

TIMBERMAT LTD

HEALTH & SAFETY POLICY

POLICY STATEMENT

Section 2 of the Health & Safety at Work Act 1974 states that “It shall be the duty of every employer to prepare and, as often as may be appropriate, revise a written statement of its general policy with respect to the Health & Safety of its employees and the arrangements for the time being in force for carrying out that policy and to bring the statement and any revision to the notice of all of its employees”.



Timbermat Ltd
Vauxhall Industrial Estate
Greg Street
Reddish
Stockport
Cheshire
SK5 7BR

STATEMENT OF INTENT

The health, safety and welfare of all employees of Timbermat Ltd at its premises, the general public and others who may be affected by its activities are of prime importance.

Timbermat Ltd will provide, as far as reasonably practical, safe and healthy working conditions, equipment and safe systems of work.

Timbermat Ltd will, at all times, provide such information as may be needed to ensure the health, safety and welfare of all employees, visitors, the general public and all others who may be affected by its activities and make sure that adequate training and supervision is provided.

All employees of Timbermat Ltd have been made aware of their duties in respect of Health & Safety matters and will take all reasonable care for themselves, fellow employees, visitors, the general public and all others that may be affected by their activities whilst employed at Timbermat Ltd.

Timbermat Ltd is committed to improve and develop the management of Health & Safety and has prepared this policy documenting the procedures for allocation of duties, the responsibilities and organisation for safety matters and details particular arrangements.

SIGNED John Roberts

DATED 16th January 2009



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ENVIRONMENTAL STATEMENT

Whilst being committed to providing the very highest level of service to its customers, Timbermat Ltd recognises that it has environmental responsibilities and as such, is committed to managing its activities, wherever practicable, to minimise the effect on the environment.

Timbermat Ltd will therefore identify any risk of pollution arising from any of its activities and eliminate the pollution or ensure that controls are in place to meet all regulatory requirements.

Timbermat Ltd will ensure the minimal use of materials, resources and energy and will reduce, to the lowest practicable level, the volume of waste generated by its day-to-day activities.

All employees of Timbermat Ltd will be made fully aware of its commitment to the environment and will receive sufficient training, information and instruction to allow Timbermat Ltd to meet this commitment.

Timbermat Ltd will seek, wherever practicable, to ensure that products and services supplied to it are done so by persons or companies who can demonstrate equal environmental responsibility.

SIGNED..... John Roberts

DATED.....



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COMPANY HEALTH & SAFETY RESPONSIBILITIES

Utilising best Health & Safety practices; Timbermat Ltd is committed to improving its Health & Safety performance, ensuring that it creates a safe and healthy working environment, establishes and maintains safe systems of work and fully complies with all statutory legislation.

Accepting the need to be cost effective, the overall approach towards Health & Safety will adopt the best available techniques, not entailing excessive costs, and Timbermat Ltd believes that this is best achieved by creating a well trained, instructed and informed workforce and by promoting a positive Health & Safety culture.

Timbermat Ltd is committed to involving all levels within the company to promote the desired safe and healthy workplace and senior managers will therefore actively lead the continual effort towards achieving this goal.

Using effective Risk Assessments, training, instruction and information, hazard elimination or reduction, physical controls, clear hazard signage and markings and providing Personal Protective Equipment as a last line of defence, Timbermat Ltd will regularly monitor and review its Health & Safety performance to ensure that all risks are effectively controlled.

SIGNED John Roberts

DATED 16th January 2009



GENERAL ARRANGEMENTS

The Health & Safety Master Policy is kept in the Head Office at Vauxhall Industrial Estate, Greg Street, Reddish, Stockport, Cheshire, SK5 7BR

- I) and John Roberts is responsible for its implementation at these premises.
- II) The Health & Safety Policy Statement of Intent is displayed in the Head Office.
- III) The Employers Liability Certificate would be kept in the Head Office.
- IV) The Health & Safety Law Poster would be kept in the Head Office.
- V) The Accident Record Book is kept in the Main Office.
- VI) All Health & Safety recording and monitoring procedures are kept in the Main Office.
- VII) The investigation of accidents will be carried out by John Roberts or an appointed competent person.
- VIII) The First Aider is Colin Ryder.
- IX) First Aid kits are located in the Main Office.
- X) The First Aid treatment records are kept in the Main Office.
- XI) Safety Audits will be carried out by John Roberts or an appointed competent person.
- XII) Health & Safety training will be carried out by John Roberts or an appointed competent person.
- XIII) Fire Evacuation Procedures are clearly displayed throughout the premises.
- XIV) In the event of a fire, the person discovering the fire will raise the alarm and contact the emergency services.

In the event of a fire, the Fire Assembly Point is located in the Car Park. All occupants of the building are to leave the building by the most direct route and make their way to the designated Fire Assembly Point.



KEY PERSONNEL

Whilst accepting that the Managing Director of Timbermat Ltd is ultimately responsible for Health & Safety matters and will make funds available to enable all Health & Safety matters to be effectively managed and controlled, he or she will delegate the responsibility of implementing the Health & Safety policy to key personnel.

With the assistance of THEMIS SUPPORT SERVICES LTD, the designated key personnel will:

- Actively promote the content of this policy, working towards and maintaining a safe and healthy working environment;
- Carry out Risk Assessments on all work equipment and systems of work, reviewing the assessments on a regular basis;
- Ensure that all machinery is adequately guarded, regularly checked and well maintained;
- Ensure that all employees receive adequate training, information and instruction in order to allow them to carry out their day to day duties in a safe and healthy manner;
- Ensure that fire precautions are strictly adhered to, ensuring that all fire equipment is regularly checked and that fire evacuation procedures are practiced on a regular basis;
- Ensure that all electrical equipment is regularly checked;
- Ensure that First Aid provision is adequate for the working environment, both in the number of First Aiders and with regard to the actual First Aid kits;
- Ensure that all injury accidents are investigated, recorded and reported as appropriate;
- Ensure that a high standard of housekeeping is maintained throughout the whole premises at all times;
- Ensure that all Personal Protective Equipment is readily and freely available; and
- Have a good understanding of the Regulations, Approved Codes of Practice and Industry Guidance which apply to the organisation as far as is reasonably practical.



SAFE SYSTEMS OF WORK

Timbermat Ltd is committed to ensuring that all systems of work performed within the organisation are safe.

Together with the use of technical manuals, detailed written instructions, clear verbal training and instruction and documented permit to work systems, Timbermat Ltd will consider the following:

- Findings on any Risk Assessment;
- That there is a clear understanding by both management and supervisors;
- The scope and intention of the safe system of work;
- Safe access and egress for the people involved;
- Correct, serviced and maintained tools and equipment;
- Adequate guards fitted to all equipment as required, together with isolation; devices fitted to all powered equipment;
- Adequate lighting and ventilation;
- Adequate emergency arrangements – Fire, First Aid, etc;
- Hazard signage and markings;
- Realistic time allowances;
- The control of non-authorised personnel;
- Regular reviews and monitoring; and
- Effective communication.



HEALTH SURVEILLANCE

Under the Management of Health and Safety at Work Regulations 1999 employers have a responsibility to protect the occupational health of employees by carrying out risk assessments on occupations where there is a risk of occupational disease or conditions. Where such risks are identified health surveillance should be carried out and control measures implemented to reduce the likelihood of the employee developing the condition.

The Control of Substances Hazardous to Health Regulations 2002 (COSHH), require employers to prevent, or if this is not reasonably practicable, control employees' exposure to hazardous substances. In addition, regulation 11 of COSHH states that health surveillance is considered appropriate where:

- The exposure of the employee to a substance hazardous to health is such that identifiable disease or adverse health effect may be related to the exposure
- There is a reasonable likelihood that the disease or effect may occur under the particular conditions of the work
- There are valid techniques for detecting indications of the disease or effect

Timbermat Ltd undertakes to provide a Health Surveillance programme.

The Health Surveillance programme aims to achieve:

- Early detection of work related health problems and referral for appropriate investigation and treatment
- Up to date, evidence based screening procedures based on the risk assessment undertaken
- Efficient recall and record keeping systems
- Provision of appropriate advice on adjustments to work to reduce exposure to hazardous substances and their long term effects

Process

Baseline health surveillance

On employment, all employees will complete a Health Surveillance Questionnaire.

Subsequent Health Surveillance

The nature of subsequent health surveillance will depend on assessed risk of exposure:

- Low level - symptoms questionnaire
- High level - symptoms questionnaire and further testing.

High Level Surveillance will be defined by the outcome of assessment and requirements for further assessment and will recommend adjustments to work, if



appropriate. At the outset, both the level of health surveillance and the timing of recall for next health surveillance will be defined.

Appointments will be offered within five working days for individuals reporting symptoms of allergy. The first appointment may be with a nominated Occupational Health Adviser who will give initial recommendations that may include further assessment by a Physician.

A report on the outcome of health surveillance will be sent to the designated named contact person within five days of the appointment or receipt of health surveillance questionnaire.

The most commonly encountered occupational health conditions are;

- Exposure to noise (noise induced hearing loss, tinnitus)
- Exposure to hazardous materials (toxic substances, asbestos, biological agents)
- Manual handling (upper limb disorders, back problems)
- Skin care (occupational dermatitis, skin cancers)
- Use of Display screen equipment (work related upper limb disorders, RSI)
- Stress and Mental Health

Illness and disease associated with work are less well recognised than accidents and injury. Health surveillance can detect at an early stage signs of disease or adverse health conditions, so that remedial action and improvements in controls can be instigated. On going assessment will ensure that the controls are in place and are effective.

Appropriate methods of health surveillance include self-reporting, health assessment by a qualified health professional and medical examination by a qualified practitioner.

Health surveillance must normally be undertaken with the informed consent of the individual and health records, which contain personal medical details, must be kept confidential.

Further assistance can be sought from the relevant Employment Medical Advisory Service which, for Merseyside, is 0161 952 8200. The address is Grove House, Skerton Road, Manchester, M16 0RB.

If an employee of Timbermat Ltd suspects they may have been exposed to a potential health risk or they think a health problem may be work related they should immediately inform their employer and will be taken to receive immediate medical advice.

In hazardous and environments resulting in potential or known exposures, a medical surveillance protection program must be implemented.

Handling an outbreak of infection or disease

If the business is hit by an outbreak of disease or infection Timbermat Ltd will seek expert advice on how to deal with it.



There are 29 infectious diseases that must by law be reported to the local authority if an outbreak is suspected. A doctor who makes the diagnosis - even if it is suspected rather than confirmed - is required to make this report.

A wide range of diseases must also be reported to the Health & Safety Executive (HSE) RIDDOR Incident Contact Centre - from hand-arm vibration and carpal tunnel syndrome to poisoning and chrome ulceration (See RIDDOR section in Master Health & Safety Policy).

Management of substances that cause allergies are also covered under the Control of Substances Hazardous to Health Regulations 2002.

Contaminates and agents that are potentially toxic, explosive, flammable, pathogenic or carcinogenic, which must be assessed by monitoring back to their source. Mitigation Note: A source release assessment and monitoring program must include the types and amount of contamination, what are acceptable engineering controls, what needs to be done next, and how to best complete the containment, control and removal, along with methods for proper disposal.

THE HEALTH OF ITS EMPLOYEES IS THE PARAMOUNT CONCERN OF Timbermat Ltd. ANY POTENTIAL ISSUES MUST BE REPORTED IMMEDIATELY.



RISK ASSESSMENTS

A key part of its commitment towards improving and developing a safe working environment at Timbermat Ltd is to carry out, monitor and review Risk Assessments on all of its systems of work in order to identify hazards so that action can be taken to eliminate, reduce or control accidents before they occur that cause injury or damage.

The Management of Health & Safety at Work Regulations 1999 Regulation 3(1) requires that formalised Risk Assessments are carried out within the workplace and therefore in order to meet this requirement, Timbermat Ltd will approach its Risk Assessments systematically in the following way:

- Define the process to be assessed;
- Identify all possible hazards;
- Eliminate hazards or reduce to a minimum;
- Evaluate the residual risks;
- Develop precautionary strategies;
- Train operatives in new work methods;
- Implement precautionary procedures;
- Monitor performance; and
- Review periodically and revise as necessary.

Definitions

Hazard – Something with the potential to cause harm.

Risk – The likelihood that the hazard will cause damage or harm.

Precautions – Steps taken in order to reduce the risk of a hazard occurring to an acceptable level.

Injury – The result of a hazard occurring to a person.

Damage – The result of a hazard occurring.

Accident – An unplanned chain of events that may result in injury or damage.

What Risks Should be Assessed?

Any piece of equipment or system of work that Timbermat Ltd is involved with will be assessed, from the delivery and storage of products through to all repair and maintenance work.

Who Should Carry out Risk Assessments?

Any competent person should carry out the Risk Assessment. A competent person being suitably trained/qualified/experienced in the system of work or process. It makes good sense for the person carrying out the assessment to know 'the job'.



Guidance Notes For Timbermat Ltd's Risk Assessors

STEP 1 – Look for the Hazards

Walk around the workplace and look at what could reasonably be expected to cause harm. Concentrate on the significant hazards that could result in serious harm or affect several people. Talk to fellow employees, taking into account all valid views, together with manufacturer's or supplier's instructions or data sheets. Use Accident Book records to help identify areas of risk.

STEP 2 – Decide Who Might Be Harmed and How

Identify the people who could potentially be harmed, be it employees operating workstations or employees carrying out more hazardous tasks. Members of the general public and visitors to Timbermat Ltd should not be overlooked. Pay particular attention to young, untrained, inexperienced or lone workers.

STEP 3 – Evaluate the Risks

Decide if the risk is high, medium or low and that you have done everything reasonably practicable to remove or control the risk. Check that you have met all of the legal requirements associated with the plant, machinery or system of work, together with following manufacturer's or supplier's instructions, guidelines or data and that generally accepted industry standards are in place.

STEP 4 – Record the Findings

Using the supplied risk assessment form write down all of your significant findings, identifying the plant, machinery, systems of work, etc, that were assessed. Record your name and job title/responsibilities and remember to date the form. Ensure that a thorough check is made to determine who might be affected, that you dealt with the obvious hazards and that all reasonable steps are taken to ensure that the remaining risk is as low as possible.

STEP 5 – Review the Assessments and Revise if Necessary

Review the assessments on a regular basis – the more hazardous the operation, the more frequently it will need to be assessed. Review the assessment if the process is altered or a new piece of equipment or machinery is brought in. Check that the precautions for each hazard still adequately control the risks, if not take the necessary action to control the risk.



Title and Ref: COSHH		Date of Assessment:	Review Date:
Name of Assessor:	Position of Assessor:		Signature

Hazard	at Risk	Potential Harm	Existing Control Measures	Severity HML	Likelihood HML	Further Action Required
			•			

TRAINING

As part of its continuing efforts to promote Health & Safety throughout Timbermat Ltd, the company is committed to providing all employees with initial and ongoing training.

This training will cover basic safety, and more specific training in the safe use of work equipment and safe systems of work.

The appointed person at Timbermat Ltd who is responsible for this training is John Roberts but other appointed competent personnel shall also carry out training when required.

The areas that have been identified for training purposes are:

Basic Safety Training

- Preventing Slips, Trips and Falls;
- Manual Handling;
- Lifting Techniques;
- Correct Use of Personal Protective Equipment;
- Fire Procedures;
- Use of Display Screen Equipment;
- Hygiene and Welfare; and
- Good Housekeeping.

Specific Training:

- First Aid
- Fire Marshals

In order to improve its training, Timbermat Ltd shall record, monitor and review procedures for every employee.





STRESS POLICY FOR Timbermat Ltd

Prepared By

Themis

● ● ● ● 0161-928-3500

Stress Policy for Timbermat Ltd

We at Timbermat Ltd are committed to protecting the Health, Safety and Welfare of all employees. Timbermat Ltd recognise that workplace stress is a Health & Safety issue and acknowledge the importance of identifying and reducing workplace stressors.

This policy will apply to everyone in the company. Managers are responsible for the implementation and the company is responsible for providing the necessary resources.

Timbermat Ltd will identify all workplace stressors and conduct risk assessment to eliminate stress or control the risks from stress. These Risk Assessments will be regularly reviewed by management or a nominated person.

Timbermat Ltd will provide training for all managers and supervisory staff in good management practices.

Timbermat Ltd will provide confidential counselling for staff affected by stress caused by either work or external factors.

Timbermat Ltd will provide adequate resources to enable managers to implement the company's agreed stress management strategy.

Managers

Conduct and implement recommendations of risk assessment within their jurisdiction.

Ensure good communication between management and staff, particularly where there are organisational and procedural changes.

Ensure staff is fully trained to discharge their duties.

Ensure staff is provided with meaningful development opportunities.

Monitor workloads to ensure that people are not overloaded.

Monitor working hours and overtime to ensure that staff not overworking. Monitor holidays to ensure that staff is taking their full entitlement.

Attend training as requested in good management practice and Health & 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 & Safety Staff

Provide specialist advice and awareness training on stress.

Train and support managers in implementing Stress Risk Assessment.

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 & Safety committee of any changes and development in the field of stress at work.

Human Resources

Give guidance to managers on the stress policy.

Assist in monitoring the effectiveness of measures to address stress by collating sickness absence statistics.

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 Officer.

Accept opportunities for counselling when recommended.

Function of Safety Reps

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 work place 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 or personnel files.

Safety Representatives should be provided with paid time away from normal duties to attend any Trade Union training relating to workplace controls.

Safety Representatives should conduct joint inspections of workplace at least every 3 months to ensure that environmental stressors are properly controlled.

Role of the Safety Committee

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 & Safety.

Signed by:

Managing Director:

Date:

Employee Representative

Date:

HAND ARM VIBRATION SYNDROME

What is hand-arm vibration syndrome?

Hand-arm vibration syndrome (HAVS):

- is a disorder which affects the blood vessels, nerves, muscles and joints of the hand, wrist and arm;
- can become severely disabling if ignored; and
- its best known form is vibration white finger (VWF), which can be triggered by cold or wet weather and can cause severe pain in the affected fingers.

What are the signs to look out for?

- Tingling and numbness in the fingers.
- In the cold and wet, fingers go white, then blue, then red and are painful.
- You can't feel things with your fingers (you'll have difficulty picking up small objects such as screws or nails).
- Pain, tingling or numbness in your hands, wrists and arms which may stop you sleeping.
- Loss of strength in hands (you may be unable to pick up or hold heavy objects).

Symptoms will probably get worse if you continue to use high-vibration tools a lot.

Who is at risk?

You are at risk if you regularly use hand-held powered tools such as:

- concrete breakers, chipping hammers, jigger picks;
- vibrating pokers;
- sanders, angle grinders;
- vibratory compactors;
- hammer drills, jigsaws;
- scabblers, needle guns.



Prevention

It is an employer's responsibility to protect employees against HAVS, but individuals can:

- ask employers if the job could be done in a different way without using vibrating tools;
- use a low-vibration tool;
- always use the right tool for the job;
- check tools before using them to make sure they have been properly maintained and repaired to avoid vibration caused by faults and general wear;
- make sure cutting tools are kept sharp;
- reduce the amount of time using the tool in one go, by doing other jobs in between;
- avoid gripping or forcing the tools more than you have to;
- store tools correctly so that they do not have very cold handles when next used;
- encourage good blood circulation by: keeping warm and dry (wear gloves, hats, waterproofs and use proprietary heating pads if available);
- giving up or cutting down on smoking as smoking reduces blood flow;
- massaging and exercising fingers during work breaks.

What else can be done?

- Learn to recognise the signs of vibration injury.
- Ensure any symptoms are promptly reported to employers.
- Tell your doctor about any symptoms.
- Ask your health and safety representative for advice.
- Use any control measures your employer has put in place to reduce the risk of vibration injury.



There are many products available on the market today to reduce the potential effects of HAVS to employees. These include:

- Hand held vibration monitors - a simple way to monitor and measure vibration at work;
- Anti-vibration gloves;
- Hand vibration safety labels, to warn employees of high risk machinery and equipment;
- HAVS wall-charts and posters to inform employees of hazards and procedures.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Timbermat Ltd understands that Personal Protective Equipment should be available as a last line of defence against personal injuries at work. Consequently, it aims, as far as is reasonably practical, to maintain safe work equipment and safe systems of work. However, certain activities have been identified that Timbermat Ltd carries out and in accordance with The Personal Protective Equipment at Work Regulations 1992, it requires all operatives to wear Personal Protective Equipment, specifically in the use of:

- General mechanical maintenance or repair operations;
- Use of powered portable electrical equipment;
- Use of powered fixed electrical equipment; and
- Handling of substances hazardous to health.

Timbermat Ltd will therefore issue and/or make available:

- **Safety Gloves** to protect against sharp blades or edges;
- **Barrier Cream** whilst using harmful or irritating cleaning chemicals;
- **Ear Plugs** to protect against excessive noise;
- **Goggles/Masks** to protect against flying dust or sprays;
- **Safety Boots** to protect against heavy/sharp items falling;
- **Latex Gloves** whilst using harmful or irritating chemicals;
- **Dust Mask** to protect against dust, sprays and fumes; and
- **Protective Clothing** to protect against heat and harmful substances.

In order to be effective, Timbermat Ltd will provide Personal Protective Equipment that will:

- Be appropriate for the hazard faced;
- Be of a material that will resist the hazard;
- Be suitable for the person using it;
- Not interfere with the operator performing their task;
- Be of robust construction;
- Not interfere with other PPE being worn at the same time; and
- Not increase the risks to the wearer.



Timbermat Ltd will issue Personal Protective Equipment free of charge that will be:

- Personal issue or given suitable hygiene treatment between users;
- Used only for its intended purpose;
- Kept in good repair;
- Repaired or replaced if damaged; and
- Kept in suitable clean accommodation when not in use.

All of the employees at Timbermat Ltd will be:

- Informed of the hazards faced;
- Instructed in the preventative measures taken;
- Trained in the proper use of the equipment;
- Consulted and allowed a choice of PPE (subject to its availability);
- Trained how to keep the equipment in good order; and
- Instructed to report any deterioration or damage.

Timbermat Ltd will continually monitor and review the effectiveness of all Personal Protective Equipment used and consult regularly with all employees as to its suitability for the hazards faced.



PUBLIC SAFETY

You have a duty of care to protect all parties during the course of your work activities. You should always consider the risks to the public that your work may cause when carrying out your site safety assessment.

For example:

- Is the work fenced off from the public?
- Are roadworks barriered off and lit?
- Are the public protected from falling materials?

When work has stopped for the day do you check that :







- The boundary is secure?
- All ladders removed or made unusable?
- Excavations/openings securely covered or fenced off?
- All plant is immobilised?
- Materials safely stacked?
- Flammable or dangerous substances locked away securely?
- Some children see construction sites as a "playground". Keep children off Construction sites.
- Secure the work site adequately e.g. fencing, warning signs. If appropriate provide manned guarding.

SIGNS/POSTERS

Signs give an immediate and clear warning to all about dangers ahead.

- They are simple and concise in their message.
- They should be placed in clear view and not obstructed in any way.

Generally there are six categories of signs:

 Emergency Exit Signs	Safe Condition
 Fire Equipment Signs	Fire Fighting
 Mandatory Signs	Mandatory Action
 Prohibition Signs	Prohibition Signs
 Warning Signs	Hazard Identification
 Notices & Wall Charts	Notices & Wallcharts

A copy of the approved poster entitled "Health and Safety Law" should be displayed in the site office.

The Health & Safety (Safety, Signs and Signals) Regulations are quite specific in regard to signs for example - traffic movement. Basically if a sign, required for the site, exists under Road Traffic regulations it must be used, It does not matter whether the Road Traffic Regulations apply to the site or not.

Example:



The Regulations also make it clear that every employer makes sure that:

- All relevant information on what to do in connection with safety signs is provided to all employees.
- Each employee understands and is trained in the meaning of safety signs and the measures to be taken in connection with safety signs.

Fire Safety

- Is all appropriate signage clearly visible?



- Are there emergency procedures for evacuating the site in case of fire?
- Do workers on site know what these procedures are?
- Do you have an alarm system, does it work?
- Can you contact the emergency services from the site?
- Do you have marked escape routes and are they kept clear?
- Are flammable materials, liquids and gases kept to a minimum on site?
- Are flammable and hazardous substances properly stored?
- Are smoking and other ignition sources banned in areas where flammable substances are used or stored?
- Are gas cylinders and equipment properly maintained and valves fully secure when not in use?
- Are suitable fire extinguishers provided?

Fire can break out on most construction sites.

It should not be assumed that risks are low merely because a site is small. You must prevent fire occurring, be prepared if it does happen, know how to raise the alarm, know your means of escape, have the required fire fighting equipment and all know your emergency plans.

Site Safety

Is your workplace or site secured or fenced off from public access?

Do you need to provide on site security when you site shuts down for the day or over holiday closures?

Is the boundary secure, ensure there are no gaps that can provide access to children?

Are all ladders and scaffolds removed or made inaccessible for use?

Are any roadwork's barriered off warning signs used and lit?

Any excavations, openings etc. covered, fenced off and warning signs used?

Is all plant and equipment immobilised to prevent unauthorised use?

Are materials such as bricks, wood stacked and secured safely?

Will flammable or dangerous substances be correctly disposed of or locked away in secure storage?

Has some one been identified as an "Emergency Contact" and the appropriate people i.e. police/fire service informed?

Special care and attention should be paid to security when sites are shut down for lengthy periods or over school holidays. Parents, teachers and the construction industry have been asked to stress that whilst building sites may look like playgrounds, they also contain hidden dangers which children fail to recognise.

Attention should be focused on the continuing need to prevent accidents to children on construction sites. Holiday periods, have in the past led to a catalogue of child deaths and injuries.

Accidents to children are particularly harrowing for all involved, more so because they could normally have been prevented by simple precautions and children being made aware of the risks.

Building sites act like a magnet to children who don't understand the dangers they present. It is not enough to say '**No**'. Children need to have the risks explained to them in a way they can relate to.



HOW CAN YOU ENSURE SAFETY ON YOUR PREMISES?

Always : Take effective steps to keep children off sites

Make sure vehicles are locked and secured, especially at the end of the working day.

Ladders stored Safely and access to scaffolding prevented

Materials, Chemicals etc stored and locked safely away on site

Ensure heavy objects are laid down or secure them upright

WORKING AT HEIGHT

LADDER and SCAFFOLDING POLICY

for

Timbermat Ltd

DATE OF ISSUE:

DATE OF REVIEW:

Signed..... (Name)



Falls from a height greater than two metres account for almost a third of all accidental deaths at work.

Each year, more accidents arise from the use and/or misuse of ladders and steps than from any other single piece of equipment.

To reduce the risk of death or injury when using ladders and steps, a clear Policy for inspection and maintenance is necessary.

The law requires that scaffolding work be done with competent and experienced supervision. The loading for which scaffold has been provided should be known. The loading should be evenly distributed and the scaffold should not be overloaded.

It is the implementation and application of this Policy, where reasonably practicable, that will prevent accidents and maintain safety standards.

1. LADDERS & STEPS

All ladders and steps, fixed and portable, are to be identified and an asset number allocated. An asset register will be maintained with a record of the location and type. The location for a portable ladder or steps shall be its normal place of storage.

A permanent record shall be made of all inspections and repairs. The Operational Supervisors will be responsible for ensuring these records are kept up to date.

1.1 Fixed Ladders

Fixed ladders or steps for access to plant-rooms, water or fuel tanks etc, shall be inspected once a year to ensure that they are in a safe condition. Any damage shall be reported to the Operational Supervisor immediately to ensure that prompt action is taken for repairs. The area around the base of fixed ladders and steps must be kept clear and free of oil and water to avoid slipping.



1.2 Portable ladders and Steps

All portable ladders and steps are to be inspected every six months. The Operational Supervisor is to be responsible for ensuring that these inspections are carried out on all wooden and metal ladders and steps.

During inspections of ladders and steps, the following points should be checked:

- a) The stiles for splits or cracks, splintering or warping;
- b) The rungs for undue wear (tap each one with a mallet – a faulty rung gives a dull hollow ring);
- c) The wedges and tie rods for tightness;
- d) The feet for splitting or spreading;
- e) The ropes and fittings on all steps and extension ladders; and
- f) Safety stops on triple extension ladders.

Ladders should be placed on a firm, level base where possible and, if used on a sloping surface, an adequate safety foot must be used.

The ladder should be lashed or cramped near the top to some convenient secure anchorage to prevent slipping. Only the stiles i.e. the sides should be lashed and each stile lashed separately. The correct slope for a ladder is approximately 75 degrees to the horizontal. If no means of securing the top of the ladder is available, either someone must hold the base to prevent slipping or, alternatively, use a safety foot, but this is only permissible up to a height of 6.096m (20').

Footing ladders is not considered effective longer than 5m. Lashing the foot of ladders may also improve safety. Avoid overloading ladders, only one person should be on the ladder at any one time.

Rest the top of the ladder against a solid surface. It should not rest against plastic gutters or other such surfaces – appropriate equipment, such as ladder stays, should be used instead. Proprietary spreader arms or similar equipment can be used to span windows or other openings.



All ladders must extend at least 1.066m (3'6'') above any landing place or beyond the highest rung from which a person may be working to ensure an adequate handhold.

2. GUIDANCE NOTE ON THE USE OF STEP LADDERS

The following notes are for guidance only and the discretion of the Local Supervisor or Facilities Officer should be used to interpret each individual situation.

Any person using the steps should not stand on the top third of the steps.

A second person is required to hold the steps when:

- a) the work necessitates standing on the step ladder at a height of 2m or above;
- b) at a lower height if two hands are required to carry out the work and additional support to the body e.g. the legs, is not possible.

Where the work is in excess of a minor repair a more substantial platform e.g. a tower scaffold, should be used.

It is not permissible, under any circumstances, to stand on the platform of a 'platform' pair of steps.

3. SCAFFOLD

No scaffolding erected by scaffolding contractors shall be used by directly employed labour, unless a Safety Certificate has been issued to a Facilities Officer.

Once the scaffold has been erected and certified safe, no part of the structure shall be altered by anyone which would then render the scaffolding unsafe. A description of the scaffold will be entered into a register and inspected weekly by a Facilities Officer. In an external situation, the scaffolding should be inspected after any adverse weather conditions which may affect the scaffolding.

If any person using the scaffold feels that it is unsafe or is not sure, they must contact the Supervisor or a Facilities Officer, who will arrange for the scaffolding to be inspected.



Safety harness **MUST** be used where it is not practicable to provide a standard working platform or gangway with guard rails and toe boards. If used, the belts should always be worn and always secured to a safe anchorage.

3.1 Mobile & Free Standing Tower Scaffolds

The height of the working platform on the above scaffolds should not be more than three times the minimum base width when used outside and three and a half times when used inside (including the out-riggers, if fitted).

The working platform must be fully boarded and the boards must be at least 38mm (1.5'') thick.

Guard rails and toe boards are necessary on all four sides with possibly a small break in one side at the stepping off point from the ladder access. Toe boards must be at least 150mm (6'') above the platform level. Guard rails must be between 0.914m (3') and 1.143m (3'9'') above the platform.

Mobile scaffolds should only be used on ground which is firm and level. Moving scaffold should only be effected by pulling or pushing at the base. The working platform shall be clear of people and materials when the scaffolding is being moved and its path unobstructed. Also check above for overhead power lines/obstructions.

The platform must have a safe means of access on the narrowest side of the tower. Do not climb the frame unless it has built-in ladder sections with rungs not more than 300mm apart and the stiles not more than 480mm apart. If the frame can be used, climb it from the inside. If not, use an internal ladder or stairways fixed firmly to the tower. **NEVER** climb up the outside, this may cause the scaffold to over-turn.

The wheels should be turned outwards to provide maximum base dimensions and wheel brakes must be **ON** and locked when the scaffold is in use.

If the scaffold is to be in use or left for more than 7 days, a description of the scaffold shall be entered into the prescribed register and the scaffold inspected at least weekly by the appropriate officer.



3.2 Trestle Scaffolds

Trestle scaffolds are only intended for light work of a comparatively short duration. It is safe practice to leave the top third of the trestle unused.

Trestles should not be more than 1.371m (4'6'') apart when 38mm (1.5'') boards are used as platforms, or 2.438m (8'0'') when 50mm (2'') boards are used. Even with proprietary staging (i.e. Youngman) the span should not exceed 3.048m (10'0'').

A trestle scaffold must not be used when anyone can fall a distance of more than 4.572m (15'0'') to the ground level from the working platform.

It is recommended that trestles 3.657m (12'0'') high and over should be tied to the building to increase stability.

Working platforms must be at least two scaffold boards wide 440mm (1'5''). When supported by folding trestles, toe boards and guard rails are not required on the working platform, but if the platform is supported by fixed trestles, toe boards and guard rails are required at all heights in excess of 1.981m (6'6'').

A separate ladder or pair of steps should always be used for access to the working platform, whenever its height is greater than 1.981m (6'6'').

3.3 Scaffold Boards etc.

All scaffold boards must comply with BS2482. Scaffold boards that do not have a current date stamp must not be used until checked and re-stamped.

All scaffold boards etc., will be marked 'NOT TO BE USED AFTER' followed by the month and year e.g., 8/06, August 2006.

All scaffold boards etc., are to be checked every six months. The responsible officer for ensuring that these are tested is

Boards used in platform should be unpainted so that any defects are readily visible.



All scaffold boards should be free from splits, decay and damage which could affect their strength. Face knots and small clusters of knots should not be more than 57mm (2.25m'') across and knots at the edges should not extend into the face more than 38mm (1.5'').

3.4 Roof Working

Access doors to all roof areas will be kept locked. Only authorised access will be permitted after a Risk Assessment has been conducted by the authorising manager.

Where necessary a written 'Risk Assessment' will be prepared and a 'Permit to Work' issued to the contractor or member of staff, by the Authorising Manager.

Name of Contractor:	Main Type of Business:			Date:
Address of Offices:	Name of Person Completing this form:			Position in the Company:
	Mark as appropriate Yes = ✓ No = x N/A = Not applicable			
Policy	Yes	No	N/A	Please Provide Comments & Evidence
Is a Health & Safety Policy Document in Place? Please attached a copy				
How is it distributed and to whom?				
When was it last reviewed?				
Insurance	Yes	No	N/A	Please Provide Comments & Evidence
Do you have Public Liability Insurance? (please attach a copy of your current certificate)				
Culture	Yes	No	N/A	Please Provide Comments & Evidence
Are Safety Alerts issued?				
Are employees aware of their responsibilities?				
Accident Reporting	Yes	No	N/A	Please Provide Comments & Evidence
Are all accidents reported and recorded?				
Are near misses reported and recorded?				
What is the procedure for accident reporting and investigation on site?				
Information:	Yes	No	N/A	Please Provide Comments & Evidence
Has the Contractor access to External Health and Safety advice?				

Safety Management System	Yes	No	N/A	Please Provide Comments & Evidence
Are Safe Systems of Work in operation?				
Does you use Permits to Work?				
Are regular inspections of the work place carried out?				
Risk Assessments (relating to this activity)	Yes	No	N/A	Please Provide Comments & Evidence
General Risk				
Noise				
Manual Handling				
COSHH				
Display Screen Equipment				
Fire assessments on site				
Hand, Arm vibration Syndrome				
Training, Skills & Competencies	Yes	No	N/A	Please Provide Comments & Evidence
Do you operate a Structured Training Program?				
What training has been provided?				
What qualifications do site staff have (please provide details, copies of certificates/ accreditation etc)				

Do any employees hold NVQ qualifications?				
Are employees receiving 'On The Job Training'? (eg apprentices)				
Plant and Equipment	Yes	No	N/A	Please Provide Comments & Evidence
Is plant hired or owned				
Is there a policy or procedure on inspection and maintenance?				
Are Schedules available for regular maintenance?				
Are records available of Statutory examinations and /or company inspections?				
Are operatives conducting regular inspections? I.e Daily checks, Weekly plant returns Are records being kept?				
Is electrical apparatus and equipment being PAT tested?				
Are employees being trained to use Equipment and Tools e.g. disc cutters?				
Is there information available for safe use of Plant or Equipment?				
Personal Protective Equipment	Yes	No	N/A	Please Provide Comments & Evidence
Has the contractor a Policy on the provision of PPE?				
What is the standard PPE issued?				

Are employees consulted on the provision of PPE? I.e. choice of boot or hat.				
Are any employees migrant workers?				
Is the Safety Manager able to influence the choices regarding the purchasing of PPE?				
Are records available of PPE issued?				
Environment Issues	Yes	No	N/A	Please Provide Comments & Evidence
Does the Contractor have an Environmental Policy?				
Is there a recycling policy in place?				
Is there an energy conservation policy in place?				
Does the contractor have a waste reduction policy?				
Fire and Emergency	Yes	No	N/A	Please Provide Comments & Evidence
Is fire fighting equipment available in any company vehicles (and inspected)?				
Are employees trained? To fight fires				

First Aid	Yes	No	N/A	Please Provide Comments & Evidence
Are any employees trained as First Aiders?				
Are there First Aid Kits in the company vehicles?				

Any Further information or details you wish to provide:

Signed.

Name.....

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

Timbermat Ltd utilises few substances that, if used in an inappropriate manner, could be hazardous to health. However Timbermat Ltd recognises the need to control hazardous substances in accordance with The Control of Substances Hazardous to Health Regulations 1999 and will therefore:

- Undertake assessments of all work processes where substances are involved and decide which of the processes involve the use of substances hazardous to health so that decisions can be made about necessary control measures;
- Maintain records of all COSHH assessments;
- Inform the workforce of any findings of any assessments and provide any person exposed to substances hazardous to health with the necessary information, instruction and training for them to know the risks to health created by such exposure and the precautions that should be taken;
- Review all assessments (if the work process changes significantly) and annually from the date of the original assessment; and
- Provide suitable Personal Protective Equipment.



ACCIDENT REPORTING AND RECORDING

Timbermat Ltd strives towards maintaining a safe and healthy working environment, maintaining safe plant and equipment and developing safe systems of work. However, it understands that occasionally unforeseen accidents may occur and it is therefore committed to complying with The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

RIDDOR requires that all accidents be reported if they fall into one of the following categories:

- Death of any person, whether or not he or she is at work, as a result of an accident arising out of or in connection with any of Timbermat Ltd's activities;
- Any person suffering a major injury or condition;
- Someone who is not at work (e.g. a member of the public or a visitor to the premises) and suffers an injury as a result of an accident and is taken from the scene to a hospital for treatment;
- A dangerous occurrence arises out of or in connection with business activities;
- A person is incapacitated for his or her normal work for more than three days as a result of an injury sustained;
- The death of an employee if this happens within one year after a reportable injury or condition; and
- A person being affected by a specified industrial disease diagnosed by a doctor and where the person's work involves a specified work activity.

Any incident falling into any of the above categories must be reported to:

By post: HSE Incident Contact Centre,
Caerphilly Business Park,
Caerphilly,
CF83 3GG.

By telephone: 0845 300 9923

By facsimile: 0845 300 9924

By e-mail: riddor@natbrit.com

John Roberts or a nominated person or any appointed senior person is responsible for reporting any incident.



Guidance Notes for Accident Investigators and/or Reporters

Following any accident, the investigator must:

- Ensure that the affected person(s) has (have) received suitable treatment for any sustained injury;
- Ensure that the cause of the accident has been made safe, machinery isolated, etc;
- Ensure that no one else will be affected by the cause of the accident;
- Enter the full details of the incident into the Accident Book;
- Ensure that if First Aid treatment was given, the details are recorded in the First Aid Treatment record;
- Carry out a thorough investigation of the incident, recording the findings on both the Internal Accident and Employee Accident record forms contained within this policy. The investigation should include sketches of the scene of the accident, statements from any injured party, statements from all witnesses and photographs of the scene wherever possible;
- Decide whether the incident was a reportable incident and report to the HSE if necessary;
- Carry out a safety check on any equipment involved in the accident and carry out a post accident Risk Assessment on the system of work being carried out at the time of the accident;
- Decide whether or not any equipment involved in the incident or system of work being carried out is or has been made safe; and
- Report to Themis Support Services Ltd with copies of all investigation forms, sketches, witness statements and photographs.

The person responsible for investigating all accidents is Martin Anderton or a nominated person.

The Accident Book is kept in the Main Office.

All accident investigation reporting forms are kept in the Main Office.

The First Aid Treatment records are kept in the Main Office.



Description of Major Injuries or Conditions

- Any fracture, other than to the fingers, thumbs or toes;
- Any amputation;
- Dislocation of the shoulder, hip, knee or spine;
- Loss of sight (whether temporary or permanent);
- A chemical or hot metal burn to the eye or any penetrating eye injury;
- Any injury resulting from electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- Any other injury leading to hypothermia, heat induced illness, unconsciousness or requiring admittance to hospital for more than 24 hours;
- Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent;
- Any condition which results from the absorption of any substance by inhalation, ingestion or through the skin which results in acute illness requiring medical treatment or loss of consciousness; and
- Acute illness which requires medical treatment where there is a reason to believe that it resulted from exposure to a biological agent or its toxins or infected material.