

COMPANY HEALTH & SAFETY POLICY

Hawthorne Forest Products Ltd

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REGISTERED COMPANY

Name Hawthorne Forest Products Ltd

Address 31 Markethill Road
Newtownhamilton, Newry BT35 0BE

Telephone Number 028 30878283

NAME OF PERSON WITH THE ULTIMATE RESPONSIBILITY FOR HEALTH & SAFETY MATTERS WITHIN THE COMPANY

Mr. G. Oliver - Director

COMPANY HEALTH & SAFETY POLICY

STATEMENT OF INTENT

The Directors of **Hawthorne Forest Products Ltd** fully accept their responsibilities under the health & safety at work act 1974 to their employees to ensure, so far as is reasonably practicable, their health, safety and welfare at work and any other persons who may be affected by the company's work operations and to:-

1. Provide and maintain plant, equipment and systems of work which are so far as is reasonably practicable, safe and without risks to health.
2. Make arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage & transport of articles and substances.
3. Provide information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of all employees.

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4. Maintain in a condition that is safe and without risks to health so far as is reasonably practicable, any place of work under our control.
5. Provide means of access to and egress from any place of work under our control which is so far as is reasonably practicable safe and without risks to health.
6. Provide and maintain for all employees a working environment that is, so far as is reasonably practicable safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work. The necessary financial provisions will be made available to provide and maintain such standards of health & safety.
7. Regular management meetings will be held to discuss, deal with and adopt improvement methods for all Health and Safety issues. All necessary financial provisions will be made available to provide, maintain and implement such standards of health & safety.
8. All employees will receive induction and tool box talks on commencement of their employment. Site specific induction and tool box talks will be undertaken prior to the commencement of each contract/project. Employees will be provided with Site Specific Risk Assessments and Method Statements prior to the commencement of work on site.
9. At annual intervals all employees will be provided with a review of the Health and Safety policy, with the provision of information and training required to address any newly identified risks.
10. The Company will endeavour to pursue continual improvement in relation to their health, safety and welfare commitments.
11. A commitment to review the policy on an annual basis.

The Directors accept that health and safety are management responsibilities but they depend on the co-operation of all employees to make the policy successful. It is the duty of all employees to comply with the safety policy at all times and to act responsibly and do everything that they can to prevent injury to themselves, other employees and the public at large.

Directors and management of the company will monitor the operation of this policy. The organisation and arrangements of this policy will be displayed at each office, workshop, site and work place for inspection by all employees.

Signed:



(Managing Director)

Printed: David Hawthorne

(Managing Director)

Dated: 1st June 2017

Review Date 1st June 2018

Organisation

The responsibilities of company officials

The Directors shall be responsible for the following matters:-

1. The provision and maintenance of safe and healthy working conditions for the workforce and any others who may be affected. These conditions will conform at least to the minimum laid down by statute.
2. The preparation of instructions for the organisation and administration of this policy.
3. Ensuring that each person is aware of their individual responsibilities and duties.
4. Ensuring that sound and safe working practices are both understood and observed.
5. The provision of the necessary instruction for employees and sub-contractors in order to enable them to perform their work safely.
6. Ensuring that all quotations allow for the cost of the provision of adequate welfare facilities, safe working methods, adequate and safe storage of dangerous equipment, materials and substances, adequate sanitation and waste disposal and adequate access (as far as is reasonably practicable).
7. Ensuring that liaison between the company's offices, workplaces, representatives of the health and safety executive occurs (where notification is required by statute).
8. The provision of the appropriate equipment and protective clothing for the task in hand and ensuring that they are used correctly (PPE regulations).
9. To consult with the employees of the company, or their representatives on matters relating to health, safety and welfare.
10. The setting up and administration of an adequate system of accident reporting and investigation.
11. Ensuring that regular and frequent workplace inspections of both equipment and materials are carried out.
12. The setting up of a system of discipline for cases where a breach of this policy occurs or where duties are not properly carried out.
13. Set a personal example by wearing protective clothing where appropriate when visiting a workplace.
14. Directors/safety officer & consultants will carry out a review of the policy on a six monthly basis. The review will take account of any new or amended legislation or changes in working practices.
15. Maintain hazard data sheets for all substances used by the company, this includes updating the sheets prior to the use of a substance for a

- new purpose or a new substance being used for the first time. Introduce and maintain a hazard reporting procedure for all locations and places of work.
16. Arrange for the provision of written risk assessments for any operation, substance or method that could entail potential hazards to employees or others, or the general public; in good time to be agreed before work commences.
 17. The appointment of competent persons to undertake risk assessments and to devise and apply protective steps shown to be necessary as a result of the written assessment.
 18. Put into operation effective arrangements for the implementation of adequate protective and preventive measure resulting from risk assessment.
 19. Ensure that the company complies with the requirements of “construction (design & management) regulations 2015 “CDM” (where applicable).
 20. Ensure that sufficient funds are made available for the company to fulfil its health & safety policy commitments.
 21. To develop a training policy to ensure compliance with regulation 11 of the management of health & safety at work (amendment) Regs 2006 and regulation 17 of the construction (design & management) Regs 2015.
 22. To ensure disciplinary measures are in place to deal with breaches of health & safety procedures.
 23. Will ensure maintenance of work equipment is undertaken.

Managers and supervisors

The responsibilities of manager and supervisors within the company shall be:-

1. To read and understand the company’s safety policy and to ensure that its provisions are being effectively carried out.
2. To bring the provisions of this policy, insofar as they affect all personnel, to the attention of the employees under the control of particular managers/supervisors.
3. To inspect machinery, equipment regularly and to ensure that any defects discovered are remedied forthwith, as part of a hazard reporting procedure.
4. To prevent access by the workforce or other persons to any defective machinery, equipment until the faults have been rectified.
5. To ensure that employees are adequately instructed/trained in the safe operation of equipment and machinery.

6. To ensure that any areas of the workplace to which the general public or visitors may have access are maintained to ensure their safety.
7. To arrange for all necessary insurance's, certificates etc, appropriate to the workplace's size and function.
8. To arrange for the reporting of incidents to the insurers where appropriate.
9. To arrange the appropriate fire risk assessments for each office, location, workplace, the proper maintenance of appropriate fire fighting equipment, regular fire drills and adequate access to fire fighting services.
10. Ensure that adequate first-aid facilities are available and adequately maintained.
11. To ensure that all accidents are reported in accordance with the provisions of this policy.

12. Ensure that no unnecessary risks are taken by the employees in pursuance of this policy.
13. Set a personal example.
14. To give advice upon this policy when requested by either the directors or workforce.

Workplace supervisors

The responsibilities of the workplace supervisor:-

1. To understand and apply the company health and safety policy to the workplace for which you have responsibility.
2. To organise the workplace in such a way that tasks are carried out with the minimum of risks to employees and other persons who may be affected.
3. In appropriate circumstance to issue written working instructions/risk assessment to all operatives and other person who may be affected.
4. To maintain and supervise the workplace accident record book and such other registers as shall be required by statute.
5. Ensure that inspections of equipment, machinery and harmful substances shall be carried out frequently and by competent persons, as part of a hazard reporting procedure.
6. Ensure that supervision under your control are aware of their duties and obligations and that they do not permit employees and other persons who may be affected to take any unnecessary risks.
7. Make arrangements for the safe off-loading of machinery, equipment and materials from vehicles and its safe and secure storage.
8. Ensure that the necessary utilities are connected and that they are maintained in a safe and secure manner for each workplace.

9. Plan and maintain a tidy workplace.
 10. Communicate and allocate responsibility to sub-contractors and others having cause to visit the workplace from time to time.
 11. Check that all workplace machinery, powered tools, plant and safety equipment is properly used and maintained.
 12. Ensure that supplies of protective clothing are adequate, properly used and maintained and issued when required.
 13. Ensure that first-aid facilities are provided and that all persons in the workplace are aware of the location.
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14. Ensure that adequate liaison and communication is established with local emergency services and that they may gain appropriate access to the workplace.
 15. Accompany HSE Inspector on any visit and arrange for the compliance with any notice so issued.
 16. Ensure that adequate fire precautions are taken and that adequate fire fighting equipment and access is maintained.
 17. Set a personal example by wearing protective clothing.
 18. Ensure that any accident resulting in an injury to any person is adequately treated and is reported in accordance with company policy.
 19. To appoint competent people to devise and apply protective steps shown to be necessary by risk assessment.
 20. Put into operation effective arrangements for the implementation of adequate protective and preventive measures resulting from risk assessment.

Compliance with the (construction design & management) Regs 2015

To ensure we comply with the requirements of CDM as a contractor we will work closely with the Principal Contractor. We will ensure that all employees are competent and trained to undertake the tasks they are employed to do. They will receive an on-site induction prior to commencing work. This induction will cover the company's health & safety procedures (health & safety policy, C.O.S.H.H. assessments, risk assessments, manual handling and personal protective equipment).

Where training needs are identified a training programme will be prepared and implemented.

All subcontractors will be vetted and will be required to provide details of contracts completed. They will also be required to provide details of their health & safety procedures (health & safety policy, C.O.S.H.H. & risk assessments) and a list of competent employees.

To ensure that health & safety procedures are in place and being implemented the site agent will carry out a daily health & safety inspection. He will also provide a written report on a weekly basis which will be discussed at the contract progress meeting which will also involve representatives of sub-contractors. On major projects, in addition to the above a monthly health & safety audit will be carried out by a qualified health & safety officer.

Company safety officer

The responsibilities of the company's safety officer shall be:-

1. Advise on the company health and safety programme.
2. Regularly inspect all workplaces and machinery/equipment to ensure that the policy is being complied with and make recommendations directly to management and employees concerning health and safety.
3. Review any safety recommendations received and interpret new safety legislation for management and advise on its implementation, arrange and attend safety meetings when necessary.
4. Assist in and advise on the safety training/induction of all employees and new employees.
5. Arrange suitable material and publicity for the health and safety programme.
6. Investigate accidents and damage to company property and recommend corrective action.
7. Inspect new and unusual processes for potential hazards.
8. Recommend any necessary safety rules in the light of legislation and past performance.
9. Comply fully with the young workers directive (YWD).
10. In the event of personal accidents at work or dangerous occurrence the B1 510 First Aid book must be completed and if reportable under the RIDDOR Regs 2013/F2508/A form must be filled in as appropriate.

11. Assist and advise on the training of new safety committee representative when necessary.
12. Inspect and investigate all new machinery/equipment before they are commissioned.
13. Advise and assist managers/supervisors in ensuring compliance on site with construction (design & management) Regs 2015 (where applicable).
14. Review accident records and statistics regularly, inspect workplace, office accident book.
15. Ensure first-aid boxes, accident books, registers and posters in accordance with statutory regulations are available at offices and workplaces.
16. Ensure that any unsafe machine/tools/equipment are immobilised and assist and encourage the promotion of company's hazard reporting procedures.
17. Keep contact with official and professional bodies, e.g. Health and Safety Executive (H.M. Factory Inspectorate) local authorities, fire authorities, royal society for the prevention of accidents, British safety council and institution of occupational safety and health.

Company safety officers must:-

18. Foster within the firm an understanding that injury prevention and damage control are an integral part of business and operational efficiency.
19. Set a personal example.
20. Ensure the C.O.S.H.H. Regulations are complied with and to be responsible for monitoring the use of substances and to take charge of any contingency situation involving spillage etc.
21. Assist when required with the preparation of written risk assessments and with protective measures shown to be necessary as a result of the assessment.

Equipment/machinery operators

The responsibilities of equipment/machinery operators are:-

1. To read and understand the company safety policy.
2. To work in accordance with its provisions.
3. To inspect your machine frequently and report any defect to the workplace supervisor/manager.
4. To use the equipment/machinery only for the purposes for which it was designed. Seek guidance and advice from supervisors/managers in this matter.
5. To use such appropriate safety equipment and wear protective clothing as may be necessary in carrying out your duties.
6. Suggest ways in working practices can be made safer.
7. Ensure that employees and others within the vicinity of the equipment are not endangered by its use.
8. Report all accidents or damage to the workplace supervisor or his/her assistant and ensure that details are entered in the accident record book.
9. Inform management or the supervisor of any medication which you are taking and which may affect your capacity for work or treatment following an accident.
10. To fully comply with the company's drugs & alcohol policy.

Operatives

Operatives have a duty to:-

1. Read and understand the company safety policy.
2. Carry out its requirements and work in a safe manner at all times.
3. Wear protective clothing and use safety equipment at all times as appropriate (PPE regulations). Safety helmets must be worn on all designated hard hat sites and where there is a danger of head injury.
4. Report defects in equipment, machinery or materials, immediately to the workplace supervisor or his/her assistant.
5. Maintain workplace machinery and equipment in good condition.
6. Use equipment only for the purposes for which it is intended.
7. Use only the equipment upon which you have been instructed/trained.

8. Not to take part in “horseplay” or dangerous practical jokes whilst in the workplace.
9. Report to the supervisor any injury to yourself which result from an accident at work even if it appears to be only very minor and does not stop you working.
10. Make suggestions whereby the safety of current working arrangements could be improved, and report all hazards or potential hazards to your supervisor.
11. Inform management or the supervisor of any medication which you are taking and which may affect your capacity for work or treatment following an accident and to comply fully with the company’s policy on drugs & alcohol.
12. Employees are reminded that they have a duty under section 7 of the health and safety at work act 1974 to take reasonable care for their own safety and the safety of others who may be affected by their acts or omissions and also to co-operate with the company in its arrangements to perform or comply with statutory safety obligations which includes adherence to the company safety policy.
13. Employees are required to comply with regulation 12 of the management of health & safety at works (amendment) Regs 2006. A copy of the regulations is contained in the company’s “health & safety manual” which is available to all employees/operatives.

Subcontractors

All subcontractors are:-

1. The Company Site Supervisor is responsible for assessing all Subcontractor and to ensure that they complete our “Subcontractors Safety Arrangements Questionnaire” and submit before work commences. A copy is retained in our site specific H&S files.
2. Expected to comply with, and read the provisions of this policy.
3. To ensure that any operatives under their control or employed have knowledge of and will comply with the company safety policy.

4. The Company Site Supervisor will ensure that all subcontractors provide suitable reference of satisfactory completed contracts. They are also required to provide all the necessary health & safety documentation; equal opportunities policy, environmental policy, site waste management plan (SWMP), health & safety policy, COSHH & risk assessments, methods statements, insurance details/certificates and a list of competent & qualified employees. Also valid CSCS cards, CHAS/Constructionline certificates. Copies will be retained in our site specific H&S files.
5. Subcontractors (or their employees) are not entitled to modify, alter or otherwise interfere with any workplace, equipment or materials for which they have no responsibility or need to use, unless otherwise authorised by the site supervisor or his/her assistant.
6. To ensure that any injury sustained or damage caused by the subcontractors must be reported to the workplace supervisor immediately.
7. To arrange for suitable welfare facilities and first-aid equipment to be provided for their employees unless arrangements have been made on their behalf by the main contractor.
8. To observe all statutory provisions concerning dangerous, explosive, inflammable or other volatile substances and materials which they shall bring on to the workplace.
9. To keep all work places, for which they are responsible, clean and tidy and to clear them periodically as work progresses.
10. To wear protective clothing and use safety equipment appropriate to the operation (PPE regulations).
11. To provide information and co-operate fully in respect of the provisions of the M.H.S.W. regulations (amendment) 2006.
12. To fully comply with the "CDM" Regs 2017 (where applicable) and provide relevant information. Carry out all work in accordance with the safety plan as directed by the principal contractor.
13. Required to attend pre-start health & safety meetings.

The arrangements

First aid

The first aid facilities (per workplace) provided by the company shall be of:-

1. The provision of the appropriate number of qualified first-aiders as described by statutory regulation (SI 917/1981).
2. The provision of adequate first-aid facilities which shall comprise:-
 - a. First-aid kit(s) appropriate to the size of the workplace/workforce as described by statutory regulations (SI 917/1981) and in first aid approved code of practice ISBN 0717610500.
 - b. An occupational first-aider where required and defined by statute.
 - c. A first-aid room where necessary (as described by statute) and equipment in accordance with the statutory standards.
 - d. A freshwater supply to the first-aid room or substitute as allowed under statutory regulation.

First Aid Risk Assessments

The Company's Office Manager is responsible for checking and replenishing first aid boxes on a weekly basis.

The Company will comply with The Health and Safety (First-Aid) Regulations 1981 which require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. These Regulations also apply to all workplaces including those with less than five employees and to the self-employed.

The Company will carry out an assessment of first-aid needs. This will involve consideration of workplace hazards and risks, the size of the organisation and other relevant factors, to determine what first-aid equipment, facilities and

personnel should be provided. A standard first aid risk assessment is in place and will be reviewed on a bi-annually basis or as necessary.

First aid training

1. The company shall ensure that first-aid training is given by persons or organisations qualified to do so. This shall be made available to any members of the workforce expressing an interest provided that there is a need for additional first-aiders in the first-aid contingent.

2. **The company shall also:-**
 - a. Explain to new employees what they shall be required to do and to whom they will bear direct responsibility.

 - b. Ensure that any new employees read and understand the company safety policy.

 - c. Discover whether any new employee has any particular health needs (in terms of disability or recurring illness) and to make appropriate arrangements for this.

 - d. Ensure that new employees are given appropriate directions in relation to potentially hazardous locations within the company's area of responsibility.

 - e. Bring to the attention of new employees any prohibited or dangerous practices in connection with their work.

 - f. Ensure that adequate instruction is/has been given in the use or operation of any machinery or equipment, including safety apparatus and protective clothing.

 - g. Give clear directions to the locations of first-aid boxes or first-aid rooms.

RIDDOR 2013 - (reporting of injuries, diseases & dangerous occurrences regs 2013).

Definition of events which are reportable.

1. Any accident connected with work involving an employee, or self-employed person who is killed or suffers a major injury (including physical violence) also any member of the public killed or taken to hospital. This must be reported to the enforcing authority without delay call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm) must be followed up by completing F2508 (on line) at www.riddor.gov.uk within 10 days.
2. Any accident connected with work (including an act of physical violence) involving an employee or self-employed person which result in an over seven-day injury.
Must complete form F2508
(on line) at www.riddor.gov.uk within 15 days. Three day and over accidents must still be recorded and kept by the employer.

3. Where an employee suffers from a reportable work-related disease (confirmed by his doctor). Must complete form F2508A (on line) at www.riddor.gov.uk within 10 days.
4. If a dangerous occurrence happens which does not result in a reportable injury, but which clearly could have done it must be reported immediately, form F2508 must be completed (on line) at www.riddor.gov.uk within 10 days.

Definitions of specified injuries, dangerous occurrences & diseases.

Reportable specified injuries are:

- Fracture, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe ○
Permanent loss of sight or reduction of sight
- Crush injuries leading to internal organ damage
- Serious burns – covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs



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- Scalping – separation of skin from the head – which require hospital treatment.
- Unconsciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or required resuscitation or admittance to hospital for more than 24 hours

Address to be notified

HSE - Incident Contact Centre
Park
South Wales

Tel: **0845 300 9923**
Website: www.riddor.gov.uk
Caerphilly
CF83 3GG

Reportable dangerous occurrences are:

- The collapse, overturning or failure of load bearing parts of lifts and lifting equipment
- Plant or equipment coming into contact with overhead power lines;
- The accidental release of any substance which could cause injury to any person

For the full list of reportable dangerous occurrences refer to the online guidance at www.hse.gov.uk/riddor.

The following dangerous occurrences are reportable except in relation to offshore workplaces:

18. Unintended collapse of: any building or structure under construction, alteration or demolition where over five tonnes of material falls; a wall or floor in a place of work; any false-work;
19. Explosion or fire causing suspension of normal work for over 24 hours;
20. Sudden, uncontrolled release in a building of: 100 kg or more of flammable liquid; 10 kg of flammable liquid above its boiling point; 10 kg or more of flammable gas; or of 500 kg of these substances if the release is in the open air;
21. Accidental release of any substance which may damage health.

22. All occurrences should be reported on line using forms (on line) at www.riddor.gov.uk within 10 days. OIR9B – Report of an Injury Offshore / OIR9B Report of a Dangerous Occurrence Offshore.

Reportable Occupational Diseases include:

- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Occupational dermatitis
- Hand-arm vibration syndrome
- Occupational asthma
- Tendonitis or tenosynovitis of the hand or forearm
- Occupational cancer
- Any disease attributed to occupational exposure to a biological agent.

Person responsible for reporting the reportable injury is the safety officer

Keeping records

A record **must** be made and kept of all reportable injuries and dangerous occurrences. The record must contain in each case:-

1. **The date and time of the accident causing injury.**
2. **The following particulars about the person affected:-**
 - a. **Full name**
 - b. **Occupation**

c. Nature of injury or condition

3. Place where the accident happened.

4. A brief description of the circumstances.

The nature of the record is not stipulated by "RIDDOR". It is left to the responsible person to use a form of record which best suits his purposes. A copy of each completed form F2508 must be kept in a file and also any entry about an injury in H.S.E. Book F2509 (records of accidents and dangerous occurrences and ill health (disease) enquiries) where kept by an employer would suffice.

Accident Investigations

All accidents and dangerous occurrences will be fully investigated. This will be carried out by the health & safety officer. The officer will produce a written report. A copy of this report will be forwarded to the Director responsible for health & safety.

Near Misses

All near misses must be reported. Employees are made aware of the procedure at the induction process, tool box talks. They should record the near miss down on the appropriate form provided. The form will be analysed by their immediate Supervisor/Manager and the appropriate action taking, ie - Communicate revised safe system of work to all concerned.

Training

The managing director will carry out a six monthly survey to ascertain what training is required. All employees will be interviewed to find out what training they require. Records will be kept and a training programme will be established giving priority to the most hazardous areas and the needs of young/and/or new employees.

No person will be permitted to drive any company vehicle or article of plant unless they are selected and trained to do so.

In addition, they will not be permitted to operate any machine, apparatus, tool or installation until appropriate training has been provided.

Arrangements will be made, where necessary, for a representative from the fire appliance suppliers to train staff in the use of firefighting equipment and its proper use and maintenance.

All employees are required to assist and co-operate with the company in any arrangements made for their training requirements. The safety officer will maintain a record of all training that is undertaken and training records for all employees will be reviewed annually.

Fire and emergency procedure

Office

Site manager/office manager will be responsible for providing and having maintained all fire fighting equipment, fire doors, fire blankets and fire notices. They will test the fire alarm system at least once per month from a different point, at least twice a year they will arrange a fire escape drill. Fire procedure notices will be displayed by all fire alarm points and appliances.

The office manager will undertake annual office awareness training to all office based staff. In addition, a comprehensive office premises fire risk assessment will be put in place. All new starters will be fully inducted.

The proper evacuation procedure will be drawn up by the site manager/office manager/safety officer and will be brought to the attention of all employees. This procedure will discuss assembly points, premises check and head count. A fire log book will be maintained by the manager accurately recording the dates of all the above drills, tests and inspections. This log will be kept in the safety officers office. In addition, the company have also taken into consideration the joint code of practice on the protection from fire of construction sites and buildings undergoing renovation. The company will comply with the requirements of the regulatory reform (fire safety) order 2005.

Operatives

All operatives shall be informed during the site induction of the following information regarding fire:

- How to raise the alarm?
- What the alarm signal is
- What action to take in the event of a fire
- Where the assembly point is

- Location of extinguishers
- Emergency Numbers including 999/112
- The importance of Hot Works Permits

Highly flammable liquids

Highly flammable liquids stored or used at the workplace will be handled strictly according to the instructions of the manufacturers. No materials will be allowed to be stored at the workplace unless they have current instruction sheets from the suppliers. The supervisor will ensure that such instructions are supplied and each member of staff is familiar with its contents. Only such amounts as are in use, of highly flammable liquids, will be allowed out of the store and then not to exceed 50 litres.

The highly flammable liquid store will be a strong metal container, located away from any building and clearly marked "no smoking - highly flammable". The keys to the highly flammable liquid store will be held by the supervisor.

Your attention is drawn to the guidance notes in the safety manual on highly flammable liquids.

Dangerous chemicals

These will be handled strictly according to the manufacturer's instructions. Protective clothing/equipment will be issued to all employees handling such materials and must be worn at all times.

The manager/safety officer will consult with the managing director and the chemical suppliers in order to draw up an emergency procedure for dealing with spillage's and safe storage. Your attention is drawn to the guidance notes contained in the safety manual/C.O.S.H.H. Regulations 2002.

Work equipment/plant/machinery/electrical equip/power tools.

1. All plant and machinery used and operated by the company is manufactured to approved safety standards and must be used in accordance with the manufacturer's instructions. It is the responsibility of the site manager/manager to ensure that machines are only operated by those employees who have the authority to do so and who

- are sufficiently trained and competent in the handling/operation of the particular machine.
2. Any machine fitted with a guard or guards to protect moving parts must not be operated if any guards have been removed.
 3. Machines must not be adjusted when they are running, unless the manufacturer has made specific provision for such adjustment.
 4. The purpose and method of action of all switches must be clearly marked.
 5. All electrical equipment on the company sites and other workplaces will be supplied, installed, maintained or used in accordance with current regulations. * the contract manager/supervisor will plan the temporary electricity and distribution on site in accordance with current regulations.* all temporary supplies are to be installed by competent electricians and tested in accordance with the I.E.E. Regulations.
 6. The contract manager/supervisor/workplace manager will ensure that all power tools provided for use on site or other workplace are in accordance with the relevant British standards.
 7. No power tools or electrical equipment of greater voltage than 110 volt (CTE) shall be used on sites unless special arrangements are made and discussed with the company safety officer. Lower voltage tools, lighting, etc may be required in damp or confined situations. The company safety officer must be consulted in these situations.
 8. All plant, machinery, electrical equipment, power tools/portable will be tested and assessed to ensure compliance with the noise at work regulations 2005.
 9. All work equipment hired in or borrowed will be accompanied by all appropriate inspection and maintenance records.
 10. All portable electrical equipment will undergo a daily visual check, any defects should be reported immediately and the equipment will be labelled and took out of use.
 11. * The electricity at work regulations 1989.
The I.E.E. Regulations for electrical equipment of buildings.
British standard 4344.
British standard 4363.
British standard code of practice BS7430. 1991.
Provision and use of work equipment Regs 1998 (power).
Lifting operations & lifting equipment Regs 1998 (loler).
Low voltage electrical equipment Regs 1989.
Noise at work Regs 2005.
Control of vibration at work Regs 2005.

Welfare facilities (construction site).

Facilities on construction sites will meet the requirements required legislation.

The Company endeavor to use mains supply electricity where possible and shall ensure such service is in place before commencement of works, this is to be provided free of charge by client. However, if this is not possible portable generators will be required and the Company will ensure the risk of environmental pollution and noise is minimised. If mains supply water is not available, the Company will ensure a self-contained cabin is on site. This water supply will be regularly changed and monitored to maintain a hygienic source for the operatives. All Facilities on construction sites will meet the requirements required legislation.

Welfare facilities (office): all offices, stairways, passages, rest rooms, Workshops, stores & yards will comply with the workplace (health, safety & welfare) regulations 1992.

The office manager will inspect all such facilities once per week to ensure that they are all in good order and well maintained.

A copy of the requirements of the above act will be displayed on the notice board. All employees will be encouraged to make pertinent suggestions as to the safe use of such facilities and will be required to keep them clean at all times.

Racking, shelving, cupboards and stores will be checked each week by the office manager/safety officer to ensure that they are in good order, not over-loaded or liable to collapse.

No materials are to be stored in the rest rooms/canteen. Those who desire to smoke must do so only in the designated smoking areas.

Your attention is drawn to the guidance notes in the safety manual "hazards in the workplace".

Protective clothing and equipment (PPE regulations 2002)

The workplace supervisor will ensure that adequate supplies of all necessary protective clothing and equipment are available on site/workplace for issue as required and that when issued to employees, a record is kept in the safety equipment and protective clothing issue register.

The workplace supervisor will ensure that before employees are set to work, that any necessary protective clothing is provided.

Any person observed carrying out any process which required the use of protective clothing or equipment will be informed of statutory or company policy requirements and instructed not to continue working until protective clothing or equipment is obtained. This applies to any sub-contractor as well as direct employees.

The site/workplace supervisor will ensure that the protective clothing or equipment is suitable for the specific purpose for which it is provided. Information and advice on the correct equipment to be issued will be provided by the company safety officer.

All personal protective equipment will be maintained, serviced, cleaned and replaced where necessary. Facilities will be provided for the storage of PPE. Safety helmets must be worn on all designated hard hat sites and where there is a danger of head injury.

All supervisory and management staff will set a good example in the wearing of safety helmets, protective clothing and equipment where appropriate.

Safe system of work

The company will provide a safe system of work and to this end will ensure that detailed instructions and information is made available for all works/operations carried out by the company. This will enable all employees to carry out their tasks in a safe and efficient manner.

Safe place of work - workplace (health, safety & welfare) Regs 1992

The company will provide all employees with a safe place of work and working environment. Safe means of access and egress shall so far as is reasonably practicable be provided and maintained to and from every place at which any of the facilities provided in pursuance of these regulations is situated and every such place shall, so far as is reasonable practicable, be made and kept safe for persons using the said facilities.

Monitoring the effectiveness of the policy/ consultation.

The company will discuss the effectiveness of its health and safety policy and procedures at its monthly management meeting, it will discuss the report of the safety officer and take on board any additional contributions from safety committees/safety representatives and other sources. Priority will be given to any action and expenditure that is required to maintain or improve the overall safety performance of the company. In addition, all policies/procedures will undergo an annual audit review to ensure they are fully compliant and in line with current legislation.

Consultation with employees

The company will encourage the active participation of all employees in promoting good health and safety practice within the company, to this end facilities will be made available for the appointment of safety representatives at workplaces where appropriate and the formation of safety committees in line with the provisions of the safety representatives and safety committees regulations 1977. The company will also comply with the requirements of the health & safety (consultation with employees) Regs 1996.

Where safety representatives are appointed the company will consult on all health & safety matters required by the management of health & safety at work (amendment) regulations 2006.

1. The Company considers health & safety throughout the workforce to be paramount. It is our policy to ensure that all employees have received suitable and adequate training for the duties they are required to perform.
2. We have an open door policy where employees are encouraged to raise any issues they may have, in addition to any complaints, grievances.
3. The provision of adequate health & safety information and training before starting work and when exposed to new risks.
4. We consult with employees to ensure risk assessments/method statements are in place for all works undertaken.
5. We will attend contract meetings with the Principal Contractor/Client. In addition, all employees are fully inducted and receive tool-box talks for each contract undertaken.
6. Our Supervisor will carry out daily site inspection checks to ensure all employees are adhering to health & safety.
7. We arrange annual one to one appraisals with each individual employee to ensure all training/qualifications are up to date, in addition we will see if any further or specialist training is needed.

Cooperation/Coordination

In any client/contractor relationship, there must be co-operation and co-ordination between all the parties involved, to ensure the health and safety of all at the workplace and anyone else likely to be affected. The client should set up liaison arrangements with all parties. This could take the form of regular meetings or briefings. Liaison is particularly important where variations of the work are proposed or where more than one contractor or sub-contractor is engaged.

Clients, contractors and sub-contractors must consult their employees on health and safety matters. Where there are recognised trade unions, consultation should be through safety representatives appointed by the unions. Trade unions have an important role to play and can provide expertise to help in the area of health and safety. Where there is no recognised trade union, different arrangements will have to be made eg through representatives elected by their employees. However, the workforce is represented, they should be part of the liaison arrangements set up by the client and should be involved from the outset.

Out of hours working

Where operatives are required to work outside normal working hours, special attention will be paid to the need for their safety in respect of lighting access and egress and the need for supervision for employees working on their own in isolated areas of the workplace.

Waste management:- duty of care

The company will comply fully with the provisions of the environment protection act 1990 (the act), section 34, in respect of the storage, transfer and disposal of controlled waste. The company will also ensure that all employees and subcontractors are made aware of their obligations under “the act” and comply fully with the requirements therein.

Control of noise at work regs 2005.

The site/workplace supervisor will ensure that all plant provided is fitted with silencers, mufflers, doors, canopies etc and that all equipment and noise reducing doors etc are used.

Supplies of ear defenders or other hearing protection will be made available on the site/workplace for any operations where it is not practicable to reduce the noise levels to a safe limit. These will be issued to operatives as required and must be worn at all times when the operative is exposed to noise.

The site/workplace supervisor will ensure that all noise control items fitted to plant or in premises are kept in good order and that any defects noted are reported to the plant/maintenance manager or hire company immediately.

Regulations:- standard required

Noise at work regulations 2005.

British standard code of practice 5228: 1984, "code of practice for noise control on construction & Demolition sites".

Control of pollution act 1974.

Environmental protection act 1990.

Provision and use of work equipment Regs 1998 (power).

Control of pollution (amended) act 1989.

Asbestos

All work involving asbestos will be carried out in accordance with "the control of asbestos regulations 2012" and approved code of practice. Any materials used which contains asbestos must comply with these regulations.

Because of the hazards and severe restrictions, we will liaise with the local authority, environmental health dept and the H.S.E. Only special qualified licensed contractors will be used for the removal and disposal of asbestos.

All employees are fully inducted & receive tool-box talks before each contract, which cover asbestos awareness and the procedures to follow. If asbestos is suspected on a job, it is Company policy that work be immediately suspended, the area would be clearly marked and sealed off and a specialist contractor brought in to remove the asbestos and confirm the site is safe and work can continue. All sampling, testing and clearance will be carried out by an accredited contractor (UKAS).

C.O.S.H.H. Regulations 2002

The control of substances hazardous to health regulations 2002 requires assessments to be made wherever substances hazardous to health are used, processed, manufactured, given off or produced.

All site/workplace supervisors have been instructed in the implementation of the C.O.S.H.H. Regulations and assessments/data sheets are available at all workplaces on all products and processes covered by the regulations.

It is the responsibility of the site/workplace supervisor to ensure that all work involving a produce or process is carried out strictly in accordance with the assessments/data sheets. Where additional information is required on a product or process the site/workplace supervisor must contact the company safety officer.

Management of health & safety at work (amendment) regulations 2006

Risk assessment

The company will undertake to make a suitable and sufficient assessment of the risks to workers and any others who may be affected by its undertaking and to record the significant findings of that assessment. This record should represent an effective statement of the hazards and risks, which then leads management to take the relevant actions to protect health & safety.

A risk assessment will be prepared and made available to the employees concerned prior to the commencement of any work activity.

This will involve:-

1. Identifying the significant risks arising out of the work activity.
2. Identify and prioritise the measures that need to be taken to comply with the relevant statutory provisions.
3. Ensure that all relevant risks and hazards are addressed.
4. Address what actually happens in the workplace or during the work activity.
5. Ensure that all groups of employees and others who might be affected are considered.
6. Identify groups of workers who might be particularly at risk.
7. Take account of existing preventive or precautionary measures.

The risk assessments will be used positively by the company to change working procedures and improve health & safety performance.

Exposure to Weil's disease (leptospirosis)

All employees employed on work involving contact with sewers/sewage, rat infested building receive clear written instructions on the precautions to be taken to avoid contracting Weil's disease. They are also issued with an instruction card which they must carry at all times.

Young workers directive (YWD).

The company will ensure that all young persons employed will be protected in accordance with the provisions of these regulations.

Display screen equipment.

Employees required to use D.S.E. As part of their normal work pattern will be categorised as classified users.

A workstation assessment will be undertaken by their manager/supervisor or a competent person.

The assessment will take account of seating, lighting, office size, eyesight testing and other requirements of the D.S.E. Regulations 1992.

Health & safety induction/tool box talks

- A). All new employees will receive a comprehensive health & safety induction prior to the commencement of any work/activity.
- B). Existing employees will receive tool-box talks on all subsequent sites prior to the commencement of any work/activity.
- C). As part of our health & safety induction procedures all new employees will be issued with appropriate P.P.E. which will be recorded.
- D). Asbestos Awareness training will be including in each site induction.

Work at heights Regs 2005

All work/activity covered by the work at height Regs 2005 will be undertaken in such a manner as to comply fully with all health & safety legislation as per our "Working at Heights Company Policy".

The manual handling operations Regs 1992.

The company will carry out an assessment of the risks involved. All employees will receive training and instruction in accordance with current legislation. The company will take steps to minimise the requirement for manual handling by,

arranging for materials and supplies to be delivered locally by mechanical means. We will also ensure that mechanical aids are available and utilised at the workplace to minimise the need for manual handling.

Lone Workers

Lone Working is only permissible with appropriate controls in place.

The Company will ensure that employees receive appropriate fire safety training and they are made aware of the emergency procedures for the designated work area.

Health Surveillance

The Company will ensure that health surveillance of employees, and workplace monitoring, are undertaken in accordance with legislative requirements in order to ensure that work-related hazards are identified and appropriately managed.

The Company operate an open door policy should any employee need to discuss any medical concerns in private. Employees are made aware that they should inform their Supervisor/Manger of any concerns.

In addition all employees are required to complete a medical questionnaire upon joining the company.

In addition all employees are required to complete the medical questionnaire on an annual basis and inform the company of any changes concerning their health. The confidentiality of medical records will be protected.

Health Surveillance is also discussed in the company's quarterly health, safety & welfare meetings where all employees must attend. The meeting is chaired by the Director (s) of the company.

List of competent persons

The following competent persons have been appointed to assist the company to comply fully with the provisions of health & safety law, including the



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management of health & safety at work (amendment) regulations 2006 and in particular in devising and applying **protective** measures

1. Name: **Glen Oliver Health & Safety Manager**
2. Name: **PFI Training Limited**
3. Name: **Ann Cunningham Health & Safety Administrator**
4. Name: _____
5. Name: _____
6. Name: _____

Signed:

(Managing Director)

Printed: David Hawthorne

(Managing Director)

Dated: 1st June 2017