line Manager, who will ensure that a record is made in the Accident Report Book. This also applies to injuries received by members of the public/visitors whilst on Company-controlled premises.
- Accidents involving Contractors carrying out works on the Company's behalf must be reported to ensure the Company can take any necessary action and where required put preventative measures in place.

Deaths

Deaths of workers and non-workers (with the exception of suicides) must be reported if they arise from a work-related accident (including an act of physical violence to a worker).

The new list of 'specified injuries':

- Fractures are still reportable as 'diagnosed by a medical practitioner' (except fractures to fingers, thumbs and toes)
- Amputation of an arm, hand, finger, thumb, leg, foot or toe (it was 'any amputation' before)
- The old 'sight loss' category is now 'any injury diagnosed by a registered medical practitioner as being likely to cause permanent blinding or reduction in sight in one or both eyes'
- A new category of 'any crush injury to the head or torso causing damage to the brain or internal organs in the chest or abdomen'
- A new category of 'any burn injury (including scalding) which covers more than 10% of the whole body's total surface area or causes significant damage to the eyes, respiratory system or other vital organs.'
- A new category of 'any degree of scalping requiring hospital treatment.'
- Loss of consciousness caused by head injury or asphyxia (it was previously loss of consciousness caused by asphyxia or exposure to substances)
- A new category – 'any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness; or requires resuscitation or admittance to hospital for more than 24 hours.'

All fatalities, major injuries, dangerous occurrences, reportable diseases and other accidents notifiable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) will be reported to the relevant Enforcing Authority via the incident contact centre by

Opus Interior's responsible person without delay, in accordance with the reporting procedure. This is most easily done by reporting online. Alternatively, for fatal accidents or accidents resulting in specified injuries to workers only, we will phone 0345 300 9923.

- The Construction and Safety Director is to ensure that all notifiable accidents on construction sites are reported in the appropriate manner.
- The Office Manager is to ensure that all notifiable accidents within the office are reported in the appropriate manner.
- In the absence of either the Construction and Safety Director or Office Manager, the Commercial Director will delegate this duty to a competent person.
- The Company will investigate all reportable accidents to assist with determining the cause and allow the implementation of preventative measures.

For most types of incident, including:

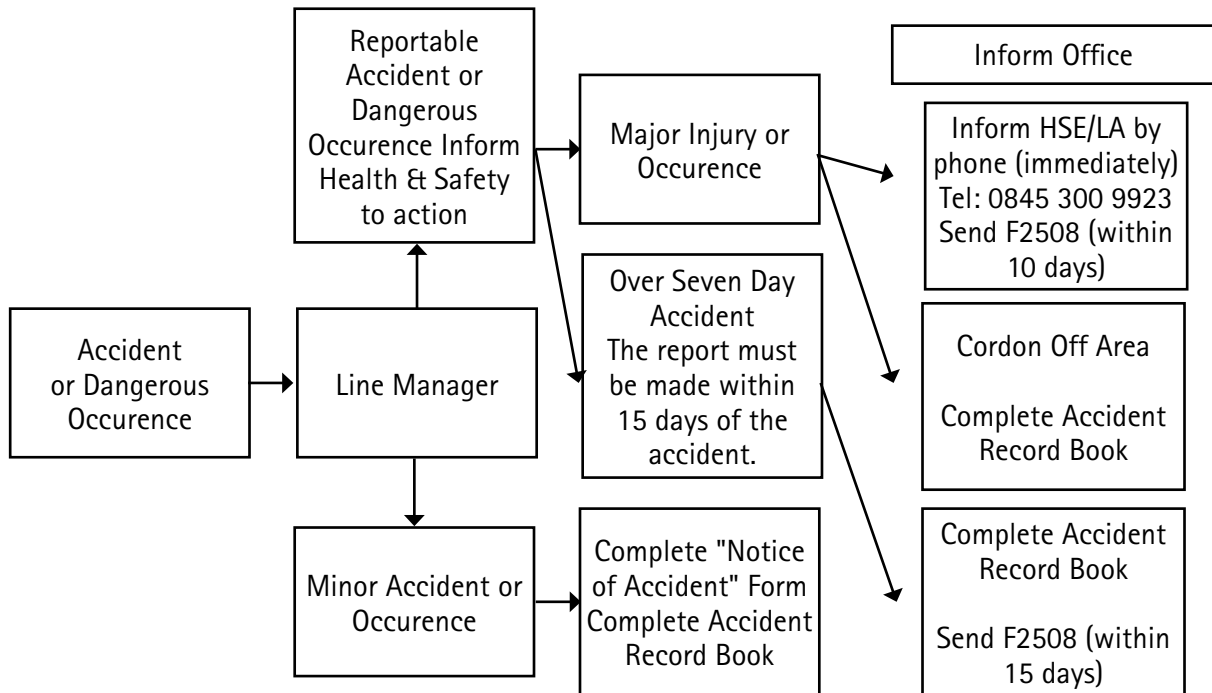
- accidents resulting in the death of any person
- accidents resulting in specified injuries to workers
- non-fatal accidents requiring hospital treatment to non-workers and
- dangerous occurrences

Opus Interior's responsible person will notify the enforcing authority without delay, in accordance with the reporting procedure (Schedule 1). This is most easily done by reporting online. Alternatively, for fatal accidents or accidents resulting in specified injuries to workers only, we can phone 0345 300 9923.

NB: A report must be received within 10 days of the incident.

For accidents resulting in the over-seven-day incapacitation of a worker, we will notify the enforcing authority within 15 days of the incident, using the appropriate online form.

Accident Reporting – Procedure



3.5 Fire and Emergency Procedures

Fire precautions will be provided and maintained to the requirements of relevant legislation (in particular; The Regulatory Reform (Fire Safety) Order 2005).

Fire extinguishers will be provided and located at strategic points throughout the workplace. Staff will be instructed in the use of extinguishers in order that they may use them safely and effectively.

The Company will enter into a contract service and inspection arrangement to ensure that all portable extinguishers are inspected and maintained.

The names, locations, and actions to take in the event of an emergency will be posted at strategic positions throughout the work place.

Where necessary 'Fire Certificates' will be obtained from the local fire authority. However we will ensure that 'Fire Risk Assessments' are produced for all premises, including offices, joinery workshop and construction sites under our control.

Field Based staff such as Contracts Managers, Site Managers, Foremen and Site Operatives etc must ensure they are aware of any fire and emergency procedures that are in place for premises they visit on behalf of the Company.

3.5.1 Emergency Evacuation Procedures

The Company will undertake the procedures as outlined in the specific duties earlier in this policy. In summary these include: -

- Carry out a fire risk assessment.
- Instigate procedures for the safe evacuation of all offices in the event of emergency.
- Ensure this procedure is executed in such an event.
- Ensure the emergency services are summoned when an incident is reported.
- Check all emergency exits daily.
- Check fire alarms weekly and record the results.
- Ensure access and exit routes are kept free of obstruction.
- Ensure fire extinguishers undergo periodic testing and inspection by a qualified engineer.

Written Emergency Procedures must be displayed in prominent locations and brought to the attention of all on site. The Company's offices have had Emergency Procedures produced and are available from the Office Manager.

Access and egress routes must be kept free of obstruction at all times. Clear signage must be installed and maintained in prominent positions indicating the locations of fire access routes, escape routes and positions of emergency fire fighting equipment.

3.5.2 Assessments

The Company will arrange for the necessary "Fire Risk Assessments" to be carried out on their Company premises. Appropriate actions will be instigated as a result of these assessments and a record of all significant findings of these assessments will be kept and made available as required.

Guidance, forms and assessments can be found in Annexe A to this Policy.

3.6 The Management of Health and Safety at Work Regulations

The regulations cover the management of health and safety and apply to everyone at work, regardless of what the work is. They require employers to plan, control, organise, monitor, and review their work. They have specific requirements for items/activities such as:-

- Risk Assessment
- Principles of prevention
- Health and safety arrangements

- Health surveillance
- Health and safety assistance
- Procedures for serious and imminent danger and for danger areas
- Contacts with external services
- Information for employees
- Co-operation and co-ordination
- Capabilities and training
- Employees duties
- Temporary workers
- Risk assessment in respect of new or expectant mothers
- Health and safety of non-English speaking personnel on construction sites
- Protection of young persons
- Provisions as to liability

The Company takes seriously its obligations under these regulations and will ensure that the regulations are fully complied with.

3.6.1 Risk Assessment

The regulations require employers and self employed persons to make suitable and sufficient assessment of the risks to workers and any others who may be effected by their undertakings and to record the significant findings of that assessment. Other regulations e.g. COSHH, Noise, Asbestos, Lead, Work at Height, Control of Vibration etc. also contain requirements for risk assessment which are addressed specifically to the hazards and risks that are covered by those regulations. An assessment made for the purpose of such regulations will cover in part the obligation to make assessments under this regulation.

3.6.2 Health and Safety Arrangement

This regulation requires employers to have arrangements in place to cover Health and Safety. It should be integrated with the management system Opus Interior Projects Ltd have adopted, HSE 'Managing for Health and Safety' (HSG 65).

3.6.3 Health Surveillance

Risk assessment will identify circumstances in which health surveillance is required by specific regulations (e.g. COSHH, Asbestos, Vibration and Noise) or because works activities undertaken by the Company

require health surveillance. Currently Opus Interior's will complete health surveillance on any employee, should it be deemed as necessary.

3.6.4 Health and Safety Assistance

Employers must have access to competent help in applying the provisions of health and safety law, including these regulations and in particular in devising and applying protective measures. In order to comply with the requirements of this regulation Opus Interior Projects Ltd have appointed a Construction and Safety Director and have appointed Matrix Risk Management Limited (Health and Safety Consultants) to assist the Company in complying with all statutory requirements under health and safety legislation.

3.6.5 Procedure for Serious and Imminent Danger and for Danger Areas

Employers need to establish procedures to be followed by any worker if situations presenting serious and imminent danger were to arise. The aim is to set out clear guidance on when employees and others at work should stop work and how they should move to a place of safety. In some cases this will require full evacuation of the workplace. In other cases, particularly on construction sites, it might mean some of, or the entire, workforce moving to a safer part of the workplace. Opus Interior Projects Ltd emergency procedures meet the requirements of this regulation.

3.6.6 Contacts with External Services

Employers must ensure any necessary contacts with external services are arranged, particularly as regards to first aid, emergency medical care and rescue work. Opus Interior Projects Ltd ensures that contact is made with external services as and when necessary in order to fully comply with the requirements of this regulation.

3.6.7 Co-operation and Co-ordination

Employers and the self employed have obligations under **the Health and Safety at Work etc. Act** towards anyone who may be put at risk by their activities. Where the activities of different employers and self employed persons interact they may need to co-operate with each other to ensure their respective obligations are met, Opus Interior Projects Ltd will fully comply with the requirements of the regulation.

3.6.8 Capabilities and Training

When allocating work to employees, employers should ensure that the demands of the job do not exceed the employees' ability to carry out the work without risk to themselves or others. Employers should take account of the employees' capabilities and the level of their training, knowledge and experience. If additional training is required, it should be provided.

3.6.9 Risk Assessment in Respect of New or Expectant Mothers

Employers are required to assess the risk to the health and safety of women who are pregnant, have recently given birth, or who are breast feeding. They are to ensure workers are not exposed to the risks identified by the risk assessment, which could present a danger to their health and safety.

If a new or expectant mother works at night and has a medical certificate stating that night work could damage her health or safety, the employer must either offer her daytime work if any is available or, if that is not reasonable, give her paid leave for as long as necessary to protect her health and safety.

Employers are required to fulfil the above duties only where the employee has notified them in writing that she is pregnant, has given birth in the last six months, or is breast feeding.

3.6.10 Health and Safety of Non-English Speaking Personnel on Construction Sites

Employers are required to provide their employees with understandable and relevant information on risks to their health and safety and on precautions to take to avoid those risks. Information should be provided that takes into account any language difficulties or disabilities. It can be provided in whatever form is most suitable in the circumstances, as long as it can be understood by everyone. For employees or workers with little or no understanding of spoken or written English, employers and those in control may need to make special arrangements.

3.6.11 Protection of Young Persons

Employers are called upon to consider the special nature of young persons, due to their lack of experience, lack of knowledge of risk and the fact they are not fully mature. To that end young persons are normally prohibited from work:-

- Which they cannot cope with physically, or psychologically
- Involving harmful exposure to hazardous substances including radiation
- Involving the risks of accidents resulting from insufficient attention to safety or lack of experience or training
- Where their health is at risk from cold, heat, noise or vibration

These regulations require specific risk assessments for young persons under the age of 18 years. Opus Interior Projects Ltd will complete a specific risk assessment in the event that they employ a young person.

These restrictions are not intended to prevent the employment of young persons on work which is necessary for their training, provided he/she is supervised by a competent person and any risk has been reduced to the lowest level which is reasonably safe.

3.7 The Workplace (Health, Safety & Welfare) Regulations

The regulations cover the working environment, general safety, facilities for washing, eating, changing and good housekeeping.

The Company will ensure that necessary facilities are provided within their office and will instigate a procedure that ensures that all the facilities and equipment are maintained to the required standards, through regular inspections. (e.g. testing of electrical equipment, pressure vessels, etc.)

All employees are reminded that Health and Safety is everyone's responsibility and everyone has a duty of care to themselves and to those with whom they work, to keep the working environment in a clean, tidy and safe state.

The Company will provide working conditions in accordance with guidance to the regulations.

3.8 The Construction (Design and Management) Regulations 2015

The regulations cover the working environment on construction sites and details specific requirements for items/activities such as the following:-

- Places of work
- Falls of persons
- Fragile materials
- Falling objects
- Stability of structures
- Demolition and dismantling
- Explosives
- Excavations
- Cofferdams and Caissons
- Prevention of drowning
- Traffic routes
- Doors and gates
- Vehicles
- Prevention of risk from fire
- Emergency routes and exit
- Emergency procedures
- Fire detection and fire fighting
- Welfare facilities
- Temperature and weather protection
- Lighting
- Good order
- Training

The Company will ensure that regulations are fully complied with whenever the Company is engaged in construction activities and the regulations apply.

The Construction (Design and Management) Regulations 2015 requires that certain key appointments be made and details the responsibilities of these appointees.

- Client
- Principal Designer
- Designers
- Principal Contractor
- Contractors

Companies may fill between one and four of these posts, e.g. as a client the company may make the in-house appointments of Principal Designer, designers and principal contractor. Whichever posts are being filled, the following relevant parts will be the company policy for implementing the regulations:

- At Appendix 4 of this section is a matrix of personnel filling the key appointments. Where posts are filled by a committee all names will be recorded. This list will be kept up to date by the person making the appointments.

Part One	-	Client
Part Two	-	Principal Designer
Part Three	-	Designers
Part Four	-	Principal Contractor
Part Five	-	Contractors
Appendix 1	-	Notifications to HSE
Appendix 2	-	Information on Premises
Appendix 3	-	Health and Safety Plan
Appendix 4	-	Names of Appointees

Part One – Duties Of Client

The person or persons appointed to act for the company (the Client) for each project will be shown at Appendix 1 and 3.

Where there is more than one client in relation to a project, if one or more of such clients elect in writing to be treated as the only client or clients, no other client who has agreed in writing to such election shall be subject after such election and consent to any duty owed by a client save the duties in regulations 4 insofar as those duties relate to information in his possession.

- You should appoint a Principal Designer, as early as possible, and before construction commences. You should ensure that the person appointed is competent and intends to allocate sufficient resources.
- You should provide the Principal Designer with any information relating to where work is to be carried out as soon as practical and before work starts. A useful checklist of information is at Appendix 2.
- You should appoint a principal contractor as soon as practical. The principal contractor must be provided with the Pre-Construction Health and Safety Information (see Appendix 2) at tender stage.
- Before appointing any Principal Designer, contractor or designer, you should ensure that they are competent and that they intend to allocate sufficient resources. Use can be made of the Questionnaire at 'Preliminary Procedures' section of the policy.
- You should ensure that the construction of a project does not start unless relevant pre-Construction Information (see Appendix 2) has been given to the designer and the principal contractor by the Principal Designer, and has been developed into a Construction Phase – Health and Safety Plan, by the principal contractor to a standard acceptable to the Principal Designer.
- Appointments must be kept filled until construction work is complete. Where appointments are vacated at short notice, they must be filled as a matter of urgency.
- You should ensure that the Principal Designer prepares and maintains a health and safety file. The file must contain any information which might affect the health and safety of any person carrying out construction, plc or cleaning work in the future, or of any third party affected by such work. The file must be accessible to all who require access.
- On completion of the project, you should record receipt of the health and safety file from the Principal Designer, keep the file in a safe location and make it available to any person who needs access to it. If there is a change of ownership the health and safety file should be delivered (on receipt) to the new owner who must be made aware of the nature and purpose of the health and safety file.

Part Two – Duties of Principal Designer

- You should notify the HSE as soon as practical and before construction work starts, in writing, of the appointment of the Principal Designer and of the Principal Contractor, and of other details in the format shown at 'CDM Schedule 1'.
- You should ensure that the client provides you with any safety information relating to the premises where work is to be carried out before work is commenced. A useful checklist of information is at 'CDM Appendix 2'.
- You should co-operate with designers and ensure that they co-operate with each other.

- You should ensure that relevant pre-construction information is presented to the principal contractor at tender stage, and that this plan includes the information on the premises provided by the client and the design hazards.
- You should ensure that designers and contractors are aware of any competency standards required for the project.
- You should be able to advise the client or any contractor on the competence of any designer or contractor and their ability and intention to allocate adequate resources.

In respect of persons carrying out construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration, maintenance or cleaning work during and after construction is complete, and of any third party affected, you should ensure that the design of any structure:

- Avoids risks to the health and safety of any person.
- Gives priority to measures which protect all operatives over those which only protect individuals.
- Includes adequate information which might affect the health or safety of any person at work.
- You should ensure that the construction work does not start until the principal contractor has developed the safety plan to a satisfactory standard.
- You should ensure that a health and safety file is prepared for each structure in the project containing any design information which might affect the health and safety of any person carrying out construction, plc or cleaning work during or after construction, and any third party affected by that work.
- You should ensure that all parties are aware that they should provide to the Principal Designer all information that is relevant to the health and safety file.
- The health and safety file should be kept up to date. On completion of each structure it should be handed over to the client in a completed state and a receipt obtained.
- During the contract, although not a strict legal requirement, it is recommended that you should monitor the ongoing competence of the designers and contractors.

Part Three – Duties of Designer

You should bring any problems encountered while complying with the Construction (Design and Management) Regulations 2015, including that of competence and training for the responsibilities that the project entails, to the attention of the Client and Principal Designer in a timely manner.

- You should ensure that you allocate the necessary resources.
- All relevant information about the premises must be obtained from the client or Principal Designer.

In respect of persons carrying out construction, plc or cleaning work during or after construction, and of any third party affected by that work you should ensure that when preparing a design:

- You combat at source, or avoid, risks to the health and safety of those persons.
- You give priority to measures which protect all persons over those which only protect each person.
- You ensure that the design includes adequate information about any aspect of the project or structure or materials (including articles or substances) which might affect the health or safety of those persons.
- You should co-operate with the Principal Designer and with any other designer. The Principal Designer should be provided at an early stage with details of design hazards for inclusion in the pre-tender Health and Safety Information documents for the tender stage.
- You should bring details of the client's duties under the regulations to the attention of the client.

Ensure that you pass to the Principal Designer any information needed for inclusion in any safety files. This should include:

- Procedures and requirements for cleaning and repair of the structure.
- Operation and maintenance of plant and equipment.
- Instructions for equipment.
- Design loadings for structural elements.
- Details of services.
- Any other hazards.

Part Four – Duties of Principal Contractor

The person or persons appointed to act for the company in its appointment as principal contractor for the project will be shown in the 'Construction Phase – Health & Safety Plan'. You should bring any problems encountered to the attention of the safety director/construction director.

- You should ensure that the Principal Designer has notified HSE of your appointment and supplies a copy of that notification. You should obtain a copy of the HSE receipt from the Principal Designer and ensure that construction work does not commence until you are in possession of this receipt.

- You should ensure that notifications to the HSE are displayed in a prominent position where they can be read by all operatives on site.
- You should ensure that the Principal Designer provides you with relevant Health and Safety Information which includes any relevant information relating to the premises where work is to be carried out, before work commences. A useful checklist of information is at 'CDM Appendix 2'.
- You should ensure that you pass to the Principal Designer any information that you have which is needed to complete the safety file. This means any design information which might affect the health and safety of any person carrying out construction, plc or cleaning work during and after construction, and any affected third party.
- Before appointing a designer or contractors you should ensure that they are competent and intend to allocate sufficient resources.
- You should ensure that the construction work does not start until you have prepared a Health and Safety Plan (see 'CDM Appendix 3'). The plan should be completed in sufficient time to allow it to be provided to any contractor at tender stage.
- You should provide advice to contractors on compliance with the Health and Safety Plan.
- Each contractor is to be provided with comprehensive information on the risks to the health and safety of that contractor's employees or other contractors or persons under his control which would allow him to conduct risk assessments.
- Each contractor is to be provided with information on the first aid and welfare requirements.
- You should draw up site rules in writing and include them in the Health and Safety Plan. A workable system is to be devised for bringing these rules to the attention of all persons who may be affected by them (induction training). A record is to be kept of all those inducted, which should include individual acknowledgement of the rules.
- You should ensure that all contractors comply with the Health and Safety Plan.
- You should ensure that contractors have provided persons under their control with the relevant health and safety information and training. These checks should include:
 - Details of induction training – names of personnel.
 - Details of key personnel for emergency procedures (are operatives aware).
 - Continuation training (agenda and records).
 - Special to task training – proof (e.g. certification).
 - Details of management/supervisors safety proficiency.
- You should take steps to ensure co-operation between all contractors.
- You should set in place a system of recording hazards/breaches of safety rules so that they can be rectified and, where applicable, training needs identified.

- You should ensure that periodic meetings are held on which safety is discussed and attended by representatives from all the contractors. You should ensure that items discussed are recorded and the minutes distributed to all contractors.
- You should take reasonable steps to ensure that unauthorised personnel do not gain access to the site area. Details on site access should be communicated to all parties concerned.
- You should ensure that all persons at work on the project are able to discuss or make suggestions to you on matters which affect their health and safety.
- On large projects of a complex nature you should ensure that the views of all those working on site are co-ordinated (if necessary by their representatives) where those views affect their health and safety. You should ensure that a medium exists for passing information quickly to all concerned, whether it is of an urgent operational matter or of a safety training nature.

Part Five – Duties of Contractor

The person or persons appointed to act for the company in its appointment as Contractor for the project is shown at 'CDM Appendix 3'. You should bring any problems encountered to the attention of the safety director/construction director.

- You should ensure that the principal contractor provides you with any safety information relating to the premises where work is to be carried out, before work is commenced. A useful checklist of information is at 'CDM Appendix 3'. A safety plan should be provided by the principal contractor at tender stage.
- You should provide to the principal contractor any information which is required by the Principal Designer in order that he can complete the Health and Safety Information document and safety file. This is categorised as any design information which might affect the health and safety of any person carrying out construction, maintenance or cleaning during or after construction or of any third party affected by that work.
- You should ensure that before appointing designers or contractors you are satisfied that they are competent and intend to allocate sufficient resources.
- You should ensure that the construction work does not start until:
- You have been given the names of the Principal Designer and the principal contractor.
- You have been given, read, understood and disseminated to site operatives and persons under your control, relevant details of the Health and Safety Plan and your own method statement/risk assessments. (See 'CDM Appendix 3'.)

- You should provide advice to your employees and contractors on compliance with the Health and Safety Plan.
- Each employee is to be provided with comprehensive risk assessments. Each of your contractors are to be provided with comprehensive information on risks which will enable that contractor to conduct risk assessments. You should provide details of such risks to the principal contractor.
- Each contractor is to be provided with information on the first aid and welfare requirements.
- You should ensure that all persons or contractors under your control know and comply with the site rules. A workable system is to be devised for bringing these rules to the attention of all persons who may be affected by them (induction training). A record is to be kept of all those inducted, which should include individual acknowledgement of the rules.
- You should ensure that contractors or persons under your control have provided/been provided with the relevant health and safety information and training. Checks should include:
 - Details of induction training – names of personnel.
 - Details of key personnel for emergency procedures (are operatives aware).
 - Continuation training (agenda and records).
 - Special to task training – proof (e.g. certification).
 - Details of management/supervisors safety proficiency.
- In conjunction with the principal contractor you should take steps to ensure co-operation between all your contractors.
- In conjunction with the principal contractor you should set in place a system of recording hazards/breaches of safety rules so that they can be rectified and, where applicable, training needs identified.
- In conjunction with the principal contractor you should ensure that periodic meetings are held on which safety is discussed and attended by representatives from all your contractors. You should ensure that items discussed are recorded and the minutes distributed to all your contractors.
- You should ensure that details on site access and security are passed to you by the principal contractor.
- You should ensure that you provide promptly any information on any accident, dangerous occurrence or disease to the principal contractor, which you are required to report to the enforcing authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- You should comply with all reasonable directions given to you by the principal contractor in order to enable them to comply with the regulations.
- You should ensure that all persons under your control at work on the project are able to discuss or make suggestions to you on matters which affect their health and safety.

3.8.1 Falls of Persons

Any activity where working at height is envisaged will not be permitted until a suitable and sufficient risk assessment is undertaken of which will initially identify if the work requires undertaking at height at all.

All work at height will be suitably planned and organised using appropriate equipment and competent persons.

Where persons or materials are likely to fall a distance which could result in personal injury, or where work is over water, liquid or dangerous materials, edge protection consisting of the following will be provided:-

- Guardrail at a height of not less than 950mm
- An intermediate guardrail
- The space between the toe-board and guardrail or between any two guardrails must not exceed 470mm
- A toe-board that is at least 150mm high.

Safety nets, belts and harnesses must be used where it is impracticable to provide standard working platforms with guardrails and toe-boards.

3.8.2 Fragile Materials

Fragile roofing materials including asbestos, glass, plastic, cement sheets and other similar brittle surfaces. Surface coatings or dirt may conceal the fragile nature of any roof covering, thereby giving a false appearance of solidity to glass, plastic, asbestos, etc. When working on, or passing over, fragile roofing materials, Company employees must use crawling boards so that the person's weight is on the board, never on fragile sheeting. At least two crawling boards should be used, one to support the person whilst the other is moved to a new position.

3.8.3 Falling Objects

Where necessary to protect people at work and others, take steps to prevent materials or objects from falling. Where it is not reasonably practicable to prevent falling materials, take precautions to prevent people from being struck, e.g. covered walkways. Do not throw any materials or objects down from height if they could strike someone and ensure equipment and materials are stored safely.

3.8.4 Excavations

Before digging any excavations it is the Company policy to ensure planning against the following is completed:-

- Collapse of the sides
- Materials falling onto people working in excavations

- People and vehicles falling into excavations
- People being struck by plant
- Undermining nearby structures
- Underground services
- Access and egress to the excavation
- Fumes

All necessary equipment needed such as trench sheets, props, baulks etc will be made available to employees working on excavations.

3.8.5 Scaffolding

All scaffolding will be erected subject to a 'Scaffolding Plan' of which will include the recognised standard of which it will be erected in accordance with and suitable designs with calculations where necessary. All scaffolding will be erected by competent scaffolder's who will be required to erect, adapt and dismantle scaffolding in compliance with the 'NASC' standard SG: 004. On completion a handover certificate will be obtained from the scaffolding company, all statutory inspections will be completed in accordance with the regulations.

3.8.6 Mobile Scaffold Towers

All mobile tower structures should be properly constructed and safely used. The Company will ensure that any person erecting a scaffold tower will be competent in its erection and have received adequate training or, if not fully competent, be under the supervision of an experienced competent person.

3.8.7 Ladders, Steps, and Trestles etc.

These items of work equipment will not be taken into use until a risk assessment has been produced to identify if a safer alternative means can be identified. Should it be concluded that ladders or stepladders can be used; the person in charge or other competent person has inspected them and is satisfied they are serviceable. They will also carry out a risk assessment of the work and if the work is of short duration and can be carried out using one hand the other being used to hold onto the ladder. All ladders will be secured or footed and positioned at an angle of 1 in 4.

'Domestic Duty' ladders or stepladders will not be permitted on any premises under the control of Opus Interior Projects Ltd.

3.8.8 Welfare Facilities

Ensure that all toilets, washing, changing, personal storage, and rest areas are accessible and have adequate heating, lighting, and ventilation. Make sure that an adequate number of toilets are provided at all times; whenever possible

connect toilets to the mains drainage system and ensure they are water flushing. If this is not possible use facilities with built-in supply and drainage tanks or portable chemical toilets. Chemical toilets must be regularly serviced. Toilets used by female workers should have effective means for disposal of sanitary waste.

Ensure sink(s) or basin(s) large enough for people to wash their face, hands and forearms are provided with a supply of hot and cold or warm running water. Soap and towels (either cloth or paper) or dryers are to be provided.

Ensure there is a supply of wholesome drinking water readily available. Where possible it should be supplied direct from the mains.

Rest facilities are to be provided for taking breaks and meal breaks. The facilities should provide shelter from the wind and rain and be heated as necessary. The rest facilities should have:-

- Table and chairs with backs
- A kettle or urn for boiling water
- A means of heating food, (for example an electrical ring or microwave oven)
- A suitable number of lockers appropriate for the size of the project.

Provide adequate and suitable accommodation for employees' clothing and protective equipment.

3.9 Setting Up Site

Certain key matters must be taken into account when planning and physically setting up site in order to ensure a well laid out, safe site. The key points are considered in two stages, these being the preliminary appraisal and the administrative arrangements.

3.9.1 Preliminary Appraisal

Prior to starting work on site the following key points are to be considered; on CDM projects the Principal Designer's pre-construction phase Health and Safety Information and the principal contractor's construction phase Health and Safety Plan must be taken into consideration.

- Contract documents, specifications, and drawings should be examined to establish any constraints which may affect the site layout or method of construction, such as:-
 - o The location of site in relation to physical features such as roads, railways, flight paths, water areas, overhead/underground services, industrial or residential buildings.

- o Environmental matters such as ground water, noise, dust or fumes
- o The nature of the site in relation to existing buildings and their past and present use, ground contamination, ground water levels, natural underground water sources, old mining activity and physical boundaries.
- Identifying matters affecting site layout such as access roads for site clearance and construction operations.
- Determine the type and capacity of plant and equipment required and the need for adequately trained operators, i.e.
 - o Access equipment – general access scaffold, tower scaffold, mobile work platforms etc.
 - o Lifting appliances – cranes, hoists, excavators etc.
 - o Lifting gear – slings, shackles, proprietary equipment etc.
 - o Site transport and mobile plant – lorries, dumpers etc.
 - o Power supplies – provision of 110v supply, compressed air and LPG etc.
- Determine the need for temporary accommodation such as office, first aid facilities etc.
- Determine storage requirements, i.e. for steel, formwork, falsework, scaffolding, bricks, blocks, sand, ballast, cement, flammable liquids, LPG, timber etc.
- Define areas of the site for:-
 - o Access for plant, materials and emergency services – arrange, where possible, to avoid the need for vehicles to reverse.
 - o Fixed plant, i.e. batching plant etc.
 - o Mobile plant i.e. cranes, dumpers, fork lifts, concrete pumps etc.
 - o Pre-fabrication areas where appropriate.
 - o Temporary accommodation.
 - o Material storage.
- Determine measures for site security and protection of the public, particularly children. Establish liaison with local schools when appropriate. Two metre secure fencing is considered normal for construction operations in residential areas.

3.9.2 Administrative Arrangements

The following written notifications may be required:-

To the area office of the Health and Safety Executive:

- o Where the construction is for a 'non-domestic' or 'domestic' client as defined in the CDM Regulations and the construction phase will be more than 30 days and have more than 20 workers working

simultaneously at any point in the project or will involve more than 500 person days, a form F10 is to be forwarded to the HSE prior to works commencing by the contractor. On all CDM projects the CDM co-ordinator is responsible for notifying the HSE of the works.

- o Where radiography is to be carried out, 28 days' notice may be required.
- o For works with asbestos, a licence may be required and works must be notified in accordance with the licence. Alternatively if this type of work is being done for the first time, 14 days' notice may be required under the Control of Asbestos at Work Regulations. If additional asbestos is discovered it may be necessary to submit a further 14 days' notice.
- To the Local Authority:-
 - o Form OSRI before occupation of offices which are to be used for more than six weeks if fixed, or six months if mobile, in which persons are employed for more than 21 man hours per week.
 - o Notification of intended demolition.
 - o Noise – application of prior consent under the Control of Pollution Act 1974.
 - o Notification of intention to dispose of waste, in particular specified waste under the Control of Pollution (Special Waste) Regulations.
 - o Application to erect scaffolding or other obstructions on the public highway.
- To the local Careers Office:-
 - o Notification on Form F2404 of new employees under the age of 18.
- To public utility suppliers:-
 - o Requests for location of underground services.
 - o Requests for isolation of overhead or underground services.
 - o Requests for temporary supplies for site operations.

3.9.3 Site Documentation

Arrangements are to be made to ensure the following documentation is in place:-

- Statutory documentation such as Health and Safety Law poster, F10 and employer's liability insurance which must be displayed.
- Company documentation including accident book B1510, records of thorough examination and inspection of lifting equipment, scaffolds, excavations, work equipment etc.
- Copy of the notifiable particulars to be displayed on site.
- The construction phase Health and Safety Plan must be on site.

- On all projects, copies of the principal contractor's Safety Policy with the name of the safety advisor should be given to all contractors; likewise sub-contractors should provide the principal contractor with relevant safety information as requested by the principal contractor, with the name of their safety advisor or other competent persons.

3.9.4 Procedures and Agreements

Opus Interior Projects Ltd, when acting as the main or principal contractor will agree with clients, direct and sub-contractors the following:-

- Relevant codes of practice and standards to be agreed.
- Injuries, diseases and dangerous occurrences procedures for reporting to site management and the enforcing authority.
- Ensure adequate welfare and first aid facilities that are commensurate with the proposed works.
- Requirements for the provision of protective clothing and equipment to be agreed with arrangements for storage, inspection and any necessary training required to use the equipment.
- Safe access and places of work – agree responsibilities and procedures for dealing with access problems common to all contractors such as scaffolds, unfenced holes etc.
- Fire precautions and the adequate provision of appropriate fire fighting equipment for work processes, stores, offices and workshops.
- Emergency procedures – agree any requirements for emergency routes and making contact with emergency services. Ensure arrangements are promulgated and tested.
- Housekeeping – arrangements for the storing of materials and the clearing of waste on a regular basis. Provision should be made for Opus Interior Projects Ltd to contra-charge other contractors where these arrangements are not followed.
- Telephones – arrangements for the early installation of a telephone are essential for both business and safety reasons. Telephone numbers to be used in the event of an emergency are to be prominently displayed.

3.10 Working at Height Including Roof Works

Working at any heights and on roofs is a high risk activity and as such these works must be pre-planned as falls from height is a major cause of injury. Initially a risk assessment will take place to identify if work at height can be avoided. We will comply with the Working at Height Regulations as described at section 3.8.

3.10.1 Protection against Falls

Where persons or materials are liable to fall any distance which could result in personal injury, or where work is over water, liquid or dangerous materials, edge protection consisting of the following must be provided:-

- A guardrail at a height not less than 950mm.
- An intermediate guardrail.
- Space between the toe-board and guardrail or between any two guardrails must not exceed 470mm

Suitable and sufficient fall protection must be provided, regardless of any height, a person or materials could fall.

All holes in floors, etc. must be similarly guarded or securely covered. The covering must be of a suitable material, securely fixed and clearly marked 'Hole Below'. Open joists through which a person could fall from any height which could result in personal injury must be boarded over to provide safe access to a working place. Guardrails, toe-boards and covers may be removed to allow access for persons and materials, but must be replaced as soon as possible.

3.10.2 Hoisting of Materials

When working at heights, various lifting appliances and lifting gear will probably be required. These may include block and tackle, winches, wire ropes, chains, slings etc. The Site Manager must ensure that any sub-contractor using any such equipment has been suitably trained in their use. Also, valid certificates of 'Thorough Examination' must be obtained. Each contractor must make an assessment of the suitability of such lifting equipment to the work being carried out.

3.10.3 Lifting Appliances

Where a small lifting appliance, such as a gin wheel or scaffold crane, is mounted near the edge of a roof, suitable guardrails, and toeboards must be placed at the edge of the roof to protect those using the appliance.

Ideally this protection should be kept in place when materials are being raised or lowered. If it has to be removed for any reason, any person needing to approach the edge (e.g. for signalling, or to assist in moving the load) should wear a safety harness or belt attached to a suitable anchorage.

All lifting operations will be suitably planned and organised by a competent person. A 'Lifting Plan' will be produced and communicated to all persons concerned. When using hire cranes, we will employ this on a 'Contract Lift' basis.

3.10.4 Safety Nets, Belts and Harnesses

Safety nets, belts and harnesses must be used where it is impracticable to provide standard working platforms with guardrails and toe-boards. Even when safety nets are installed, every effort must be made to provide a working platform above the net. In situations where pedestrians and traffic pass beneath people

working, a safety net used in combination with fine mesh debris net will protect those below from falling tools and materials and hold a person if they should fall. A further advantage is that a net offers far less resistance to wind than a solid structure or a sheet and will impose less strain on the supporting structure.

Where safety nets cannot be erected, safety belts or harnesses can be used instead, providing the equipment is always worn and a safe anchorage is available. Safety nets can be removed for access of persons and movement of materials, but must be replaced as soon as is practicable.

3.10.5 Working on Roofs Safety

Safe access to the roof must be provided and maintained. If there is no parapet or similar barrier to stop anyone from falling, edge protection must be provided. This may take the form of standard guardrails and toe-boards or, providing nobody will approach the edge, a barrier set back from the edge will be satisfactory. Where work on the leading edge is actually in progress, guardrails may be removed or left off, subject to: -

- A safe system of working being in place and maintained, which will prevent falls.
- Barriers being erected or re-erected as soon as the work ceases.

In some cases, a working platform, fitted with guardrails and toe-boards, situated on the roof, may be used as an alternative to a barrier or platform at the roof edge. This applies particularly where the steepness of the slope or the type of surface could give risk to an insecure foothold. Proprietary systems to provide working platforms for chimney work, etc, are available.

When working on a curved roof, short sections of a roof ladder or crawling boards should be used, so that the shape of the roof is closely followed and only the shortest length of ladder or board is left unsupported at any point. Sections of ladders or boards must be fastened together and the whole assembly securely anchored. On some shaped roofs, traditional tube and fitting scaffolding may be the only means of following the roof contours.

Where skylights are present on a roof, double guardrails or protection covers should be provided to all skylights in the work area. Additionally, provision must be made to prevent access to skylights out of the work area. This must be by a rigid barrier.

The effects of adverse weather conditions must be anticipated and suitable precautions taken. Rain, ice, snow and wind can obviously increase the risk of slips, trips, and falls. A daily risk assessment of the hazards of working at height is to be made, if adverse weather conditions increase the risks significantly works should be suspended. Work areas and work platforms should be inspected after adverse weather conditions prior to works commencing.

3.10.6 Working on or near Fragile Roofing Materials

Fragile roofing materials include asbestos, glass, plastic, cement sheets and other similar brittle surfaces. Surface coatings or dirt may conceal the fragile nature of any roof covering, thereby giving a false appearance of solidity to glass, plastic, asbestos, etc. When working on, or passing across, fragile roofing materials, crawling boards must be used so that the person's weight is on the board, never on the fragile roof sheeting. At least two crawling boards fixed with suitable fall prevention should be used, one to support the person whilst the other is moved to a new position. Asbestos and various plastic materials are particularly brittle and will shatter without warning. The practice of walking the line of the bolts is not to be relied upon as a sound path to follow. Where walkways are not provided, a safe system of work such as that described above must be employed. Work involving the handling of sheeting and cladding requires extra care in windy conditions, when a sheet may act like a 'sail' causing the person holding it to lose their balance.

3.10.7 Stacking Materials on Roofs

Care must be taken at all times when stacking materials on or at roof level. Attention should be given to the following:

- The size of the load involved.
- The type of materials involved.
- The methods of raising the load, whether manually or mechanically.
- The means of communication (signals) and the competence of the slingers or signaller.
- The position authorised for the stacking of materials.
- The distribution of the loads (loading plan).
- The maximum load or stack size.
- Any limitations.
- Adequate support or packing to truss.
- The protection of the existing roof surface and any weather proofing.
- The prevention of the displacement of loads, which should be secured against the wind, especially split bundles, sheets and against sliding down sloping roofs, etc. (sheet stop).

3.10.8 Working over Water

Where there is a risk of persons falling from a structure into water, a secure form of fencing or barrier must be provided. This can be removed for access and movement of materials, but must be replaced as soon as possible. Other points to be considered are: -

- Safety nets, if used, must be properly erected.
- Warning notices must be placed near to all edges.
- Adequate lighting must be provided as necessary.
- Special care must be taken in inclement weather such as fog, frost, snow and rain, etc.
- Buoyancy aids must be provided as necessary and worn by all operatives involved in working over water.
- Suitable rescue equipment must be provided and maintained.
- Frequent checks must be carried out to ensure that the correct number of personnel can be accounted for.
- All persons are to work in pairs, or in larger groups as necessary.
- All persons must be trained in the procedures for raising alarms and in rescue drills.

3.11 Confined Spaces

A Confined Space in legislation is defined as:-

- A place which is substantially, though not always, entirely closed
- A place where there is a reasonably foreseeable risk of serious injury from hazardous substances or conditions within the space or nearby.

Opus Interior Projects Ltd recognises that for the purpose of safety, the term "Confined Space" covers a great variety of work places which have limited access and inadequate ventilation. Opus Interior Projects Ltd may require works to be carried out in premises which have areas that can be considered as confined spaces. These are likely to include the obvious such as lift pits, manholes, sewers, sewage tanks but also the less obvious such as cellars, roof voids, and plant/boiler rooms.

The expression "Confined Spaces" could also refer to the following examples:-

- Ducts
- Vessels
- Bore holes
- Building voids
- Enclosures for the purpose of asbestos removal.

It is important that contractors are aware of what constitutes a "Confined Space", that they may be required to work in a confined space within premises, the hazards associated with confined space work and the methods of carrying out these works safely. Confined spaces are potentially dangerous places in which to work because they may trap hazardous concentrations of toxic or flammable gasses or vapour. Confined spaces are also liable to become deficient in oxygen due to a build up of gas or vapour which itself is not toxic but which replaces the breathable air (a leakage of CO₂ or nitrogen gasses, which are commonly in use in cellars may have this effect). Very often, the dangerous atmosphere is a result of the work being done – for instance welding, painting, flame cutting, the use of adhesives and solvents.

Opus Interior Projects Ltd requires the safety of the contractor's personnel and any other person who may be affected by the works, to be the first consideration when planning and carrying out the works.

Opus Interior Projects Ltd requires all Contractors to ensure all persons who are required to work in confined spaces within the premises are:

- Trained to ensure they understand the hazards involved in working in a confined space and have the competence to work in a confined space safely.
- Capable of assessing the risk involved and empowered with making a decision not to proceed with the works if, as a result of the assessment, they believe it is not safe to do so.
- Provided with all necessary information and equipment to carry out the works safely.
- Prohibited from lone working.

Prior to the commencement of works, Opus Interior Projects Ltd requires the following:

- A risk assessment of the works to be carried out.
- The personnel who will be carrying out the works must report to the tenant and ensure the works and risk involved are explained and understood.

For the purpose of this assessment, confined spaces are divided into two categories:

- Areas that can be considered available for normal every day type use and are therefore easily accessible. This would include cellars, boiler / plant rooms etc.

- Areas that are not normally available for use, access is not easy (it may require the removal of a panel or hatch). This would include: lift pit / shafts, sewers, sewage tanks etc.

In the event an area of the premises becomes a "Confined Space" due to the nature of the work required to be undertaken within it (e.g. painting of cellars etc.), the following procedure must be observed:

- Written risk assessment to be produced.
- A written safe system of work produced and adhered to.
- Adequate ventilation to be provided (this may include the provision of local exhaust ventilation if identified via risk assessment).
- Whenever practicable, withdraw the space from service.
- Isolate any live services that may be affected by the work.
- Avoid the use of naked flames.
- No smoking to be permitted.
- Suitable warning signage is posted.
- Any necessary PPE / RPE is available and worn.
- Any third party that may be affected by the work is informed.
- No lone working is permitted.
- Regular breaks are taken.

If there is any doubt whether or not a particular workplace presents the hazard and associated risks of working within confined spaces, the Safety Coordinator/ Contracts Manager or Health and Safety Consultant should be contacted immediately for further advice.

3.11.1 Confined Spaces Regulations

The Confined Spaces Regulations require employers to avoid entry into confined spaces, for example by doing the work from outside. In the event of entry into an area not normally available for access, the following procedure must be observed:

- Risk assessments produced relevant to the work.
- A written safe system of work produced and adhered to.
- Adopt a Permit to Work procedure.
- Withdraw the space from service.
- Isolate the workplace from electrical, mechanical, chemical, heat and all other sources.
- Check that no inward leakage of gas, steam, liquids etc. is possible.
- Undertake atmospheric tests for flammable gas, toxic gas, oxygen etc. if deemed necessary.

- Identify any requirement for the provision of local exhaust ventilation.
- Identify any requirement for the wearing of breathing apparatus and ensure that any operative required to use it is adequately trained
- Check the PPE requirements are relative to the work.
- Ensure an adequate communication system is available.
- Ensure that anyone working within the confined space is never left unattended.
- Ensure all necessary emergency arrangements are in place prior to commencement.

Opus Interior Projects Ltd will comply with the requirements of the Confined Spaces Regulations whenever undertaking such works.

3.12 Electricity at Work

The Electricity at Work Regulations requires certain precautions to be taken against the risk of death or personal injury from electricity in any work activity. The regulations also place duties on employers, employees, and self employed persons to comply with the requirements as are within their control. Employees have an additional duty to cooperate with their employers. The Company will fully comply with these requirements.

3.12.1 Standards and Codes of Practice

Temporary site supplies and permanent installations will be installed in accordance with BS 7671 *Requirements for electrical installations (the IEE Wiring Regulations)*.

3.12.2 Standards and Codes of Practice

Temporary site supplies and permanent installations will be installed in accordance with BS 7671 *Requirements for electrical installations (the IEE Wiring Regulations)*

3.13.2 Safe Method of Work

Work on live conductors, or on electrical equipment which has been made dead must only be carried out under an appropriate Permit to Work procedure. Records of permit issue, cancellation, etc must be maintained.

Reduced voltage equipment (110v) only is to be used on site unless specifically authorised by the Site Foreman/Supervisor. Authorisation will only be given when it is not reasonably practicable to use reduced voltage equipment and only after a risk assessment and where necessary, a Safety Method Statement has been produced.

3.12.3 Instruction, Training, and Supervision

The installation, operation, maintenance and testing of electrical systems and equipment will be carried out only by persons who are competent for the particular class of work. Employees will be trained and instructed to ensure that they understand the safety procedures which are relevant to their work and will work in accordance with the Company safety rules and this Policy.

Where employees' knowledge or experience is not sufficient, adequate supervision will be provided. Records of training, indicating relevant degrees of competence and any dates for re-testing will be kept.

3.12.4 Testing and Commissioning

All completed electrical installations will be inspected, tested and commissioned before being made available for use. The inspections and tests necessary are listed in the *IEE Wiring Regulations*.

3.13 Display Screen Equipment

It is the Company's policy to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations.

The Company will conduct health and safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work and will ensure that all workstations meet the requirements set out in the Schedule to the Regulations.

- The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable.
- VDU screen users will be allowed periodic breaks in their work
- Eyesight tests will be provided for VDU screen users on request
- Where necessary VDU screen users will be provided with the basic necessary corrective equipment such as glasses or contact lenses.

All VDU screen users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

Guidance, forms and assessments can be found in Annexe A to this Policy.

3.14 Alcohol and Drug Abuse

The Company recognises its duty to protect its employees, and others who may be affected by the Company's activities, from the risk associated with the excess use of alcohol and the misuse of drugs by an employee. The Company will not

knowingly allow an employee under the influence of alcohol or drugs to continue working.

Any employee who believes they may have an alcohol or drug-related problem which may affect their work is encouraged to approach their Functional Director/Line Manager. The Company will provide assistance where possible. Employees can expect matters of this nature to remain confidential.

The Company may take disciplinary action against any of its employees who misuse drugs or are under the influence of excess alcohol whilst at work.

The Company requires any employee who believes that another of the Company's employees is working whilst under the influence of excess alcohol or affected by drugs to report this to their Functional Director/Line Manager.

The Company reserves the right to put into place, if considered necessary or required to comply with any local authority or client's policy, a programme of screening. This could include procedures to:-

1. Detect the use of drugs by both existing and potential employees.
2. Detect the use of alcohol and/or drugs by a person(s) involved in a workplace accident/incident where there are grounds to suspect that the actions of the person(s) led to or caused the accident/incident.
3. Detect the use of alcohol and/or drugs where abnormalities of behaviour prompt management intervention (this may include a test for screening).

3.15 New Employees

The Company will ensure that the following procedure is carried out for all new personnel:

- Explain to new employee what he/she will be required to do and to whom he/she will be directly responsible.
- Show new employees where the Company Safety Policy is kept, explain its purpose and ensure that employee is aware of his/her responsibility.
- Ascertain if the new employee has any disability or illness that could prevent him/ her carrying out certain operations safely or require additional protective measures.
- Show new employee the location of the First-Aid Box and explain the procedure in the event of an accident, including the necessity to record all accidents however trivial they may appear at the time.
- Establish if there is any training or instruction required and ensure that the new employee's supervisor or other relevant person organises the necessary training.

Where a new employee is required to work or visit construction sites or undertake lone working, the Company will ensure that suitable instruction is given including the following: –

- Warn new employees of any potentially dangerous areas of operations in the workplace.
- Warn new employees of any prohibited actions on site or in the workplace, e.g. entering specific areas without required PPE, operating equipment unless authorised, etc.
- Issue to new employee any protective clothing or equipment necessary.

3.16 Working Time

The Company has a general duty under s.2 (1) of the Health and Safety at Work Act, to ensure "so far as reasonably practicable" the safety of its employees. This implies a restriction on the employment of any employee for excessively long hours, or on unsuitable shifts likely to cause physical or mental ill health, or precipitate fatigue-induced accidents. Specific requirements concerning hours of work are contained in the Working Time Regulations. The Company recognises that working excessive hours can affect the health and safety of individuals.

3.17 Work Equipment

It is the Company's policy to comply with the law as set out in the Provision and Use of Work Equipment Regulations.

The Company will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

All workers will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment, which could pose a risk to the well-being of persons in or around the workplace, will be restricted to authorised persons.

All work equipment will be maintained in good working order and repair.

All workers will be provided with such protection as is required to protect them from dangers occasioned by the use of work equipment.

All work equipment will be clearly marked with health and safety warnings, where appropriate.

3.17.1 Construction/Field Based Staff – IT Electrical Equipment

- The Company recognises that a separate procedure is necessary to ensure the continuing safety of portable electrical IT equipment used by construction/field based staff (eg laptops, fax etc).
- The Company will supply all equipment in good condition. Equipment will be inspected prior to issue and at least annually by the IT Department. Equipment will only be maintained by the IT Department or as arranged by them.
- The Company requires its employees to only use portable electrical equipment for its intended use. The user must visually inspect the equipment and any accessories before use. Faulty or damaged equipment must not be used; it must be returned to IT Department for replacement or repair.
- Under no circumstances are employees to attempt to repair portable electrical equipment.

3.17.2 Driving on Company Business

- The Company requires all employees who have to drive to carry out their work, to read, understand and sign its policy for 'Driving Safely Whilst on Company Business'. This policy is in Annexe B.

3.18 Noise

The Company will comply with the requirements of relevant legislation including The Control of Noise at Work Regulations which came into force during April 2006 and also the **Health and Safety at Work etc. Act 1974**.

The day-to-day operation of the Company within the office does not expose employees to levels of noise above action levels. However, some activities on construction sites will exceed noise action levels. All employees will ensure that ear protection is worn as recommended by the site manager.

The Company recognises that there is a quantifiable risk of hearing loss from exposures between 80 dB(A) and 85 dB(A), and a residual though small risk below 80 dB(A). The Company in addition to taking the steps required by the Noise Regulations to reduce exposure below the second action level will where possible use a positive purchasing policy to control noise exposure.

Where noise levels are suspected of being above the statutory level the Company will inform its external Health and Safety Consultants and request that they carry out full noise surveys, the staff will then be informed of the results. When there is reason to suppose that the assessment is no longer valid, or when there has been a significant change in the work to which the assessment relates noise levels will be reviewed and changes made as recommended by the review.

Opus Interior Projects Ltd undertake to, so far as reasonably practicable, to:-

- Reduce noise at source
- Use sound dampening devices
- Reduce the time that operatives are exposed to the noise
- Issue PPE, instructions, information and training.
- Designate ear protection zones and post signage accordingly.
- Carry out occupational health monitoring or if a sub-contractor instruct their employer to do such monitoring.

Employees who feel they are experiencing any affects from excessive noise while at work are expected to raise the matter with their supervisor.

Guidance, forms and assessments can be found in Annexe A to this Policy.

3.18.1 Action Levels

There are three action levels of noise defined in the Noise Regulations these are:-

- First Action level – a daily personal noise exposure (LEP,d) of 80 dB(A)
- Second Action level – a daily personal noise exposure (LEP,d) of 85 dB(A)
- Peak Action level – a peak sound pressure of 200 pascals (140 dB re 20 uPa)

The peak pressure is the highest pressure reached by a sound wave for example the peak pressure of the sound impulse generated by a cartridge operated tool. The peak action level for practical purposes is equivalent to a 'C' weighted peak level of 140 dB(C).

3.18.2 Ear Protection

The Company will, in accordance with the Regulations provide employees with ear protection:-

- Where the employees are exposed between the first and section action levels, ear protection will be provided to employees who ask for them, although the Noise Regulations do not make it compulsory for workers to use them
- To all workers likely to be exposed at or above the second or peak action levels. The Company will ensure at this level ear protection is worn

3.18.3 Rule of Thumb

As a general guideline if a person using equipment can talk to someone 2m away without having to shout to be understood it is unlikely that hearing protection is necessary, if shouting is necessary the noise level is probably loud enough to damage hearing. Action should be taken, hearing protection should be offered, and a suitable and sufficient assessment of the noise levels made. The results of the assessment will determine if any further action is necessary.

3.19 Control of Vibration at Work Regulations

The Company will comply with the requirements of relevant legislation including The Control of Vibration at Work Regulations which came into force during April 2005 and also the **Health and Safety at Work Etc. Act 1974**.

The day-to-day operation of the Company within the office does not expose employees to levels of vibration of which would require any significant action. However, some activities on construction sites and indeed our joinery premises will require vibration assessments.

The Company recognises that there is a quantifiable risk of persons receiving hand/arm vibration/Vibration White Finger, but not necessarily; Total Body Vibration injuries.

The Company in addition to taking the steps required by the Control of Vibration at Work Regulations to, eliminate, and if not reduce exposure to an acceptable level. This will include monitoring of employees exposed to vibration to ensure that exposure levels/times are not exceeded. We will where possible use a positive purchasing policy to control vibration exposure. This will include obtaining manufacturers information.

Opus Interior Projects Ltd undertake to, so far as reasonably practicable, to:-

- Reduce vibration at source
- Use vibration dampening devices
- Reduce the time that operatives are exposed to vibration
- Issue PPE, instructions, information and training.
- Carry out occupational health monitoring or if a sub-contractor instruct their employer to do such monitoring.

Employees who feel they are experiencing any affects from vibration while at work are expected to raise the matter with their supervisor.

3.20 COSHH

The Company will comply with the requirements of relevant legislation including the Control of Substances Hazardous to Health Regulations.

In most instances the substances/products in use by the Company within the office environment are general house-hold or office supplies – the hazard information and instructions for use provided on the packaging are adequate. All staff must use these substances in accordance with the instructions for use; substances must not be decanted into alternative containers.

The majority of products used by the Company to which COSHH regulations apply will be found on construction sites. Wherever possible the Company will endeavour to use an alternative product which is not hazardous; however it is recognised that this may not be practical in all cases.

Staff will be made aware of the hazards of any materials they will be asked to use. The Company will provide written assessments for all those products that have been assessed as hazardous to health.

The Company will keep records of all assessments, data sheets, and medical surveillance as required in the regulations. These assessments will be reviewed at regular intervals to ensure that they are up to date and still relevant.

Assessment forms can be found in annex A.

3.21 Asbestos

All works in connection with asbestos or asbestos containing materials must be completed in accordance with the Control of Asbestos Regulations and the Asbestos (Licensing) Regulations and their associated approved codes of practice or guidance.

Asbestos is the name given to six fibrous minerals found naturally in many parts of the world. The basic unit of asbestos minerals is the silicate group, formed from oxygen and silicon. There are two classes of asbestos minerals:

- Amphibole class, consisting of a polymeric structure of the silicates silicon-oxygen bonds forming long, thin straight fibres. Members of this group are:-
 - o Crocidolite, more commonly known as blue asbestos
 - o Amosite, more commonly known as brown asbestos
 - o Anthophyllite

- o Tremolite
- o Actinolite
- Serpentine class where the polymetric form is an extended sheet, wrapped around itself that is usually curved (serpentine). The only member of this group is Chrysotile, more commonly known as white asbestos.

The three types of asbestos that have been widely used in the past within the UK are Crocidolite (blue), Amosite (Brown) and Chrysotile (white). It should be noted **colour cannot be used as a means of identification, only analysis of suspect material can be used to provide positive identification.**

3.21.1 Asbestos Related Disease

Inhaled asbestos fibres in the lungs can cause, (in order of increasing seriousness):

- Pleural effusion – a build up of liquid in the pleural space causing breathlessness and discomfort
- Pleural plaques – collections of fibrous tissue which generally form on the parietal, outer skin of the pleura
- Diffuse pleural thickening – thickening of the parietal, outer skin of the pleura on both lungs which prevents the lungs from expanding, causing breathlessness.
- Asbestosis – scarring and thickening of scare tissue on the alveoli (air sacks within the lung) making it difficult to inhale, exhale and provide oxygen to the blood stream causing "clubbing" of fingers and toes, enlargement of the right side of the heart increasing the risk of heart attack, difficulty in breathing. There is no known cure for Asbestosis.
- Lung (bronchial) Cancer – it is not possible to differentiate between asbestos-related lung cancer from one caused by smoking or any other cancer-causing agent. Lung cancer can cause "clubbing" of the finger and toes and severe weight loss. 80% of lung cancer patients die within five years of diagnosis.
- Mesothelioma – a malignant tumour of the pleura. Many patients suffer serious weight loss and pain as the disease develops. In the later stages pain killers often become ineffective. Most malignant mesothelioma patients die within 12 months of diagnosis.

3.21.2 Asbestos Procedure

It is the policy and procedure of Opus Interior Projects Ltd to request from clients, or their agents, appointed Principal Designer or project management team, a copy of the asbestos register for the premises in which work is proposed to take place.

If an asbestos register is not available for inspection will, when appropriate, advise the client to commission an asbestos survey prior to works commencing.

Whenever Opus Interior Projects Ltd are due to undertake works within a premises for which an asbestos register is not available, a risk assessment will be completed to assess the likelihood of asbestos being present in the premises, due to the nature and age of the premises, prior to any works commencing.

Company employees working within premises on which information regarding the presence or not of asbestos is not available are to work with due caution. If a Company employee, in the course of his/her works sees or disturbs material which he/she believe is asbestos or asbestos-containing material, he/she is to cease works immediately and immediately inform his/her line manager.

3.21.3 Working with Asbestos

Depending on the types of asbestos found, the quantities and condition will determine if any works such as encapsulation or removal has to be completed by a HSE licensed contractor or whether a competent contractor can complete the works.

Prior to working with asbestos, a written risk assessment and a detailed safety method statement will be required which must comply with the requirements of the Control of Asbestos Regulations. If the work is notifiable to the HSE and has to be completed by a licensed contractor, a minimum of 14 days' notice must be given to the HSE by the licensed contractor on behalf of Opus Interior Projects Ltd.

3.22 Manual Handling

The Manual Handling Operations Regulations apply to the manual handling or lifting of materials and require the following three steps to be taken: -

- Avoid hazardous manual handling operations where reasonably practicable. Consider whether the load should be moved at all and, if it must, whether it can be moved mechanically, for example, by forklift truck.
- Assess adequately any hazardous operations that cannot be avoided. You should consider the shape and size of the load in addition to its weight. You should also consider the way the task is carried out, e.g. the handler's posture, the working environment, e.g. is it cramped or hot, and the individual's capability, e.g. is unusual strength required. Unless the assessment is very simple a written record will be needed.
- The provision of simple guidelines to help with the assessment and reduce the risk of injury as far as reasonably practicable.

The Company will provide written assessments for all lifting operations that have been assessed as significantly hazardous to health.

The Company will ensure that the employees for whom they are responsible are instructed in the correct handling and lifting of loads.

The selection of persons to carry out manual handling or lifting tasks must be based on the training given, age, physical build etc. Where loads have to be manually handled, the need to ensure that safe access is available is especially important.

The Company does not require any employee to lift, without assistance, a load that may cause injury.

Guidance, forms and assessments can be found in Annexe A to this Policy.

3.23 General Risk Assessment

Various Health and Safety legislation requires employers to complete risk assessments for Company employees or others who may be affected by the Company activities. Opus Interior Projects Ltd requires managers and supervisory staff to complete written risk assessments for work activities when appropriate. These assessments will include:

- Identifying the hazards
- Assessing the risks taking into account the severity of the hazard, numbers of people exposed and the possible consequences.
- Confirm the adequacy of existing control measures or precautions; verify compliance with legislation
- Record the findings including any arrangements to be implemented, together with any training, etc that may be necessary.

As required, the Company will assess the risk, taking into account the special circumstances for expectant or new mothers, mothers who are breast feeding and young persons.

Guidance, forms and assessments can be found in Annexe A to this Policy.

3.24 Personal Protective Equipment (PPE)

The Company will fully comply with the Personal Protective Equipment Regulations.

All Company employees will be issued free of charge the PPE required to safely complete the works they undertake. Specialist safety equipment such as safety harnesses, breathing apparatus, Cat scanners and gas detectors etc will be provided where necessary.

It is the Company policy that on all construction sites, employees, all sub-contract employees, suppliers and all visitors must wear safety helmets, appropriate robust footwear, high visibility vests and other PPE as deemed appropriate as a result of risk assessment. The exception to this rule are turban-wearing Sikhs. However, it should be noted that as a consequence of not wearing a safety helmet, a turban wearing Sikh suffers death or serious injury, the employer (or other person required to provide head protection) shall not be held liable.

The Site Foreman/Supervisor may designate the inside of site offices and huts as being 'non-safety helmet areas' so long as no works are being conducted in those areas which could result in head injury other than by falling.

3.25 Visitors and Third Parties

The Company has an obligation not to put people at risk; this includes Company employees, client employees, sub-contractor employees, members of the public and visitors i.e. suppliers representatives, delivery personnel, self employed etc.

The Company must take reasonable precautions necessary to prevent unauthorised access to the Company offices and construction sites for which the company is responsible; this includes preventing access to trespassers and children who may be "attracted" to a building site after working hours. Precautions that may be necessary on construction sites are:-

- Two metre high secure fencing.
- Appropriate signage denoting the area as a work site and highlighting personal protective equipment required and the site hazards.
- Anti-climbing measures on scaffold and scaffold access points.
- Hoarding with a lockable access/egress points.
- All plant and equipment electrically isolated and left in a safe condition with cabs locked and boarded if required.
- Covered skips.
- Security personnel.

Where visitors are invited on to site, they are to receive site induction training, sign in/out of site, wear the appropriate PPE and where possible be escorted during their visit. If visitors do not have the appropriate PPE, and none is available on site, the Site Manager, if it is safe to do so, can at his/her discretion escort the visitor around the site, after stopping any works in the area of the site being visited that may present a hazard to the visitor. Dependent on the nature of the site it may be the case that it is not safe for any visitor to enter the site without the appropriate PPE and in these circumstances the Site Manager will refuse access to visitors, irrespective if they are the client's representative, designers, engineers etc.

3.26 Stress

The Company recognises that it has a duty to ensure employees are not made ill by their work. The Company understands that work related stress can be a cause of ill health and will take all reasonable practicable measures to ensure none of its employees suffer from work-related stress.

Employees will work best when they are working at a level for which their talents and training equips them. Should this not be the case, or should the employee be suffering from stress, whether work or private life induced, the Company encourages employees to raise the issue with their Line Manager so that they can work with the employee to provide such assistance as both parties think would be beneficial.

The Company will monitor for the symptoms of stress. Where stress caused or made worse by work could lead to ill health, a risk assessment will be carried out in accordance with the guidance provided in HSE INDG 281 'Help on Work-Related Stress'.

3.27 Policy Review

This policy and arrangements will be reviewed on at least an annual basis. Provision will also be made to undertake a review in the event of the introduction of new, or the amendment of existing, legislation, codes of practice or guidance notes.

ANNEXE A ASSESSMENTS



1. DSE Assessments
2. Risk Assessments
3. COSHH Assessments
4. Manual Handling Assessments
5. Noise Assessments
6. Fire Assessments

Opus Interior Projects Ltd DSE Assessment Record

1.

Name of Employee:	Name of Workstation:
Person Assisting with Assessment:	Date of Assessment:

2. Prior to carrying out this assessment the employee must be given a copy of “Working with VDUs”.
Any questions should be answered at the time of the assessment by the person assisting.

3. Workstation Inspection Check-list

(Based on the Schedule and Technical Annex to the DSE Regulations)

Ser	Item	N/A	No	Yes
		✓ as appropriate		
1	Display Screen			
a	Is the monitor tiltable in all directions?			
b	Is it at a suitable height?			
c	Are characters well defined, of adequate size, with adequate spacing?			
d	Is there any flicker?			
e	Are brightness and contrast adjustable?			
f	Is the screen free of glare and reflection?			
g	Is it easily cleaned?			

2	Document Holder			
a	Is the document holder at a suitable height and position relative to the screen?			
b	Is it adjustable in all directions?			
c	Does it affect the readability of documents?			

3	Keyboard			
a	Is the keyboard detachable?			
b	Is it adjustable?			
c	Are keys easily legible?			
d	Has it a matt surface?			
e	Is there sufficient space between the keyboard and the edge of the desk?			
f	Is there a hand or wrist support?			

4	Other Input Devices			
a	Is a mouse in use?			
b	Is it a comfortable grip?			
c	Is it possible to click without strain?			
d	Is it used on a suitable surface e.g. a mat?			

5	Desk or Working Surface			
a	Does it allow for the adjustment of other equipment?			
b	Is it a suitable height?			
c	Is the height adjustable?			
d	Is there sufficient leg room?			
e	Are there any obstacles under the desk?			
f	Has it a matt surface?			

6	Chair			
a	Is the height of the seat adjustable?			
b	Is there a back support?			
c	Is the back support adjustable in height and width?			
d	Is the base stable?			
e	Is there a suitable support for the lumbar region?			
f	Is there pressure on the thighs or the backs of the knees?			

7	Footrest			
a	Is a footrest available?			

8	Space			
a	Is the workstation cramped?			
b	Can the operator change position and vary movement?			

9	Position			
a	Is the workstation suitably positioned relative to natural light source?			
b	Is the workstation suitably positioned relative to artificial light source?			

10	Lighting			
a	Is there adequate natural light?			
b	Are windows fitted with blinds or other protective covering?			
c	Do reflection and glare arise from the natural lighting?			
d	Is there adequate artificial lighting?			
e	Do reflection and glare arise from the artificial lighting?			
f	Are the illuminance and intensity of artificial lighting subject to operator control?			
g	Has a desk light been provided?			
h	Has an up-lighter been provided?			
i	Is there an anti-glare screen?			

11	Electrical			
a	Are all plugs sockets and switches in a good state of repair?			
b	Are any sockets overloaded?			
c	Is there any exposed wiring?			
d	Are there any trailing wires?			

12	Ambiance			
a	Is the temperature comfortable?			
b	Is the level of humidity comfortable?			
c	Is there noise from adjacent equipment?			
d	Is there street noise?			
e	Are there fumes from adjacent equipment?			
f	Has an anti-static device been provided?			
g	Is there excess radiation from the operator's workstation?			
h	Is there excess radiation from the adjacent workstations?			

13	Software			
a	Is the software suitable for the task?			
b	Is the software easy to use?			
c	Is the information displayed in a suitable format?			
d	Is the information displayed at a suitable speed?			
e	Is there feedback on performance?			
f	Is any monitoring function in operation?			
g	Has appropriate training been provided to the operator?			

Opus Interior Projects Ltd – Risk Assessment Record

Department Name of Person Completing Assessment Date of Assessment Risk Assessment Sheet NumberRisk

This form is to be used to record all risk assessments carried out within the department. Where hazards have been identified as being common to different departments or places of works, a generic risk assessment has been produced. The generic risk assessment can be used where it is determined that it is suitable for the situation.

Ass No.	Activity	Activity Risk Level	Hazard	Persons At Risk	Control Measures	Residual Risk Level
A1	Delivery / handling; office equipment, stationary, etc.	Low	Manual Handling	All staff – paper, etc Named staff – office equipment and other heavy loads	Trolley to be used when transporting boxes of stationery & other office supplies. Top / higher shelves to be used for storage of lighter supplies. Only named staff are to move computers and other heavy loads. Team lifting will be used when appropriate. Manual handling training will be provided for named persons and kept under review	Low
A2	Use of VDU / Workstation	Low	DSE / Workstation	All office staff use equipment, some must be considered full time operators	For habitual users carry out detailed assessment as required by DSE Regulations. Provide suitable lighting, adjustable equipment. Provide free eye tests if requested. Provide information and training.	Low
A3	Use of electrical office equipment, tea making equipment, etc	Low	Electrical equipment (burns, shock)	All staff	Sufficient, suitable sockets provided. System in place to inspect and maintain all electrical equipment. Only authorised electrical equipment is allowed within department. Staff trained and encouraged to report any defects.	Low
A4	General works	Low	Slips, trips and falls	All staff and visitors	Trailing cables managed. House-keeping maintained. Lighting, condition of flooring will be monitored and maintained.	Low

Opus Interior Projects Ltd – Risk Assessment Record

COSHH ASSESSMENT

Hazard Detail							
Hazard Reference Number							
Task/Activity							
Chemical Details							
Chemical Substance							
Category			Irritant		Highly Flammable		
			Corrosive		Flammable		
			Toxic		Explosive		
			Harmful		Oxidising		
			Extremely Flammable		None Hazardous		
Persons at risk	CI	Con	Pub	Emp	Vis		
Worse case effect	CI	Con	Pub	Emp	Vis		
Likelihood	CI	Con	Pub	Emp	Vis		
Risk	High	Medium	Low	MEL/OEL		MEL	OEL
New or Expectant Mothers							
Does this activity constitute an unacceptable risk for new or expectant mothers?							
				No		Yes	
If yes state what action is required							
Existing Control Measure							
Controlled				No		Yes	
Further Control Measures						Deadline	

COSHH ASSESSMENT

Accidents and Emergencies			
Skin	Eyes	Inhalation	Ingestion
Disposal			
Chemical/Substance		Ecological Information	
Assessors Name:		Date:	
Job Title:		Review Date:	
Signature:			
Key			
<p>Persons at risk:-</p> <p>CI = Client, Con = Contractor, Pub = Member of the public, Emp = Employee, Vis = Visitor</p> <p>Worse case effect:-</p> <p>Fat = Fatality, Irr = Irreversible effect, Rev = Reversible effect, Min = Minimal effect, None = No effect</p> <p>Likelihood:-</p> <p>L/F = Likely/frequent (occurs repeatedly/event only to be expected) Pro = Probable (not surprising, will occur several times) Pos = Possibly (could occur sometimes) Rem = Remote (unlikely though conceivable), Imp = Improbable (so unlikely that probability close to zero)</p> <p>Risk:-</p> <p>High = High Risk, Medium = Medium Risk, Low = Low Risk</p>			

Opus Interior Projects Ltd
Manual Handling Guidance and Example Assessment

1. A suitable and sufficient risk assessment is required when hazardous manual handling is unavoidable. The assessment should identify where the risk lies and suggest an appropriate range of ideas for reducing the potential for injury. The check list provided can help in this process by ensuring a systematic examination of all the potential risk elements.
2. An example of a basic check list has been provided overleaf. Its use will help to highlight the overall level of risk involved and identify how the job may be modified to reduce risk of injury and make it easier to do. It will also be useful in helping to prioritise the remedial action needed.
3. The following notes are intended to assist in completing the checklist:
 - **Section A: Describe** the job. There is space for a diagram to be drawn to summarise the job as a picture, as well as for a written description.
 - **Section B: Tick** the level of risk you believe to be associated with each item on the checklist. Space is provided for noting the precise nature of the problem and for suggestions about remedial action that may be taken. It may also be useful to write down the names of the relevant people or groups in your organisation who you may wish to consult about implementing the remedial steps.
 - **Section C: Decide** whether the overall risk of injury is low, medium or high. This section will help to prioritise remedial action if you have a large number of risk assessments to carry out.
 - **Section D: Summarise** the remedial steps to be taken, in order of priority. You may also wish to write in **(I)**, **(M)** or **(L)** alongside each entry to, denote whether the action can be taken **(I)mmediately** or is a more **(M)edium-term** or **(L)ong-term** objective. The assessor's name and date by which the agreed actions should be carried out should be recorded. It may also be useful to enter the target date for reassessment.
4. When all the manual handling tasks have been assessed, the completed checklists can be compared to help prioritise the most urgent actions. However, there are likely to be several ways to reduce the risks identified and some will be more effective than others. Action on those that can be implemented easily and quickly should not be delayed simply because they may be less effective than others.
5. A check should be carried out at a later date to ensure that the remedial action to remove or reduce the risk of injury has been effective.

Opus Interior Projects Ltd - Manual Handling of Loads: Assessment Checklist

Section A – Preliminary

*delete as appropriate

Job description: <i>Pallet loading: boxes containing coiled wire</i>	Is an assessment needed? (i.e. is there a potential risk for injury) Yes/ No*
---	--

If 'Yes' continue. If 'No' the assessment need go no further

Operation covered by this assessment: (Detailed description) <i>Operator lift box, with hook grip, from conveyor, which is 10cm above the ground, turn, walks 3 metres and lowers box onto pallet on the ground. Boxes are piled six high on pallet</i> Locations: <i>Wire factory only</i> Personnel involved: <i>One operator</i> Date of assessment: <i>xx July 20xx</i>	Diagrams (other information): <i>Brief sketch of work area which in this case would show the following:</i> <ul style="list-style-type: none"> <i>Worker</i> <i>Conveyor</i> <i>Boxes of wire and weight</i> <i>Pallet</i>
---	---

Section B – See over for detailed analysis

Section C – Overall assessment of the risk of injury? ~~Low/Medium~~/High*

Section D – Remedial action to be taken:

Remedial steps that should be taken, in order of priority: <ol style="list-style-type: none"> 1. <i>Review product design to reduce weight of load and improve grip.</i> 2. <i>Review process in light of changes agreed in (1), particular on customer requirement and transportation.</i> 3. <i>Seek funding for magnetic lifting aid to help with transfer from conveyor to pallet</i> 4. <i>Seek funding for pallet rotating/height adjustment equipment</i> 5. <i>Operator to attend manual handling training</i> 6. <i>Raise conveyor height by 15cm</i> 7. <i>Ensure full pallets are removed by pallet truck promptly</i> 8. <i>Operations Manager to ensure no rushing on this job</i>
Date by which action should be taken: <i>xx July 20xx</i>
Date for reassessment: <i>xx July 20xx</i>
Assessor's name: <i>A N Onymous</i>
Assessor's signature: <i>A N Onymous</i>

TAKE ACTION...AND CHECK THAT IT HAS THE DESIRED EFFECT

Opus Interior Projects Ltd – Manual Handling of Loads Section B – More detailed assessment, where necessary

Questions to consider	If yes, tick appropriate level of risk			Problems occurring from the task: (Make rough notes in this column in preparation for the possible remedial action to be taken)	Possible remedial action: (Possible changes to be made to system/task, load, workplace/space, and environment. Communication that is needed)
	Low	Med	High		
<p><u>The tasks – do they involve:</u></p> <ul style="list-style-type: none"> Holding loads away from the trunk Twisting Stooping Reaching upwards Large vertical movements Long carrying distances Strenuous pushing or pulling Unpredicted movement of the loads Repetitive handling Insufficient rest or recovery A work rate imposed by a process 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>	<p>1. <i>Twisting when picking up box</i></p> <p>2. <i>Stooping when placing box on pallet and stooping when picking box up from conveyor</i></p> <p>3. <i>Sometimes extended reaching when placing boxes on pallet</i></p>	<p><i>Remind operator of need to move feet(L)</i></p> <p><i>Adjust pallet height – review availability of rotating pallet, height adjusting equipment (L) and raise height of conveyor (M)</i></p> <p><i>Provide better information and instruction (L)</i></p> <p><i>Review mechanical handling equipment to eliminate manual lifting (L)</i></p>
<p><u>The loads – are they:</u></p> <ul style="list-style-type: none"> Heavy Bulky/unwieldy Difficult to grasp Unstable/unpredictable Intrinsically harmful (i.e. sharp/hot) 	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>	<p>✓</p>	<p>4. <i>Load too heavy. Is weight of the load a problem for customers too?</i></p> <p>5. <i>Smooth cardboard boxes are difficult to grasp</i></p>	<p><i>Review product and customer needs with a view to improving product design(L)</i></p> <p><i>Provide boxes with hand grips(M)</i></p>
<p><u>The work environment – are there:</u></p> <ul style="list-style-type: none"> Constraints on posture Poor floors Variations in levels Hot/cold/humid conditions Strong air movements Pool lighting conditions 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>		<p>6. <i>Bad posture encouraged by obstructions when full pallets are not removed</i></p>	<p><i>Introduce system to ensure full pallets removed promptly – speak to Operations Manager(L)</i></p>
<p><u>Individual capability – does the job:</u></p> <ul style="list-style-type: none"> Require unusual capabilities Hazard those with a health problem Hazard those who are pregnant Call for special information/training 		<p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>7. <i>Operator has no history of back pain problems but clear signs of sweating and straining</i></p>	<p><i>Consider job enlargement to introduce variety and allow for recovery time(M)</i></p> <p><i>Monitor to ensure no rushing(L)</i></p> <p><i>Speak to trainer about manual handling training(L)</i></p>
<p><u>Other factors:</u></p> <p>Is movement or posture hindered by clothing or personnel protective equipment</p>	<p>Yes/No</p>				

Opus Interior Projects Ltd - Manual Handling of Loads: Assessment Checklist

Section A – Preliminary

***delete as appropriate**

Job description: Factors beyond the limits of the guidelines?	Is an assessment needed? (i.e. is there a potential risk for injury, and are the factors beyond the limits of the guidelines Yes/No*
--	--

If 'Yes' continue. If 'No' the assessment needs go no further

Operation covered by this assessment (Detailed description): Locations: Personnel involved: Date of assessment:	Diagrams (other information):
---	-------------------------------

Section B – See over for detailed analysis

Section C – Overall assessment of the risk of injury?

Low/Medium/High*

Section D – Remedial action to be taken:

Remedial steps that should be taken, in order of priority: 1. 2. 3. 4. 5. 6. 7. 8.
Date by which action should be taken:
Date for reassessment:
Assessor's name:
Assessor's signature:

TAKE ACTION...AND CHECK THAT IT HAS THE DESIRED EFFECT

Opus Interior Projects Ltd – Manual Handling of Loads Section B – More detailed assessment, where necessary

Questions to consider	If yes, tick appropriate level of risk			Problems occurring in this column in preparation for the possible remedial action to be taken)	Possible remedial action: (Possible changes to be made to system/task, load, workplace/space, and environment. Communication that is needed)
	Low	Med	High		
<p>The tasks – do they involve:</p> <ul style="list-style-type: none"> • Holding loads away from the trunk • Twisting • Stooping • Reaching upwards • Large vertical movements • Long carrying distances • Strenuous pushing or pulling • Unpredicted movement of the loads • Repetitive handling • Insufficient rest or recovery • A work rate imposed by a process 					
<p>The loads – are they:</p> <ul style="list-style-type: none"> • Heavy • Bulky/unwieldy • Difficult to grasp • Unstable/unpredictable • Intrinsically harmful (i.e. sharp/hot) 					
<p>The work environment – are there:</p> <ul style="list-style-type: none"> • Constraints on posture • Poor floors • Variations in levels • Hot/cold/humid conditions • Strong air movements • Poor lighting conditions 					
<p>Individual capability – does the job:</p> <ul style="list-style-type: none"> • Require unusual capabilities • Hazard those with a health problem • Hazard those who are pregnant • Call for special information/training 					
<p>Other factors:</p> <p>Is movement or posture hindered by clothing or personnel protective equipment</p>	Yes/No				

Noise Assessment Guidance

Noise can feature as a potential hazard. If it is believed that there is a significant risk from noise a specific noise assessment will be required. This record can be used to carry out a specific risk assessment under the

Control of Noise at Work Regulations 2005.

Information Required:

Assessor	The name of the assessor.
Ref No.	Each operation should have a code or number assigned to it for easy reference.
Date	The date of the assessment.
Activity/Task	This should give sufficient information to identify each assessment area unambiguously. It should be remembered that these records are designed to be kept for a considerable length of time. What may be an obvious designation of a task environment now might not be so clear in thirty years' time when claims for hearing loss by injured parties may still be made.
Area	From knowledge of the process, visual inspection of the procedures carried out and the information provided by workers and supervisors, the work or the area needs to be broken down to give fractional exposures which are representative. For a large number of situations the exposure is likely to be consistent over a working day. For some operations, where the exposure to noise is inconsistent, it may be necessary to break this down correspondingly. The record provided allows for the daily exposure to be broken down into parts for different areas or activities.
Levels dB(A) L_{eq}	Most modern meters can display L_{eq} directly. The L_{eq} is the equivalent continuous sound level that contains the same sound energy as the varying sound level for the same measuring period. While it is possible for measurements to be made of the L_{eq} for a full eight hour working day, especially if a personal noise dosimeter is used, better use of time can be made by measuring noise levels from different phases during a construction project, or different operations done by a worker, noting the duration of the partial cycle or operation. From a knowledge of the sound levels or partial L_{eq} and the corresponding times, daily L_{eq} (L_{eq} 8h) can be calculated.
Duration of exposure	Duration of exposure to noise at the measured sound level.
Fractional exposure (f)	For each exposure the duration of exposure and L_{eq} are recorded. From these figures the fractional exposure (f) can be calculated either using mathematical formulae or by using a nomogram.
Total exposure (f)	The individual values of f are totalled
Estimated $L_{ep,dB(A)}$	From the total value of f, which can be marked on the nomogram, the daily exposure of the group or individual can be calculated.
Peak action level exceeded	If the peak action level is exceeded, the measured level and the equipment/task, etc responsible should be recorded.
Assessment People at risk	The results are assessed according to whether any of the action levels are exceeded. Names/positions of those at risk
Instruments used	The make and type of the instruments used.
Date of last calibration	The date of last calibration of the instruments should be recorded.
Health surveillance	The names of those who should be kept under health surveillance, the reasons why and how long.
Action required	The action required to reduce the risk.
Responsibility	Those responsible for carrying out any action.
Date	Date by which action is required.
Date of next assessment	The interval between assessments will vary depending on the results of the assessment and the nature of the work operation. The actual requirement of the regulations is for re-assessment to be carried out if there is significant a change.
Signature	Person responsible for the assessment.

Noise Assessment Record

Assessor:		Ref No:	
		Date:	
Activity/Task:			
Area	Levels dB(A) L_{eq}	Duration exposure	of Fractional exposure(f)
Total exposure (f):			
Estimated $L_{EP,d}$ dB(A):			
Peak action level exceeded:			
Assessment:			
People at risk:			
Instrument used:			
Date of last calibration:			
Health surveillance:			
Action required:		Responsibility	Date
Signature:		Date for next assessment:	

Fire Risk Assessment Guidance

This assessment sheet and guidance has been produced to assist you in carrying out a fire risk assessment and comply with the Management of Health and Safety at Work Regulations, and the Regulatory Reform (Fire Safety) Order (FSO). Comprehensive guidance can be found in “Fire Safety an Employers Guide” ISBN 0 11 341229 0 available from HSE Books

Instructions for use

There are five steps to the risk assessment sheet; guidance to each of these steps is given below. You may find that one sheet is sufficient for the complete property or it may be necessary to complete a different sheet for individual areas (e.g. first floor, stock room, etc). Keep one copy of the guidance sheet with your completed assessment sheets, as this will assist when you come to review.

STEP 1 – IDENTIFY FIRE HAZARDS

1.1 Identify Sources of Ignition

Potential sources of ignition can be identified by looking for possible sources of heat, which could get hot enough to ignite materials, these sources of heat could include:

Smokers materials; e.g. cigarettes and matches	Naked flames
Electrical, gas or oil fired heaters (fixed or portable)	Cooking and cooking equipment
Hot processes such as ironing, grinding	Machinery
Boilers	Faulty or misused electrical equipment
Lighting equipment	Obstruction of equipment ventilation

Indications of “near misses” such as scorch marks in furniture or carpets, discoloured or charred electrical plugs or sockets, cigarette burns, etc can help identify hazards.

1.2 Identify Sources of Fuel

Anything that burns is fuel for a fire. Look for things that will burn reasonably easily and are in sufficient quantity to provide fuel for a fire or cause it to spread to another fuel source. Some of the most common fuels to be found in the work place are:

Flammable liquid based products such as paints, adhesives	Flammable liquids and solvents such as white spirit, paraffin
Flammable chemicals	Wood
Paper and card	Plastics, rubber, foam (upholstered furniture)
Flammable gases, LPG	Textiles (stock)
Packaging materials	Waste materials

Also consider the construction of the workplace, how might this contribute to the spread of fire. Does the internal construction include large areas of hardboard or chipboard walls or ceilings, synthetic ceilings or wall coverings (polystyrene tiles)? If these are present and you are uncertain of the danger they may pose seek advice from the local fire authority or other experts on what precautions are necessary to reduce the risk to people in the event of fire.

1.3 Identify Sources of Oxygen

The main source of oxygen is the air around us. Generally this falls into two categories: natural airflow through doors, windows and other openings or mechanical air handling systems and air conditioning. Additional sources of oxygen can be found in materials stored or used in the workplace (oxidising materials).

STEP 2 – IDENTIFY THE LOCATION OF PERSONS AT SIGNIFICANT RISK IN THE EVENT OF A FIRE

2.1 Decide Who Could Be Harmed

If there is a fire, the main priority is to ensure that everyone reaches a place of safety quickly. Putting the fire out is secondary. If a workplace does not have adequate means of detecting and giving warning and adequate means of escape, a fire can trap people or they may be overcome by the heat or smoke before they can evacuate.

You need to identify who may be at risk if there is a fire, how they will be warned and how they will escape. To do this you must identify where people will be working; these may be permanent work stations or temporary. You must consider others at risk such as customers. There may be certain times when a greater number of people are in a certain area.

STEP 3 - EVALUATE THE RISK

3.1 Evaluating the Risk

Steps 1 & 2 will have helped you identify the hazards and who may be at risk because of them. You now need to evaluate the risk and decide whether you have done enough to reduce the risk or you need to do more by considering:

The chance of the fire occurring and whether you can reduce the sources of ignition / minimise the potential fuel for the fire.

The fire precautions you have in place and whether they are sufficient for the remaining risks and will ensure that everyone is warned in case of a fire.

The means people can use to make their escape safely (or put the fire out if it is safe for them to do so).

You need to give particular attention to:

Any areas, particularly unoccupied ones, where there could be a delay in detecting the start of a fire

Any areas where the warning may go unnoticed or unheeded

Any people who may not be able to react quickly.

The following indicates some possible actions for reducing fire hazards and will help you assess the adequacy of existing fire precautions. Remember the fire risk assessment is an ongoing process. If your assessment shows that you need to do more to control risk, then you should do it.

3.2 Reducing Sources of Ignition

You can reduce the hazards caused by potential sources of heat by:

- Removing unnecessary sources of heat from the workplace by replacing them with safer alternatives, ensuring that equipment is used as recommended by the manufacturer and that it is maintained correctly
- Installing equipment which has been designed to minimise the risk of fire
- Replacing naked flame heaters or cooking equipment with convector heaters or other safer alternative
- Ensuring all fuses, etc are of the correct rating
- Ensuring sources of heat do not arise from faulty or overloaded electrical or mechanical equipment
- Keeping ducts and flues clean
- Where appropriate operate a permit to work (hot works) system for maintenance contractors
- Operate a safe smoking policy
- Ensuring that all equipment that could produce a source of heat is left in a safe condition
- Checking the workplace for risk of fire before leaving the workplace.

3.3 Minimising the Potential Fuel for a Fire

There are various ways which you can reduce the risks caused by materials and substances which burn. These include:

- Removing flammable materials and substances, or reducing them to the minimum required.
- Replacing materials and substances with a less flammable alternative
- Ensuring flammable materials are handled, stored and used properly
- Removing, covering or treating large areas of flammable wall and ceiling linings
- Replacing, repairing furniture with damage upholstery.
- Ensuring that flammable waste materials and rubbish are not allowed to build up and carefully stored until properly disposed of
- Taking action to avoid storage areas being vulnerable to arson or vandalism
- Ensuring good house keeping

3.4 Reducing Oxygen Sources - You can reduce the potential source of oxygen supply to a fire by:

Closing all doors, windows and other openings not required for ventilation, particularly after working hours.

Shutting down ventilation systems which are not essential.

3.5 Fire Detection and Warning

You must have an effective means of detecting any out break of fire and for warning people in the workplace quickly enough so that they can escape to a safe place before the fire makes an escape route unusable. In small work places it is likely that any fire will be quickly detected by people present and a shout of fire is all that is needed. ***In cases where a fire certificate is in force, the existing arrangements are likely to be satisfactory.***

3.6 Means of Escape

When assessing the means of escape, you should ask yourself whether people could escape to a place of safety before being cut off and exposed to risk of injury. In small premises where travel distances are short, the time taken for people to escape once they are aware of the fire can be measured in seconds rather than minutes, so it is likely that normal exits will be sufficient in the event of an emergency. In larger premises, where travel distances are greater and where it is possible for a single route to be affected, an alternative means of escape will normally be necessary. ***In most cases where the means of escape has been approved under building legislation (fire certificate) the existing arrangements will probably be satisfactory.*** If your assessment suggests that a change is necessary, you should check what you propose with the fire authority.

3.7 Means of Fighting a Fire

You should have enough fire-fighting equipment in place for your employees to use, without exposing themselves to danger, to extinguish a fire in its early stages. The equipment must be suitable to the risks, and appropriate staff will need training in its use. In small premises, having one or two portable extinguishers in an obvious location may be all that is required. In larger more complex premises, a greater number of extinguishers strategically placed is likely to be the minimum required. Other means of fire-fighting may need to be considered. ***In premises where a fire certificate is in force, it is likely that existing arrangements are satisfactory.***

STEP 4 – RECORD FINDINGS

4.1 Record Findings

Use the Fire Risk Assessment Record provided.

STEP 5 – REVIEW AND REVISE WHEN NECESSARY

5.1 Set a Date for Review

Complete the relevant section in the record - this should be not more than one year from the initial assessment. The assessment must be constantly reviewed to ensure that it remains sufficient. The assessment must be reviewed whenever there are any changes to the workplace - this may be increased staff or customer numbers, changes to levels or locations of stock, alterations to the premises.

FIRE RISK ASSESSMENT RECORD (Step 4)

Address		Area Assessed	Person Completing Assessment Name : Position : Tel :	
Date / Time (of this assessment)		Date Next Assessment Required (Step 5)	Level of Risk (H / M / L) (Step 3)	
Has a Fire Certificate been issued for these premises (yes/no)		Have conditions changed since the issue of this Fire Certificate (yes/no)		

Step 1		Step 2		Step 3 (On completion of this stage evaluate the risk level and insert above)	
Significant Hazards Identified	People/Groups of People who are at risk from the Hazards	Existing Controls in Place - are these adequate?	What further Action is required By Who ? By When ?		

Step1		Step 2		Step 3 (On completion of this stage evaluate the risk level and insert above)
Significant Hazards Identified	People/Groups of People who are at risk from the Hazards	People who are at risk	Existing Controls in Place - are these adequate?	What further action is required By Who ? By When ?

ANNEXE B

COMPANY VEHICLE POLICY (H&S)



Company Policy (Health and Safety) for Driving Whilst on Company Business

1. You should maintain at all times during your employment a full driving licence. You will be required at the commencement of your employment to provide a copy of your driving licence.
2. You must inform your Functional Director/Line Manager of any convictions and any endorsement of your licence.
3. You are required to keep the vehicle in a roadworthy, clean and tidy condition at all times.
4. You should complete regular daily inspections of your vehicle for defects and ensure they are reported without delay.
5. You must drive in accordance with all Road Traffic Legislation and the Highway Code at all times. Particular attention should be paid to safe driving when on construction sites and/or areas where there are other site personnel, pedestrians and/or members of the public.
6. Ensure your vehicle is parked in a designated parking area and adhere to any speed restrictions that are in force.
7. Report all traffic violations you are involved in to your Functional Director/Line Manager as soon as practicable.
8. Regularly check for correct operation of e.g. all lights, windscreen wipers, directional indicators, brakes, steering, safety belts, horn etc. at least on a weekly basis. Any defects should be rectified immediately.
9. Check for correct levels, pressure, and/or condition of e.g. tyres, engine oil, radiator coolant, washer reservoir, battery etc. Any defects should be reported immediately.
10. Being under the influence of alcohol and driving is strictly forbidden. Any person found to be in such a condition will be dismissed from the company immediately.
11. Do not take drugs/medicine that may affect your driving ability. If in doubt contact your Doctor for advice.
12. The use of mobile phones whilst driving is not encouraged and then only when used in conjunction with the car kit provided by the Company. Preferably, if you need to use your mobile phone, find a convenient place to park and switch off your engine.
13. Drivers of vehicles carrying dangerous goods must ensure the vehicle is appropriately marked with the appropriate warning signs and that the driver is qualified to carry such goods.
14. Damage to vehicles, no matters how slight, must be reported immediately to your Functional Director/Line Manager on the next scheduled visit to the office; you are to ensure that you complete the appropriate claims form giving all details of the occurrence.
15. In the event of a Road Traffic Accident, the following procedure must be adhered to and you are to obtain the following information:-

16. Smoking in company vehicles will become illegal as from 1st July 2007.

- Name and the address of the driver and owner of any other vehicle involved in the accident.

- Make, model and registration numbers of vehicles involved in the accident.

- Drivers' insurance details.

- Names and addresses of any witnesses.

- Details of damage to all vehicles involved (photographs if possible).

On no account are you to admit liability at the scene of the accident.

17. Failure to comply with any of the above may lead to disciplinary action being taken.

Declaration

I, the undersigned, have read and understood the above and agree to abide by all the rules so detailed.

Signed.....

Print Name.....

Date.....

HOTELS

RESTAURANTS

RETAIL

RESIDENTIAL

COMMERCIAL

Contact

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