

CARTER CEILINGS LIMITED

CARTER CEILINGS LTD.,  
2, CUNNINGHAM ROAD,  
SPRINKERSE,  
STIRLING,  
FK7 7SW

# HEALTH & SAFETY POLICY



9TH REVISION

NOVEMBER 2011

**"MURRAY SAFETY GROUP"**  
*PROTECTING YOUR FUTURE*

Controlled Document

- 1 -MURRAY SAFETY GROUP

CCF 38 #04



CARTER CEILINGS LIMITED

# CARTER CEILINGS LTD

## COMPANY POLICY FOR

### HEALTH, SAFETY IN THE WORKPLACE.

THIS POLICY APPLIES TO CARTER CEILINGS LTD

#### INDEX.

<b>PART 1 -</b>	<b>(Pages 3-5)</b>	<b>POLICY STATEMENT – HEALTH &amp; SAFETY AT WORK.</b>
<b>PART 2 -</b>	<b>(Pages 6-16)</b>	<b>ORGANISATION RESPONSIBILITIES.</b>
<b>PART 3 -</b>	<b>(Pages 17-56)</b>	<b>SAFETY ARRANGEMENTS.</b>
<b>PART 4 -</b>	<b>(Pages 57-92 )</b>	<b>SAFETY PROCEDURES. (Appendices A-P)</b>
<b>PART 5 –</b>	<b>(Pages 93-94)</b>	<b>SUN SAFETY POLICY.</b>
<b>PART 6 –</b>	<b>(Pages 95-97)</b>	<b>ALCOHOL POLICY</b>
<b>PART 7 -</b>	<b>(Pages 98-100)</b>	<b>DRUGS POLICY</b>
<b>PART 8 -</b>	<b>(Pages 101-114)</b>	<b>SAFE DRIVING POLICY</b>
<b>PART 9 -</b>	<b>(Pages 115-116)</b>	<b>SMOKING POLICY</b>
<b>PART 10 -</b>	<b>(Pages 117-117)</b>	<b>INTEGRATED POLICY STATEMENT</b>
<b>PART 11 -</b>	<b>(Pages 118 - 120)</b>	<b>STRESS POLICY</b>
<b>PART 12 -</b>	<b>(Pages 121 - 127)</b>	<b>EQUAL OPPORTUNITIES POLICY. (INCORPORATING RACIAL POLICY)</b>
<b>PART 13 -</b>	<b>(Pages 128-132)</b>	<b>FIRE POLICY</b>
<b>PART 14 -</b>	<b>(Page 133- 134)</b>	<b>PPE POLICY</b>
<b>PART 15 -</b>	<b>(Page 135 - 136)</b>	<b>SUSTAINABLE DEVELOPMENT POLICY</b>



CARTER CEILINGS LIMITED

**Policy for Health, Safety and Welfare at Work**

**Foreword**

Every year MANY people are killed and several thousand injured at work as a result of accidents. Many more suffer death or permanent disability as a result of illness contracted at their work. Analysis of accidents shows that the vast majority are preventable if safe working practices and routines are followed.

This policy lays down responsibilities for all persons in the company from the Directors to the most junior employee. The arrangements for bringing the policy into effect are set out in the company routines for safety. I commend this policy to you all. Read it. It is only by putting this policy into practice, every day, that we will reduce needless suffering and loss.



**Company Policy for Health and Safety at Work**

**PART 1**

This policy is produced in pursuant of the company's obligations under sec. 2(3) of the health and Safety at Work Act 1974.

The company will ensure that all reasonable and practicable steps are taken to ensure the Health and Safety of its employees, the general public and any other person who may be affected by its activities.

All employees must abide by the company's policy and the organisations and arrangements for implementing that policy, and must accept and carry out their individual responsibilities to ensure work is carried out in a safe manner.

All Management and Supervisory staff who authorise work to be carried out must ensure that all statutory obligations are adhered to at all times and that all factors with regard to health and safety are taken into consideration when formulating their instructions.

Information is provided in the form of safety booklets or manuals, which will be reviewed and updated to take into account new legislation, Codes of Practice etc., which may become applicable. The company will provide necessary training and relevant information for their employee's in respect of risks to their health and safety, which may arise out of their work or work place.

The company will ensure that facilities exist for effective consultation on matters of health and safety between management and Employee's Representatives in its efforts to control and reduce accidents and unsafe or unhealthy conditions.

Whilst the Management of the company accepts its prime responsibility for ensuring the health and safety of its employee's, it is required that all employee's accept and fulfil their duties under Sec. 7 and 8 of the Health and Safety at Work Act 1974 wherein they are required: -

- a) To take reasonable care of they're own health and safety and that of others who may be affected by their acts or omissions.
- b) To co-operate with management to enable them to fulfil any statutory requirements.
- c) Not to interfere with or misuse anything provided for their health and safety.



## CARTER CEILINGS LIMITED

The Health and Safety at Work Act, all associated statutory legislation and any works safety rules or procedures must be complied with at all times and all employee's must contribute to making the companies work areas as safe as possible.

The policy may be adapted as necessary to ensure compliance with any laws, regulations etc., in the company or area in which the work is being carried out, but any such adoption should not distract from the stated objectives and principals of the company's safety policy.

As a company we are aware of the requirements of the Corporate Manslaughter and Corporate Homicide Act 2007 and will take this into consideration in our day to day business dealings.

Information on all aspects of the company policy or in respect of any legal requirements can be obtained from the Safety Consultant.

Management will give their full support to all those who endeavour to implement and carry out the company policy.

The Managing Director of the Company will undertake to update the policy when necessary but will carry out a review and update on an annual basis.

This policy has been approved & authorised by:

Name: NIALL J.M.MILLER

Position: MANAGING DIRECTOR

Date: 17TH NOVEMBER 2011

Signature:

## **PART 2 - ORGANISATION RESPONSIBILITIES.**

Controlled Document

- 5 -MURRAY SAFETY GROUP

CCF 38 #04

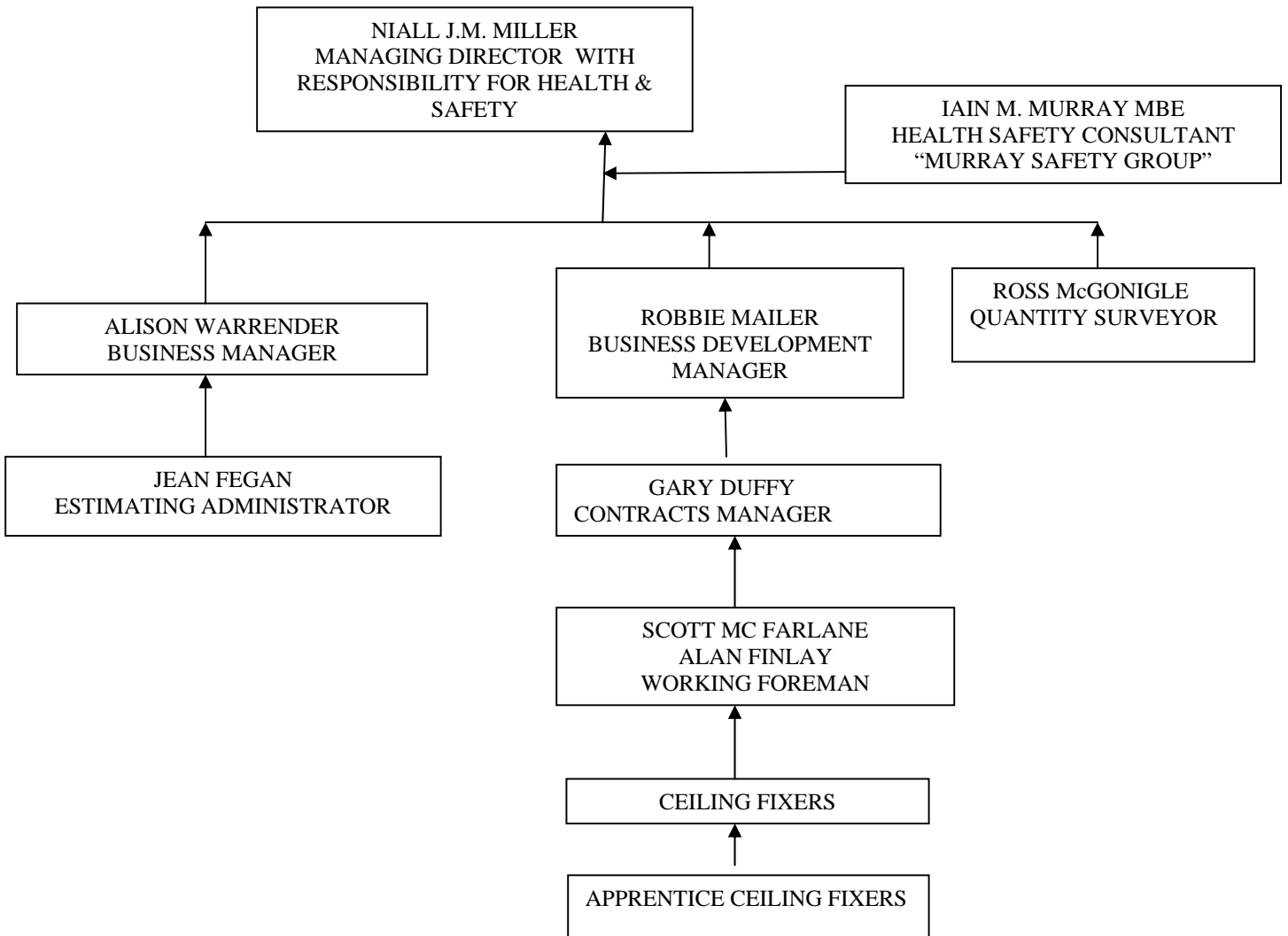


## CARTER CEILINGS LIMITED

- 2.1 SAFETY CONSULTANT- IAIN M. MURRAY. MBE (Murray Safety Group)
- 2.2 HEALTH & SAFETY DIRECTOR :- NIALL J.M. MILLER
- 2.3 SUB-CONTRACTORS.
- 2.4 BUSINESS & DEVELOPMENT MANAGER:- ROBBIE MAILER
- 2.5 CLIENTS REPRESENTATIVE/VISITORS.
- 2.6 CONTRACTS MANAGER:- GARY DUFFY
- 2.7 SITE SUPERVISORS, CEILING FIXERS & APPRENTICES
- 2.8 ESTIMATOR/ BUYER/ SURVEYING, STAFF ON SITE
- 2.9 OFFICE ADMINISTRATION/ACCOUNTS STAFF.



CARTER CEILINGS LIMITED



**2.1 SAFETY CONSULTANT (“Murray Safety Group”)**

Controlled Document

- 7 -MURRAY SAFETY GROUP

CCF 38 #04



## CARTER CEILINGS LIMITED

The Safety Consultants Mr Iain M Murray MBE (“Murray Safety Group”) is only responsible to the Managing Director and on his approval will: -

1. Prepare the Safety Policy.
2. Help the company ensure that the Health and Safety at Work Policy and all legislation pertaining to the company, is being carried out.
3. Advise on any matters with regards to Health and Safety at Work.
4. Appraise legislation and Codes of Practice as they are issued.
5. Ensure that proper accident reporting procedures are carried out.
6. Help ensure that adequate training programs are prepared and carried out for all members of staff.
7. Carry out regular inspections and surveys, issue inspection notices and action reports.
8. Liaise with HSE, take part in discussions with bodies concerned with accident prevention and keep up to date with recommended Codes of Practice and new safety literature.
9. It will be company policy that the policy will be reviewed by the Consultants and the Managing Director at intervals as appropriate when changes in company procedures or legislation demands but certainly at least annually.
10. The visiting of contracts/offices/or work places will be undertaken by the consultants at intervals as appropriate when changes in company procedures or legislation demands.
11. Shall complete COSHH assessments as required by management for issue to staff and operatives.

### **2.2 MANAGING DIRECTOR :- NIALL J.M. MILLER**

Controlled Document

- 8 -MURRAY SAFETY GROUP

CCF 38 #04



## CARTER CEILINGS LIMITED

1. Issue Safety Policy to staff and employees.
2. Administer on any matter with regard to health and safety at work.
3. Advise and consult all employee's on all safety and welfare matters.
4. Ensure that proper accident reporting procedures are carried out.
5. Ensure adequate training programmes are prepared and carried out for all levels of staff.
6. Insist that working methods are regularly observed.
7. Distribute safety information to staff, including cosh assessment sheets
8. Ensure regular site inspections and surveys are undertaken.
9. Foster within the company an understanding that injury prevention and damage control are an integral part of business and operational efficiency.
10. Notify the Safety Consultant forthwith of any accident or incident which disables a worker for more than 3 days.
11. Arrange funds and facilities to meet requirements of the Regulations.
12. Make certain that in tendering and planning stages allowance is made for Safety, Health and Welfare requirements.
13. Ensure that all employees can consult with management on matters pertaining to safety.
14. All employee training is recorded by the company and copies held in employees personnel file.

### **2.3 SUB-CONTRACTORS - INCLUDING LABOUR ONLY**



CARTER CEILINGS LIMITED

1. Shall observe the company's Health and Safety Policy and any instruction given by persons enforcing the company's safety standards.
2. Shall not work for the company until the relevant rules are read, understood and accepted.
3. Shall not work for the company unless properly insured against all relevant risks.
4. Shall accept the company's safety consultants reports and where necessary take appropriate action to correct matters brought to his attention and shall constantly liase with the company's safety consultants.
5. Ensure all employed are trained and competent to carry out all tasks.



## CARTER CEILINGS LIMITED

### 2.4 BUSINESS DEVELOPMENT MANAGER:- ROBBIE MAILER

1. Organise the work areas so that work is carried out to the required standard, with minimum risk to men, equipment and materials, issuing work method instructions in writing where necessary.
2. Know the requirements of the Construction Regulations and other relevant legislation, including COSHH and distribute as appropriate.
3. See that Regulations and other legal requirements are observed on site; that all registers, records and reports are in order and that the " Competent Person" appointed has sufficient knowledge of plant or machinery to evaluate all aspects of its safe operation.
4. Give all operatives precise instructions on their responsibilities for correct working methods; see that they do not require or permit men, (particularly apprentices) to take unnecessary risks.
5. Arrange delivery and stacking of materials to avoid increasing risks by double handling ; position plant effectively; ensure that the electrical supply is installed and maintained without endangering men and equipment.
6. Plan and maintain a tidy site/workshop.
7. Implement arrangements with sub-contractors and other contractors on site to avoid any confusion about areas of responsibility.



## **2.5 CLIENT REPRESENTATIVE/VISITORS**

1. Client representatives /visitors must report to the office upon arrival and departure
2. They must adhere to The Health and Safety at Work Act and any site rules applicable at time of visit.
3. Appropriate safety equipment to be worn at all times.
4. Report any accidents to the office for entry in accident book.
5. Report on any near miss or breach of regulations observed to office.

## **2.6 CONTRACTS MANAGERS:- GARY DUFFY**



## CARTER CEILINGS LIMITED

1. Be familiar with the Regulations applicable to the work on which they are engaged, and insist that those Regulations are observed.
2. Incorporate safety instructions in routine orders and see that they are obeyed.
3. Induct all operatives and visitors in accordance with the “site specific” rules.
4. Commend operatives who, by action or initiative, eliminate hazards.
5. Ensure that new employees, particularly apprentices, learn to take safety precautions.
6. Discourage horseplay and reprimand those who fail to consider their own well being and that of others around them.
7. Report defects in plant equipment, ensure all employees are issued with the appropriate PPE.
8. Check working methods, fire precautions and materials handling arrangements are in accordance with the ALL Regulations and ACOP's.
9. Ensure that only trained operators use machines and equipment.
10. Ensure COSHH and Noise Regulations are met and adhered to and distribute information to appropriate persons.
11. Ensure risk assessments are compiled and made aware to those Operatives involved in the work process. Include assessments for visitors, other contractors and the general public. Bearing in mind what is:-

A Hazard – something with the potential to cause harm.

A Risk – the likelihood of that occurring.

12. Undertake workplace safety audits at prescribed intervals.
13. Ensure all electrical portable tools are checked before use if faults are found then the tool must be removed from service until checked, repaired and re- tested by the competent person.(Electrician or appointed person)



## 2.7 SITE SUPERVISORS, CEILING FIXERS, & APPRENTICES

1. Use correct tools and equipment for the job, only use equipment if you have been trained in its use.
2. Use safety equipment and protective clothing supplied e.g. safety helmets, harnesses, goggles, ear muffs, etc.
3. Develop a personal concern for himself and others, particularly newcomers and young people.
4. Report to your immediate supervisor defects in plant, PPE, or equipment.
5. Warn new men of known hazards.
6. Avoid improvising which initiates unnecessary risks.
7. Refrain from horseplay and abuse of welfare facilities.
8. Keep tools in good condition.
9. Suggest ways of eliminating hazards.
10. Report accidents/incidents, however slight, to office for entry in accident book.
11. DO NOT under any circumstances report for work when under the influences of alcohol or drugs. Unless medically prescribed.
12. Attend the company Health & Safety induction programme and other training programmes arranged for you by the company.
13. Observe and read the site rules which are displayed on site notice board.
14. Comply with the risk assessments and COSHH assessments as noted to you for the task /job you are undertaking. Do not undertake a job unless you have the appropriate assessment.
15. Should you suspect the presence of asbestos products at work, stop work immediately and inform your supervisor.
16. Misuse of PPE or equipment will result in disciplinary action being taken.



## 2.8 ESTIMATOR/BUYER, SURVEYING, STAFF ON SITE

1. All members of staff have an obligation to meet safety requirements while on site or at workshops, these include Estimators, Buyer, Surveyors and Contract staff
2. Their main responsibilities are as follows:-
  - Be familiar with the Company Safety Policy.
  - Observe the safety precautions laid down and obey the rules Agreed for the site or workshop including offices and other Accommodations.
  - Report to the Supervisor breaches of the regulations which they observe.
  - Set a personal example by wearing protective equipment.
3. Members of head office and other staff will be bound by the relevant rules when on site or workshop.
4. It will be the responsibility of our surveyors or appropriate management staff to check the safety credentials and competence of our sub-contractors who will appear on our vetted preferred sub-contractors lists. The list is not endless but will include Safety Policy, Risk, Coshh and manual handling assessments as well as Noise, HAV, Method Statements and insurance details.



## CARTER CEILINGS LIMITED

### 2.9 OFFICE STAFF/ADMINISTRATION

All staff must observe the rules laid down for use in the Company Offices

It is the duty of EVERY member of staff to read and become familiar with these rules:-

1. Develop a personal concern for your own safety and for the safety of others. (PARTICULARLY MEMBERS OF THE PUBLIC)
2. Report any defects in equipment.
3. Make sure electrical leads are properly fitted.
4. Plan and maintain a tidy desk and office .
5. Clear all desks before leaving work particularly at weekends and holidays.
6. Leave nothing lying about which could be a potential Fire Hazard.
7. Report all accidents/incidents to your immediate supervisor.
8. Observe and note the office safety rules which are displayed on the office notice board.

### WORK STATIONS

1. It will be the duty of the office administrator to ensure that those classified as users are properly assessed (guidance can be obtained from the safety consultants)
2. Those classed as users will be entitled to a free eye test if they require it, the necessary forms and information can be obtained from the office manager or appointed person.
3. The forms for self assessment can be obtained from the office manager or safety consultant on request..

### HEALTH & SAFETY AT WORK

Controlled Document

- 16 -MURRAY SAFETY GROUP

CCF 38 #04



## INDEX OF SAFETY ARRANGEMENTS

We are committed as a company to health & safety and shall regularly review and update our arrangements to reflect changes in legislation or work practices, on at least an annual basis or more often as changes demand.

- 3.1 First Aid
- 3.2 Personnel Protective Equipment
- 3.3 Information and Consultation
- 3.4 Training
- 3.5 Oxygen, Fuel Gases and Highly Flammable Liquids
- 3.6 Fire and Fire Precautions
- 3.7 Scaffolding / ladders
- 3.8 Electric's
- 3.9 Fumes/ Dust and Vapours
- 3.10 Recording and Reporting
- 3.11 Investigations
- 3.12 Inspection and Monitoring
- 3.13 Housekeeping
- 3.14 Hotwork
- 3.15 Asbestos
- 3.16 Notices
- 3.17 Noise
- 3.18 Abrasive Wheels
- 3.19 Transport
- 3.20 Construction (Design and Management) Regulations 2007
- 3.21 Waste Control
- 3.22 Lead Risks
- 3.23 Manual Handling Regulations
- 3.24 Company Rules
- 3.25 Health & Safety Law Poster
- 3.26 Working on or near Railway Property
- 3.27 Office Management
- 3.28 Crisis Management - Emergency Procedure
- 3.29 Working At Heights 2005
- 3.30 Confined Spaces
- 3.31 Excavations And Groundworks
- 3.32 Hand Arm Vibration, Whole Body Vibration.
- 3.33 Health Surveillance.
- 3.34 Work Equipment
- 3.35 Control of Substances Hazardous to Health Regs 2002
- 3.36 Communication



### 3.1 MEDICAL AND FIRST AID

A sufficient number of First Aiders will be made available to all places of work, based on assessments of risks and number of workers.

Where there are special circumstances, such as remoteness from emergency medical services, shift work, or sites with several separate buildings, there may need to be more first-aid personnel than set out below. Increased provision will be necessary to cover for absences.

LOWER RISK; i.e. Shops, offices, fewer than 50 employees, at least one appointed person.

MEDIUM RISK;- i.e. light engineering and assembly work, fewer than 20 employees, at least one appointed person. First aider for more than 50 employees.

HIGHER RISK;- i.e. CONSTRUCTION OPERATIONS, fewer than 5 employees, at least one appointed person,  
5-50 employees, at least one first aider.

More than 50 employees, one additional first aider for every 50 employed.

n.b. Where there are hazards for which additional first-aid skills are necessary, in addition at least one first aider trained in the specific emergency action will be required.

The Managing Director will ensure the above arrangements are maintained to comply with current legislation and guidance for our industry.

First aid boxes will be checked regularly by our consultants during visits and by our site staff and office manager or appointed person. Those operatives with kits in their vans will check these regularly and advise management should refill items be required.



### 3.2 PERSONNEL PROTECTIVE EQUIPMENT

The Company will ensure all work practises are assessed and Safety Equipment issued as required by the PPE Reg's 1992.

All necessary protective clothing and equipment will be provided including:-

- Gloves
- Eye Protection
- Ear Protection
- Head Protection
- Respiratory Protection
- Clothing and Equipment for Welders, Burners, etc.
- Safety Belts and Harnesses
- Wet Weather Protection
- Foot Protection
- High Visibility Clothing

All equipment will be to appropriate British Standards and it is the Policy of the Company that only eye protection to a minimum Grade 2 impact standard be used.

Safety footwear will be made available to employees as necessary.

### 3.3 INFORMATION AND CONSULTATION

All supervisory personnel will be issued with the Company Safety Literature which incorporates the Company Safety Policy and Safe Working Procedures for a number of operations or activities.

All employees will be issued with the Company Safety Policy and general information and guidance on safe working arrangements and practises.

Under the Health and Safety (Consultation with Employees) Regulations 1996

An employer has a duty to consult with employees who are not represented by a safety representative under the 1977 regulations, on matters as under:-

- a) Introduction of any measure in the workplace which may affect health & safety of the employees.
- b) Provide any information required under the Management of Health and Safety Regulations 1999 (Risk assessments, Manual handling assessments, Coshh, Noise etc.)
- c) The planning and organisation of any training that he may be required to do under statutory provisions.



## CARTER CEILINGS LIMITED

- d) The consequences of introducing new technology into the workplace (vdu`s etc.)
- e) Operatives and management will be encouraged to make recommendations for improvements to the work activities undertaken by the organisation to a Manager.
- f) As a company we are prepared to set up an operative's safety committee with representatives from the workforce and management, if requested to discuss safety matters and be proactive in the health & safety field.

The regulations are aimed at providing information on the site day to day workings plus consultation on future projects. Both safety induction and tool box talks will be used to communicate this message along with appropriate written information and regular meetings with the workforce are advised.

### 3.4 TRAINING

Supervisory staff will attend all courses necessary i.e. First Aid, Site Management Safety etc.

Instruction will be given on New Hazards, Systems of Work, Procedures for Various Operations etc. as and when the need arises.

The organisation of such training will be the responsibility of The Health & Safety Director, in conjunction with the Safety Consultant.

It may be that Supervisors and Managers will arrange training as necessary; this must be agreed with their supervisor before any undertaking.

Training will be provided for employees who use equipment or materials with which they are unfamiliar, this training will be recorded on the employee's personnel records held in the head office.



### **3.5 OXYGEN AND FUEL GASES, FLAMMABLE LIQUIDS, PAINTS**

Oxygen and fuel gases will be stored and used in conformity with the Highly Flammable Liquid Regulations. In addition, where their use is required in confined or unconfined spaces the Safe Working Procedures issued must be complied with.

All employees will receive a copy of the Safe Working Procedures and Supervisors are required to conduct regular checks to see these are being observed and keep records of such checks.

Flammable Liquids (paints etc.) will be kept in the designated store other than that quantity necessary for the immediate work in hand.

(See Appendix A).

### **3.6 FIRE AND FIRE PRECAUTIONS**

Fire points are already established on the premises and it will be ensured that sufficient extinguishers are available within any contract /office area.

In the event of fire, the appropriate Supervisor must immediately contact the Fire Brigade and direct them to the site of the fire.

If break glass alarms are established in the offices notices indicating action to be taken in the case of fire should be displayed.

All screens, tarpaulins, etc. required over or around welding or burning operation will be of suitable flameproof material.

Where burning or welding is carried out overhead then precautions will be taken to ensure no flammable material is immediately below which could be ignited by sparks or dross. A suitable Fire Extinguisher will be kept nearby.

All Fire Fighting Equipment will be checked regularly and thoroughly examined every 12 months by an independent source.

Alarms will be tested in accordance with requirements of Fire Certificates.

The Managing Director/ Office Administration, to ensure all tests and examinations are carried out. The above mentioned person will telephone the emergency services by dialling 999. When the exchange operator answers, ask for FIRE Service and give the telephone number you are phoning from.

When connected to the Fire service state slowly and distinctly; we have a fire then details.

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



## CARTER CEILINGS LIMITED

Where applicable remove the Visitors Book, and evacuate the area by the nearest available exit and proceed to the evacuation assembly point. Notify the senior person present that you have called the Fire Service and hand over the Visitors Book.

DO NOT re-enter the building or work areas until told to do so by: - Senior Fire officer.

In compliance with the Fire Safety (Scotland) Regulations 2006 as a company we shall carry out a Fire Risk Assessment, the contents of which will be made aware to each employee. It will cover such items as:

- Means of Escape
- Means for fighting fire, and means for warning in the event of fire
- Maintenance of appliances
- Training for employees
- Employees duties
- Recording visitors and all of the above duties
- Erection of appropriate signage

A workplace Fire Safety Logbook will be kept on the premises under the control of the responsible person, logbooks can be obtained for the Safety Consultant.

### **3.7 SCAFFOLDING AND LADDERS**

The erection, dismantling and alteration of scaffolding will only be carried out by competent persons, and all scaffolding will be erected and used in conformity with the Regulations and to BS5973 Access and Working Scaffolds in steel.

The Contracts Manager or Appointed Person will be responsible for the carrying out of inspections and keeping of the Scaffolding Registers.

Incomplete scaffolding will be marked by the display of suitable warning boards.

#### **LADDER INSPECTION GENERAL**

- 1.1 Are there any missing steps or rungs?
- 1.2 Are any steps or rungs loose? (considered loose if they can be moved at all by hand).
- 1.3 Are there any loose nails, screws, bolts or other metal parts?
- 1.4 Are there any cracked, split, very worn or broken stiles, braces steps or rungs?



CARTER CEILINGS LIMITED

- 1.5 Are stiles twisted or distorted?
- 1.6 Are identification numbers legible?
- 1.7 Ensure only grade one industrial ladders are used.

**STEPLADDERS**

- 2.1 Are they unstable or "Wobbly"?
- 2.2 Are there any loose or bent hinge spreaders?
- 2.3 Are stops on hinge spreaders broken?
- 2.4 Are there any broken, split or worn steps?
- 2.5 Are there any loose hinges?
- 2.6 Are there any worn, broken or missing cords?

**EXTENSION LADDERS**

- 3.1 Are there any loose, broken or missing extension locks?
- 3.2 Are there any defective locks that do not seat properly when ladder is extended?
- 3.3 Are there any rusted or corroded metal parts?
- 3.4 Are there any worn, broken or badly deteriorated cords?



### 3.8 ELECTRIC'S

All electrical equipment, lighting, portable tools etc., will only be serviced, installed or repaired by a competent electrician. Management shall hold in head office a record of all portable appliance testing carried out.

A permit to work must be issued for all work on HV Equipment.

All portable equipment will not be more than 110v capacity (240v may only be used if fitted with RCD's ).

Adequate earthing, suitable cable etc. will be provided for all equipment.

Temporary lighting will be supplied as required.

All installations of 240v systems or above will be clearly marked with a danger sign indicating the voltage.

All portable electrical equipment will be tested and inspected on a regular basis by a competent person appointed by the company (normally outside electrical contractor)

The Managing Director will have responsibility for control of the above.

### 3.9 FUMES, DUSTS AND VAPOURS

All efforts will be made to ensure that the level of fume, dust etc., is kept to a tolerable level.

Sufficient local extraction will be made available for welders where they are exposed to welding fumes.

In all other work practices adequate extraction and ventilation will be provided.

The Site Supervisor will ensure adequate provisions are made.



### **3.10 RECORDING AND REPORTING**

The procedure for reporting of injuries, disease and dangerous occurrences will be as laid down in (Appendix D.)

Records of all minor injuries etc., will be recorded and kept in the office.

Fatalities, major injuries, disease or dangerous occurrences as defined in Regulations 1995 the Reporting of Injuries, Diseases and Dangerous Occurrences will be reported verbally immediately to the Managing Director and Safety Consultant who will confirm in writing (within 10 days) to the Authorities as laid down in (Appendix D)

### **3.11 INVESTIGATION**

All dangerous occurrences, injuries or accidents of a serious nature or within the classification of notifiable will be investigated and a report prepared and circulated by the Safety Consultant including recommendation of action to be taken to avoid a recurrence.

Photographs will be taken of the scene of all accidents of a serious nature and where appropriate rough sketches or diagrams will be made.

Witnesses will be interviewed and statements taken.

All employees must co-operate fully in such investigations.

### **3.12 INSPECTION AND MONITORING**

Periodic inspections will be carried out by a member of the Safety Consultants staff to ensure compliance with the legal requirements, Codes of Practice and other working procedures.

Safety Consultants will submit written reports on their findings to the appropriate management for action as necessary within 24 hours.

The Supervisor will be required to carry out general hazard spotting inspections in work areas.

The Safety Consultant will occasionally accompany members of supervisory staff on their inspections



## CARTER CEILINGS LIMITED

### 3.13 HOUSEKEEPING

It will be ensured so far as is possible that access ways and walkways are kept clear of plant, tools, materials and other matters at all times. Separate suitable receptacles will be provided for scrap and rubbish.

Working areas will be kept tidy as possible, rubbish and litter will not be allowed to accumulate.

Cables, hoses, pipes etc., in the work areas will be routed so far as the work allows to reduce tripping hazards.

The Site Supervisor will be responsible for the above.

### 3.14 HOT WORK

Where any hot work is carried out, including work in confined spaces, i.e. welding of any preheated units, burning lead, soldering etc., suitable heat resistant mats will be used to protect workers from burns or hot surfaces. And to prevent possible damage to surrounding surfaces, by fire, flame or heat transfer. All operatives will be required to have with them close to hand a 1kg powder fire extinguisher, which must be kept filled. Should the need for a hot work permit be required these can be obtained from your supervisor. Sites will operate a specific "Fire Safety Plan". Sites will operate a "Hot Works Permit" system that defines the specific procedure to be implemented on particular sites.

### WORKING IN CONFINED SPACES.

A suitable air supply will be introduced into the area to ensure that the temperature of the general atmosphere is kept at a reasonable acceptable level and to ensure a sufficient supply of oxygen, working periods in such areas will be staggered and reliefs will be arranged.

A supply of saline drinks to be kept in the premises for employees engaged on this type of work.

The Contracts Manager will ensure appropriate action is taken when required.

### 3.15 ASBESTOS

Controlled Document

- 26 -MURRAY SAFETY GROUP

CCF 38 #04



## CARTER CEILINGS LIMITED

Specific legislation, the Control of Asbestos at Work Regulations 1987, covers asbestos at work, and it is the Policy of the Company that only workers that have been trained specifically in Safe Working Practices will be permitted to work with asbestos. Asbestos based materials have been widely used within the construction industry and although recent legislation has prevented its confined use the substance will still be found throughout buildings for many years to come.

1. The Contracts Manager will be responsible for ensuring that asbestos related work is only carried out by licensed operators.
2. All suspect materials should be isolated immediately until any asbestos content can be established. This work to be carried out by an approved organisation.
3. Samples of suspect material can only be taken by a trained and competent person great care being taken to ensure that fibres are not set free into the atmosphere.
4. Substitute materials without an asbestos content will be sought and introduced as is reasonable practicable and particularly for brakes and clutches of plant and machinery.
5. Should asbestos material become apparent or suspect contact the Safety Consultant immediately for help and advice.
6. As a company we shall undertake to carry out the requirement of regulation 4 of the Control of Asbestos At Work Regulations 2002 and survey and prepare an asbestos register for all appropriate premises owned within the company.
7. As a company we shall undertake asbestos awareness training for all operatives should the need arise as required under the Control of Asbestos Regulations 2006 ACOP & Guidance. Regulation 10 applies.

### 3.16 NOTICES

Statutory notices are displayed as required by The Health & Safety (Safety Signs & Signals ) Regulations 1996 and warning boards are also displayed where a particular hazard exists.

In particular 'Safety Helmet', 'Ear Protection' and 'Hard Boot' notices are prominently displayed outside all relevant Workshops and Sites.

Where these are displayed it is mandatory that all personnel are required to wear the appropriate protective equipment when entering the area.

All supervision to ensure Notices are displayed and obeyed.

FOR FURTHER INFORMATION REFER TO "APPENDIX F"

### 3.17 NOISE

Controlled Document

- 27 -MURRAY SAFETY GROUP

CCF 38 #04



## CARTER CEILINGS LIMITED

The Control of Noise at Work Regulations 2005 which came into force on 6<sup>th</sup> April 2006  
As a Company we shall:

- Assess the risks to decide what needs to be done
- Take action to reduce noise exposure that produces those risks.
- Provide workers with hearing protection – while we are considering what action to take, and if we cannot reduce noise exposure enough by other means.
- Make sure the legal limits on noise are not exceeded
- Provide workers with information, instruction and training and get all workers involved in noise programmes.
- Carry out health surveillance for those workers at risk from hearing damage. This is now a requirement when it exceeds 87Db.

Instruction will be given to all employees regarding the hazards of Noise and the risks of Industrial Deafness, during visits by their Safety Consultant.

A number of different types of Ear Protectors will be made available by the Company.

The wearing of Ear Protection in the designated areas will be mandatory.

All possible steps will be taken to reduce noise from Plant and Machinery including the use of Noise Suppressed equipment and where possible the use of Acoustic Panels or Screens etc.

These new regulations require us to provide ear protection if requested at 80dba and it is now mandatory to provide suitable ear protection for those exposed to more than 85dba whilst at work.

The Managing Director will ensure the programme is implemented and maintained.  
The health surveillance is provided as part of the management programme for those employees who require it which will include regular hearing checks, informing them of the results, keeping records and providing medical referral if damage is detected.



### 3.18 ABRASIVE WHEELS

Abrasive wheels should only be changed or mounted by a competent person who has undertaken formal training and is appointed by entry in the Abrasive Wheel Register. (Held in the Head Office/Or Site Office)

Statutory notices and placards should be displayed in all work places where abrasive wheels are used.

All abrasive wheels should have the spindle speed in RPM clearly marked.

Multi-speed wheels driven by a series of belts or through a geared drive should have alternate speed marked and gear and belt settings indicated for each speed.

Control buttons or switches for abrasive wheels should be clearly marked and readily accessible to the operator.

Eye protection warning notices should be displayed adjacent to all abrasive wheels, and suitable eye protection worn by operators, and all personnel working nearby who may be at risk.

Visors should be fixed to all pedestal mounted abrasive wheels.

Guards should be adjusted so as to expose the minimum amount of wheel area to accommodate the work place.

Tool or work tests should be kept adjusted as close as possible to the wheel, and frequently inspected and adjusted.

Before mounting any abrasive wheel it should be:-

- Checked to make sure the wheel details including RPM are marked.
- Checked that RPM tallies with RPM of machine it is being fitted to.
- Tested for flaws by holding by the spindle hole and tapping with a wooden implement. A good wheel should 'ring'.
- Balance tested before mounting. (This applies to precision machine wheels).

When wheels are loaded or glazed they should be dressed by a competent person using a Huntingdon dresser.



## CARTER CEILINGS LIMITED

Tools or materials should not be ground using the side of the wheel, except where special wheels are used which are designed for this purpose.

Floor level around all pedestal mounted wheels should be non-slip, clean and level.

Wheels should not be left running but must be switched off immediately after use. If portable grinders are dropped or knocked they should be checked by competent person before re-use to ascertain that no damage has been caused to the wheel (e.g. cracking or chipping) of the machine.

Stihl saws and angle grinders must be fitted with a dust suppressant system and this must be used to combat the silica dust problem when cutting stone, brick, block, concrete etc.

### **3.19 TRANSPORT**

All vehicles delivering plant and materials onto premises or sites must only do so under the strict control of a nominated responsible employee appointed by Management.

Employees must carry out daily checks of their vehicles prior to use and in conjunction with the laid down checking procedure.

Employees must not drive or operate any vehicle for which they do not hold an appropriate driving license or permit.

Employees must not carry unauthorised passengers or unauthorised loads.

Employees must not use the Employers vehicles for unauthorised purposes.

Employees must not overload vehicles beyond the stated capacity.

Employees must not drive or operate vehicles whilst suffering from a medical condition or illness that may affect their driving or operating ability.

No employee will operate any Plant, Vehicle or Equipment whilst under the influence of alcohol or drugs (unless medically prescribed )



### **3.20 CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2007**

These regulations replace the CDM 94 Regs and the CHSW Regs of 1996

#### **3.20.1 Application**

1. Construction Work.
2. Demolition or Dismantling a Structure.
3. Designers Duties Apply to all Construction Work.

#### **Exemptions**

1. Non Notifiable (less than 30 days or 500 man days ) and less Than 5 men carrying out Construction Work.
2. Construction Work where the Local Authority is the Enforcing Authority.
3. Where there is a Domestic Client.

#### **Principal Contractor's Duties**

- Develop and implement the Health & Safety Plan.
- Arrange for competent and adequately resourced sub-contractors.
- Ensure that only authorised persons are allowed on site.
- Ensure sub-contractors provide risk assessment findings.
- Ensure all workers comply with the Health & Safety Plan.
- Monitor health & safety performance.
- Ensure all workers are properly informed and consulted.
- Display details of project as notified to H.S.E
- Pass information to the CDM Co-ordinator for inclusion in the Health & Safety File.



## CARTER CEILINGS LIMITED

### **Contractors & Self Employed**

- Provide information to the Principal Contractor about the risk Assessments of their work, and the steps they will take to control and manage the risks.
- Manage their work to comply with the health & safety plan and any directions from the Principal Contractor.
- Provide information for the Health & Safety File about Injuries, Dangerous Occurrences and Ill Health.
- Provide information to their employees to enable them to work safely.

Part 4 duties relating to Health & Safety on Construction Sites provides for:

- Safe place of work
- Good order & site security
- Stability of structures
- Demolition & dismantling
- Explosives
- Excavations
- Cofferdams & caissons
- Reports & inspections
- Energy distribution installations
- Prevention of drowning
- Traffic routes
- Vehicles
- Prevention of risk from fire
- Emergency procedures
- Emergency routes and exits
- Fire detection & fire fighting equipment
- Fresh air
- Temperature & weather protection
- Lighting

Further details on the above can be obtained from head office or by contacting your Health & Safety Consultants.



## CARTER CEILINGS LIMITED

**Part 5 Schedule 2 Welfare Facilities** – provide the undernoted as required:

- Sanitary Conveniences
- Washing Facilities
- Drinking Water
- Changing Rooms, Lockers & Drying Rooms
- Facilities for rest/canteen.

### 3.21 WASTE CONTROL

'The Employer' shall ensure that:

- The spread of hazardous materials is controlled
- Hazardous materials are disposed of in accordance with the requirements of the appropriate legislation e.g. Control of Pollution Act 1974/Control of Pollution (Special Waste) Regulations 1980/Builders Skips (Markings) Regulations 1984/Collection and Disposal of Waste Regulations 1988/Environmental Protection Act 1990/Waste Management Licensing Regulations 1994.
- Waste materials do not present a fire hazard.
- Appropriate personal protective equipment is supplied to employees.
- The appropriate Waste Regulation Authority is notified of the removal of the waste.

### 3.22 LEAD RISKS

The employer shall ensure that where persons may be exposed to lead, a suitable assessment of that exposure shall be carried out.

The employer shall ensure that the following legislation and associated guidance notes are adhered to:

Legislation - Control of Lead at Work Regulations 2002  
Approved Code of Practice Regs & Guidance  
Workplace Health Safety and Welfare Regulations 1992



## CARTER CEILINGS LIMITED

### Guidance

HSE Guidance Notes - EH28 Control of Lead: Sampling Techniques and Strategies  
EH29 Control of Lead: Outside Workers  
GS29 Health & Safety in Demolition Work, Part 4, Health Hazards

Employees have a duty to follow the systems of work laid down by the employer, to promote safety when working with lead.

### 3.23 MANUAL HANDLING REGULATIONS

The Employer' shall ensure that:-

- Hazardous manual handling operations shall be avoided, so far as is reasonably practicable.
- Hazardous manual handling operations which cannot be avoided, shall be assessed by management and notified via the manual handling assessment to the operative by their appropriate line manager
- The risk of injury is reduced so far as is reasonably practicable.
- Information is provided on the load to be handled.
- Employees receive instruction and training on safe kinetic lifting techniques.

Employees have a duty to follow the systems of work laid down by the employer, to promote safety in the Manual Handling of loads. As a company we shall provide the appropriate manual handling training for our employees.

### 3.24 COMPANY SITE RULES

An employee or sub-contractor will be liable to summary dismissal if he/she is found to have acted in any of the following ways:

1. A gross breach of the preceding Safety Rules.
2. Unauthorised removal or interference with any guard or protective device.
3. Unauthorised operation of any item of machinery, plant or equipment.



## CARTER CEILINGS LIMITED

4. Unauthorised removal of any item of first aid equipment.
5. Wilful damage to, misuse of, or interference with any item provided in the interests of Health and Safety or Welfare at Work, including PPE.
6. Unauthorised removal or defacing of any label, sign or warning device.
7. Misuse of chemicals, flammable or hazardous substances or toxic materials.
8. Smoking in any designated 'No Smoking' area.
9. Smoking whilst handling flammable substances.
10. Horseplay or practical jokes which could cause accidents.
11. Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
12. Misuse of compressed air, pneumatic, hydraulic or electrical equipment.
13. Dangerously overloading any item of lifting equipment.
14. Overloading or misuse of any vehicle.
15. Consuming alcohol or drugs (unless medically prescribed) on site.

### 3.25 HEALTH & SAFETY LAW POSTER

The new Health & safety law Poster is now available for display on all contracts and offices, display is mandatory at all places of work, and the old posters should be replaced as and when required, but at least by the year 2014.

Copies of the new poster can be obtained from your Health & Safety Consultants, The "Murray Safety group" on request.

### 3.26 WORKING ON OR NEAR RAILWAY PROPERTY.

1. A copy of the "orange book" will be issued to every employee or sub-contractors employee working on the contract. The site supervisor or appointed person will ensure that each individual has read and understood the contents of the "orange book" [To this end he will question each person to check their understanding and reinforce the need to comply fully with these requirements.
2. Railtrack Safety Supervisors :- all employees or sub-contractors employees will obey fully instructions re;- crossing



## CARTER CEILINGS LIMITED

points possessions and encroachments of mobile plant issued by Railtrack representatives.

3. High Visibility Safety Vests: – these garments will be worn at all times when on Railtrack property.
4. Mobile Plant, Excavators, Cranes etc.:– Railtrack instructions re safe working distance for mobile plant adjacent to the railway “outwith possession times” will be strictly adhered to.
5. Excavations Near The Permanent Way :- all excavation work will be carried out in accordance with Railtrack approved designs and procedures.
6. Safety Helmets :- safety helmets will be worn at all times in accordance with Company Safety Policy. Attention is drawn to Railtrack requirements when rails are being lifted or moved.
7. Eye Protection :- eye protection will be worn in accordance with the PPE Regulations. Note that a distance of 5 metres from any rail fastening being inserted or removed by striking with a hammer is designated to be an Eye Protection area. Any person entering into such an area must wear eye protection.
8. Positioning of Look-Out Man:- The look out man must position him/herself so as to give a minimum 25 second warning to the squad. To calculate this multiply the line speed by 12 to give a distance in yards at which the train must first be sighted. Where due to track curvature or weather the distance cannot be achieved by one person within clear site of the squad, then several look-out persons must be used.

### 3.27 OFFICE MANAGEMENT.

1. Read and understand the company policy for health & safety and ensure that it is brought to the notice of all employees under your control.
2. All offices and office facilities will be provided and maintained in accordance with the Workplace (Health, Safety and Welfare) regulations.
3. Ensure that all employees and visitors are aware of the requirements of the emergency plan and know where their assembly point is in the event of an evacuation.



## CARTER CEILINGS LIMITED

4. Ensure that where construction or other work activities are being undertaken, that affects employees or visitors, that the additional health and safety requirements are brought to their attention and that they comply with the requirements.
5. 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.
6. Ensure that a risk assessment has been carried out on any substance or work activity hazardous to employees` health and safety and that appropriate control measures, training, instruction, protective clothing etc., have been provided.
7. Ensure that an assessment has been carried out of any noisy process or equipment hazardous to health and that appropriate control measures, training, instruction, protective clothing etc. have been provided.
8. Ensure all staff required to use office machinery are trained in its use and are not permitted to carry out any repairs unless authorised.
9. Ensure all offices are laid out and maintained to ensure the safety of staff and visitors.
10. Arrange all necessary insurance and carry out any necessary reporting of incidents to insurers. Provide an appropriate accident investigation report to insurers where necessary.
11. Ensure that a fire certificate is obtained for offices, if necessary. Also that fire fighting equipment is maintained, exits kept clear and that emergency procedures are practised on a regular basis.
12. There is a specific requirement to assess the risks to pregnant women and nursing mothers. They enjoy considerable employment protection for health and safety reasons in addition to other aspects of employment law. Strictly speaking the duty arises when an employer is informed by an employee that she is pregnant. Where an employer has a substantial female workforce it is prudent to consider this generally. In most small to medium –sized companies a case -by - case consideration is most effective. The assessments need to be made and regularly reviewed with each affected individual. Record them on an assessment summary record sheet.
13. Ensure that first aid facilities are available and replenished when used.



CARTER CEILINGS LIMITED

14. Ensure that all accidents are reported in accordance with company policy.
15. Ensure that staff work safely and do not take unnecessary risks.
16. Ensure all necessary welfare provisions are provided and maintained.
17. Set a personal example.



## PREGNANCY – CHECKLIST OF HAZARDS

### PHYSICAL AGENTS.

- Manual Handling -** Postural problems due to increasing size  
Strength affected by hormonal changes.  
Weaknesses due to delivery (e.g. After  
caesarean section.)
- Shock Vibration And  
Excessive Motion -** Increases miscarriage risk link to morning sickness.
- Radiation (But Not  
The Low Levels From  
Vdu`S) -** Damage to the foetus
- Extremes Of Heat-** Reduced tolerance leading to fainting  
and breast feeding difficulties
- Posture And Fatigue -** Increased risk of miscarriage, premature birth and low birth  
weight.  
increased blood pressure and stress.
- Workplace -** Difficulties with access to tight fitting workplaces, up ladders  
etc. Dexterity, balance and other physical attributes may also  
be affected. Also need for frequent visits to the toilet.  
Slippery floors.
- Work In Compressed  
Air And Diving -** Foetus at severe risk of the “bends”

### BIOLOGICAL AGENTS.

- Health Care And  
Laboratories -** Man hazard group 2, 3 and 4 biological agents, e.g. hepatitis  
b, tb, syphilis, chickenpox, rubella and hiv can affect the  
unborn child or cause a miscarriage.
- Farming And Animal  
Care -** Various animal diseases can affect the unborn child e.g.  
chlamidia in sheep.



## CHEMICAL AGENTS.

### Certain Chemicals -

Look for these phrases on containers:-  
R40: possible risk of irreversible effects.  
R45: may cause cancer.  
R46: may cause heritable genetic damage.  
R47: may cause birth defects.  
R61: may cause harm to the unborn child.  
R63: possible risk of harm to the unborn child.  
R64: may cause harm to breast fed babies.

Also certain drugs used in cancer treatment (antimytotic or cytotoxic drugs)

### Carcinogens -

Any carcinogens

### Certain Metals And Their Compounds -

Mercury  
Lead

### Chemicals Absorbed Through The Skin -

See data sheets and "Sk" In Hse Guidance Note Eh40 Pesticides.

### Carbon Monoxide -

Starves the foetus of Oxygen (Nb. This also occurs when smoking in pregnancy)

## OFFICE WORK

1. Read and understand the company`s safety policy and carry out your work in accordance with its requirements.
2. Ensure the clothing and particularly the footwear you wear at work is suitable from a safety viewpoint.
3. Where additional hazards are introduced in your working area or an adjacent area, such as construction work, make sure you comply with the health and safety requirements brought to your attention by your supervisor.
4. Do not try to use, repair or maintain any office equipment or machinery, or carry out any work activity which may be hazardous to your health and safety, for which you have not received full instructions or training.



CARTER CEILINGS LIMITED

5. Report any defects in office equipment or machinery **immediately to your** supervisor.
6. Ensure you know the position of the first aid box.
7. Ensure that you know the procedure in the event of a fire, or other emergency and comply with its requirements.
8. Do not use fire fighting equipment unless you have been trained in its specific use.
9. Report any accident or damage, however minor, to your supervisor.
10. Ensure that corridors, office floors, doorways etc., are kept clear and free from obstruction, trailing wires, drawing pins, open desk or filing cabinet drawers or doors
11. Do not attempt to lift or move, on your own, articles or materials so heavy as likely to cause injury.
12. Do not attempt to reach items on high shelves unless using steps (only heavy duty industrial grade 1 or light trades grade 2 to be used, never use domestic grade 3 steps) or a properly designated hop-up, do not improvise or climb.
13. Suggest ways of eliminating hazards and improving working methods.
14. Do not smoke in designated “no smoking” areas and dispose of spent matches, cigarette ends etc. properly.
15. Ensure that when using chemical substances such as cleaners or developers you make sure you comply with the requirements of any coshh assessment made for its safe use.
16. If in doubt check with your supervisor.
17. Warn new employees, particularly young people of known hazards.



### 3.28 CRISIS MANAGEMENT – EMERGENCY PROCEDURE

#### Introduction

This guidance note is to assist management to develop suitable emergency procedures for their locations.

#### Definition

An emergency can be defined as a condition that exists or may exist as a result of an accident /incident or deliberate hostile disruption to our core business.

It can cover but not be limited to:-

- Accidents involving personnel or property
- Fire
- Bomb alert
- Civil disorder
- Environmental accidents/incidents
- Accidental damage to property

An environmental accident includes the spillage of contaminants or damage to the environment.

#### Detail

Management, will set up and maintain details of the local emergency services, fire police, ambulance, health & safety executive, environmental health office environmental agency and local casualty hospital so that they know who to call and where to send persons with major injuries should an emergency occur.

Every site office (unless supplied by main contractor) will maintain a comprehensive first aid kit and should have a qualified first aider to render assistance to those injured. The presence and location of the first aider is to be made known to all persons on site via the induction talk and appropriate notice displayed.

To combat the hazard of fire every location will develop an emergency procedure and test that procedure at regular intervals to ensure that occupants of the premises can be evacuated swiftly and without injury. Details of fire precautions are to be included in site induction talks, and within the site fire safety plan (where appropriate)



## CARTER CEILINGS LIMITED

### Offices

The above also applies to all offices, in addition the following matters must also be addressed.

Bomb threats do occur within the United Kingdom, specific procedures will be developed by the Managing Director /Office Administration Department to handle the possibility of telephone bomb threats and letter or parcel bombs being delivered to our offices & sites. In the case of telephone threats, the recipient should be instructed to obtain as much information from the caller as possible to relay that information to the management within the location to make the decision for how and when to evacuate the office or/site.

For letter or parcel bombs, location staff who regularly receive mail should be instructed about the dangers of letter bombs etc. and the procedures developed to handle the situation if suspect packages are received.

Violent behaviour from existing staff is very rare, however the possibility cannot be ignored. Site management need to be aware and be able to handle the situation should it occur.

Each contracts, Site Management must be aware of the potential for, and extent of any civil disorder in the local area. Staff must be made aware of the potential for civil disorder and procedures developed to reduce the effect on our business and employees.

### **Serious Incident Control Procedure.**

Serious incidents are:

- Fatality to employees, sub-contractors or members of the public.
- Severe injury which might lead to a fatality or definite hospitalisation incidents involving many people.
- Serious fires, explosions, collapsing crane or scaffold, usually referred to as dangerous occurrences.
- Severe environmental pollution resulting from or connected with out operations.

In the event that the emergency procedures do not contain the incident and it develops into a serious incident the following actions must be taken.



## CARTER CEILINGS LIMITED

### Site Team.

- Note time of incident/accident.
- Provide first aid for injured/contain spillage/fight fire
- Call emergency services.
- Instruct staff/operatives/public to evacuate area.
- Protect area from further damage or loss.
- Keep site team on site for investigation.
- Call Health & Safety Consultant.
- Call head office.
- Inform The Managing Director:- Niall J.M.Miller
- When ambulance arrives, where possible accompany injured person to hospital.
- Liase with Site Management to secure site and prevent further accident or loss/damage.
- Complete reports as necessary.
- Inform company Administration Dept who will inform insurance company.

### BUSINESS MANAGER – ALISON WARRENDER

- Call site and confirm situation and support site team
- Visit site personally as soon as possible
- Liase with Health & Safety Consultant and Site Management Assist loss adjusters as necessary
- Ensure family of injured are advised. Authorise expenditure as necessary
- Liase with media if appropriate
- Liase with person who is responsible for safety
- Review results and implement preventive action
- Liase with Health & Safety Executive or Enforcing Authority representatives

### HEALTH AND SAFETY CONSULTANT

- Call enforcing authority as appropriate
- Visit site
- Carry out investigation
- Liase with Safety Director
- Liase with Health & Safety Executive or enforcing authority representatives
- Update procedures and issue preventive action guidance as necessary



## **OUT OF HOURS PROCEDURE**

Incidents could occur on unattended sites, or those working exceptional hours. In the case of unattended sites, members of the public or the police would phone our main office number, out of hours calls are transferred to an answering service which in turn would alert staff including the Health & Safety Consultant.

For sites working extraordinary hours, The Managing Director/Contract Manager followed by the Health & Safety Consultant must be informed.  
The Above actions will then be taken.

For Further guidance on developing suitable and sufficient procedures consult your Health & Safety Consultant.

## **3.29 WORKING AT HEIGHTS**

### **INTRODUCTION**

New regulations have been introduced from the 6<sup>th</sup> April 2005 SI 2005 No735

Person and materials falling from heights are the two largest categories of fatal and major injury in construction. Therefore employees, supervisors and sub-contractors should be aware of the risks and the precautions to be taken.

### **DEFINITION**

A place is "at height" if a person could be injured falling from it even if it is at or below ground. "Work" includes moving around at a place of work (except by staircase in a permanent workplace) but not travel to or from a place of work, For instance, a sales assistant on a stepladder would be working at height but we would not be inclined to apply the Regulations to a mounted police officer on patrol.

The regulations apply to all work at height where there is a risk of a fall liable to cause personal injury. They place duties on employers, the self employed, and any person who controls the work of others (e.g. Facilities managers or building owners who may contract others to work at height) to the extent they control the work.



## CARTER CEILINGS LIMITED

If you are an employee or working under someone else`s control you must:-

- report any safety hazard to them
- use the equipment supplied (including safety devices) properly, following any training and instructions. (unless you think that would be unsafe, in which case you should seek further instructions before continuing).

If you are an employer (Duty Holder):-

You must do everything that is reasonably practicable to prevent anyone falling.

The regulations set out a simple hierarchy for managing and selecting equipment for work at height as follows:-

- Avoid work at height where they can.
- Use work equipment or other measures to prevent falls where they cannot avoid working at height: and
- Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur

Duty Holders Responsibilities are to ensure:-

- All work at height is properly planned and organised
- All work at height takes account of weather conditions that could endanger health & safety.
- Those involved in work at height are trained and competent.
- The place where work is done is safe.
- Equipment for work at height is appropriately inspected
- The risks from fragile surfaces are properly controlled and
- The risks from falling objects are properly controlled.
- Ensure no work is done at height if it is safe and reasonably practicable to do it other than at height,
- Ensure the work is properly planned, appropriately supervised, and carried out in as safe a way as is reasonably practicable.
- Plan for emergencies and rescue.
- Take account of the risk assessment which has been undertaken.



## **WEATHER & TRAINING**

The duty holder must ensure that the work is postponed while weather conditions endanger the health or safety (but does not apply to emergency services acting in an emergency)

The duty holder must ensure that everyone involved in the work is competent (or if being trained is being supervised by a competent person). This includes involvement in organisation, planning, supervision and the supply and maintenance of equipment.

Where other precautions do not entirely eliminate the risk of a fall occurring, you must (as far as it is reasonably practicable to do so) train those who will be working at height how to avoid falling and how to avoid or minimise injury to themselves should they fall.

## **THE PLACE WHERE WORK IS DONE**

The duty holder must ensure that the place where work is done at height (including the means of access) is safe and has features to prevent a fall, unless this would mean that it is not reasonable practicable for the worker to carry out the work safely (taking into account the demands of the task, equipment and working environment) schedule 1 covers detailed safety requirements. Copies of schedules 1 – 8 are available in safety pack on site or at head office.

## **EQUIPMENT, TEMPORARY STRUCTURES, AND SAFETY FEATURES.**

If you rely on the exemption in the paragraph above, you must provide equipment for preventing (as far as is reasonable practicable) a fall occurring .

If the precautions in the above paragraphs do not entirely eliminate the risk of a fall occurring, you must do all that is reasonably practicable to minimise the distance and effect of a fall.

When selecting equipment for work at height you must:-

- Use the most suitable equipment
- Give collective protective measures (e.g. guardrails) priority over personal protective measures(safety harnesses)
- Take account of the working conditions and risks to the safety of all those at the place where the work equipment is to be used.

You must ensure that all equipment, temporary structures (e.g. Scaffolding), and safety features comply with current requirements. Schedules 2 – 6 cover requirements



## CARTER CEILINGS LIMITED

### INSPECTIONS

You must ensure (as far as is reasonably practicable to do so) that each individual place at which work is to be done at height is checked on every occasion before that place is used. This involves checking the surface and every parapet, permanent rail etc.

You must ensure that any item of the following type mentioned in schedules 2 to 6 is inspected

- After it is assembled or installed (or after it has been assembled and installed if both are required) if its safety depends on how it is assembled or installed.
- As often as is necessary to ensure safety, and in particular to make sure that any deterioration can be detected and remedied in good time.

You must ensure that before you use any equipment which has come from another business, and before any equipment leaves your business, it is accompanied by an indication (clear to everyone involved) that the last inspection required by these regulations has been carried out.

You must ensure that any platform used for (or for access to) construction work and from which a person could fall more than 2m is inspected in place before use (and not more than seven days before use). Where it is a mobile platform, inspection at the site is sufficient without re-inspection every time it is moved.

A “platform” is widely defined to include areas like gangways and stairways.

You must ensure that the person inspecting a platform :-

- Prepares a report before going off duty giving details as listed in schedule 7.
- Gives a report (or a copy) within 24 hours of completing the inspection to the person for whom the inspection was done.(site agent/manager)

You must keep the report of the inspection undertaken:-

- At the construction site until the work is completed then at head office for another three months



## CARTER CEILINGS LIMITED

- You must keep all records of inspections until the next inspection has been carried out

### **FRAGILE SURFACES**

You must ensure that no one working under your control goes onto or near a fragile surface unless that is the only reasonably practicable way for the worker to carry out the work safely, having regard to the demands of the task, equipment or working environment.

If anyone does work on or near a fragile surface you must:

- Ensure (as far as it is reasonably practicable to do so) that suitable platforms, coverings, guardrails, and the like are provided (and used) to minimise the risk.
- Do all that is reasonable practicable, if any risk of a fall remains, to minimise the distance and effect of a fall.

If anyone working under your control may go onto or near a fragile surface, you must do all that is reasonable practicable to make them aware of the danger, preferably by prominent warning notices fixed at the approaches to the danger zone.

### **FALLING OBJECTS.**

Where it is necessary to prevent injury, you must do all that is reasonably practicable to prevent anything falling

If it is not reasonably practicable, you must ensure that no one is injured by anything falling.

You must ensure that nothing is:-

- Thrown or tipped from height if it is likely to injure anyone.
- Stored in such a way that its movement is likely to injure anyone.

If the workplace contains an area in which there is a risk of someone being struck by a falling object or person, you must ensure that the area is clearly indicated and that (as far as reasonably practicable) unauthorised people are unable to reach it.



## CARTER CEILINGS LIMITED

### USE OF PERMIT TO WORK

A permit to Work system should be used for all working at heights other than simple routine maintenance activities. Checklists for use of the Permit to Work system can and should include the following:-

- Is equipment suitable for job and site conditions.
- Does the work platform have guard rails/toe boards.
- Is there safe access and egress to and from work area.
- Have all or any defects been identified.
- Is there adequate clearance from overhead power lines etc.
- If light work only ladders and stepladders.
- Are statutory permits in order.
- Are warning signs at strategic points.
- Is there adequate competent supervision of the operation
- Are weather conditions suitable for the work to be done safely.
- Ensure PPE is suitable and adequate for the task.
- Have the public been suitably protected.

LIST OF SCHEDULES. From SI 2005/735.

SCHEDULE 1 Requirements for existing places of work and means of access or egress at height

SCHEDULE 2 Requirements for guard- rails, toe boards, barriers and similar collective means of protection.

SCHEDULE 3 Requirements for working platforms  
Part 1 requirements for all working platforms  
Part 2 additional requirements for scaffolding

SCHEDULE 4 Requirements for collective safeguards for arresting falls.

SCHEDULE 5 Requirements for personal fall protection systems  
Part 1 requirements for all personal fall protection systems  
Part 2 additional requirements for work positioning systems



CARTER CEILINGS LIMITED

Part 3 additional requirements for rope access and positioning techniques.

Part 4 additional requirements for fall arrest systems

Part 5 additional requirements for work restraint systems

SCHEDULE 6 Requirements for ladders

SCHEDULE 7 Particulars to be included in a report of an inspection

SCHEDULE 8 Revocation of instruments

### 3.30 CONFINED SPACES

Definition.

A confined space as a work location where there may be limited access and little or no ventilation.

#### PRECAUTIONS TO BE TAKEN.

- Only an authorised person will carry out the risk assessment and method statement for the works.
- A Permit to Enter and Emergency Action Plan will be required for all personnel working in confined spaces.
- All emergency equipment is to form part of work equipment checks and will be carried out on a start of shift basis.
- The air is to be tested before entry into a confined space.
- The air monitoring equipment is testing continuously whilst work is ongoing in the confined space.
- Air extraction or local exhaust ventilation systems must be employed to improve the air quality.
- An attendant outside the confined space must be in contact with the workers inside the confined space at all times.
- Safety/Rescue equipment must be at the place of work.
- Air monitoring equipment will be regularly tested.
- The names of those inside the confined space will be displayed or a tally system will confirm numbers.
- No diesel internal combustion engines will be used without a risk assessment.
- No petrol driven engines will be used.



## CARTER CEILINGS LIMITED

- No gas cylinders will be used with out a risk assessment.
- No smoking will be permitted.

### **TRAINING AND CABABILITY.**

- The nominated supervisor of the works will have received 1 day confined space training.
- The authorised person will have received at least 1 day confined space training.
- All those entering a confined space shall have proof of training to the correct confined space category.
- Any rescue team will have had at least 1-2 day relevant confined space training.
- The attendant shall be a trained first aider.
- Each squad entering the confined space will have someone trained as a first aider or appointed person.
- All personnel involved in confined spaces shall receive training in risk assessment and method statement, to include emergency procedures.

### **3.31 EXCAVATIONS AND GROUNDWORKS**

Almost all construction work involves some form of excavation, for foundations, drains, sewers etc. These can vary greatly in depth and may only be a few centimetres deep on the one hand or be very deep and very dangerous. Every year, on average seven people are killed in excavations, some being actually buried alive, in collapsed tunnels and trenches. Many others are injured and there are hundreds of reportable accidents each year during excavation and tunnelling operations.

#### **PRECAUTIONS TO BE TAKEN.**

- Before work commences the statutory utilities shall be consulted to confirm location of their services
- High risk excavations are to have a formal risk assessment and method statement
- A permit to work is required for all excavations and is to be kept with the work squad.



## CARTER CEILINGS LIMITED

- A competent person shall ensure excavations are inspected daily at the start of every shift (4 Hours) and entered into the register weekly.
- All excavations (however shallow) must be safe. Excavations (some less than 1.2m but greater than 1.2m) are to be kept safe by battering to a safe angle of repose, or shored and to have adequate signage.
- Excavations liable to flooding shall be provided with `Deep Water` signs and barriered off to protect workers and trespassers.
- Rigid guard rails or suitable fencing shall be provided to protect against falls into the excavation (2m or less where other risk occur)
- Secure ladders or other method of access/egress are to be provided at all times into or across the excavation.
- Spoil heaps, plant and equipment shall be kept a safe distance (at least 1m) from the edges of the excavations so as not to have any effect of edge stability, or ingress of fumes.
- Excavated soil leaving site shall be treated as waste.
- Openings in manholes are to be securely covered by a permanent cover or equivalent temporary method.
- Leptospirosis cards will be held by a Supervisor and issued to all those involved in ground works.

### **TRAINING AND CAPABILITY.**

A competent person will carry out inspections of excavation and enter in appropriate register. ( Supervisor)

A suitably trained `Cat Scanner` user shall be involved in all investigations to raise `Permits to Dig/Work`

### **3.32 HAND ARM VIBRATION, WHOLE BODY VIBRATION.**

There are many hand held power tools in use in our industry. Power tools transmit vibration (known as hand-arm vibration or HAV) into hands and arms of the operator. Exposing employees regularly to high magnitudes of HAV may put them at risk of a range of disabling diseases collectively known as hand arm vibration syndrome (HAVS).

#### **WHAT ARE THE HEALTH RISKS FROM HAV?**

- Vibration white finger
- Carpal tunnel syndrome
- Permanent and painful numbness and tingling in the hands and arms
- Damage to bones in the hands and arms



## HOW MANY PEOPLE ARE AFFECTED?

In Britain there are

- Five million users of hand held or hand guided power tools
- Over one million users who are at increased risk of disease because they are exposed to HAV above the action level set by the Health & safety Executive
- It is estimated that 500,000 people have advanced symptoms of vibration white finger.

The magnitude of vibration can vary according to the type and model of tool and materials being worked. Avoiding high vibration tools is a big step towards reducing our employees` exposure to vibration.

Older tools tend to produce more vibration than modern tools- many modern tools have been specifically designed to reduce HAV. But simply buying a new power tool may not solve the problem – if the tool chosen is not suitable for the job we want to do it could increase the risk.

As a company we have general duties under the Health and Safety at Work etc. Act 1974 and The Management of Health and Safety at Work Regulations 1999 to assess the risk from using power tools and reduce them so far as is reasonably practicable. The Provision and Use of Work Equipment Regulations 1998 also apply

The power tools we select will be:-

- Suitable for the work it is intended to do and the conditions in which it will be used
- Used only for operations and in conditions for which it is suitable
- Designed and constructed so as to reduce the risk from vibration
- Used only by workers trained to use it safely
- Properly maintained throughout its working life to sustain its best vibration performance.

We will also consult with:-

- Our safety or employee representative on our purchase of new equipment.
- We shall provide information and training on the safe use and proper maintenance of the power tool to supervisors and workers who will use and maintain it.
- We shall monitor the use of the tools to ensure that they are being used correctly, only by trained operatives and that they are being maintained in a good condition.



## CARTER CEILINGS LIMITED

As a company when buying new tools we shall seek the manufacturers vibration data, it should be noted that where a manufacturer states that their tool produces less than 2.5m/s<sup>2</sup> we shall ask if these are likely workplace levels.

As a company if we receive written confirmation from a doctor that an employee has hand arm vibration syndrome, we will notify the relevant authority (HSE) and our Safety Consultant as required under the RIDDOR, we shall also take action to reduce the exposure of the person to vibration to avoid worsening their symptoms.

As a company we continually look at the vibration measurements of all our percussion tools, this will be an ongoing process, as we wish to keep our employees working in as safe an environment as possible.

### **3.33 HEALTH SURVEILLANCE**

The "Murray Safety Group" employ an Occupation Hygienist, whose role is to give help and advice to management and employees alike, on all matters that may affect the personnel of the company, this advice and guidance can cover many aspects including the following:-

Noise , drugs and alcohol, hand arm vibration, dusts from asbestos to fibreglass, gases, fumes, biological agents and all airborne contaminants, as well as animal and water borne viruses.

Should surveillance or medicals be required the company will treat every case separately and sympathetically.

### **3.34 WORK EQUIPMENT.**

As a company we shall maintain , test, and check our work equipment regularly and keep the appropriate maintenance records for same. This will be the responsibility of the appropriate Supervisor, Foreman.

Work equipment must not be used by persons who have not been trained in its use.

Management will identify employees who require the appropriate training for the equipment to be used.

Management if hiring or borrowing equipment must ensure that the appropriate paperwork, test certificates inspection and maintenance records accompany it before use by our operative.



### **3.35 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGS 2002.**

As a company we shall ensure all materials, gas's, fumes, or biological items used by the company operatives are assessed and a COSHH Assessment drawn up. The assessment will be compiled using the manufacturers/suppliers health and safety data sheets. Employees will be given copies of the appropriate COSHH assessment prior to using the product/material or using in a process. Should an employee have an adverse reaction to any of the products, they must notify a supervisor immediately and seek medical advice.

PPE will be supplied by the company as a last resort.

We shall endeavour to source whenever possible safe and less hazardous and environmentally friendly materials where practicable to enable the company to reduce not only its carbon footprint, but to provide a safe environment for all employees, visitors and members of the public who may come into contact with our work procedures.

Should an employee not have had a COSHH assessment then they must/will read and adhere to any manufacturer/suppliers information provided on the packaging.

### **3.36 COMMUNICATION**

It is a requirement of the HASWA 74 and Management of Health and Safety at Work Regulations 1999 that employers undertake such communication with the workforce so as to enable the promotion and development of health and safety in the workplace and also to monitor its effectiveness.

In addition the Health and Safety Information for Employees regulations 1989 require employers to provide Health, Safety and Welfare information in the form of an approved poster or an approved leaflet.

The Health and Safety (Consultation with Employees) Regulations 1996 requires employers in the situation where there are employees who are not already represented by Safety representatives under the Safety Representatives and Safety Committee Regulations 1997 to consult with those matters of health and safety.

Communication and consultation will be effected through such media as inductions, toolbox talks, safety representatives, safety committees, safety review meetings, bulletins and formal and informal means of communication.

In accordance with The Safety Committee and Safety Representatives Regulations 1977, the Safety Committee comprises of employees and management representatives. The constitution will determine how the committee is run.



CARTER CEILINGS LIMITED

**HEALTH & SAFETY AT WORK**

**SCHEDULE OF SAFETY PROCEDURES ISSUED**

- 1) **APPENDIX A** - Safety Procedures - use of Oxygen and Fuel Gases in confined or semi-confined spaces.
- 2) **APPENDIX B** - Procedure on the arrival of hired cranes.
- 3) **APPENDIX C** - Safe Working Procedures for Overhead Cranes
- 4) **APPENDIX D** - Accidents and Dangerous Occurrences - reporting and investigating procedure and RIDDOR 1995.
- 5) **APPENDIX E** - Transport.
- 6) **APPENDIX F** - Health & Safety (Safety Signs and Signals) reg's 1996
- 7) **APPENDIX G** - N/A
- 8) **APPENDIX H** - The Health & Safety of (Young Person) reg's 1997
- 9) **APPENDIX I** - The Gas Safety (Installation & Use) reg's 1994
- 10) **APPENDIX J** - The Confined Spaces Regulations 1997
- 11) **APPENDIX K** - The Provision and Use of Work Equipment Regulations 1998 (PUWER)
- 12) **APPENDIX L** - The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- 13) **APPENDIX M** - Working in the vicinity of underground and overhead services.
- 14) **APPENDIX N** - Public Interest Disclosure Act 1998
- 15) **APPENDIX O** - Mobile Phones & Driving
- 16) **APPENDIX P** - Human Rights Act 1998



**APPENDIX ' A '**

**SAFETY PROCEDURES TO BE FOLLOWED WHEN OXYGEN AND FLAMMABLE GASES ARE USED IN CONFINED OR SEMI-CONFINED SPACES.**

A confined space is defined as any tank, vessel, vat, pit or enclosed structure and does not refer to a workshop but would mean any such article in a workshop. All employees who use Oxygen, Gas Appliances must carry out the following procedures when using this type of equipment for their work.

1. Ensure confined spaces are adequately ventilated.
2. Compressed air and not oxygen should be used for venting or sweetening the atmosphere if it is found necessary.
3. Cylinders must be kept outside and not taken into any confined space. If kept on scaffold platforms or on structures they must be lashed to prevent displacement.
4. Cylinders must be sited where they cannot be struck by site traffic, e.g. forklifts, cranes, etc.
5. Hoses must be securely fixed to regulators and torches.
6. Hoses must not be kinked to cut off the gas supply when changing appliance.
7. Hoses should be, so far as is practicable, routed so as to reduce the risk of accidental damage and to assist removal, where hoses have to pass over the sharp edges of plates, suitable packing should be used to prevent chaffing.
8. At the end of a shift or where work ceases for more than one hour, the following action must be taken:-
  - Supply valves of cylinders must be securely closed.
  - Hoses must be brought out into the open air or to a well ventilated area
  - All hoses must be disconnected from the gas supply (i.e. cylinder or multi-cylinder packs).

REMEMBER - A concentration of only 2% of LPG in the atmosphere can be explosive.



**APPENDIX `B'**

**PROCEDURE TO BE FOLLOWED ON ARRIVAL OF HIRED CRANES AT SITE**

The following action should be taken immediately any hired crane arrives on site or works before any operations with the crane are commenced.

**DOCUMENTATION**

1. Check that the crane has been inspected within the past 7 days and that this is recorded in Lifting Appliance Register. This should be kept by the driver. Ensure any matters reported therein as needing attention have been rectified.
2. Obtain copy of Test Certificate indicating that the crane has been tested in past 4 years, including the Safe Load Indicator.
3. Obtain copy of Examination Certificate indicating that the crane has been tested in past 4 years, including the Safe Load Indicator.
3. Verify that the operator has been trained to the standard required to drive the type of crane of which he has charge.

**CALCULATION**

1. Where any calculations are to be made or have been made for lifting loads, e.g. various radii and details have been taken from manufacturers handbook details and those shown on the Test Certificate, i.e. crane may have been de-rated.

**MONITORING DURING PERIOD OF HIRE**

1. Ensure that the driver carries out a weekly inspection and enters same in Register and any defects recorded are reported to crane owners and action taken.
2. Ensure crane owner carries out regular servicing and maintenance and obtains proof of same.
3. Except in obvious situations (i.e. operator illness, etc) do not allow crane owners to interchange drivers at their convenience. If it should be necessary to change operators, ensure that the incoming operator is experienced or is conversant with the type of machine in use.



## APPENDIX 'C'

### SAFE WORKING PROCEDURES - OVERHEAD CRANES

When any repairs or maintenance work is to be carried out on overhead cranes, crane tracks, or runaway beams, the following safe working procedures must be complied with.

#### WORK ON CRANES

1. Before any work commences on the crane it must be isolated and the fuse withdrawn and placed in the safe keeping of the Foreman Electrician or in his absence a nominated electrician.
2. Appropriate notices must be displayed on The Fuse Box and the Pendant Control Box.
3. Adequate means to prevent any other crane on the same track from approaching within 20' of the crane being worked on, shall be instituted. These can be the display of red warning flags, flashing lights, stops signs to the track or by using fluorescent tape draped across the path of the operator of the crane.
4. Crane drivers and slingers working with other cranes shall be warned of the situation and advised as to the function of any warning flags, lights or other warning device.
5. On completion of the work and to carry out checks or test to ensure the crane is operating satisfactorily, the Foreman Electrician or Nominated Electrician will replace the fuses and remove the notices. He must then be present when any such tests etc, are carried out.
6. Once the crane is operating satisfactorily, all flags, lights, etc. can be removed and crane crews working with cranes on the same track shall be informed when normal working conditions have been restored.
7. The appropriate Supervisor shall be advised of the above steps being taken and shall be informed when normal working conditions have been restored.
8. Where the repairs or maintenance are of a mechanical rather than electrical nature, then the Mechanical Plant Foreman will see the steps outlined above have been taken and ensure that the Foreman Electrician carries out the isolation procedure as outlined.

## APPENDIX `D'



CARTER CEILINGS LIMITED  
**ACCIDENTS, DISEASES AND DANGEROUS OCCURRENCES**

**RECORDING AND REPORTING PROCEDURE**

**RECORDING**

All accidents resulting in personal injury, however slight, must be recorded in the Accident Book (B 1510) in accordance with The Social Services Act 1975.

**REPORTING - LEGAL REQUIREMENT**

All notifiable accidents must be reported, the manner of reporting depends on the nature and severity of the injury.

Accidents are listed in clearly defined groups, as detailed below:-

1. Fatality
2. Major injury

Any accident resulting in the above must be reported to the Health & Safety Executive immediately by the quickest means, and confirmed in writing within 10 days. On the appropriate form (F2508) The Company must also be informed immediately.

The following should also be informed as soon as possible:-

1. Police (fatality only)
2. Business Manager – Alison Warrender
3. Safety Consultant- Iain M. Murray (“MURRAY SAFETY GROUP”)
4. Appropriate person in company who will inform insurance company. ( Office Manager/Administrator )
5. Inform next of kin.

A major injury is defined as listed below:-

- Fracture of the skull, spine or pelvis



## CARTER CEILINGS LIMITED

- Fracture of any bone; in the arm, wrist, or leg.
- but not a bone in The fingers, thumbs and toes.
- Amputation; a hand or foot; or a finger, thumb or toe, or any part thereof if the joint or bone is completely severed.
- The loss of sight of an eye, a penetrating injury to an eye, or a chemical or hot metal burn to an eye.
- Either injury (Including burns) requiring immediate medical treatment, or loss of consciousness, resulting in either case from an electric shock from any electrical circuit or equipment whether or not due to direct contact.
- Decompression sickness (unless suffered during an operation to which the Diving Operations at Work Regulations 1981 apply) requiring immediate medical treatment.
- Either acute illness requiring medical treatment, or loss of consciousness, resulting in either case from the absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness requiring medical treatment where there is a reason to believe that this resulted from exposure to a pathogen or infected material.
- Any other injury which results in the person injured being admitted immediately into hospital.

N.B. The requirement for notifying fatalities or major injuries refers to all persons and not just employees. This means visitors, clients, self employed, agency staff, etc., but does not refer to direct employees or sub-contractors. This responsibility in this case rests with the man's employer.

### **OTHER NOTIFIABLE ACCIDENTS**

Where if as a result of an accident an employee is incapacitated from carrying out his normal work for more than 3 days (not counting the day of the accident) but including any days which are not normal working days, the accident must be reported to the Health &

Safety Executive within 10 days via the internet to [www.hse.gov.uk/report.htm](http://www.hse.gov.uk/report.htm) on Form F2508



## CARTER CEILINGS LIMITED

### **DANGEROUS OCCURRENCES**

A list of the types of occurrence deemed "DANGEROUS OCCURRENCES" is attached.

If any of these incidents is experienced the matter should be reported immediately to the Health & Safety Executive via the internet to [www.hse.gov.uk/report.htm](http://www.hse.gov.uk/report.htm) on form F2508.

### **REPORTING - COMPANY REQUIREMENT**

All accidents which come under the Reportable Category must be reported within the Company as follows:-

Enter in Accident Book

Complete Company Accident Report and forward to Administration Department Head Office.

The Safety Consultant should also be provided with a copy of the Form which has been completed online.

### **DANGEROUS OCCURRENCES**

Dangerous Occurrences should be reported as quickly as possible to:-

The Business Manager, Alison Warrender, who will then advise the Safety Consultant.  
Distribution of copies to be as for Personal Injury/Accidents Report.

The Safety Consultant should also be provided with a copy of the Form which has been completed online. (Riddor)

### **RECORDS**

A record should be kept of all instances of notifiable injuries or dangerous occurrences. These should contain:

- Name of injured person and address
- Sex
- Occupation
- Date and Time of Accident
- Brief description of circumstances and injuries sustained.

Recording of dangerous occurrences should indicate date and time of happening and brief description of event.



## **REPORTING OF DISEASES**

Certain diseases, resulting from a particular work activity are reportable to the Authorities when a written diagnosis of the employee's complaint (eg. a Sick Note) is received from a Medical Practitioner and the complaint has resulted from one of the work activities listed.

If a notification of a particular disease is received from a Medical Practitioner the Safety Consultant should be consulted as to whether such a disease is contained in the list referred to and thus notifiable.

Official notification must be made on Forms (F2508A) copies of which are available online.

## **INVESTIGATION**

All reportable accidents should be, so far as is practicable, the subject for more detailed investigation. The depth and scope of this investigation will obviously depend on the severity or otherwise of the injuries or potential injuries.

Photographs of the scene should be taken as soon as possible after the incident.

In the more serious situations, the scene must be left undisturbed as much as possible (other than making the area safe wherever required) until the investigation has been concluded.

Sketches of the general area and materials involved should be made.

Witnesses should be interviewed and statements taken.

At the conclusion a properly drafted report should be prepared and circulated, and this would contain:

Details of the injured person.

Injuries or damage sustained.

Date / time and place of incident.

Brief description of events leading up to the incident and the incident itself.

Conclusions drawn for remedial action to prevent a recurrence.

The Safety Consultant will assist in the investigation where required.



**LIST OF DANGEROUS OCCURRENCES**

1. The collapse of, the overturning of, or the failure of any load bearing part of:-
  - any lift, hoist crane derrick or mobile powered platform, access cradle or window-cleaning cradle, but not any winch, teagle, pulley block, gin wheel, transporter or runway.
  - any excavator, or forklift truck
  - any pile driving frame or rig having an overall height, when operating, of more than 7 metres.
2. Explosion, collapse or bursting of any closed vessel, including boiler or boiler tube in which the internal pressure was above or below atmospheric pressure, which might have been liable to cause the death of, or any of the injuries or conditions covered by Regulation 3(2) to any person or which resulted in the stoppage of the plant involved for more than 24 hours.
3. Electrical short circuit or overload attended by fire or explosion which resulted in the stoppage of the plant involved for more than 24 hours and which, taking into account the circumstances of the occurrence, might have been liable to cause the death of any persons.
4. An explosion or fire occurring in any plant or premises which results in the stoppage of that plant or as the case may be the suspension of normal work in those premises for more than 24 hours, where the explosion or fire was due to the ignition of any material.
5. The sudden, uncontrolled release of 100 Kg or more of highly flammable liquid, within the building, outside 500kg or more of any highly flammable liquid.
6. A collapse or part collapse of any scaffold which is more than 5 metres high which results in a substantial part of the scaffold falling or overturning, or where the scaffold is slung or suspended, a collapse or part collapse of the suspension arrangements (including any outrigger) which causes a working platform or cradle to fall more than 5 metres.
7. Any unintended collapse or partial collapse of:-
  - any building or structure under construction, reconstruction, alteration or demolition, or of any false-work, involving a fall of more than 5 tonnes of material, or



CARTER CEILINGS LIMITED

- any floor or wall of any building being used as a piece of work, not being a building under construction, reconstruction, alteration or demolition.
8. The uncontrolled release or accidental release or the escape of any substance or pathogen from any apparatus, equipment, pipework, pipeline, process plant, storage vessel, tank, in-works conveyance tanker, land fill site or exploratory land drilling site, which having regard to the nature of the substance or pathogen and the extent and location of the release or escape, might have been liable to cause the death or injuries.
9. Any ignition or explosion of explosives, where the ignition or explosion was not intentional.
10. Failure of any freight container or failure of any load bearing part thereof while it is being raised, lowered or suspended and in the paragraph "freight container" means a container.
11. Either at the following incident in relation to a pipeline as defined by Section 65 of the Pipelines Act 1962.
- The bursting, explosion or collapse of a pipeline or any part thereof, which has the potential to cause the death of , major injury or damage to the health of any person or which results in the pipeline being shut down for more than 24 hours.
  - The unintentional ignition of anything in a pipeline, or of anything which immediately before it was ignited was in a pipeline.

Any incident:-

- 12a. In which a road tanker or tank container used for conveying a dangerous substance by road -
- Overturns or
  - Suffers serious damage to the tank in which the dangerous substance is being conveyed, or
- 12b. In which there is, in relation to such a road tanker or tank container -
- An uncontrolled release or escape of the dangerous substance being conveyed or
  - A fire which involves the dangerous substance being conveyed.



## CARTER CEILINGS LIMITED

13. In this paragraph, "conveyance by road", "road tanker", "tank container" and "dangerous substance" has in each case the meaning assigned to it by Regulation 2(1) of the Road Traffic (Carriage of Dangerous Substances in Road Tankers and Tank Containers) Regulations 1992.

14. Any incident involving a vehicle conveying a dangerous substance by road, other than a vehicle to which paragraph 13 applies, where there is:-

- An uncontrolled release or escape of the dangerous substance being conveyed from any package or container in such a quantity as to have the potential to cause the death of, or major injury to, any person; or
- A fire which involves the dangerous substance being conveyed
- In this paragraph "Dangerous Substance" means a substance which is dangerous for conveyance as defined in Regulations 2 (.1) of the Road Traffic (Carriage of Dangerous Substances in Packages etc) Regulations 1999

14. Any incident where breathing apparatus, while being used to enable the wearer to breathe independently of the surrounding environment, malfunctions in such a way as to be likely either to deprive the wearer of oxygen, or in the case of use in a contaminated Atmosphere, to expose the wearer to the contaminant to the extent in either case of posing a danger to his health or safety except that this paragraph shall not apply to such apparatus while it is being: -

- used in a mine, or
- maintained or tested

15. Any incident in which plant or equipment either comes into contact with an uninsulated overhead electric line in which the voltage exceeds 200 volts, or causes an electric discharge from such an electric line by coming into close proximity to it.

### RIDDOR 1995

### KEY CHANGES

Controlled Document

- 67 -MURRAY SAFETY GROUP

CCF 38 #04



## CARTER CEILINGS LIMITED

RIDDOR 1995 replaces the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 (RIDDOR 1985), the Railways (notice of Accidents) Order 1986, and certain provisions of the Offshore Installations (Inspectors and Casualties) Regulations 1973 and the Submarine Pipelines (Inspectors etc) Regulations 1977. Certain provisions of the Regulation of Railways Act 1871 and the Transport and Works Act 1992 are also repealed or amended.

The main areas of change over the reporting requirements in RIDDOR 1985 are:

- Accident (regulation 2(1)) has been defined to include acts of violence done to people at work and acts of suicide on railways or other relevant transport Systems;
- reportable injuries to people not at work (e.g. members of the public) are now deaths, and any injuries which cause a person to be taken from the site of the accident to a hospital. However, if the accident occurs out of or in connection with work at a hospital then to be reportable it must be a defined major injury regulation 3(1) (a), (c) and (d). (Accidents arising directly out of the conduct of medical treatment by a doctor or dentist continue to be excluded (regulation 10);
- The list of reportable major injuries has been revised and simplified (Schedule 1);
- The list of dangerous occurrences which must be reported (Schedule 2) has been updated: it consists of general provisions as well as additional occurrences reportable in respect of mines, quarries, relevant transport systems and offshore workplaces;
- The list of reportable diseases has been updated. A list of diseases additionally reportable only offshore has also been added to it (regulation 5 and Schedule 3);
- The report required to be sent to the enforcing authority may be sent either on a form approved by the Executive or by some other means approved by the Executive (regulation 3(1) (ii) and 5(1)). This enables the Executive to approve the sending of reports by, for instance, by telephone.
- people responsible for reporting gas incidents include those approved



CARTER CEILINGS LIMITED  
under the Gas Safety (Installation and Use) Regulations 1994  
(regulation 6(2));

- The Health and Safety Executive is given limited power to grant exemptions from requirements imposed by the Regulations (reg 13).

## **VIOLENCE AT WORK**

These arrangements cover violence at work, which includes the use of both physical and physiological force, whether the instigator of the violence is a fellow employee (regardless of status), an employee of another organisation or a member of the public.

Physical force against an individual is an obvious example of violence, but it can also take the form of verbal abuse and threats, threatening gestures and sexual harassment.

### **Persons at Risk**

This will be applicable to any member of the workforce who is at risk from any form of violence whilst at work. Persons especially at risk will include those who are handling cash, those dealing with members of the public, and medical staff dealing with difficult patients.

### **Hazards**

Hazardous situations which could give rise to violence include:

- dealing with irate members of the public
- lone working
- handling emotional situations, for example disciplining a member of the workforce

### **Risk Analysis and Evaluation**

The following actions should eliminate or reduce the risk associated with the above situations to an acceptable level.

An assessment of the risk of violence to staff is likely to form part of a wider activity assessment, but the principles outlined here can be incorporated into another assessments

## **ARRANGEMENTS**

Controlled Document

- 69 -MURRAY SAFETY GROUP

CCF 38 #04



## CARTER CEILINGS LIMITED

### Planning and Organising

The organisation will ensure that, where possible, staff are not put at risk of violence while performing work duties. Assessments of the risk of violence associated with particular tasks will be made, where possible the risk will be `designed out of the task, and information and training will be provided. However, to mitigate the effects in the event of violence occurring, the following controls will be provided where appropriate:

- Identification and classification of risk areas.
- Means of communication (e.g. mobile phones) for lone workers.
- Accompaniment for any employee faced with a potentially violent situation, by the police if necessary.
- Removal of potential missiles.
- Security locks.
- Arrangement of the workplace to reduce environmental stress and provide escape routes

### Training and instruction

Management will arrange for training of staff in avoiding and dealing with violence and ensure that all staff attend. Staff operating in public interface areas may require further training covering dealing with aggressive people.

### Management Control

Any employees who display violent behaviour towards fellow employees or others will be subject to disciplinary procedures. Counselling will be provided for employees who are victims of violence whilst at work. The organisation's safety consultant, in conjunction with management, will ensure that a formal system of reporting and investigating incidents of violence at work exists.

### Monitoring and Review

#### Incident investigation

The Health and Safety Consultant will assist other persons, where required, to investigate fully all incidents and report such incidents to the organisations health and safety committee (if applicable) and to the police if necessary.

These incidents will be recorded and classified, and counselling will be provided to any employees requiring it.

## APPENDIX 'E'



## CARTER CEILINGS LIMITED

### TRANSPORT SAFETY INSTRUCTIONS

1. All vehicles and plant brought onto premises or sites must be of sound construction and properly maintained as required by the Road Traffic Acts.
2. Loads must be secured and remain secured until instructed otherwise by a responsible person.
3. The sites and premises speed limits must be strictly adhered to.
4. The driver of the vehicle and plant must only respond to instructions given by the nominated responsible person.
5. Unattended reversing is not acceptable on any of our sites or premises.
6. Passengers must not be carried in or on vehicles/plant unless properly installed seating is provided.
7. The driver of any vehicle and plant used on sites/premises is responsible for ensuring that these instructions are followed.
8. No operative will be permitted to operate any vehicle whilst under the influence of alcohol or drugs (unless medically prescribed).
9. There will be no smoking permitted in any company vehicle, including excavators and site plant.



**APPENDIX "F"**

**SAFETY SIGNS AND SIGNALS REGULATIONS 1996**

The Regulations which came into force on the 1st. April 1996, require a safety sign to be used whenever there is a risk to Health and Safety which cannot be avoided or controlled by other means, such as engineering controls and safe systems of work.

However, where the provisions of safety sign does not help to reduce the risk or where the risk is insignificant, there is no requirement to display a sign.

Safety Signs are required to contain a pictogram to convey the message instead of relying solely on text. (the regulations are already covered by BS5378)

The Regulations also apply to:-

- a) illuminated signs
- b) hand and acoustic signals
- c) spoken communications
- d) pipework labelling

The Regulations, which replace the 1980 Safety Signs Regulations, Apply to all activities and work places, including the provisions of road traffic signs within workplaces to regulate road traffic.

Employers have a duty to ensure all employees are made fully aware of what the signs mean.

Fire Safety Signs and Signals and Fire Alarms must comply with the new requirements by the 24th December 1998.

NOTE: If the existing Fire Safety Signs comply with BS5499 part 1 1990 " FIRE SAFETY SIGNS, NOTICES and GRAPHIC SYMBOLS " There is no requirement to replace the signs.

Pipework containing Dangerous Substances must be clearly marked, especially at any sampling or discharge points, also small stores of Dangerous Substances must be clearly marked using triangular shaped warning signs.

**APPENDIX G – Not Applicable**



## APPENDIX H

### The Health and Safety of (Young person's) regulations 1997

#### Child

Means a person who is not over school age (16)

#### Young person

Means any person who has not attained the age of 18

#### Regulation 2 (2) young person's

Specifies where certain regulations do not apply in the case of occasional or short term work involving domestic service in a private household or in a family business where the work is not harmful, dangerous or damaging to young people.

#### Regulation 8 (2)

Requires employers to give certain information to the parents of a child they intend to employ.

#### Regulation 3 (3 A) - (3 C)

Adds what should be done to assess and review the risks to the health and safety of young people.

#### Regulation 13 D

A new regulation on the protection of young people from risks to their health and safety caused by their lack of maturity or experience, or knowledge of potential risks. This lists work that the young person should not be allowed to do. There is a deregulation in certain circumstances where the young person is no longer a child.

#### Regulation 3 (3A), (3 B) and (3 C), 8 (2) and 13 D

Shall not apply to occasional work or short-term work involving:-

- Domestic service in a private household or
- Work regarded as not being harmful, damaging or dangerous to people in a family undertaking.

#### (3A) subject to paragraph (3 B)

An employer shall not employ a young person unless he has, in relation to risks to the health and safety of young person's, made or reviewed an assessment in accordance with paragraphs (1) and (3 C).

#### (3B)

Where an employer is employing a young person when this paragraph comes into force



## CARTER CEILINGS LIMITED

he shall, in relation to risks to the health and safety of young persons, review the assessment forthwith.

### (3C)

In making or reviewing the assessment, an employer who employs or is to employ a young person shall take particular account of:-

- the inexperience, lack of awareness of risks and maturity of young persons.
- the fitting-out and layout of the workplace and the work station.
- the nature, degree and duration of exposure to physical, biological and chemical agents.
- the form, range and use of work equipment and the way in which it is handled.
- the organisation of processes and activities.
- the extent of the health and safety training provided or to be provided to young persons.
- risks from agents, processes and work listed in the annex to council directive 941331EC on the protection of young people at work.

### (2)

Every employer shall, before employing a child, provide a parent of the child with comprehensible and relevant information on :-

- the risks to his/her health and safety identified by the assessment.
- the preventive and protective measures.
- the risks notified to him in accordance with regulation 9 (1) (c).

## Regulation 13 D

(1) Every employer shall ensure that young persons employed by him are protected at work from any risks to their health or safety which are a consequence of their lack of experience, of absence of awareness of existing or potential risks of the fact that young persons have not yet fully matured.

(2) subject to paragraph (3), no employer shall employ a young person for work -

- Which is beyond his physical or psychological capacity.
- Involving ample exposure to agents which are toxic, carcinogenic, cause heritable genetic damage or harm to the unborn child or which in any other way chronically affect human health.
- Involving harmful exposure to radiation.
- Involving the risk of accidents which it may reasonably be assumed cannot be recognised or avoided by young persons owing to their insufficient attention to safety or lack of experience or training.



CARTER CEILINGS LIMITED

- In which there is a risk to health from:-
  - (i) extreme cold or heat
  - (ii) noise or
  - (iii) vibration

And in determining whether work will involve harm or risk for the purpose of this paragraph, regard shall be had to the results of the assessment.

(3) Nothing in paragraph (2) shall prevent the employment of a young person who is no longer a child for work:-

- Where it is necessary for his training.
- Where the young person will be supervised by a competent person.
- Where any risk will be reduced to the lowest level that is reasonably practicable.

(4) The provisions contained in this regulation are without prejudice to :-

- The provisions contained else in these regulations.
- Any prohibition or restriction, arising otherwise than by this regulation, on the employment of any person.



**APPENDIX I**

**THE GAS SAFETY (INSTALLATION AND USE) REGULATIONS 1994**

These Regulations re-enact the Gas Safety (Installation and Use) regulations 1984 (“the 1984 Regulations”) with amendments, The 1984 Regulations imposed requirements only as to the installation and use of gas fittings for the purpose of protecting the public from risks arising from the use of gas supplied through pipes. In addition to minor and drafting amendments, these regulations make the following changes of substance-

1. The scope of the Regulations is extended to all dangers arising from:- the transmission, distribution, supply or use of gas conveyed from a gas storage vessel (regulation 2(3) other than in relation to supply of gas to, or anything in respect of a gas fitting on, specified vessels and vehicles (regulation 2(5) ).

2. The Regulations are no longer applied to agricultural premises and temporary installations used in connection with any building operation or work of engineering construction except in relation to any part of such premises used for domestic or residential purposes or as sleeping accommodation and except in relation to regulation 36 (escape of gas) (regulation 2(4) ).

3. The Regulations also contain new provisions which-

- Prohibit any person from falsely pretending to be a member of a class of persons required to be approved by the Health and Safety Executive for the purpose of carrying out any work in relation to a gas fitting (regulation 3(6) ).
- Require employers and self-employed persons to take steps to ensure that any work in relation to a gas fitting carried out at any place of work under their control is undertaken by specified persons (regulation 4 )
- Require safety precautions to be taken in respect of gas storage vessels and specified appliances fuelled by liquified petroleum gas (regulation 6(7) to (9) );
- Impose restrictions upon the type of gas appliance that may be installed in sleeping accommodation (regulation 3(2) and (3) );
- Impose requirements upon employers and self-employed persons with regard to the maintenance of gas appliances and installation pipe work installed at any place of work under their control (regulation 35(1) );
- Impose requirements upon persons who let premises.



CARTER CEILINGS LIMITED

(i) with regard to the maintenance of gas appliances and installation pipe work owned by them on those premises (regulation 35(2) and (3)(a) ); and

(ii) with regard to the keeping of records in respect of any appliance required to be so maintained (regulation 35(3)(b) and (4) );

- Impose upon a non-public gas supplier specified duties in respect of the escape of gas (regulation 36(1)and(5) to (7) );
- Extended exception as to liability to specified provisions of the regulations (regulation 37)

4. The Regulations revoke the 1984 Regulations and the Gas Safety (Installation and Use) (Amendment) Regulations 1990 (regulation 39).

**N.B. ALL GAS INSTALLERS MUST REFER TO CORGI GAS INSTALLER MANUAL BEFORE CARRYING OUT ANY MAJOR WORKS. ALL GAS INSTALLERS MUST NOW CARRY THE CERTIFICATION TICKET FOR THE GAS SAFETY REGISTER MEMBER.**



## **THE CONFINED SPACES REGULATION 1997**

Every year in the UK 15 people are killed across a wide range of industries, those killed include not only those working in the confined space but also those who try to rescue them

### **WHAT IS A CONFINED SPACE?**

It can be any space of an enclosed nature where there is a risk of death or serious injury from hazardous substances or dangerous conditions.(e.g. lack of oxygen)

Such as.

Storage tanks, silos, enclosed drains, sewers, open topped chambers, vats, ductwork, unventilated or poorly ventilated rooms. Etc.

### **WHAT ARE THE DANGERS?**

A lack of oxygen, poisonous gas, fume or vapour.

Liquids & solids that can suddenly fill the space.

Fire and explosions(e.g. From flammable vapours , excess oxygen etc.)

Residues left in tanks, vessels etc, or remaining on internal surfaces which can give off gas, fume or vapour.

Dust may be present in high concentrations.

Hot conditions leading to a dangerous increase in body temperature.

Machinery being used may require special precautions, such as provision of dust extraction or special precautions against electric shock.

Gas , fume or vapour from welding, or by the use of volatile and often flammable solvents or adhesives. Etc.

Restricted access such as manhole, escape or rescue in an emergency may be difficult.

### **The management of health & safety at work reg's 1999 – regulation 3**

States that for work in confined space identify the hazards present, assess the risks and determine what precautions to take. In most cases this assessment will include consideration of:-



## CARTER CEILINGS LIMITED

1. The task.
2. The working environment.
3. The working materials and tools.
4. The suitability of those carrying out the task
5. Arrangements for emergency rescue.

If the assessment identifies risks of serious injury from the work then the regulations apply and the following key duties must be addressed:-

Avoid entry to confined space e.g. Do the work from outside.

If entry is unavoidable, follow a safe system of work; and

Put adequate emergency arrangements in place before the work starts.

### **Safe system of work**

The following check list is not intended to be exhaustive but includes many of the essential elements to help prepare a safe system of work:-

- Appointment of a supervisor.
- Are persons suitable for the work?
- Isolation.
- Cleaning before entry.
- Check the size of entrance.
- Provision of ventilation.
- Testing of the air.
- Provision of special tools and lighting.
- Provision of breathing apparatus.
- Preparation of emergency arrangements.
- Provision of rescue harnesses.
- Check how the alarm is raised.
- Is a "permit to work" necessary?

### **Emergency procedures**

Emergency arrangements will depend on the risks however you should consider the following in your contingency plans:-



## CARTER CEILINGS LIMITED

1. Communications
2. Rescue and resuscitation equipment
3. Capabilities of rescuers
4. Shut down
5. First aid procedures
6. Local emergency services

### Essential equipment and conditions

1. Ensure all gas testing, continuous monitoring and warning equipment is calibrated and is within the test date and baseefa approved where applicable.
2. Ensure that adequate access and egress is in place.
3. All breathing apparatus self contained, line set and escape sets are at the job locations and have been tested and certified.
4. A suitably qualified first aider and first aid kit is present at all times.
5. Fire fighting equipment is available.
6. Safety harness and lifelines are available where required.
7. Man lifting equipment is available where required.
8. Adequate guardrails are erected around excavations.

## APPENDIX `K`

### Provision and Use of Work Equipment Regulations 1998

These regulations incorporate the old 1992 regulations. The duties now extend to



## CARTER CEILINGS LIMITED

those who have control of work equipment including plant hire companies.

*Reg 4* . Covers the strict duty of employer to ensure that the work equipment is so constructed or adapted as to be suitable for the purpose for which it is provided.

*Reg 5* covers the strict duty of the employer to maintain work equipment in an efficient state, working order and in good repair,

*Reg 6* covers the strict duty of the employer to ensure that where the safety of the equipment depends on the installation conditions it is inspected to make sure that it has been correctly installed and safe to operate. The inspection must be before it is put into service for the first time or if it is moved to a new site.

If the equipment is exposed to conditions causing deterioration which is liable to result in dangerous situations the employer must ensure that it is inspected at suitable intervals and each time that exceptional circumstances which are liable to jeopardise the safety of the equipment have occurred.

Every time an inspection is made it must be recorded and kept until the next inspection.

The employer must ensure that every time equipment leaves the employer's undertaking or if it comes from another undertaking that it is accompanied by evidence that the inspection required under the regulations has been carried out.

*Reg 7* covers the employer's strict duty to ensure that where the equipment is likely to involve specific risks to health and safety that only persons given the task of using it will use it and repairs and maintenance will only be done by persons specifically designated to do that.

*Reg 8* every employer shall ensure that employees have adequate health and safety information and instructions. Supervisors and managers/site agents/foreman, are to get the same information and instructions which must be readily comprehensible.

*Reg 9* covers the employer's strict duty to provide adequate training for employees, supervisors, and managers/site agents, foreman.

*Reg 10* the employer shall ensure that any work equipment has been designed and constructed with any essential requirements and complies with any community requirements.

*Reg 11* covers the strict duty of the employer to ensure that measures are taken which are effective to prevent access to dangerous parts of machinery and to stop



## CARTER CEILINGS LIMITED

the movement of any dangerous part before any part of a person enters a danger zone.

This regulation also places strict duties on employers re the guards and protection devices.

*Reg 12* covers the strict duties placed on employers to take measures against specific hazards like materials falling from or being thrown out of the equipment or the equipment breaking or collapsing or overheating etc.

*Reg 13* covers duties to prevent injury to any person by a burn scald or scar because of high or very low temperature.

*Reg 14* covers the employer's strict duty to provide starting or stopping controls.

*Reg 15 - 18* covers duties regarding stop controls, emergency stop controls and control systems.

*Reg 25 – 30* have new requirements relating to the provision, management and use of mobile, self propelled and remote controlled work equipment and drive shafts. Also equipment which carries employees and new provisions to prevent injury resulting from roll-over, particularly of fork lift trucks, dumpers, rollers, etc. These new requirements apply fully to work equipment first provided or hired for use after 5.12.98 and apply to existing work equipment after 5.12.2000.

*Reg 31* new requirements to replace the power press regulations of 1965 and 1972.

## APPENDIX `L`

### **The lifting operations and lifting equipment Regulations 1998**

Controlled Document

- 82 -MURRAY SAFETY GROUP

CCF 38 #04



## CARTER CEILINGS LIMITED

The regulations apply to lifting equipment such as passenger lifts, tower cranes, slings and chains, (but not escalators). And the lifting and lowering of loads other than by manual handling which is covered by the manual handling operations regulations 1992 (revised 1998)

Note;- lifting equipment is work equipment and is also subject to the requirements of the provision and use of work equipment regulations 1998

*Loler* places duties on employer, the self employed and others who have control of the equipment to any extent of lifting equipment; a person who uses or supervises the use of the equipment or the way in which the equipment is used.

*Reg 4* every employer shall ensure that lifting equipment is of adequate strength and stability for each load and every part of a load and anything attached to it and used for lifting it is of adequate strength.

*Reg 5* every employer shall ensure that lifting equipment for lifting persons is such as to prevent a person using it being crushed, trapped or stuck or falling from the carrier. The equipment has suitable devices to prevent risk of the carrier falling and is such that a person trapped is not exposed to danger and can be freed.

*Reg 6* every employer shall ensure that the lifting equipment is positioned or installed in such a way as to reduce to as low as is reasonably practicable the risk of the equipment or load striking a person or the risk of a load drifting, falling or being released unintentionally and it is otherwise safe.

Also the employer shall ensure that there are suitable devices ( i.e. Gates) to prevent a person from falling down a shaft or hoist way.

*Reg 7* every employer shall ensure that lifting equipment is clearly marked with the safe working load. Where the safe working load depends on the configuration of the equipment it must be clearly marked or information provided to indicate the safe working load at each configuration. Lifting equipment which is designed for lifting persons is to be clearly marked to this effect and if it is not for persons but might be used in error it must be clearly marked to that effect.

*Reg 8* every employer shall ensure that lifting operations are properly planned by a competent person; appropriately supervised and carried out in a safe manner.

*Reg 9* before lifting equipment is used for the first time it must be thoroughly examined unless it is new and has an EU declaration of conformity under the lifts regulations 1997. If it is from another undertaking it must be accompanied by evidence that the last required examination has been carried out.



## CARTER CEILINGS LIMITED

Additional thorough examinations are required where the safety of the equipment depends on the installation conditions, and where it is exposed to conditions causing deterioration which is liable to result in a dangerous situation. Considerable detail is given., for example lifting equipment for persons or an accessory for lifting  
Must be thoroughly examined every 6 months; other equipment every 12 months etc.

Every employer must ensure that no lifting equipment leaves his undertaking , or if it comes from another undertaking is not used in his unless it is accompanied by physical evidence that the last thorough examination required under regulation 8 has been carried out.

*Reg 10.* A person making a thorough examination under regulation 9 shall notify the employer of any defect which in his opinion is or could be a danger to persons and as soon as practicable give a written signed report to the employer and any person from whom the equipment was hired or leased, if the person considers that the defect involves an existing or imminent risk of serious personal injury he must send a copy of the report as soon as is practicable to the relevant enforcing authority (health & safety executive or local authority)

An employer notified of a defect shall ensure that the equipment is not used.

*Reg 11* details the requirements in relation to the keeping of records of thorough examination, inspection and declarations of EU conformity

## APPENDIX M.



CARTER CEILINGS LIMITED

**WORKING IN THE VICINITY OF OVERHEAD OR UNDERGROUND ELECTRICAL SERVICES.**

It is company policy that the contract manager/supervisor or foreman rigorously applies the following rules on site:-

1. Check with engineers/architects and all statutory authorities on the location of existing underground and overhead services within the confines of the site.
2. Prepare a plan of the site showing all existing underground and overhead services with a bold red line.
3. Display copies of the plan where they are accessible to all employees at all times.
4. Before any excavations commence in the vicinity of underground services make sure that the services are located accurately, boldly marked in yellow and that markers are maintained.
5. Overhead cables to be marked with appropriate warning signs and "goalposts" at the appropriate height as advised by the power company.
6. Make sure that operatives are properly instructed in a safe method of working, and that they understand the instructions.
7. In built –up areas use a "permit to dig" system.
8. The contract supervisor will have overall responsibility for ensuring that the above safety procedures are properly followed on site.
9. Where other staff are instructed to mark services and to supervise operations, those staff will be responsible for carrying out the contract supervisors instructions.

Rules for safe excavation of services.



## CARTER CEILINGS LIMITED

- Never start an excavation without knowing what is Underground.
- Make sure there is information on site from all the utilities.
- Make sure the correct road signs and barriers are set up if required.
- Check the position of services with a cable detector and mark these out.
- Hand dig to locate identified services using the correct tools i.e. Shovel, graft, air pick, do not use a pick or fork.
- make trial holes if applicable
- protect and identify cables once exposed.
- Report any damage immediately to the supervisor who will then contact the utility.
- Make sure care is taken during backfilling and that only suitable material is used.

### **APPENDIX N.**

Controlled Document

- 86 -MURRAY SAFETY GROUP

CCF 38 #04



## CARTER CEILINGS LIMITED

### **PUBLIC INTEREST DISCLOSURE ACT 1998**

#### **WHISTLEBLOWING (COMPANY CODE OF PRACTICE.)**

Employees who blow the whistle on poor health and safety practices at work are now protected against victimisation or dismissal, under the new legislation which came into force in 1999.

A whistleblower can be defined as being a person who informs on someone. In a workplace, the term would be used to describe a person who believes there have been instances of improper conduct, or bad practices, and decides to report these to a person or persons who they believe will be in a position to deal with this. Similarly, the term would be used to describe any person, e.g. A visitor, contractor, or a representative from an outside agency who believes that there have been instances of improper conduct or procedures.

The managing director is keen to encourage a culture of openness which enables all employees or any other person who may harbour concerns to express these without fear that they will then be victimised.

The aim of this code is to enable employees or any other person to raise confidentially any concerns about priority or probity with management.

However if the matter is exceptionally serious, or if the employee believes they will be victimised if they raise the matter internally, then wider disclosures – for example, to the police or the media – are also protected.

### **APPENDIX O**



## **MOBILE PHONES & DRIVING.**

The Company Policy on the safe use of mobile phones whilst driving will be adhered to by all persons using phones whilst at work during company time. This will apply to mobile plant operatives as well as management, site staff, site operatives and subcontractors. No phones are to be used by those driving whilst on the move. Although mobile phones can provide security and help in an emergency, they are a distraction when used whilst driving and increase the risk of an accident occurring.

Under regulation 104 of the road vehicles (construction and use) regulations 1986, drivers must have proper control of their vehicles at all times. Drivers can be prosecuted for careless or inconsiderate driving, or even dangerous driving and using a phone may cause someone to drive this way.

The penalties imposed can include an unlimited fine, disqualification and up to two years imprisonment.

As a company therefore we advise the following guidelines issued by the DETR be complied with:

- Never use a hand-held phone whilst driving because it is not possible to be in full control of a vehicle at the same time. It is better to keep the phone switched off and to only use it when stopped in a safe place.
- Don't use a hands-free phone whilst driving either because it can be distracting. A hands-free phone may enable the driver to control the vehicle, but their mind will not be fully on driving. It is not like talking to a passenger who is aware of the traffic conditions and can see what is happening around them.
- Avoid taking call, but if it if necessary, say you are driving and end the conversation quickly to avoid putting yourself and other road users at risk.
- Use voicemail or divert calls so that messages can be left whilst the phone is switched off. Find a safe place to park to make calls or receive messages. On a long journey, regular breaks to relax and reduce tiredness are recommended. Stopping on the hard shoulder of a motorway is only allowed in an emergency.
- When reporting accidents and other incidents, the emergency services should be contacted as quickly as possible if immediate action is required. The DETR advises stopping the vehicle when and where it is safe to do so or asking a passenger to make the call.



## CARTER CEILINGS LIMITED

- When calling the emergency services, describe where the accident or incident is by referring to the last place of junction passed. On a motorway, it is best to use roadside emergency telephone, as the emergency services will be able to locate you easily. However if a mobile phone is to be used, the emergency services will require details of the location based on the numbers on the marker posts on the hard shoulder.
- Employees are advised that it can be an offence to use mobile phones whilst driving. The company does not condone the use of mobile phones in this manner. Employees should try to use voicemail or call diversion and stop regularly to check messages and return calls.
- Use of mobile phones in the company are to be used only when the vehicle is stationary and the engine switched off, employees and staff not adhering to this information will be liable to disciplinary procedures.

### **NEW MOBILE PHONE LAW FROM 27 FEBRUARY 2007.**

From 27<sup>th</sup> February, if you are caught using a hand held mobile in your car the penalty goes up to a £60.00 fine and three points on your licence. These penalties can also apply if you don't control your vehicle because you are distracted by a conversation on a hands-free mobile.

Using a mobile phone whilst driving includes:-

- When you are stopped at traffic lights.
- When you are queuing in traffic.
- If you receive or make calls, pictures, or send text messages, or try to access the internet.

You don't have to be at the scene to kill someone. Under these laws employers can face prosecution if they cause or permit employees to take or make calls or send texts whilst driving. Callers will also be targeted if they phone a driver and don't hang up.

You can expect to be caught, The police will be stepping-up enforcement. It is very easy for an officer to spot a driver who is on the phone, so if you break the law, expect to be caught.

### ADVICE FOR SAFE DRIVING



## CARTER CEILINGS LIMITED

- Use voicemail/message diversion while driving
- Use only you phone when parked in a safe place.  
Avoid calls on hands-free phones – these can be just as distracting.
- If you phone someone who is driving tell them you will phone them later and then hang up

Exemptions for genuine 999/112 emergency calls , provided it was unsafe to stop.

### **HANDS FREE KITS.**

It is illegal to drive a vehicle or ride a motorbike and use a hand held mobile phone or similar device. It is also illegal to supervise a learner and use a hand –held phone. A hand held device is something that is or must be held at some point during the course of making or receiving a call or performing any interactive communication function. A device “similar” to a mobile phone includes a device that can be used for sending or receiving spoken or written messages, sending or receiving still or moving images or providing internet access. It is for users, the police and ultimately the courts to decide on a particular device. The police retain the option to pursue evidence of failing to have proper control of a vehicle, without concerning themselves about the details of the device used.

### **FOREIGN VEHICLE DRIVERS.**

The Road Safety Act 2006 empowers the Department to create a ‘ghost` driver record for anybody without a UK driving licence committing a road traffic offence on UK roads. Any penalty points will be recorded against that record-and –on reaching the 12-point limit – the driver will be disqualified from driving on UK roads in the same way as a UK licence holder.

### **APPENDIX P**



## CARTER CEILINGS LIMITED

### **HUMAN RIGHTS ACT 1998**

We are committed to upholding basic Human Rights and support in full the requirements of the Human Rights Act 1998. We are committed to the following:

1. We will treat all employees fairly and honestly. All staff will have a written contract of employment, with agreed terms and conditions, including notice periods on both sides. All staff are entitled to reasonable rest breaks, access to toilets, rest facilities at their place of work, and holiday leave in accordance with legislation. All employees are provided with appropriate job skills training.
2. We will pay a fair wage reflecting the local markets and conditions.
3. Working hours shall not be excessive. They shall comply with industry guidelines and national standards where they exist.
4. Overtime shall be voluntary. We will not employ illegal labour.
5. Employees have the right to freedom of association and collective bargaining. We recognise the right of our staff in the Company to join a recognised trade union and bargain collectively where this is allowed within national law.
6. We provide a safe working environment for our employees by minimising foreseeable risks in the workplace. All employees receive regular health and safety training. We provide proper governance for health and safety.
7. The Company shall abide by the non-discrimination laws where it operates. It does not discriminate unfairly on any basis.
8. We will not use, or condone the use of corporal punishment, mental or physical coercion or verbal abuse. The Company has disciplinary procedures for any member of staff whose conduct or performance falls below the required standard.
9. We have formal grievance procedures through which staff can raise personal and work-related issues.
10. The Company has Codes of Ethics that govern relationships between employees, suppliers and contractors.
11. Any employee who suspects infringements of the policy or any of the above has the right to inform us without fear of persecution.



**SUN SAFETY POLICY  
NOVEMBER 2011**

12. We will investigate any allegations of infringements of the Human Rights Policy, and take appropriate action as necessary. Serious breaches by employees will be considered gross misconduct, and may lead to their summary dismissal. This policy applies to all Company employees whether they are in full time, part time or temporary employment.



## CARTER CEILINGS LIMITED

Carter Ceilings Limited is committed to protecting and educating its workers about risks to health arising from excessive exposure to strong sunlight. The policy will be implemented as appropriate for all workers who are at risk.

Sun protection advice will be provided as part of routine health and safety training for all employees including supervisors and managers/site agents. All new employees will be made aware of the Sun Safety Policy at induction.

Wherever possible, working hours and tasks will be scheduled to avoid midday sunshine. Wherever possible work that can be carried out indoors or in the shade will be scheduled during periods of strong sunshine.

All workers who are liable to be at risk will receive appropriate training on how to protect themselves from prolonged exposure to strong sunlight, regardless of their skin type or hair colour.

Workers who are at risk will be encouraged to wear full – length trousers and long sleeved shirts throughout the year. They will be made aware that ideally, clothing should be loose fitting and made from a close – weaved fabric.

In most circumstances, the mandatory wearing of a safety helmet will provide the necessary protection for the head. In the rare circumstances where a safety helmet need not be worn, workers at risk will be required to wear a hat.

Workers at risk will be given information on the appropriate use of sunscreen creams, including advice on the minimum recommended level of protection.

Drinking water will be provided in the shade and all workers at risk will be encouraged to drink plenty of water to avoid dehydration.

Rest areas in the shade will be provided and workers at risk will be encouraged to use them for their rest breaks.

All contractors working on site will be made aware of the contents of the Sun Safety Policy and will be required to adhere to its guidelines.



## CARTER CEILINGS LIMITED

The effectiveness of this policy will be monitored and it will be reviewed and updated as necessary.

**This policy has been approved & authorised by:**

**Name:** NIALL J.M.MILLER  
**Position:** MANAGING DIRECTOR  
**Date:** 17<sup>TH</sup> NOVEMBER 2011  
**Signature:**

### **Introduction**

CARTER CEILINGS LTD are responsible employers and we take our obligations to our employees very seriously. This is why we have set out this policy to help us ensure the health, safety and welfare of our employees

**Controlled Document - 94 -MURRAY SAFETY GROUP**

**CCF 38 #04**



**ALCOHOL POLICY  
NOVEMBER 2011**

and to help us comply with our legal duties. Employees who develop alcohol related problems cause harm to themselves, to others and impair their performance.

- The Health and Safety at Work Act 1974 places a duty on employers to provide a safe and healthy working environment, and to ensure the health, safety and welfare at work of their employees as well as any visitors or contractors on the premises.

**Aims of the Policy**

This policy aims to:

- Promote awareness of alcohol related problems and addiction;
- Encourage a sensible approach to drinking alcohol;
- Ensure that the Company complies with its legal obligations;
- Indicate restrictions on drinking alcohol at work;
- Protect Employees from the dangers of alcohol abuse; and
- Support Employees with an alcohol related problem.

**Health and Safety**

In a social environment the consumption of alcohol in moderation is an accepted part of life. In the workplace however it can impair performance, result in inappropriate behaviour, and can place both the individual and those around them in danger, as well as affect health.

In the workplace alcohol abuse can take two different forms:

- Occasional inappropriate drinking; and
- Consistently inappropriate drinking.

Problems arising from the first category are more likely to be cases of misconduct whilst the second will be more likely to involve long term health and performance issues. In either case the health of the individual employee will be affected and quite possibly the health and safety of those around them.

While it will be clear if an individual is drunk at work, the symptoms of larger scale systematic alcohol abuse may be less obvious. Symptoms of alcohol abuse may include:

- Frequent absences on Mondays and Fridays;
- Unusually high rates of absenteeism;
- Unkempt appearance/Lack of



## CARTER CEILINGS LIMITED

hygiene;

- Spasmodic work patterns and lower productivity; or
- Poor relations with others.

### **Restrictions on Drinking Alcohol at Work**

- Unless it is formally approved by Niall J. Miller, employees may not consume alcohol during normal working hours nor should they be incapable of work through the consumption of alcohol.
- 
- Alcohol must not be consumed in any situation where as a consequence the safety of the individual, colleagues or visitors is put at risk.
- Alcohol must not be consumed in excess [or in sufficient quantities to impinge on the exercise of any individual's duties] when on Company business outside normal working hours, for example when involved in functions or in providing hospitality.
- 
- Employees are not obliged to work with anyone they consider to be incapable through the consumption of alcohol and should immediately report the matter to Alison Warrender. Employees who are incapable of working through the consumption of alcohol should be immediately removed from duty and the matter reported to Alison Warrender.
- 
- Employees will be held to be contributorily negligent in the event that whilst on Company business they cause an accident or damages to anyone or anything, and that the incident occurred due to the Employee's consumption of alcohol.

### **Disciplinary Action**

Employees who are unfit or otherwise incapable for work through the consumption of alcohol will be liable for disciplinary action, may be found guilty of gross misconduct, and may face summary dismissal.

### **Procedure**

- In the event that an employee is diagnosed with an alcohol related problem the Company will treat it as a health matter. However this does not excuse the employee from any of the disciplinary matters that may fall within the scope of the Company disciplinary policy.
- All alcohol related issues will be dealt with in a constructive and sympathetic manner. The individual responsible



## CARTER CEILINGS LIMITED

for all such issues is Alison Warrender who will also provide any interested employees in confidence with details of where to seek more information or help.

- All requests for help or advice will be treated in the strictest confidence and all information gathered as a result will be held in accordance with the Data Protection Act 1998.
- After receiving any appropriate medical reports the Company will provide support to any affected employees [and where necessary provide suitable treatment, to be paid for by the Company.] Where an employee agrees to follow a suitable course of action or treatment any disciplinary action may be suspended.
- The Company reserves the right to give affected employees lighter duties at the same rate of pay, or require them to take paid leave if it is deemed appropriate
- Following effective treatment and in the absence of any disciplinary action the Company will endeavour to return an affected employee to the same role previously fulfilled by the employee [and where this is not possible to a suitable alternative].
- In the event that an employee following successful treatment for an alcohol related problem suffers a relapse the Company [will not make] [is under no obligation to make] provision for any further treatment and the employee in question [will] [may] face summary dismissal.
- If it is considered that the working environment or culture is the cause or a contributor to an alcohol related problem, the Company will take all reasonably practical steps to ensure a reduction of such problems.

**This policy has been approved & authorised by:**

**Name:** NIALL J.M.MILLER  
**Position:** MANAGING DIRECTOR  
**Date:** 17<sup>TH</sup> NOVEMBER 2011  
**Signature:**



**DRUGS ABUSE POLICY  
NOVEMBER 2011**

**Introduction**

We at Carter Ceilings Ltd are responsible employers and we take our obligations to our employees very seriously. This is why we have set out this policy to help us ensure the health, safety and welfare of our employees and to help us comply with our legal duties. The use of non prescribed drugs is not only dangerous but also illegal under criminal law.

- Section 2(2)(e) of the Health and Safety at Work Act 1974 places a duty on employers to provide a safe and healthy working environment.
- It is an offence to supply, produce, offer to supply or produce controlled drugs.
- The Misuse of Drugs Act 1971 makes it an offence for the occupier of premises to permit knowingly the production or supply of any controlled drugs or allow the smoking of cannabis or opium on those premises.
- It is also an offence to aid or abet any of these offences.

Any reference in this Policy to a non-prescription drug refers only to controlled or illegal substance and does not refer to medicines, supplements and similar substances that are legally and commercially available in the United Kingdom.

**Aims of the Policy**

This policy aims to:

- Comply with the Company's legal obligations to provide a safe and healthy working environment for all staff.
- Comply with all of the requirements imposed by law.
- Raise awareness of the dangers and penalties associated with the use of controlled drugs.
- Guarantee the right of all staff to work in an environment unaffected by controlled drugs.
- Provide support to staff whose lives are or who have been affected by the misuse of controlled drugs.



## CARTER CEILINGS LIMITED

### Health and Safety

Controlled substances often possess side effects that could not only adversely affect employees health but that of their colleagues at work as well as their performance. Employees should be aware that anyone under the influence of controlled drugs is a risk to everyone around them and should be alert to possible signs of drugs abuse. Such indicators commonly include:

- Sudden changes in behaviour;
- Confusion;
- Irritability;
- Fluctuations in mood and energy;
- Impairment of performance; and
- Increase in short term sickness absence.

Employees should report any concerns they may have about a colleague displaying any or all of these symptoms to Alison Warrender they should not under any circumstances approach the person displaying the symptoms or discuss their concerns with any other colleagues.

### Prohibition

- No non – prescription drugs are allowed to be consumed in or brought onto company premises, land or vehicles at any time by any person irrespective of their status in, or business with, the Company.
- The prohibition of non – prescription drugs extends to all activities carried out by staff whilst they are at work. These activities include but are not restricted to driving on company business, when on call or standby duties or when on trips for company business, training or social events.

### Disciplinary Action

A breach of these rules will be defined as gross misconduct and it is likely that the employee in question will face summary dismissal.

### Principles

- If an employee is diagnosed as having a drug related problem the Company will treat it as a health matter. This does not however excuse the employee from any of the disciplinary matters that may fall within the scope of the Company disciplinary



## CARTER CEILINGS LIMITED

policy.

- All drug related issues will be dealt with in a constructive and sympathetic manner, and the person responsible for all such issues in the Company is Alison Warrender, who will also provide any interested employees with the details of where to seek further information and help.
- All requests for help will be treated in the strictest confidence and all information gathered as a result will be held in accordance with the Data Protection Act 1998.
- The Company will provide support to any affected employees [and where necessary provide suitable treatment to be paid for by the Company.] Where an employee agrees to follow a suitable course of action or treatment any disciplinary action may be suspended.
- The Company reserves the right to give affected employees lighter duties at the same rate of pay, or require them to take paid leave if it is deemed appropriate.
- Following effective treatment and in the absence of any disciplinary action the Company will endeavour to return an affected employee to the same role previously fulfilled by the employee [and where this is not possible to a suitable alternative].
- In the event that an employee following successful treatment for a drug related problem suffers a relapse the Company [will not make] [is under no obligation to make] provision for any further treatment and the employee in question [will] [may] face summary dismissal.
- If it is considered that the working environment or culture is the cause or a contributor to a drug related problem, the Company will take all reasonably practical steps to ensure a reduction of such problems.

**This policy has been approved & authorised by:**

**Name:** NIALL J.M.MILLER  
**Position:** MANAGING DIRECTOR  
**Date:** 17<sup>TH</sup> NOVEMBER 2011  
**Signature:**

**Controlled Document**

**- 100 -MURRAY SAFETY GROUP**

**CCF 38 #04**



**DRIVING POLICY  
NOVEMBER 2011**

**1. Aim of the Policy**

The Company has a duty to provide employees with a safe and healthy working environment, to manage and assess any risks to them, and ensure as far as is reasonably practical that employees do not place at risk or harm any members of the public through work related driving activities; and this policy has been created in order to help fulfil these obligations.

**2. Objectives of the Policy**

- To maintain all company owned and operated vehicles in a safe, clean and road-worthy condition to ensure the maximum safety of the driver, occupants, and other road users at all times.
- To ensure that staff driving company vehicles (which includes hire vehicles) and private vehicles demonstrate safe driving and other good road safety habits at all times when driving.
- To ensure that the Company and its employees comply with all of the obligations imposed on them by law.

**3. Code of Conduct**

All employees must ensure, when driving on business, that they comply with all road traffic legislation, are conscious of road safety, conditions and other drivers, and apply defensive driving techniques at all times. The following non exhaustive list of actions will constitute gross misconduct and may result in summary dismissal:

- Driving under the influence of drugs or alcohol;
- Driving whilst disqualified, or not correctly licensed;
- Reckless or dangerous driving causing death or injury;
- Failing to stop after a crash;
- Demerit points suspension;
- Any actions which warrant suspension of a licence.



#### 4. Employee's Responsibilities

Drivers of company vehicles must:

- Ensure they hold a current driving licence for the class of vehicle they are driving;
- Immediately notify their supervisors or managers if their driving licence has been suspended or cancelled, or has had limitations or endorsement placed upon it;
- Be responsible and accountable for their actions when operating company vehicles;
- Display the highest level of professional conduct when driving motor vehicles;
- Practice anticipatory and defensive driving techniques;
- Drive within the legal speed limits and take into account road conditions;
- Wear a seat belt at all times;
- Not carry any unauthorised passengers when driving company vehicles, and under no circumstances may that pick up any hitchhiker;
- Report vehicle defects to a supervisor or manager before the next vehicle use. In the event that a defect is suspected, staff should not risk attempting to drive the vehicle;
- Have regular eyesight tests and ensure that any glasses or contact lenses required for driving are always worn;
- Comply with all traffic legislation when driving a company vehicle;
- Regularly check the oil, water, brake fluid and tyre pressure of company vehicles they regularly use, particularly before long journeys;
- Ensure that the Vehicle Checklist provided with each Company vehicle is completed on a weekly basis;
- Report any near hits, crashes and scrapes to their manager, including those which do not result in injury;



## CARTER CEILINGS LIMITED

- Follow the accident procedure outlined in this policy;
- Ensure that they are familiar with, and heed the content of, “Driving for Work – Guidance for Employees”, available from office admin officer;
- Read any updates that the Company may periodically issue on road safety matters. These will include information on good practice as well as forthcoming legal changes which affect those who drive for

In addition all drivers on Company business must:

- Stop when tired;
- Plan the journey, taking into consideration pre-journey work duties, the length of the trip and post-journey commitments;
- Stay overnight if driving time and non-driving duties exceed 10 hours in one day;
- Take 15 minute breaks every two hours;
- [Use daytime running lights on the open road].

Employees are also responsible for ensuring that they are physically fit to drive. Should this change, their line manager must be informed as soon as possible. Drivers should also remember that some prescription drugs can cause drowsiness and affect their ability to drive safely. In the event that medication is necessary, employees should check with their GP or pharmacist before driving, even for short distances. As research suggests that a journey time of more than four hours could carry a risk of Deep Vein Thrombosis (DVT), those who drive regularly for long distances should advise the Company of any family history of DVT, or if they have ever experienced blood clotting. Where this is the case, the Company will refer them to their GP in order to ensure that they are able to drive safely and without risk to their health and safety.

### **5. Employer’s Responsibilities**

The employer will not require staff to drive under conditions which are unsafe and/or likely to create an unsafe environment, physical distress, fatigue, etc. The employer will do this by:



CARTER CEILINGS LIMITED

Giving priority to safety features when selecting new vehicles, including:	Name of manager responsible
only buying and/or hiring vehicles with a high safety rating	NIALL J.M.MILLER
only buying and/or hiring vehicles built from 2005 onwards	
ensuring all vehicles are fitted with speed warning devices, ABS brakes and air conditioning, and estate cars with load barriers between the boot and passenger areas	
fitting all vehicles with a first aid kit, fire extinguisher, torch, emergency triangle and tool kit.	

Ensuring all vehicles are well maintained and that the equipment promotes driver, operator and passenger safety by:	Name of manager responsible
carrying out a full service on all vehicles every six months or 10,000 miles, whichever is sooner, or according to manufacturers' recommendations	NIALL J.M.MILLER
setting up procedures whereby the employees check the vehicle's oil, water, tyre pressure and general cleanliness on a monthly basis, and this is recorded	
keeping a maintenance schedule in the glove box of all vehicles that is completed each time the vehicle is serviced in any way	
following the maintenance schedule in the vehicle's manual	
checking drivers' driving licences and vehicles' MOT certificates and insurance on an annual basis.	

Collecting and collating statistics on incidents, crashes and their causes, including:	Name of manager responsible
the number of crashes	NIALL J.M.MILLER
who was thought to be at fault	
probable causes of the crash, and other contributors such as unrealistic work schedules	
financial cost of all crashes	
number of prosecutions	



CARTER CEILINGS LIMITED

number of near hit events	
other costs, e.g. down time, ACC, temporary workers, lost productivity, etc.	

Monitoring and managing work schedules to ensure they do not encourage unsafe driving practices by:	Name of manager responsible
requiring staff to have nine hours minimum continuous rest and 11 hours maximum driving every 24 hours	NIALL J.M.MILLER
requiring non-commercial drivers to take 15 minute breaks every two hours of driving.	

Taking into account individual drivers' needs:	Name of manager responsible
requiring staff to keep a driving log that is regularly checked by a supervisor or manager.	NIALL J.M. MILLER

Identifying driver training needs and arranging appropriate training or retraining, including:	Name of manager responsible:
providing a thorough induction to the company's road safety policies and procedures	NIALL J.M. MILLER
providing driver training opportunities to all staff	
including driver assessment and required training as part of all staff inductions	
providing advanced driver training or specific practical training as required and identified	
providing regular staff seminars or refresher meetings on using seat belts, combating fatigue, driver responsibility, and drink-driving	
updating driver training logs on staff personnel.	

**6. Mobile Phone use**

Mobile phones can cause distractions by

- causing drivers to take their hands off the wheel; and
- encouraging drivers to concentrate on communication and not the road.



## CARTER CEILINGS LIMITED

- It is against the law for any driver to use a hand-held mobile phone while driving, which includes when the vehicle is stationary but with the engine still running (except where making a 999 call and it is unsafe to stop). Any contravention of this whilst driving on Company business may be treated as gross misconduct leading to summary dismissal.
- It is within the law to make and receive calls where a legally compliant hands-free kit is properly installed. Even so the Company believes that the use of a hands-free kit remains a distraction whilst driving. Employees should take care to adhere to the following rules, even where a hands-free kit is installed:
  - Do not make any calls, dial numbers, text message, surf the internet, or take pictures whilst driving;
  - Pull over to the side of the road when it is safe and turn off the engine before making or answering a call.

### 7. Accident Procedure

- Immediately stop your vehicle at the scene or as close to it as possible, making sure you are not obstructing traffic.
- Ensure your own safety first;
- Help any injured people and call for assistance if needed;
- Try to get the following information:
  - Details of the other vehicle(s) and registration number(s);
  - Name and address of the other vehicle owner(s) and driver(s);
  - Name and address of any witness(es);
  - Name of insurer(s).

Give the following information:

- Your name and address and company details;
- If you damage another vehicle that is unattended, leave a note on the vehicle with your contact details.

Contact the police:

Controlled Document

- 106 -MURRAY SAFETY GROUP

CCF 38 #04



## CARTER CEILINGS LIMITED

- If there are injuries;
- If there is a disagreement over the cause of the crash;
- If you damage property other than your own;
- If damage to the vehicle looks to be more than £500, report it to the police station nearest to the crash as soon as possible.
- Follow-up if there is an injury, or major damage, report the crash to your manager as soon as you can. Otherwise report the crash within 48 hours.

### **8. Enforcement**

This policy applies to all staff when driving on company business and failure to comply with any element of it may constitute gross misconduct and lead to the summary dismissal of the employee in question.

### **9. Policy review**

This policy will be reviewed after its first year, and every three years thereafter



Driving for Work - Guidance For Employees

## 10. Aim of the Guidance

CARTER CEILINGS LTD, has a duty to provide its employees with a safe and healthy working environment, to manage and assess any risks to them, and ensure as far as is reasonably practical that employees do not place at risk or harm any members of the public through work related driving activities. These Driving for Work Guidance Notes have been created in order to help fulfil these obligations. It is a requirement of the Company's Safe Driving Policy that all employees whose duties involve driving for work read this Guidance.

## 11. Objectives of the Guidance

- To ensure that all staff driving for work purposes in either Company vehicles or private vehicles are aware of and follow safe driving practices.
- To minimise the incident of vehicle accidents involving staff members whilst driving for work purposes.
- To maximise staff awareness of risks to personal health and safety associated with driving.

## 12. General Driving

- All staff should practise "defensive driving" techniques at all times when driving for work purposes.
- As part of defensive driving all staff should carry out basic maintenance checks on their vehicle before making a journey. These checks should include;
  - Tyre condition and tread depth;



## CARTER CEILINGS LIMITED

- Front and rear lights including brake and reverse lights;
  - Hazard warning lights;
  - Efficacy of windscreen wipers;
  - Brakes;
  - Steering
- 
- The Company also provides in all Company vehicles a Vehicle Checklist, which should be completed at regular WEEKLY intervals.
  - Staff should always plan ahead for their journey, especially for long journeys or journeys in poor weather conditions such as snow or heavy rain. Staff should consider having in the vehicle;
    - First aid kit;
    - Fire extinguisher;
    - Up to date road atlas;
    - An umbrella or rain coat;
    - If travelling in snowy conditions a spade or shovel and extra clothes.

### **12. Personal Safety and Security**

The Company wishes to ensure that all staff are aware of potential risks to their personal safety when driving and recommends that staff heed the points below when travelling both for work and for personal purposes.

#### **Travelling Alone**

- Ensure someone knows your destination and estimated time of arrival.
- Where possible travel on major or well populated roads.
- If you have a mobile phone, make sure it is fully charged before starting your journey.
- Keep car doors locked when in urban areas. When on open roads keep doors unlocked to facilitate rescue in the event of an accident.
- When you are in slow moving traffic or are approaching traffic lights, roundabouts or other hazards which cause you to slow down, keep your windows shut or wound up enough to prevent anyone from reaching through them.



## CARTER CEILINGS LIMITED

- Park in well lit and preferably busy areas. If you are parking in daylight and returning to your vehicle after dark, consider what the area will be like upon your return. Avoid parking adjacent to bushes or anything else that could conceal an attacker.
- Always lock your vehicle. When you return ensure you have your key to hand, check the back seat to make sure no one has climbed in, enter the vehicle swiftly and once inside lock all the doors.
- If the vehicle will allow it, only unlock the door you intend to use.
- Never pick up hitchhikers. [This is in any event a breach of Company policy of CARTER CEILINGS LTD when travelling in a Company vehicle or on Company business].
- If you find you are being followed, try these counter measures:
  - If available, pull into the left hand lane and slow down;
  - Ignore the follower as they may grow bored and drive off;
  - Do not make eye contact or make any aggressive gestures;
  - Do not go home. Rather drive to a busy and well-lit public place, ideally a Police station or a garage forecourt;
  - Make sure all your windows are rolled up and your doors are locked.

If you are forced to stop, keep the engine running and make no attempt to contact the other vehicle. If the other person gets out of the vehicle check that there is enough room to reverse into and accelerate away. Sound your horn and activate your hazard lights. If you are unable to manoeuvre away, ensure all doors are locked and windows closed, and continue to sound your horn.

### Security

- Do not leave valuables on display, including mobile phones, satellite navigation systems, music players or any chargers for such items. Where possible remove any docks or cradles that may be installed for such items also.
- Place any bags and coats in the boot of the vehicle regardless of whether they contain anything of value and, where relevant, cover using the vehicle's load cover.
- Do not leave documents such as the MOT certificate, insurance certificate or registration documents in the vehicle as this will make it easier for a thief to sell the vehicle on.



## **Breakdowns**

The Company makes every effort to ensure its vehicles are serviced and maintained so as to reduce as far as possible the likelihood of breakdown. The Company is aware that when a breakdown does occur it can pose a serious risk to your health and safety. Should you suffer a breakdown whilst driving on Company business you should follow these guidelines in order to increase the ease with which you are able to seek professional assistance and to protect your personal safety.

## **Encountering a Problem**

When you first become aware of a problem with the vehicle you are driving you should:

- If on a motorway, where you are able and it is safe to do so, leave the motorway at the first available exit: if you are unable to leave the motorway, again if it is safe to do so coast along the hard shoulder until you reach one of the orange emergency telephones which are spaced one mile apart;
- Calmly pull over onto the hard shoulder or as far to the left of the road as possible, avoiding harsh and unpredictable braking;
- If it is after dark and there are lampposts you should aim to stop beneath one in order to increase the visibility of your car to other drivers;
- If there is a bend in the road you should aim to stop a safe distance from it so that passing cars have ample opportunity to avoid you.

## **Procedure Upon Stopping**

- Switch on your hazard warning lights.
- Exit the vehicle through the passenger side and lock the vehicle.
- If you are near a lamppost or phone marker post take note of the number on it as it may assist the recovery service in pinpointing your location.
- If you are on a motorway follow the phone markers to the nearest emergency telephone which will put you through directly to



## CARTER CEILINGS LIMITED

Motorway Control. Inside the box you will find a list of information to give Motorway Control. Even if you have a mobile phone you should use the emergency telephone as it will be easier for Motorway Control to locate you. If you are a woman travelling alone tell them and your call will be given priority.

- When making your call from the emergency telephone stand as far to the left as you can facing oncoming traffic in order to see any approaching vehicles.
- After you have made your call return to the vehicle. Do not wait inside your vehicle. Instead stand well back on the verge.
- If someone pulls up return to your vehicle and lock the doors. If necessary tell the person that help is on the way. If you are still on the telephone when someone pulls up give a brief description of the person and their vehicle to Motorway Control.
- When the recovery vehicle arrives return to your vehicle. Leave the window open only wide enough to check that the driver knows your name.

### **Third Party Breakdown**

If someone attempts to flag you down or you see someone in difficulty, think before stopping. You should consider whether it is genuine and whether you can actually help. You should not jeopardise your own safety and it may be safer for you to continue and report the incident at the next telephone or police station.

### **Driving in Poor Weather Conditions**

The Company advises that driving in poor weather conditions should be avoided where possible. When it is unavoidable however staff should consider the following advice.

### **General Principles**

- Slow down. If visibility is poor it will take longer to see and react to hazards.
- Keep a safe distance from the car in front. The Highways Agency recommends keeping a gap of at least 2 seconds from the vehicle in front. Stopping distances are doubled in wet conditions and are ten times greater in icy conditions.
- Drive as though someone could step out or swerve in front of you at any time.
- Use your lights. If it is gloomy or visibility is poor use your dipped headlights. If



## CARTER CEILINGS LIMITED

visibility falls below 100 metres you should use your fog lights.

- Avoid harsh or excessive braking or acceleration.
- Take heed of any warning signs for adverse conditions.

### **Snow and Ice**

- Do not set off until the windscreen and rear and side windows are fully de-iced and demisted. You should be prepared to start preparing your vehicle well in advance of your planned departure time.
- Drive slower than you would normally.
- Keep no less than a 10 second gap between you and the vehicle in front of you.
- Use the highest gear possible to avoid wheel spin (without increasing your speed).
- Brake gently to avoid skidding and try to allow the vehicle to slow down naturally wherever possible.
- If the vehicle does skid do not apply the brakes. Instead ease off the accelerator, push in the clutch and gently turn into the skid until you regain control.

### **Heavy Rain and Flooding**

- Allow a larger gap between you and the vehicle in front to account for increased stopping distances and poor visibility caused by surface spray.
- Do not attempt to drive through water if you are unsure of the depth. Many vehicles will float in two feet of water, and damage can be caused by much shallower water.
- If you have to drive in a flood try to drive on the highest part of the road if it is safe to do so.
- Keep in first gear with engine speed high and your speed low.
- Test brakes immediately after driving through water.

### **Stress and Discomfort**



## CARTER CEILINGS LIMITED

Driving can cause mental stress and physical discomfort, especially on longer journeys. Staff should be aware of this and the potential effect that stress and discomfort can have on driving standards and on general well being.

### Posture

- Adjust the seat so that it properly supports the small of your back.
- When driving you should be able to reach both the pedals and steering wheel without stretching. When your hands are on the wheel and your feet on the pedals your arms and legs should be slightly bent.
- Check and adjust the mirrors every time you enter a vehicle.

### Tension

It is advisable when driving to perform some basic exercises to help alleviate tension and discomfort. The British Chiropractic Association suggests the following exercises to be performed when in stationary traffic;

- Buttock clenches;
- Side bends;
- Shoulder shrugs and circles.

### Breaks

You should take at least a 15 minute break every two hours as recommended by the Highway Code. It is important for you to realise when you are tired and in need of a break. If you are tired it is recommended that you have a short nap (up to 15 minutes) and drink two strong caffeine drinks.

**This policy has been approved & authorised by:**

**Name:** NIALL J.M.MILLER  
**Position:** HEALTH & SAFETY DIRECTOR  
**Date:** 17<sup>TH</sup> NOVEMBER 2011

**Controlled Document - 114 -MURRAY SAFETY GROUP**

**CCF 38 #04**



**NO SMOKING POLICY  
NOVEMBER 2011**

**Signature:**

**Introduction**

CARTER CEILINGS LTD are responsible employers and we take our obligations to our employees very seriously. This is why we have set out this policy to help us ensure the health, safety and welfare of our employees and to help us comply with our legal duties. Smoking does not only cause serious damage to the health of smokers, but research has also shown that second hand smoke causes cancers, heart and respiratory diseases in non smokers as well.

- Section 2(2)(e) of the Health and Safety at Work Act 1974 places a duty on employers to provide a safe and healthy working environment.
- Section 2(2) of the Health Act 2006 prohibits smoking in all public premises including workplaces and vehicles.

**Aims of the Policy**

This policy aims to:

- Provide a safe and healthy working environment for all staff, customers and visitors;
- Comply with all of the requirements imposed by law;
- Raise awareness of the dangers associated with tobacco smoke;
- Guarantee the right of non smokers to breathe air free of smoke; and
- Support staff who wish to give up smoking.

Restrictions on Smoking:



## CARTER CEILINGS LIMITED

- Smoking is not permitted in any of the Company's premises, entrances, or grounds at any time by any person irrespective of their status in, or business with, the Company.
- All visitors, customers, contractors and deliverers are required to abide by the no smoking policy. Staff must inform all of the above of the policy although it must be stressed that staff should not put themselves at any risk in furtherance of this policy.
- Smoking is not permitted in any company vehicles or in any vehicles being used or hired for Company business.
- No smoking signs must be displayed by the Company in all of its premises and vehicles.
- Smoking on Company premises or in Company vehicles constitutes an offence under the Health Act. In the unlikely event that a member of staff does not comply with the Company's No Smoking Policy disciplinary action will be taken in accordance with the Company's disciplinary policy.

### **Support for Smokers**

- Reasonable requests from staff for time to attend smoking cessation groups will be treated sympathetically.
- Alison Warrender is responsible for maintaining the policy and will provide staff who wish to give up smoking with details of where to seek help.
- All requests for help will be treated in the strictest confidence. Written information will be stored in accordance with the Data Protection Act 1998.
- Nothing in this policy should be taken as excusing an employee if their conduct falls within the scope of the Company disciplinary procedures.

This policy has been approved & authorised by:

Name: NIALL J.M.MILLER



## CARTER CEILINGS LIMITED

Position: MANAGING DIRECTOR

Date: 17TH NOVEMBER 2011

Signature:

### **Integrated Policy Statement**

Carter Ceilings supply and install suspended ceilings and partitioning to non-domestic buildings; working as subcontractors and direct to end user clients.

Carter Ceilings are committed to the continual improvement of the quality of service we provide, seeking to prevent pollution and minimise the environmental impact whilst doing so. To achieve this aim Carter Ceilings seek to set, implement and regularly review the following objectives:

- To develop an integrated management system and achieve accreditation to ISO 9001:2000 and ISO 14001:2004.
- To review and improve customer satisfaction and service delivery.
- To review and monitor the performance of our supply chain.
- To provide a safe working environment and work towards a fully qualified workforce by providing appropriate training.
- To prevent pollution and comply or exceed legal requirements through continual monitoring and consider options for reuse and recycling.

All employees of Carter Ceilings have a responsibility to assist the company to meet these objectives and provide feedback for continual improvement. This policy will be communicated to all employees, reviewed at regular intervals and made available on our website: [www.carter.co.uk](http://www.carter.co.uk)

This policy has been approved & authorised by:

Name: NIALL J.M.MILLER

**Controlled Document**

**- 117 -MURRAY SAFETY GROUP**

**CCF 38 #04**



**COMPANY STRESS POLICY  
NOVEMBER 2011**

Position: MANAGING DIRECTOR

Date: 17TH NOVEMBER 2011

Signature:

### **Introduction**

We Carter Ceilings Limited, are committed to protecting the health, safety and welfare of our employees and we recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors. This policy will apply to everyone in the company and managers/supervisors are responsible for implementation, and the company is responsible for providing the necessary resources.

### **Definition of stress**

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

### **Policy**

- The company will identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These
- risk assessments will be regularly reviewed.
- The company will consult with Trade Union Safety Representatives where applicable on all proposed actions relating to the prevention of workplace stress.
- The company will provide training for all managers and supervisory staff in good management practices.



## CARTER CEILINGS LIMITED

- The company will provide confidential counselling for staff affected by stress caused by either work or external factors.
- The company will provide adequate resources to enable managers to implement the company's agreed stress management strategy.

### Responsibilities Managers/Supervisors

- Conduct and implement recommendations of risks assessments within their jurisdiction.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful developmental opportunities.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staff are not overworking. Monitor holidays to ensure that staff are taking their full entitlement.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated within their jurisdiction.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.

### Occupational Health and Safety Staff (Murray Safety Group)

- Provide specialist advice and awareness training on stress.
- Train and support managers in implementing stress risk assessments.
- Support individuals who have been off sick with stress and advise them and their management on a planned return to work.
- Refer to workplace counsellors or specialist agencies as required.
- Monitor and review the effectiveness of measures to reduce stress.
- Inform the employer and the health and safety committee of any changes and developments in the field of stress at work.

### Human Resources Department.

- Give guidance to managers on the stress policy.
- Assist in monitoring the effectiveness of measures to address stress by collating sickness absence statistics.



## CARTER CEILINGS LIMITED

- Advise managers and individuals on training requirements.
- Provide continuing support to managers and individuals in a changing environment and encourage referral to occupational workplace counsellors where appropriate.

### **Employees**

- Raise issues of concern with your Safety Representative, line manager or occupational health department.
- Accept opportunities for counselling when recommended.

### **Function of Safety Reps (where applicable in the company)**

- Safety Representatives must be meaningfully consulted on any changes to work practices or work design that could precipitate stress.
- Safety Representatives must be able to consult with members on the issue of stress including conducting any workplace surveys.
- Safety Representatives must be meaningfully involved in the risk assessment process.
- Safety Representatives should be allowed access to collective and anonymous data from HR.
- Safety Representatives should be provided with paid time away from normal duties to attend any Trade Union training relating to workplace stress.
- Safety Representatives should conduct joint inspections of the workplace at least 3 months to ensure that environmental stressors are properly controlled.

### **Role of the Safety Committee (where applicable in the company)**

- The joint Safety Committee will perform a pivotal role in ensuring that this policy is implemented.
- The Safety Committee will oversee monitoring of the efficiency of the policy and other measures to reduce stress and promote workplace health and safety.

This policy has been approved & authorised by:



**EQUAL OPPORTUNITY POLICY  
NOVEMBER 2011**

Name: NIALL J.M.MILLER  
Position: MANAGING DIRECTOR  
Date: 17TH NOVEMBER 2011  
Signature:

**Code of Practice for Employment Purposes**

This Code of Practice outlines the main objectives of Carter Ceilings Limited`s equal opportunity programme for its employees.

**Our aims are**

- No job applicant or employee receives less favourable treatment than another on the grounds of sex, race, sexual orientation, marital status or disability.
- No applicant or employee is placed at a disadvantage by requirements or conditions, which have a disproportionately adverse effect on his or her racial, sexual or disable group and which cannot be shown to be justifiable on grounds other than race, sex or disability.
- Any qualifications or requirements applied to a job which effectively restrict it to applicants of one sex or to single people, should be kept only if they are justifiable in terms of the job to be done.
- Where appropriate and permissible, employees are given special training and encouragement to achieve equal opportunity within the organisation.
- Any age limits should be kept only if they are imposed by statute or are necessary for the job. Any unjustifiable upper age limit could constitute unlawful indirect discrimination, for example, against women who have taken time out of employment for child-rearing.
- Each individual should be assessed according to his or her capability to carry out a given job. It should not be assumed that men only or women only will be able to do certain kinds of work.

**Our responsibility as employers are**

Controlled Document - 121 -MURRAY SAFETY GROUP

CCF 38 #04



## CARTER CEILINGS LIMITED

- To make sure that all employees and job applicants know the policy and to take appropriate action in accordance with established procedures against employees who are found to infringe it.
- To provide guidance for everyone, particularly relevant decision-makers, to make sure that they understand their responsibilities under the law.
- To examine and regularly review existing procedures and criteria and change them where they are found to be actually or potentially discriminatory.
- To monitor the composition of the workforce by sex, ethnic origin and disability and of job applicants on a regular basis, in order to evaluate the progress of policy.
- To draw up positive action policies to put right existing imbalances.
- To inform our employees of their responsibilities and opportunities under the equal rights legislation and the policy.

### **What we expect from our employees**

Individual employees at all levels have responsibilities in implementing the Equal Opportunity Policy. Getting rid of discrimination depends as much on them as on management.

- Employees should co-operate with measures introduced by management to make sure there is equal opportunity and no discrimination.
- Employees must not themselves discriminate, for example as supervisors or as persons responsible for selection decisions in recruitment promotion or training or in relation to colleagues or prospective employees.
- Employees must not induce or attempt to induce other employees or unions or management to practise unlawful discrimination, for example by refusing to accept employees from particular racial groups, by refusing to work with an ethnic minority, woman or disabled supervisor: or by seeking formal agreements which would adversely affect women, disabled people or members of the ethnic minority groups on racial grounds.
- Employees must draw the attention of management to suspected discriminatory acts or practices.
- Employees must not victimise or attempt to victimise individuals on the grounds that they have made complaints or provided information about discrimination on the grounds of disability, sex or race.
- Employees should not harass, abuse or intimidate other employees.
- Where employees in positions of authority in the course of their employment commit such incidents, this is considered as a particularly serious offence and will render the employee liable for disciplinary action.

### **Unlawful Discrimination (Race Relations Act 1976)**



## CARTER CEILINGS LIMITED

The Race relations Act 1976 makes it unlawful to discriminate against a person, directly or indirectly, in the field of employment.

Direct Discrimination consists of treating a person, on racial grounds, less favourably than others are or would be treated in the same circumstances.

Indirect discrimination consists of applying in any circumstances covered by the Act a requirement or condition which, intentionally or not, has a disproportionately adverse effect on a particular racial group and cannot be shown to be justifiable on other than racial grounds.

**Racial grounds are grounds of race, colour or nationality (citizenship or ethnic or national origins) and groups defined by reference to these grounds are referred to as racial groups.**

### **Sex Discrimination (Sex Discrimination Act 1975 & 1986)**

Direct sex discrimination occurs where a person of one sex is treated less favourably, on grounds of sex, than a person of the other sex would be in the same or not materially different circumstances.

Indirect sex discrimination can occur where a requirement or condition is applied equally to men and women. Such a requirement or condition may nevertheless discriminate directly because the proportion of one sex, which can comply with it, is much smaller than the proportion of the other sex which can comply with it.

Marriage discrimination occurs where a married person is treated less favourably, on grounds of marital status, than an unmarried person of the same sex would be in the same or not materially different circumstances (this may be direct or indirect).

### **Victimisation**

Victimisation occurs where a person is treated less favourably than other persons are or would be treated because she/he has done something by reference to the Equal Pay Act, the Sex Discrimination Act, or the Race Relations Act.

Victimisation also consists of taking action against a person for asserting their rights under the Acts.

### **Disabled Persons**

Discrimination occurs where a disabled person is treated less favourably on the grounds of his/her disability than a person without a



## CARTER CEILINGS LIMITED

disability would be in the same or not materially different circumstances (this may be direct or indirect).

### **Grievance, disciplinary and disputes procedure**

It is unlawful to discriminate in the operation of grievance, disciplinary, or disputes procedures.

Employees are advised to use the internal procedures where appropriate, although this does not take away any individuals right to bring cases concerning alleged discrimination to an industrial tribunal.

Particular care should be taken to make sure that an employee who has taken action in good faith under the Sex Discrimination Act or the Equal Pay Act or the Race Relations Act does not receive less favourable treatment than other employees.

It should not be assumed that individual women, disabled persons, or members of ethnic minority groups who have complaints are oversensitive about discrimination, nor should their grievances be treated lightly or ignored.

Where it has been found that allegations have substance, subsequent disciplinary action may be taken against any member(s) of staff accused of discriminatory practice or action.

In all grievance and disciplinary cases involving equal opportunities the management must be informed at an early stage.

Discrimination is actions which have the effect of treating employees less favourably on the grounds of disability, sex, race, colour, nationality, ethnic or national origins, marital status, sexual orientation, age, trade union, political or religious belief.

Sexual harassment is, for disciplinary purposes, defined as repeated unreciprocated and unwelcome comment, looks, actions, suggestions, or physical contact that is found objectionable and offensive and that might threaten an employee's job security or create an intimidating work environment.

Racial harassment is, for disciplinary purposes, defined as an act or series of actions directed towards someone because of his/her race or colour. It includes verbal abuse, comments, attacks, or threats of attack on people or their property which are found objectionable and which might threaten an employee's job security or create an intimidating work environment.

### **Dismissals and redundancies**

Controlled Document

- 124 -MURRAY SAFETY GROUP

CCF 38 #04



## CARTER CEILINGS LIMITED

It is unlawful to discriminate on grounds of sex, disability, race or marital status, directly or indirectly, in dismissals or in the application of any other detriment, such as redundancies. In particular it is unlawful to dismiss female employees on the grounds of pregnancy.

Carter Ceilings Limited`s procedures therefore continually aim to make sure that:

- Care is taken that members of one sex, or a particular ethnic minority group are not dismissed for performance or behaviour which is overlooked or condoned in the other sex or another group, or for having taken action under the Equal Pay Act or Sex Discrimination Act.
- Conditions of access to redundancy schemes should be made available on equal terms to all male and female employees.
- Where there is temporary over-filling of a post, re-deployment should not discriminate on grounds of race, sex, disability or marital status.

### **Progress monitoring**

It is Company policy to monitor the equal opportunities aspect of the recruitment, training and promotion process.

Information will be recorded and be used to monitor all aspects of recruitment, training and promotion.

Procedures have been set up to monitor the following areas

- the ethnic, sexual and disabled composition of the workforce of each job category, and changes in the distribution over a period of time.
- the numbers and proportions selected for recruitment, promotion and training, according to sex, disablement and racial group of candidates.
- the number and nature of reported grievances and disciplinaries.
- the proportion of take up of training opportunities by ethnic origin sex and disability.

Monitoring in this way will discover, for example, whether individuals from disadvantaged groups do not apply for employment or promotion, or that fewer apply than might be expected; whither they are not recruited or promoted at all, or are appointed in a significantly lower proportion than their rate of application.

It will reveal whither they are under-represented in training or in jobs carrying higher pay, status or authority.



## CARTER CEILINGS LIMITED

If any such matters are identified, the reasons will be investigated. If direct or indirect discrimination is found, appropriate and necessary steps will be taken to remedy the situation.

### **Good employment practices**

#### Discrimination in recruitment

It is unlawful for an employer to discriminate when recruiting employees in any of these ways:

In the arrangements made for deciding who should be offered a job. Examples might be the instructions given to management or advertising a job in a place where only one sex would have the opportunity of seeing the advertisement.

In relation to any terms offered (for instance, in respect of pay or holidays.) For example it is unlawful to offer a job (whether or not the candidate accepts it), where the terms would be a breach of the Equal Pay Act.

By refusing or deliberately omitting to offer a person employment on the grounds of sex or marital status, for example, by rejecting the application or deliberately refusing consideration of an application.

As it is unlawful to restrict unnecessarily fields of applicants, it is essential that the company make its employment opportunities available to the widest possible range of applicants.

### **Job description and person specification**

It is important to the applicant that the requirements of the job are clearly outlined in an accurate job description and person specification agreed with the management.

This reduces the possibility of direct or indirect discrimination occurring at any stage of the selection procedure and makes sure of a clear and justifiable basis for future selection decisions.

### **Applications**



## CARTER CEILINGS LIMITED

The criteria for initial selection must be consistently applied to all applicants.

The application form should not be used as a test of literacy unless a high standard of literacy is a genuine requirement of the job in which case this will have been predetermined at the Personnel Specification stage.

Where academic qualifications are one of the criteria for initial selection, these should not be unnecessarily high for the particular job. Assumptions must not be made about the standard of overseas qualifications.

There should be no artificial restrictions on the numbers from any disadvantaged group when shortlisting. The adoption of quotas (except in the case of disabled people) is both unlawful and unnecessary.

Reasons for rejection or short listing must be recorded.

### **Promotion**

When selecting internally, care should be taken not to perpetuate past discriminatory practices; for example, by continually selecting or promoting in a section hitherto staffed by men where an equally suitable female candidate is available.

Vacancies will be appropriately publicised to make sure that employees have full access to information about promotion opportunities.

Promotion and staff development matters are reviewed to make sure that the traditional qualifications for promotion are justifiable in relation to the job to be done. Promotion on the basis of length of service alone could amount to unlawful indirect discrimination, as it could for example, operate against women and members of ethnic minorities.

Where general aptitude is the main requirement, promotion criteria should be wide enough to allow the inclusion of candidates whose training and experience may be traditional to their sex.

### **Training**

The Equal Opportunity Policy is applied within the Training programme and aims to eliminate actual or potential inequalities in the opportunities available to staff to develop skills relevant to their jobs and to develop their careers within the industry. To take those steps necessary to inform all staff of existing training opportunities which enable them to develop their careers fully.

**This policy has been approved & authorised by:**

**Controlled Document**

**- 127 -MURRAY SAFETY GROUP**

**CCF 38 #04**



## CARTER CEILINGS LIMITED

**Name:** NIALL J.M.MILLER

<p style="text-align: center;"><b>FIRE POLICY NOVEMBER 2011</b></p>
---

**Position:** MANAGING DIRECTOR

**Date:** 17<sup>TH</sup> NOVEMBER 2011

**Signature:**

### General

The Company is a responsible employer that takes our fire safety duties seriously. For this reason we have formulated this policy to help us comply with our legal obligations to staff and visitors under the Regulatory Reform (Fire Safety) Order 2005 (The Order).

This policy addresses our obligation under the order that requires the company to:

- Develop a policy to minimize the risks associated with fire
- Reduce the risk of an outbreak of fire
- Reduce the risk of the spread of fire
- Provide a means of escape
- Demonstrate preventive action
- Maintain documentation and records in respect of fire safety management.

This fire safety policy also forms part of our General Health and Safety Policy, and is supplemented by our No Smoking / Smoke Free Policy.

### The Responsible Person

The Company has appointed a 'responsible person' who is charged with the responsibility to ensure the safety of our employees, any person who may legally come into our premises and anyone not on the premises but who may be affected. The Responsible Person shall make sure as far as is reasonably practical that everyone on the premises, or nearby, can escape safely if

Controlled Document

- 128 -MURRAY SAFETY GROUP

CCF 38 #04



## CARTER CEILINGS LIMITED

there is a fire.

The person appointed is: ALISON WARRENDER

[Where responsibility is shared with other responsible persons (e.g. adjacent premises, Landlord / Tennant or multiple tenancy building) we are required to co-operate by sharing information and collaborating in provision of measures.]

The responsible person must carry out [or ensure that a competent person carries out] a Fire Safety Risk Assessment.

### **Competent Persons**

The company will appoint competent persons to carry out the following duties:

- Fire Marshal(s) (nominated competent person)
- To carry out fire fighting duties
- Make contact with the emergency services
- Assist in evacuations.

The names and duties of all competent persons will be displayed on the safety notice board(s) within the premises.

A competent person can only be regarded as competent if they have the appropriate level of training, experience, and knowledge.

### **Documentation & Records**

The Company documents and keeps records to prove that we have acted responsibly. The lack of records could leave the matter open to doubt. Inspectors will require inspection of our records during any enforcement visit and, therefore, the following records will be kept (together, in the same file) at all Company premises:



## CARTER CEILINGS LIMITED

- The Fire Safety Policy
- No Smoking / Smoke Free Policy
- Fire evacuation procedures
- Detailed records of all fire training.
- A record of all fire drills (at least one per year) listing all attendees, evacuation times and any comments.
- Records of weekly tests of fire alarms, fire exits.
- Records of weekly flow tests of sprinkler systems (where fitted)
- Records of wet and dry tests of dry rising mains (where fitted)
- Record of annual inspection and test of all fire fighting equipment
- Records of periodic tests of emergency lighting (where fitted)
- Records of all scheduled and unscheduled maintenance of fire detection and alarm systems
- [Records of inspection, risk assessment and maintenance of workplace and electrical equipment, storage of hazardous substances and other hazards identified with fire safety]

### **Employee's Duties**

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

### **Communication**

We will ensure that any person we employ (directly or indirectly) is provided with all information related to fire safety and consult with our employees on all matters of fire safety policy and arrangements. We will keep staff informed of any changes that are made to our fire safety procedures and fire risk assessment. We will also ensure that all visitors to our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.



## CARTER CEILINGS LIMITED

### Procedures

The Company has introduced the following procedures in order to maintain high standards of fire safety:

- Following the appointment of the Responsible Person, that person shall make, record, review and where applicable revise Fire Safety Risk Assessments. This task may be delegated by the Responsible Person to some other “competent” person.
- The Fire Safety Risk Assessments must take into consideration everyone who may come on our premises, whether they are employees, visitors or members of the public. Particular attention will be paid to people who may have a disability or anyone with special needs.
- The fire evacuation procedures will be practiced at least annually.
- All employees will be given training, including ‘the action to be taken’ when they commence employment and will receive refresher training as appropriate. Further training would be required if there were any change that may affect fire safety. All training will be provided during normal working hours.
- It is company policy that all staff will be trained in the use of fire extinguishers whether or not they have been given specific fire fighting duties.
- All escape routes will be established, kept in good working order and free from obstruction at all times. Operation of fire exit doors will be tested and recorded in the fire log on a weekly basis.
- Fire fighting equipment will be provided. In general this means fire extinguishers but additional provision of fire blankets, hoses or sprinklers may be made where deemed appropriate by the findings of the risk assessment.
- All fire related equipment will be regularly serviced and maintained by a competent person. If any employee notices defective or missing equipment, they must report it to a manager.
- An appropriate fire detection and alarm system will be provided. The type and extent of the alarm system provided will be



## CARTER CEILINGS LIMITED

based on the findings of the risk assessment. Alarm systems will be tested regularly. Staff will be told when a test is scheduled.

- Emergency lighting will be provided for escape routes where applicable. The need for and the extent of the system will be determined by the findings of the risk assessment.
- The risk of fire spread will be controlled by the provision of fire resisting construction, and or fire/smoke resisting doors. These provisions will be kept in good order as part of our regular maintenance schedule. All employees are required to ensure that any fire door provided remains closed at all times.
- Any other safety systems provided will be checked regularly to ensure correct operation, where necessary e.g. emergency lighting, fire doors etc.
- Appropriate signs and notices will be displayed, giving appropriate instructions to employees and others in the event of a fire. In addition signs will be provided to indicate the position of fire extinguishers, fire alarm call points and, to indicate the emergency exit routes.
- This policy forms part of our employee's terms and conditions of employment. Failure to comply may be treated as a disciplinary matter.

**This policy has been approved & authorised by:**

**Name:** NIALL J.M.MILLER  
**Position:** MANAGING DIRECTOR  
**Date:** 17<sup>TH</sup> NOVEMBER 2011  
**Signature:**



**PERSONAL PROTECTIVE EQUIPMENT POLICY  
NOVEMBER 2011**

**Introduction**

The Personal Protective Equipment Regulations 1992 impose a duty on employers to provide, assess, maintain and store personal protective equipment (PPE) and instruct their employees in the use of it.

Personal protective equipment (PPE) should be used only as a last resort to reduce workplace hazards to which the staff are exposed.

PPE is provided by the company free of charge.

YOU the Employee are responsible for maintaining your PPE in good condition at all times.

PPE is defined by the Personal Protective Equipment Regulations 1992 as “all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects him against one or more risks to his health or safety”.

This policy does not cover hearing and breathing protection equipment as it is not governed by the Personal Protective Equipment Regulations 1992. However, all other PPE must be compatible with any hearing and respiratory protection equipment.

This policy does not cover cycle and crash helmets.

**Aims of the policy**

This Personal Protective Equipment policy aims to implement the correct procedures required for ensuring that PPE is issued and used in line with the Personal Protective Equipment Regulations 1992.



## CARTER CEILINGS LIMITED

### **Employee duty:**

All employees have a duty to take all reasonable steps to ensure that they do not place themselves or others at any health and safety risk.

All employees are required to fully co-operate with the Company by observing and procedures and policies that can be from time to time introduced with the aim of protecting the safety of staff and visitors.

### **Assessment, issuing and selection of PPE:**

The Managers are responsible for assessing the need for and suitability of any PPE that is to be issued. So far as is reasonably practicable, the Company will ensure that the staff are involved in the PPE selection process to ensure maximum personal comfort. PPE will be selected on its suitability for its intended use, effectiveness, comfort level and durability.

The issue of PPE should be recorded using a PPE Issue Record Sheet. An individual PPE Issue Record sheet will be created for any staff upon request. Any time an additional piece of PPE is issued, a PPE Issue Record Sheet needs to be signed by the individual receiving this item.

### **Storage of PPE:**

Alison Warrender is responsible for maintaining the storage of all PPE equipment. All PPE is stored in the OFFICE/ STORE and only staff can access the PPE and issue it.

### **Damage to equipment:**

Any damage to PPE needs to be reported as soon as practicably possible by the user to a SUPERVISOR who shall then arrange for the replacement of the damaged PPE.

### **Training:**

The Managing Director is responsible for ensuring that all staff receive PPE training on the use of PPE and the instances in which it is required. The training will include demonstrations, where appropriate, to ensure that the PPE is used according to the manufacturer's instructions.

Alison Warrender is responsible for keeping a record of PPE training received by all operatives.

Gary Duffy is responsible for ensuring that safety signs are displayed in the premises where PPE must be worn at all times.

**This policy has been approved & authorised by:**

**Controlled Document**

**- 134 -MURRAY SAFETY GROUP**

**CCF 38 #04**



CARTER CEILINGS LIMITED

**Name:** NIALL J.M.MILLER

**SUSTAINABLE DEVELOPMENT POLICY  
NOVEMBER 2011**

**Position:** MANAGING DIRECTOR

**Date:** 17<sup>TH</sup> NOVEMBER 2011

**Signature:**

**Sustainable Consumption**

To live within our resources, we need to achieve more with less. This required us to change and focus on the way we purchase, use and dispose of the products and services we own, hire and consume.

It is the policy of Carter Ceilings Limited to reduce demand where possible through management techniques, re-cycling applications and encouraging behavioural change.

Reduce demand by using water saving technologies (water meters) and using rain water where feasible and cost effective to do so (example using water butts to feed pressure washers to clean kit)

**Climate Change and Energy.**

Carter Ceilings Limited will focus on Energy Consumption and reduce where it is practicable to do so.

We will remote monitor power consumption and target usage. A key focus is to reduce the carbon emissions of the vehicles fleet that we operate. We achieve this by mapping routes and measuring route adherence. We also purchase the latest vehicles which are the most fuel efficient. Our driver training includes daily vehicle checks to ensure optimum efficiency. Drivers are encouraged to accelerate and brake smoothly.

Energy efficient options will be incorporated wherever possible; this will include energy efficient light bulbs and automatic controls in



## CARTER CEILINGS LIMITED

newer premises, which will supplement good housekeeping such as switching off equipment when not in use.

### **Natural Resource Protection**

Natural resources are vital to our existence. Our health and well-being are closely linked to the quality of our air, water, soils and biological resources, we need to optimise positive and minimise adverse impacts on land, water, noise and air quality. Carter Ceilings Limited may have minor releases to sewers from its work processes. This will if practicable go through interceptor pits which will remove any solid (mud) and oil residue preventing potential pollution of water. The interceptors would be kept clean by an approved contractor with duty of care.

### **Promoting Good Governance**

Carter Ceilings Limited will actively promote systems of good governance engaging our staff to comply with our rules and procedures to prevent pollution and minimise the effects on the environment.

### **Involve, Communicate & Consult with all parties.**

Carter Ceilings will involve our colleagues and consult them on ways we can protect the environment, re-cycle items and create sustainability. We will involve all stakeholders surrounding our sites and discuss any issues or potential problems with a target to reach satisfaction by all concerned.

**This policy has been approved & authorised by:**

**Name:** NIALL J.M.MILLER  
**Position:** MANAGING DIRECTOR  
**Date:** 17<sup>TH</sup> NOVEMBER 2011  
**Signature:**

