



# *Health & Safety Policy*

*Ideal Window Solutions  
Limited*

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## **Introduction**

The Health and Safety of Ideal Window Solutions employees, customers and members of the public are a key company priority, equal to any other business objectives.

This document includes the Company Health and Safety Policy Statement and describes the health and safety duties and responsibilities of all employees. Compliance with the Health and Safety at Work Act 1974 and other relevant legislation will be regarded as the minimum standard to be maintained.

The document is split into three main parts:

- Part 1 - The Health and Safety Policy Statement
- Part 2 - Organisation, detailing the health and safety duties and responsibilities
- Part 3 - Arrangements for implementing the policy

## **Scope of Application**

This document is the written statement required of Ideal Window Solutions under Section 2(3) of the Health and Safety at Work Act 1974.

Any problems with the interpretation of this policy or its implementation should be referred to Mr Chris Palmer, Managing Director.

All references to “The Company” in this document shall be taken to mean all of Ideal Window Solutions sites and activities within the United Kingdom.

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## **Part 1 - Ideal Window Solutions - Health & Safety Policy Statement**

The management of Ideal Window Solutions regards the promotion, maintenance and improvement of Health, Safety and Welfare standards as a key company priority and equal to any other business objective.

It is therefore the declared policy of The Company to do all that is reasonably practicable to ensure that responsibilities for Health, Safety and Welfare are properly assigned, accepted and fulfilled at all levels of the company.

The Company will take all reasonably practicable steps to ensure the health, safety and welfare of all its permanent and temporary employees while they are at work, together with that of visitors to its site and the general public.

In particular, the Company will:

- Bring the contents of this policy to the attention of all employees, self employed personnel
- Provide and maintain safe plant and safe systems of work
- Ensure the safe use, handling, storage and transport of articles and substances
- Provide instruction, training and supervision to enable employees to perform their duties safely and efficiently
- Provide and maintain a safe place of work, including safe access and egress
- Provide and maintain a healthy working environment, including the provision of welfare facilities
- Provide all necessary safety devices and personal protective equipment and ensure by adequate supervision they are used
- Maintain a constant and continuing interest in Health and Safety matters applicable to the Company's activities, in particular by consulting and involving employees/sub-contractors
- Review this policy document as often as may be appropriate but at least annually

Employees have a duty to take reasonable care of themselves and others who may be affected by their acts or omissions while at work. They are under an obligation to fully co-operate in the implementation of this policy and all other arrangements for health and safety.

Signed

Date

Chris Palmer  
Managing Director

## **Part 2 - Health & Safety Organisation**

### **2. Responsibilities**

All employees have responsibilities for their own Health and Safety and for that of others who may be affected by their acts or omissions. These duties and responsibilities become more onerous as individuals rise through the company structure, reflecting the importance of management involvement in safety matters.

#### **2.1 Managing Director – Mr Chris Palmer**

The overall and final responsibility for all Health and Safety matters within Ideal Window Solutions rests with the Managing Director, Mr Chris Palmer. He will be supported in this role by the Contracts Director. In particular, he will:

- Encourage the development of an organisational culture supportive of Health and Safety
- Ensure adequate financial provision is made to implement the policy in this document
- Support all staff and sub-contractors to ensure that Safety Management within the Company is implemented and maintained
- Ensuring the Company Health and Safety Objectives are met
- Ensure that there exists an organisational structure having clearly defined Health and Safety responsibilities and which co-ordinates safety issues on a daily basis
- Ensure that there is a systematic approach in place to identify risks and including the development of adequate control measures
- Initiate an annual review of Health and Safety status and progress
- Ensure that the company's management set an example in safe behaviour and that they maintain a working environment which shall be safe and without risks to health

#### **2.2 Contracts Director**

The Contracts Director as the nominated Director will be responsible for:

- Implementing, co-ordinating and maintaining a Safety Management System throughout the company and ensuring continuing suitability and effectiveness of safe systems of work
- Allocating appropriate health and safety responsibilities to relevant personnel and ensuring they are understood and implemented
- Ensuring suitable and sufficient risk assessments are conducted on all workplace activities including the production of method statements where applicable
- Ensuring safe operation of all plant, equipment and the correct use of PPE
- Applying risk control systems and workplace precautions to all work and identify any health and safety deficiencies
- Consulting with them and ensuring that all work is completed safely
- Ensuring contracts are adequately resourced and supervised in a safe manner and to meet clients requirements
  - Ensuring that all staff with supervisory responsibilities enforce the health and safety standards within their areas of accountability
- Ensuring all staff are suitably trained to enable them to carry out their responsibilities for health and safety in accordance with this policy
- Co-ordinating accident reporting and investigation

### **2.3 Personnel with Responsibility for the Work of Others (e.g. Site Fitters)**

All Ideal Window Solutions employees with responsibility for the work of others are responsible for Health and Safety arrangements within the areas that they are themselves responsible for. Their Health and Safety responsibilities shall include:

- Encourage the development of an organisational culture supportive of Health and Safety
- Be proactive in ensuring that all their staff actively implement and observe the Company's arrangements for Health and Safety
- Maintain a safe and healthy working environment for all employees & sub-contractors
- Ensure that responsibilities for safety matters are clearly determined and are understood by all their staff and sub-contractors
- Ensure emergency procedures are brought to the attention of all staff and visitors
- Ensure that all staff under their control receive the necessary Health and Safety training to enable them to perform their tasks safely and without risks to themselves or others
- Where appropriate to do so, establish regular workplace inspections to ensure all areas are being maintained in a safe condition, that safe working procedures are being complied with and that PPE is being used correctly
- Ensure that necessary testing and maintenance of plant & equipment is being carried out.
- Ensure those members of staff who consistently fail to follow established good safe working practices, or if they misuse equipment provided are disciplined.
- Report all incidents and ensure effective remedial action is taken to prevent recurrence.
- Identify, before any work commences or any product is delivered that any potential discrepancies between working practices that might compromise health and safety, advising the customer accordingly.
- Set a good example in safe behaviour at all times.

### **2.4 All Employees**

Irrespective of their position within the Company, it is the responsibility of all employees and contractors/sub-contractors to comply with the company's arrangements for Health and Safety. Failure to do so is a criminal offence under the Health and Safety at Work Act 1974 and will be treated by the company as gross misconduct.

Employees/sub-contractors at all levels of responsibility shall:

- Take reasonable care of their own safety and the safety of others that may be affected by what they do or do not do
- Be proactive in reporting hazards, incidents and accidents
- Bring to the attention of management any concerns they may have with the company's arrangements for their health and safety
- Co-operate with the company in all arrangements for health and safety
- Be conversant with the emergency procedures at their place of work
- Keep their immediate work area and nearby passageways clear and free of obstructions.
- Maintain constant vigilance on health and safety matters, particularly when entering unfamiliar areas
- Comply with all safety signs, instructions and notices displayed or otherwise communicated within the workplace
- Use all tools and items of safety equipment issued to them in a safe manner and report any defects immediately
- Study the Safety Policy Document and be proactive in promoting and complying with it

Employees, regardless of their level of responsibility shall NOT:

- Intentionally or recklessly interfere with or misuse anything provided for their Health, Safety and Welfare
- Introduce into the company any new substances, processes, articles and machinery until a review of the health and safety implications has been completed and approval to continue has been given. This includes personal electrical equipment

## **2.5 Safety Advisor**

The Company employs the services of a Safety Adviser. He will provide:

- Advice and assistance on managing the health and safety function with the company
- Assistance on the design, development and updating of company policies and procedures
- Advice on current legislation and any changes that may affect the company
- Advice and assistance on hazard spotting, inspections, audits, accident investigations, accident prevention and conducting risk assessments
- Advice/assistance on all matters relating to health and safety as required by the Company
- Training courses within his field of experience as required by the Company
- Provide an annual Safety Action Plan aimed at continual improvement of health and safety within the Company

## Part 3 - Health & Safety Arrangements

This section briefly identifies the key arrangements for health and safety in operation within Ideal Window Solutions.

### 3.1 Access & Egress

The Company aims to provide, wherever it is reasonably practicable to do so, a safe place of work and a safe means of access and egress within all parts of the workplace. Safe access and egress includes movement in and out of the workplace, and safe access within the workplace and all other associated areas.

Safe access and egress can be achieved by following the basic precautions given below

- Ensure that high standards of housekeeping are maintained
- Regularly check access and egress routes and remove or report obstructions and other safety hazards immediately
- Follow any site specific rules and comply with procedures where limitation of access applies

### 3.2 Reporting Accidents & Accident Investigation

*It is a statutory requirement for an injured person to report details of any accident, regardless how minor, to his employer. An entry in an Accident Book constitutes notification that an accident has occurred.*

All employees have a role to play in reporting accidents efficiently and effectively and the company will actively promote the reporting of accidents that occur in the workplace. As such all accidents, be it in the office, on a site or, however minor, must be entered into the accident book. It is important that if an accident occurs on site, then it is either recorded in the accident book in the vehicle or reported to the office administrator (Natasha Gillingham) who can ensure that the incident is recorded. All near misses shall also be reported so as to identify potential accidents and take the necessary timely avoiding action.

In the event of a more serious accident, which needs to be reported under the terms of the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)**, Mr Chris Palmer, or the Contracts Manager shall be notified as soon as possible so as to allow a report to be made to the Enforcing Authority.

All accidents, diseases and dangerous occurrences may be reported to the Incident Contact Centre (ICC). The ICC was established as a single point of contact for receiving all incidents in the UK.

All incidents/accidents can be reported by any of the following routes:

**Telephone** - 0845 3009923 **Internet** - by providing information on the HSE site:

**<http://www.riddor.gov.uk/reportanincident.html>** **Form** -- by completing the relevant hard copy form (F2508) or (F2508A) and sending:

**By Facsimile** - 0845 3009924

**By post to:** Incident Contact Centre Caerphilly Business Park Caerphilly CF83 3GG

RIDDOR 1995 require the HSE to be notified of:

#### i. Death or major injury.

If there is an accident connected with work and an employee, or a self-employed person working on our premises is killed or suffers a major injury (including as a result of physical violence); or a member of the public is killed or taken to hospital as result of our actions. The company must notify the ICC without delay by telephone. They will ask for brief details about our business, the injured person and the accident. The Company must complete an accident



report on the Internet form (F2508) or a hard copy and send within ten days unless advised by the HSE otherwise.

**ii. Over-seven-day injury.**

As of 6 April 2012 if there is an accident, act of physical violence or an over-seven day injury (day of accident is not counted) connected with work to a employee, or a self-employed person working on our premises the company must complete and send an accident report to the HSE within 15 days. An over-seven-day injury is one, which is not major but results in the injured person being away from work or unable to do their normal work for more than seven days (including non-workdays). An injury which causes a person is off for more than three days need not be reported but must be recorded by the Company.

**iii. Disease.**

If a doctor notifies you that you are suffering from a reportable work-related disease then you must inform the Company. The Company will, confirm whether the disease is reportable with the HSE via the above number and if so, then complete the appropriate documentation either on the Internet or hard copy (F2508A) as required.

**iv. Dangerous occurrence.**

If something happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence which must be reported immediately (e.g. by telephone to one of the Directors or one of the Managers who will advise the HSE in the same way). Within ten days the company must then complete the appropriate documentation either on the Internet or hard copy (F2508) sending as required.

**Incident Investigation.**

The Company recognises that any procedures put in place to help prevent accidents from occurring, are beneficial for the health and safety of all employees and visitors. In order to learn more from accidents that take place the company will investigate all accidents and near miss incidents involving persons and property other than where the injury is deemed to be minor. The results from an investigation will hopefully prevent further accidents, and may well instigate further procedures to help prevent them. Each circumstance will be different however; accident investigations will usually lead to a change in the risk assessment or method statement or even policy arrangements. Investigations will include employee interviews, statements and site visits. Our safety consultant may be called in to assist in this.

**Accident Records.**

Records will be held on file and where appropriate statistical information will be analysed to establish trends, patterns and repetitive occurrences. Records will be held on file for at least three years and reviewed thereafter to establish the need for longer term archiving. All accidents will be reviewed by senior management and if required any remedial actions required will be communicated to all staff.

**3.3 Alcohol & Drugs**

The use of alcohol is not appropriate in the workplace and drug abuse can be a criminal offence as well as a serious risk to health and safety. Drinking of alcohol during working hours is expressly prohibited. This is made even more important when an employee is using, or is likely to use, items of work equipment such as power tools, saws etc. which can cause severe injury if misused.

Taking of 'recreational' drugs will be seen as an offence of gross misconduct, rendering the offending employee liable to instant dismissal.

Any employee taking prescription medication should report the fact to Mr S Wash in order that any side-effects may be clearly established and alternative work provided should the taking of the medication pose too high a risk.

### 3.4 Contractors

Where it becomes necessary to use contractors or sub-contractors as a part of the Company's undertakings the following major steps shall be taken:

- The contractor shall only be taken on once their competence has been assessed as adequate for the task for which they are to be employed
- Contractors shall receive an induction to the site on which they will be working, which concentrates on the hazards and risks to which they will be exposed and the control measures for reducing those risks
- Where appropriate, contractors shall be asked for details of relevant insurance cover
- Where appropriate, contractors may be asked to produce copies of task specific risk assessments and method statements relevant to the work they are to undertaking on behalf of The Company

***A Contractors Questionnaire is at Annex A.***

### 3.5 Electricity at Work

Exposure to live electricity can have serious consequences. Extreme care must be taken at all times when using electrical equipment or when working in the vicinity of overhead or underground services. Work must never be conducted when there is a likelihood that electrical circuits may be 'live.'

Battery powered tools shall be used in preference to those supplied from mains voltages. If battery powered tools are unavailable, or cannot be used for other reasons, employees should use 110V supplies. All mains fed tools and appliances must be protected by residual current devices.

Portable appliances shall be inspected and tested on a regular basis as recommended by the HSE but in any case as often as may be appropriate to the usage.

*If you notice any defect with the equipment you are about to use – STOP – do not use it - report it to the person responsible for your work.*

Only competent electricians or service engineers should be used to repair or service electrical equipment. If an electrical device develops a fault; employees must not attempt to repair the fault unless qualified to do so.

Electrical devices, tools etc. must not be used in flammable or explosive atmospheres unless specifically designed for the purpose.

### 3.6 Emergency Procedures

When working on site, employees shall familiarise themselves with the local emergency procedures in force and shall comply strictly with them. On some larger sites, training may be required. Such training shall be obtained before any work commences.

Employees shall note the nearest safe exit point from their place of work and the location of their assembly point if applicable.

Employees must ensure that all emergency exit routes are kept clear and free of obstruction at all times.

Generally in the event of a fire, employees are to;

- Raise the alarm
- Evacuate the building via the nearest safe exit
- Assemble at a safe assembly point and await further instructions. Fires should only be tackled if:
  - It is safe to do so
  - The fire is small - at any rate no larger than a waste paper bin

- The employee has received training in the use of the fire extinguisher

### **3.7 Fire Prevention**

To reduce the risk of fire, all employees shall:

- Maintain high standards of housekeeping within their work areas, keeping waste materials etc to a minimum consistent with the work being performed.
- Keep flammable or combustible materials away from sources of ignition
- Smoking is banned in all company premises
- Dispose of waste at the end of each working day and check the area for ignition sources prior to leaving.

In addition, the Company shall ensure that portable electrical appliances and, where appropriate, electrical installations, are tested and inspected on a regular basis. In some cases, specific security measures may be necessary to guard against the risk of arson, in which case the Company shall ensure that these are put in place so far as is reasonably practicable.

### **3.8 First Aid**

The Company shall ensure that adequate first aid facilities are made available for employees, especially where working alone or on small sites. On larger sites, it may be possible to share facilities with the larger contractors and this will be negotiated on an individual site by site basis.

At Head office the company will ensure that sufficient qualified First Aiders or Appointed Persons are in attendance whenever the site is occupied. The type and numbers of first aid cover will be determined by a risk assessment. The names and location of first aid kits will be made known to employees during their Induction Training and via notice boards. The trained staff will:

- Maintain first aid facilities, eye wash stations and ensure safe custody of medicines etc. under their control and keep up to date with current first aid practices
- Maintain records of minor accident reports and liaise with management, as necessary
- Refer to management any accident reported so as to ensure that investigation/action is taken

The contents of a basic first aid kit shall include at least the following:

- Guidance card
- Individually wrapped sterile plasters
- Dressings of various sizes
- Two eye pads
- Two triangular bandages
- 6 safety pins
- Disposable gloves

First aid kits shall not contain any proprietary medicines, ointments, lotions etc.

As a minimum, the Company shall nominate one 'Appointed Person' to have responsibility for ensuring that all first aid supplies are maintained at adequate levels.

- Maintain records of minor accident reports and liaise with management, as necessary and refer to management any accident reported so as to ensure that investigation/action is taken
- Keep up to date with current first aid practices

### **3.9 Hazardous Substances**

The Company acknowledges its responsibilities for assessment and elimination or control of exposure, as laid down by the Control of Substances Hazardous to Health Regulations 2002.

The Company uses very few substances in its normal work and the ones use do not pose a serious effect to employees health.

All tasks involving the use of hazardous substances shall be assessed to determine whether the substance may be eliminated or a viable alternative substance, of lesser hazard, may be used instead. Otherwise, the Company shall take reasonable steps to control exposure to hazardous substances as required by the Regulations.

In particular, the Company will seek to reduce exposure to solvent based products and wood dusts, especially hard wood dusts. Both of these substances can cause respiratory sensitisation, occupational asthma and/or cancer if inhaled over a period of time.

Written copies of the substance Data Sheets and/or COSHH assessments shall be made available to employees who may be exposed and to other parties who may request them.

High standards of personal hygiene must be observed in order to reduce the likelihood of hazardous substances being ingested.

### **3.10 Housekeeping**

Attention to good housekeeping practices is extremely important in preventing or reducing the risk of fire in the workplace. It is equally important in reducing the likelihood of slips and trips, which are among the highest causes of accidents in the workplace.

Employees shall operate a 'clean up as you go' policy to reduce the amount of waste material in the workplace. Items must never be left where someone may trip over them or slip and fall. Items must never be stored in exit routes and gangways, no matter how briefly.

Where applicable, equipment must be returned to its storage place once work with it has finished.

### **3.11 Induction Training**

New employees need to be made aware of basic health and safety information relevant to the Company. Particular attention shall be paid to younger employees where it is likely to be their first job. This is because of their inexperience or absence of awareness of existing or potential hazards and the increased likelihood that they will suffer harm as a result.

Training the new experienced worker is also very important as systems of work will vary and the company procedures will have to be explained. Further update training may be required for the Company to satisfy itself that the new employee is competent, even though the employee has evidence of formal training.

***An example of the Induction Training Form is at Annex B.***

### **3.12 Manual Handling**

Manual handling is one of the most common causes of absence through injury at the workplace. Manual handling related injuries may often have long-term effects.

Wherever possible, the Company shall endeavour to avoid the need for manual handling. Where this is not possible, a suitable and sufficient assessment of risk shall be made which takes into account the following:

- The manual handling task
- The nature of the load
- The individual carrying out the lift
- The environment in which the task is to take place

Where the need cannot be avoided, the Company shall seek to reduce the risk by providing mechanical handling aids wherever appropriate. If manual lifting and carrying becomes necessary, employees shall receive training in how to assess the load and how to lift safely.

The following guidance is to be followed:

### **BEFORE YOU LIFT OR MOVE A LOAD - THINK!**

- Do I know how heavy it is?
- Is it too heavy for one person?
- Is the area clear where I want to put it?
- When carrying it will it obstruct my view on where I am walking?
- Can I get close to the load to lift it?
- Do I need to wear protection e.g. gloves?

### **REDUCE THE RISK BY:**

- Tilting or lifting one corner to judge how heavy it is.
- Getting close to the load.
- Having your feet apart with the leading foot forward in the direction of travel.
- Bending your knees, not your back.
- Grasping the load properly with the palms of your hand (not just your fingers).
- Keeping your back as straight as possible.
- Not twisting your body before you lift or during the carrying.
- Keeping the load close to your midriff when you are carrying.

### **3.13 Noise Control**

Use of certain items of work equipment may give rise to high levels of noise. Consistent exposure to high levels of noise can cause irreversible noise induced hearing loss. Where employees cannot conduct a conversation with normal voice levels at a distance of 2 metres apart they should recognise that there may be a noise problem in the area.

Where a noise problem is identified, the Company will have the noise assessed by a competent person. The Company will seek to reduce the level of noise in the workplace by means other than the provision of hearing protection. Where hearing protection becomes necessary, it will be selected according to the nature of the noise that needs to be protected against.

Exposure to high levels of sound energy should be kept to the minimum consistent with the task being conducted. Wherever possible, an alternative, quieter method of work should be selected.

### **3.14 Personal Protective Equipment**

The company will provide personal protective equipment without cost to the employee when the risk presented by a work activity cannot be adequately controlled by other means. All reasonable steps will be taken by the company to secure the health and safety of employees who work with PPE.

The company acknowledges that health and safety hazards will have been identified if this equipment is used. It is the intention of the company to ensure, through the proper use of this equipment, that any risks are reduced to a minimum. Where necessary, the Company will provide information, instruction and/or training to all employees which covers how to wear and adjust the equipment, the hazards it will safeguard against (and those it will not), how to clean and store the equipment and the procedure for obtaining new equipment to replace that which becomes lost or damaged or otherwise reaches the end of its useful life.

The Company will conduct an assessment of items of personal protective equipment to establish their suitability for protecting against the hazard and their compatibility when used in combination with other items of personal protective equipment.

Personnel issued with PPE will be asked to sign to say they have received it. Personnel issued with PPE must ensure that they look after it and correctly wear items issued whenever this is necessary and that they report loss or defects as soon as they become known.

***An example of PPE Issue Form is at Annex H.***

### **3.15 Risk Assessment**

The Company acknowledges its responsibility to conduct a general assessment of risk as required by the Management of Health and Safety at Work Regulations 1999. Whenever necessary, the company shall:

- Identify the hazards
- Identify who might be harmed and how that harm might come about
- Assess the control measures currently in use to reduce the risk
- Assess the level of residual risk
- Implement additional control measures if required by the assessment.

The significant findings will be recorded in writing and the content of the assessments will be made known to those affected. Assessments shall be reviewed as often as may be appropriate, including when there is reason to believe that the assessment is no longer valid or there has been some other significant change which might affect the assessment findings.

In addition, where required by other legislation, the Company shall also conduct specific risk assessments on other hazards such as work equipment, manual handling, hazardous substances, young persons, Personal Protective Equipment pregnant workers, Display Screen Equipment etc.

***An example risk assessment form is at Annex C***

### **3.16 Method Statement**

Where work of a foreseeable high hazard content is to be undertaken a Method Statement must be used.

This is a formally written safe system of work agreed between employer and contractor or main contractor and subcontractor. It should specify the operations to be taken on a stage-by-stage basis and indicate the precautions necessary to protect site operators; staff occupying the premises and members of the public, including local residents whom may be affected by the work.

The Method Statement includes:

- the technique to be used
- access provisions
- safeguarding of existing work locations
- structural stability requirements
- safety of others, including members of the public and local residents
- health precautions, including use of personal protective equipment
- procedures for prevention of area pollution
- segregation of certain areas
- procedures for removal of toxic waste

- procedures to ensure compliance with specific legislation e.g. COSHH, Asbestos at Work or Working at Height Regulations

### **3.17 Work Equipment**

The Company will take all reasonable steps to ensure the safety of employees working with items of work equipment, especially those that may cause severe injury if misused.

The company will select and purchase only those items of work equipment deemed to be suitable for the intended task. Items of work equipment shall be maintained in good repair and efficient working order at all times. Where appropriate, a regular system of inspection shall be implemented. Records of inspection and maintenance shall be kept.

Should employees have any concerns relating to machinery safety, they should immediately inform the Proprietor, Mr S Wash so that steps can be taken to remedy the situation promptly. Any defects with items of work equipment must be reported immediately.

In particular, the Company will:

- Conduct work equipment risk assessments to assess the operation of the machine itself which will include the assessment of its controls, the visibility of any operating parts that need to be seen, the possibility of access to dangerous parts of the equipment and the accessibility of all parts that need to be adjusted or changed
- Assess all machine guards, all isolation procedures of any part of the machinery and all emergency procedures
- Take all reasonable steps to minimise all the risks found from these assessments

The company will assess the methods of any adjustments or tool changes made on the machine so that tools are fitted and carried safely. Machine guards must be suitable and should be removed and replaced safely.

In compliance with its duties under the Provision and Use of Work Equipment Regulations 1999, the company shall ensure that measures are taken to:

- prevent access to any dangerous part of machinery rotating stock-bar
- stop the movement of any dangerous part of machinery before allowing a person to enter a danger zone. The alternative measures required to comply with this requirement are as follows:
  - (i) provision of fixed guards
  - (ii) provision of other guards or barriers
  - (iii) provision of jigs, holders, push sticks or similar
  - (iv) provision of information, instruction and training.

The Company will endeavour to ensure that personal protective equipment is used where necessary when using a machine.

The company will give the information, instruction and training necessary to ensure the health and safety of all operators and any others affected by the various items of work equipment in use.

Only authorised persons may use items of work equipment provided for use at work by the Company. An 'Authorised person' shall have received training in the use of the item of work equipment in question and shall have been given permission to use it.

### **3.18 Safety Signs**

Safety Signs are there for a reason and staff must obey them.



Yellow triangular signs indicate **Warning** (*BEWARE*)



Blue circular signs indicate **Mandatory** (*MUST BE DONE*)



Green rectangular signs indicate **Safe Condition** (*FIRE/FIRST AID*)



Red circular signs indicate **Prohibition** (*DO NOT DO SOMETHING*)



Red and White signs indicate position of fire fighting equipment

### 3.19 Working at Height

Falls from height is the biggest cause of fatalities in the construction industry and therefore extra precautions **MUST** be taken by staff when working at height. The following rules are to be followed at all times:

- Any equipment used, ladders, towers, podiums or mobile elevated working platforms should be suitable and properly maintained
- Only staff trained in the use of this equipment and competent to work at height must use/operate this equipment
- All equipment must be inspected prior to use
- Never use a metal ladder or other equipment close to high voltage cables
- Ensure all equipment is adequately secured prior to use, ladders footed, tower wheels chocked, stabilisers or outriggers out on a mobile elevated working platform

#### Ladders

In general more accidents arise each year from the use, or misuse, of ladders than from any other single piece of equipment. Follow these rules:

- Never use or climb makeshift structures
- Always check ladders for splits, damaged rungs or missing rungs, *if defective - do not use*
- Never allow more than one person on ladder at one time
- Never work on ladders that are sited on uneven ground
- Ensure that ladders are properly secured at the top and extend enough to provide a suitable hand hold
- Always ensure that the ladder is long enough for the work and maintain a suitable distance above the rung on which the user stands (at least 1 m )
- Never use the rung of a ladder as a support system or for run up boards
- Always face the ladder when using it and maintain a firm grip
- When using extension ladders, maintain at least three rungs at the overlap position
- Ensure ladder is positioned free from the risk of falling materials and maintain safe access



- Do not overstretch when working on ladders
- Always set the ladder at the correct angle - 1m out for every 4m high (75 degrees)

### **Stepladders**

- Stepladders are not designed to accept side loading.
- Chains or ropes to prevent overspreading are required, or fittings designed to achieve the same results. Parts must be fully extended.
- Stepladders should be level for stability and on a firm base.
- Work should not be carried out from the top step (knee never above top step).
- Overreaching should be avoided by moving the stepladder – if this is not possible, another method of access should be considered.
- Equipment should be maintained free from defects. Regular inspection is required.
- No more than one person should use a stepladder at one time.

### **Working Platforms and Trestles**

- Trestles are suitable only as board supports.
- They should be free from defects and inspected regularly.
- Trestles should be leveled for suitability on a firm base.
- Platforms based on trestles should be fully boarded adequately supported and provided with edge protection where appropriate.
- Safe means of access should be provided to trestle platforms, usually by a stepladder

### **Working Platforms – Towers and Podium (or Pulpit) Steps**

Any working platforms should:

Be big enough to allow room to work safely, safe passage (if needed) and the safe use of equipment and materials

Prevent feet passing through the flooring of the equipment or feet and objects passing over the edge (i.e. toe boards and edge protection)

Be clean and tidy (e.g. dust and rubbish must not be allowed to build up on the platforms) and

Be secure at all times

When using towers or podium steps:

- The person using the equipment must be properly trained and competent
- Those who are not authorised to use the equipment must be clearly advised to stay off it
- The equipment must be properly maintained and regularly inspected by a competent person (particularly if used and stored outside)
- The equipment must be inspected visually before use each day
- Ensure light tools are carried in a shoulder tool bag or holster attached to a belt so that both hands are free for climbing
- Heavy items should not be carried up or down access equipment – lifting equipment should be used
- The platform position should be such that any work does not require extended periods in difficult or awkward postures

The stability of towers or podium steps is a major consideration as the working height increases.

Instructions from manufacturers or suppliers of the towers or extending height podium steps must always be strictly adhered to when working above certain heights. The recommendations regarding the height and when to use the stability or extending legs must always be followed even if it is short duration work.

## **Mobile Elevated Work Platforms**

MEWPs provide a safe means of working at if they used correctly by trained and competent staff in accordance with manufacturer's or supplier's instructions.

When using a MEWP a safe system of work should include:

- Planning the task to be aware of overhead hazards and any passing traffic (vehicles or other people), including the effect on others if there is a collision
- Only trained and competent staff to use them
- Instructions relating to the floor loading and stability issues must be strictly adhered to
- Instructions in emergency situations (getting down if the power fails) must be known by all operators
- Understanding of the need to wear a harness in certain situations
- Since they are classified as lifting equipment (under LOLER) they must be thoroughly examined by a competent person every 6 months or in accordance with the examination scheme drawn up by a competent person.

### **3.20 Safe Use of Lifting Appliances**

The lifting gear and appliances held on site are inspected by a competent person (normally the company insurers) every 6 or 12 months in line with current legislation. It is vital that no other rough equipment is brought onto the premises to use, if you need a special appliance ASK.

- Always ensure that any lifting appliance to be used has been tested thoroughly, examined and inspected. **INSPECT BEFORE USE**
- Always check that current certificates of test are available and entries in registers are maintained
- NEVER operate or use defective lifting appliances or lifting gear, inform your manager immediately, who will arrange its removal or replacement
- No lifting appliance or gear should be used unless the safe working load is clearly displayed
- Never attempt to lift beyond the safe working load
- Ensure lifting appliance is safe by position and is on firm, level ground
- Do not interfere with any safety devices or by-pass them
- Never stand under the suspended load of a lifting appliance

### **3.21 Construction (Design & Management) Regulations 2007**

There are many occasions when IWS are involved on a site under the CDM Regulations. As such IWS as "Contractors" have legal obligations which need to be understood by all staff working on that site.

Although covered at Induction Training and is contained in the Handbook.

**Additional information is contained at Annex F**

### **3.22 Display Screen Equipment**

The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable. As such the company will conduct health and safety assessments of all work stations with a VDU used by employees as part of their normal work. The assessment will comply with the requirements set out in the Health and Safety (Display Screen Equipment) Regulations 1992.

Staff on joining undertake a pre-employment medical questionnaire which hopefully will identify any previous injury that needs to be taken into account when allocating tasks or confirming employment.

## **General Rules**

VDU screen users will be allowed periodic breaks in their work.

Eyesight tests will be provided for VDU screen users on request and where necessary the users will be provided with the basic necessary corrective equipment such as glasses or contact lenses.

All VDU screen users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified. This will include a self assessment form to identify any potential problems. The results will be scrutinised by the Health and Safety Advisor

***An example VDU self - assessment form is at Annex G***

### **3.23 Site Surveys and Inspections**

Staff are encouraged to be proactive and report any potential hazards or incidents that may affect them or their colleagues wherever they are working. This includes any concerns they may have with the company's arrangements for their health and safety. They must bring it to the attention of management at the earliest opportunity.

Under normal conditions each site (job) will be visited either by the Contracts Director or a surveyor prior to the work being undertaken. At this stage a site survey will be conducted using the form at Annex E to ensure staff will not be placed at risk whilst using the site. Other facilities will also be checked at this stage, including, ease of access for equipment and materials, movement into and around the site etc. If any of the facilities are not considered acceptable it at this stage the Company will approach the main contractor or owner of the premises to rectify the situation.

During the course of any contract the Company management will visit the site to ensure staff are complying to the health and safety standards set out in this document and providing the service of quality expected. It is during these visits that good and bad practices will be noted and then discussed with the staff, either at the time, in the case of serious breaches or at the next staff consultation meeting. Written records of these visits will be kept on file.

### **3.24 Training**

Training on the Company safety policy and rules is given to all new employees during their induction. Additional training will be provided to employees with specific responsibilities e.g. managers and fitters.

Specialised or specific training will be provided as and when required e.g. introduction of new legislation, equipment or substances where there are health and safety implications e.g. asbestos awareness. This training will be organised either through the Managing Director or Contracts Director.

The Contracts Director either through consultation meetings or via notice boards, briefing sessions or in writing will communicate health and safety developments to all employees.

### **3.25 Alcohol & Drugs**

The use of alcohol is not appropriate in the workplace and drug abuse can be a criminal offence as well as a serious risk to health and safety. Drinking of alcohol during working hours is expressly prohibited. This is made even more important when an employee is using work equipment/substances or manual handling which can cause severe injury if misused.

Taking of 'recreational' drugs will be seen as an offence of gross misconduct, rendering the offending employee liable to instant dismissal.

Any employee taking prescription medication should report the fact to a Director in order that any side-effects may be clearly established and alternative work provided should the taking of the medication pose too high a risk.

### 3.26 ASBESTOS – Background & Danger

Used in new building and refurbishment work from 1930 to about 2000.

Drilling/cutting/sanding materials made from or containing asbestos and breathing in the dust.

**The Diseases - Asbestosis, Lung cancer, Mesothelioma - cancer of the abdomen or chest. *There is no cure for asbestos related diseases***

#### **Asbestos - types**

Crocidolite, Amosite, Chrysolite, Fibrous tremolite, Fibrous Anthophyllite, Fibrous actinolite  
Crocidolite (Blue Asbestos) and Amosite (Brown asbestos) are considered to be the most harmful to health. *There are no control limits or safe exposure to any of the listed asbestos products or mixture.*

#### **Asbestos locations - most likely to be found in:-**

Cavity wall insulation	Wall and ceiling panels	Plastic floor tiles	Cushion flooring
Bath panels	Water tanks	Roofing tiles or slates	Boiler insulation
Corrugated roofing	Fire surrounds,	Drainage Pipe lagging	Soffits,
Roofing felts	Textured wall finishes “Artex”		

**Asbestos Management - IWS will take active steps record and manage any asbestos that may be present. It appreciates its duty to manage and that there are no safe exposure levels and no safe working limits.**

#### **Suspect Materials**

Should you be asked to drill or saw in materials which you suspect may contain asbestos **DO NOT PROCEED** – refer immediately to the Managing Director or Contracts Director. It is not easy to visually identify if materials contain asbestos. When in doubt treat as asbestos.

#### **WHAT YOU SHOULD DO?**

**Ask** whether there has been an asbestos check on the premises where you are working. If over 20 years old and there has been no check, treat as asbestos. Stop work and seek advice.

**Make** sure all others on site are made aware of the situation.

**Wash** before meals and before leaving site.

**Clothing** - If you suspect that your clothing has contaminated by exposure **do not take it home for washing**. This needs to be sent to a specialist laundry.

**The Control of Asbestos Regulations 2006** - Over 95% of all IWS work is involved with new build premises and therefore the risk is not usually present. Occasionally whenever there is a request for replacement windows and conservatories in older properties and asbestos is suspected then IWS will instigate a survey prior to work commencing and if positive get it removed professionally before staff become exposed.

**Risk Assessment** - *A fully detailed risk assessment will be carried out where ever asbestos is suspected.*

**Asbestos Awareness Training** – it is recommended by the HSE that training should be undertaken every 3 years. If staff are continually working on new build property installation, then this is a waste of resources and staff time. It is the policy that if any tender is received on properties to be refurbished that were built prior to 2000 then the staff identified for that installation would be instructed then so that the message is fresh in their minds. The training would follow the HSE recommended guidelines on asbestos awareness.

## Annex A – Sub - Contractors Questionnaire

Please answer the following questions and supply any relevant information as requested, providing supporting details and documentation separately.

<b>Company Name:</b>		
<b>Address:</b>		
<b>Telephone:</b>		<b>Fax:</b>
<b>Description of Company Services:</b>		
<b>Date of Formation/Reg:</b>		<b>Number of Employees:</b>
<b>Registration Nos.:</b>		
<b>Employer's Liability Insurance:</b> (A minimum of £5 million and please provide copy certificate)		
<b>Tax Exemption Certificate Type and Number:</b>		
1.	Which Trade or Safety Organisations do you belong to? Please state.	
2.	Who in your company is responsible for health & safety? Provide details of their experience and qualifications.	
3.	Provide examples of work carried out previously, which is comparable in size and nature to this project. Examples enclosed:	Y/N
4.	If more than five people employed provide copy of your safety policy. Policy enclosed:	Y/N
5.	Provide details of any accidents/incidents that were reported to the HSE under RIDDOR in the last 3 years. Details enclosed or NONE:	Y/N
6.	Have any formal notices been issued or legal proceedings been taken against your company by the HSE in the last 3 years? If yes please expand on separate sheet.	Y/N
7.	Supply examples of risk assessments (and method statements) prepared in accordance with the legislation. Examples enclosed:	Y/N

8.	How is safety training provided to your employees? Please specify;	
9.	Have any of your employees received any specialised training in the last 12 months e.g. Abrasive Wheels, IEE 16 <sup>th</sup> Edition, CORGI. Please give examples:	
10.	How do you monitor effectively that your employees are working safety on site? Please specify:	
11.	How do you ensure that plant, equipment and PPE are in a good condition? Please specify:	
12.	How do you evaluate the competence of any contractors you may use? Please specify:	
13.	Who will be responsible for site safety on this project? Please specify:	
14.	Who would be responsible for ensuring all COSHH precautions are catered for? Please specify:	

Signed: .....On Behalf of the Company

Name: ..... Position: .....

## Annex B – Induction Training Checklist

This training is to be given to every new employee by Chris Palmer/Contracts Director or if available the Safety Advisor.

Name of Employee ..... Date of Commencement .....

1. Welfare Facilities (plus tour of Premises)	Completed	Completed By
a. Notice Boards and where to find information on them b. Site smoking policy c. Colleagues - names and their job d. Standard of dress/work expected		
2. Health and Safety		
a. Fire procedures (alarm, evacuation action, fire prevention rules) b. Requirements of the 'What You Should Know' poster c. Hazards particular to job (e.g. electricity, tools, equipment, manual handling, off-site procedures, safe working at heights, tidiness) d. Wearing of any personal protective equipment (PPE) and looking after it e. Behaviour - misuse, abuse of equipment f. Housekeeping, tidiness, trip hazards etc g. Operation of any tools or machinery h. Manual handling hazards and good lifting techniques i. Accidents/Incident reporting - importance j. Index headings from the Health and Safety Policy (in particular Construction (Design & Management) Regs 2007		

I have received the training outlined above and understand that if I am not sure about anything then I must ask. I have been shown where the Health and Safety Policy is kept and that I must refer to it if I am not clear about anything.

Employee Signature: ..... Date: .....

### Annex C Risk Assessment Form

Describe the Task, equipment used and who it may affect:

Employees:      Another Company Employees:      Members of the Public:      Others:

Hazards associated with the task:

Present Control Measures in force:

Evaluate the Risk (Consider Severity x Likelihood of it happening)      High / Medium / Low  
**HIGH** (unacceptable – additional controls need to be in position prior to starting)  
**MEDIUM** (some reservations but generally acceptable – maybe some more control measures)  
**LOW** (acceptable task - existing controls are enough if followed)

Additional Control Measures to reduce the Risk;

Action By:

Date By:

Assessment Completed By: ..... Date: .....

Signature: .....



## Annex D - Site Procedures For Employees

Employees will be advised to make themselves aware of and carry out the following procedures whilst on client's premises:

1. On arrival at site, all employees should report to the client's reception area and sign in. No work is to proceed without the consent of the client or without the receipt of a work permit where applicable.
2. On arrival ask to see the Customers Asbestos Register and Glazing Logs (if they have them).
3. Employees must make themselves aware of the client's Health and Safety requirements.
4. Before commencing work, employees should carry out their own risk assessment of the tasks involved following the format at Annex E.
5. Whilst working employees should ensure that:
  - Equipment, machinery and harmful substances are properly used and maintained as well as being inspected frequently and by competent persons
  - Any person(s) under their control, are aware of their duties and obligations and that they do not permit those persons to take any unnecessary risks.
  - Supplies of protective clothing are adequate, properly used and maintained and issued when required.
  - Arrangements are made for the safe off-loading of plant and materials from vehicles on site and that any such plant/materials are securely stored.
  - Details of underground utility supplies (as may be available) are acquired and utilised in order to avoid damage to them and to persons who may be affected by them.
  - Adequate protection is given to any overhead utilities, which may be affected by site works.
  - A tidy site is planned and maintained.

## Annex E – Site Survey

Company: ..... Site: .....

Site Fitter: ..... Job No.: ..... Date: .....

The Site	Y	N	Comments
Is there vehicular access			
Are parking conditions good			
Is access restricted for: a. personnel b. equipment/tools/plant			
Is there a risk of injury caused by: a. manual handling? b. falling objects? c. slips, trips and falls? d. electricity? e. moving parts of machinery? f. hot work/fire? g. unstable ground for access equipment? h. working at height? i. other contractors working?			
4. Are any overhead cables close to working point			
5. Could the work affect other employees or members of the public			
6. Will any access equipment be in a traffic route (personnel or vehicular)			
7. Can the work be completed safely using a ladder			
8. If not a ladder what equipment will be used			
9. Have the staff been trained to use the equipment			
10. Will safety be affected by the weather conditions			
11. Any other factors that may affect safe working a b c d	Proposed Actions to deal with them a b c d		
General Comments:			

Signed: .....

Date: .....

## Annex F - Construction (Design & Management) Regulations 2007

As a company IWS have a number of key duties they are:

- to ensure that anyone employed or engaged are competent and adequately resourced
- to co-operate with others and co-ordinate our work with others working on the project and to ensure good co-operation and communication
- to plan, manage, and monitor our own work and that of our staff to make sure that they are safe when starting their work on site, that it is carried out safely and that health risks are addressed. The effort invested in this will reflect the risk involved and the experience and track record of our staff. Where unsafe practices are identified, IWS will take appropriate remedial action to redress the situation
- to ensure that any subcontractors working for us and responsible to us are adequately informed of their duties and work
- to provide staff (whether employed or self-employed) with any necessary information, including site induction, training, information from risk assessments, and relevant aspects of other contractors' work, (where not provided by a principal contractor) which they need to work safely

Basically this means:

- **Ensure the site is a safe place to work:** There should be suitable and sufficient access, egress, and working space. The site should be properly maintained. Take account of machinery when assessing risks to individuals
- **Ensure good order and site security:** The site should be clean, tidy. There is a specific requirement not to leave timber and other materials with projecting nails where someone will step, trip or fall on them
- **Ensure stability of structures:** Make sure that, as part of the safe system of work, structures do not collapse and are not overloaded or misused. This especially applies when working at height – is the system being used the safest method available
- **Ensure the safety of site traffic routes:** these should be safe and well signed, with good views of users and safe points of access and egress.
- **Ensure the safe use of vehicles on site:** they should be loaded, operated, unloaded or towed in a manner which does not put the safety of driver, passenger, pedestrians, or other individuals at risk. This includes prevention of unintended movement of a vehicle, and taking steps to prevent the vehicle's fall into an excavation, pit, or water, or it overrunning the edge of any embankment or earthworks.
- **Ensure that the emergency procedures are suitable and sufficient for any foreseeable hazard:** remember that you may need to carry out a quick but orderly evacuation of the site and that procedures and arrangements need to take into account the size of the site, the number of people on it, the types of work being undertaken, and the machinery and substances present as a result.
- **Ensure that the emergency routes and exits are suitable and sufficient for any foreseeable hazard:** emergency exits must allow for the quick and safe passage from an area to an identified safe area. As such, they should be unobstructed, well signed, and suitable for the number of people who may need to use it. You may need to consider emergency lighting.
- **Ensure the provision of adequate fire fighting and detection equipment:** where there is a risk of fire, fire alarms and fire-fighting equipment must be provided, signed, tested and maintained. Use of fire-fighting equipment and other necessary fire-related information should be included in a site induction.

## Annex G - VDU Workstation Checklist Assessment Sheet

User: ..... Date of Assessment:

Checklist Completed by:..... Assessment Checked by: .....

Any Further Action Needed? YES/NO Follow up Action Completed on: .....

Risk Factors	Yes /No	Help	Further Action (if needed)	Action Complete
<p><b>1. EQUIPMENT</b></p> <p>a. Is the display screen image clear?</p> <p>b. Are the characters readable?</p> <p>c. Is the image free of flicker and movement?</p> <p>d. Is the brightness and/or contrast adjustable?</p> <p>e. Does the screen swivel and tilt?</p> <p>f. Is the screen free of glare and reflections</p> <p><b>2. KEYBOARDS</b></p> <p>a. Is the keyboard tiltable and separate from display?</p> <p>b. Is there enough space to rest hands in front of the keyboard?</p> <p>c. Is the keyboard comfortable for the user?</p> <p>d. Can a comfortable keying position be found?</p> <p>e. Does the keyboard have a matt finish?</p> <p>f. Are the characters on the keys easily readable?</p> <p><b>3. WORK DESK</b></p> <p>a. Does the furniture fit the work and the user?</p> <p>b. Is the work surface large enough for documents, monitors, keyboards, etc?</p> <p>c. Is there adequate space for comfortable position?</p> <p>d. Is the surface free of glare reflections?</p> <p>e. Is there a document holder provided?</p>		<p>Is the screen clean?</p> <p>May need suppliers help.</p> <p>Try different screen colour to reduce flicker? Or refer to supplier.</p> <p>Separate adjustment may not be necessary on latest technology.</p> <p>Swivel and tilt need not be built in. Can you add a tilt mechanism?</p> <p>If work is intensive and user has problems, may need to resite.</p> <p>If the keyboard is not separate from the screen may need replacing? Laptop?</p> <p>Does the keyboard need repositioning?</p> <p>Is the user keying properly? Hands shouldn't be bent up at the wrist.</p> <p>Is the user applying soft touch on the keys? Is the user overstretching the fingers?</p> <p>Are there bright lights overhead?</p> <p>Keyboard may need cleaning, modifying or replacing?</p> <p>Is there adequate space?</p> <p>Is the user making repeated or awkward stretching movements?</p> <p>Is the work space free from obstacles both under and around?</p> <p>Consider mats or blotters for larger areas.</p> <p>To reduce the amount of movement in the neck and avoid straining.</p>		

Risk Factors	Yes /No	Help	Further Action (If Needed)	Action Complete
<p><b>4. WORK CHAIR</b></p> <p>a. Is the work chair stable but with easy freedom of movement?</p> <p>b. Is the work chair mechanism adjustable in backrest height and tilt, and seat height?</p> <p>c. Is the user comfortable?</p> <p>d. Is there a foot rest available, if required?</p> <p><b>ENVIRONMENT</b></p> <p><b>5. Space</b></p> <p>a. Is there enough room to change positions and vary movement?</p> <p>b. Is the workstation environment risk free?</p> <p><b>6. Lighting, Noise &amp; Heat</b></p> <p>a. Are the levels of light, noise and heat comfortable?</p> <p>b. Is there appropriate adjustable lighting?</p> <p>c. Are the light fittings free from glare?</p> <p>d. Does heat given off from workstation equipment cause the user any discomfort?</p> <p>e. Does any noise pollution from other equipment distract or discomfort the operator?</p> <p><b>7. Humidity</b></p> <p>a. Is an adequate level of humidity maintained?</p> <p><b>8. Radiation</b></p> <p>a. Is your monitor Energy Star EPA Pollution Prevent compliant?</p>		<p>It may need repairing or replacing if the user is uncomfortable.</p> <p>Adjustable seats may be needed to suite the needs of the user.</p> <p>Is the user sitting properly? Is the positioning of the chair adequate for the work station? Is the small of the back supported by the chair?</p> <p>Too much pressure on backs of legs and knees may mean a foot rest is needed.</p> <p>User will need space to fidget. Will reorganising the office layout help?</p> <p>Are there obstructions under the desk that need to be removed?</p> <p>Light could be too bright, or not bright enough to comfortably read by. Consider shading or repositioning light sources or consider more light eg table light.</p> <p>A desk light may be required.</p> <p>A review of lighting may be required.</p> <p>Can you distance the user from sources of noise or heat (eg printer). If not, consider sound proofing or ventilation.</p> <p>As above.</p> <p>Equipment may dry the air: circulation of fresh air where possible and plants may help.</p> <p>Old VDU's may need replacing with new technology that saves energy and reduces pollution. Look for the Energy Star symbol.</p>		

## Annex H - PPE Issue Record

PPE Issued To: .....  
 (Name in capitals)

Job Title: .....

Type of PPE Issued	Make/Model, size etc	Items 1 - 5 explained	Issue Date	Signature of Person Receiving PPE

Signing in the last column indicates that you have been issued with the PPE listed and that you have received instruction in the following:

1. How to use the PPE issued
2. When and where to use the PPE supplied
3. Storage and maintenance procedures
4. The replacement procedures
5. The duties to use and look after the PPE correctly

**Annex I - Individual Sub - Contractors Questionnaire**

*Please answer the following questions and supply any relevant information as requested, providing supporting details and documentation separately for clarification.*

Company Name or Individuals Named:	
Address:	
Telephone:	Mobile:
Description of Services Provided relevant to the work being asked to undertake:	
Employer's Liability Insurance: (A minimum of £5 million and please provide copy certificate)	
Is your Company Registered within the Construction Industry Tax deduction Scheme? If yes, please provide full details of type of certificate, certificate number and expiry date.	
Please provide details of any other Insurance Policies that you carry?	
15.	Have you ever received any safety training? Do you a CSCS Card? Please specify;
16.	Have any of your employees received any specialised training in the last 12 months e.g. Gas Safe, Working at Height, IEE 17 <sup>th</sup> Edition etc. Please give examples:
17.	Will the vehicle you use have a valid Tax, MOT, Business Insurance and does the driver have a current, full valid and in date license?

18.	Do you have a written Health and Safety Policy? If so, please enclose a copy.
19.	How do you ensure that plant, equipment and PPE are in a good condition? Please specify:
20.	Do you have any examples of any Risk Assessments or Method Statements you have completed recently? Please specify and send copies: Who would be responsible for completing these documents?
21.	Who will be the responsible person for safety whilst on site? Please specify:
22.	Has your company been convicted of a criminal offence relating to the conduct of its business or profession? (If yes, please provide brief details)
23.	Please provide details of your Health and Safety statistics covering the previous 3 years e.g. any serious accidents you have been involved in.
24.	Does anyone suffer from a medical condition that affects them when working at Height?

On Behalf of the Company/Individual

Signature: .....

Printed Name: .....

Position: .....