



Health & Safety Policy Document

This issue replaces all & any previous issues, which should be discarded.

All employees are instructed to read this document carefully to ensure full comprehension.

All employees requiring further information on any topic related to Health & Safety should consult the nominated Management Representative or Competent Person.

This document should be kept as a reference document.

Approved By: B NDREU

Position: Director

Date: 01st February 2020

Contents Page

	<u>Page</u>
Health and Safety Policy Statement	3
Responsibilities	4
Management of Health & Safety	5
Admin & General Arrangements	7
Potential Hazardous Activities:	
Primary Hazards	9
Control of Substances Hazardous to health (COSHH)	9
Display Screen Equipment	10
Electrical Safety	10
Fire	11
First Aid	11
General Protective Measures	12
General Tidiness	12
Health Surveillance	13
Manual Handling	14
Noise	15
Work Environment	16
Personal Protective Equipment (PPE)	17
Serious Injury/Accident Reporting	18
Slips, Trips & Falls	19
Conclusion	20

Appendices:

1. List of Applicable Legislation	21
2. Risk Assessment – Method & Responsibilities	22
3. Useful Addresses, Contacts, etc.	23

Company Health & Safety Policy Statement

Scope:

This Policy will apply to all of BNS-Screeding staff, visitors and contractors engaged by the company.

Statement of Intent:

It is the policy of BNS-Screeding (the company) to seek to provide a safe and healthy working environment through the setting of high standards of Health & Safety Practices. Moreover, it endeavours to enlist the active support of all staff in achieving this goal.

Managers and supervisory staff are responsible for ensuring that the employees, under their supervision, follow this policy. They are held accountable for ensuring that employees use safe working practices and receive the necessary training to protect their health & safety of all equipment used throughout the company's premises.

Staff, throughout all levels of the company, co-operate with the Director in charge of Health & Safety, as well as Managers and Supervisors on matters concerning their Health & Safety. It is the duty of all personnel employed by this company to report to their supervisor as soon as possible, any hazardous conditions, injury, accident, or illness related to the workplace. Also, employees must protect their health and safety by complying with applicable Acts and Regulations and to follow policies, procedures, rules and instructions as prescribed by the organisation.

The company where possible, eliminates hazards and thus, the need for personal protective equipment. If that is not possible, and where there is a requirement, employees will be required to use safety equipment, clothing, devices and materials for personal protection.

The objectives of this policy are:

- To promote standards of Health, Safety & Welfare in relation to applicable legislation and other relevant statutory provisions or ACOPs (Approved Codes of Practice)
- To provide & maintain safe & healthy facilities and systems of work, ensuring effective protection to its staff, visitors, etc
- To provide staff with all appropriate information, instruction, training & supervision required to maintain safe & effective work practices.

- To encourage & develop safety awareness and individual responsibility among its staff, whilst encouraging full and effective joint consultation on all matters relating to Health & Safety.
- Make adequate provision for dealing with all emergency situations on site.
- Provide and maintain safe machinery and equipment.
- This policy will be displayed within the main office, within the project site folder on all sites and on the company website as well as being publicly available on request. It will be reviewed on an annual basis

The Managing Director and Operations Director have overall responsibility for implementing the company's Health & Safety Policy.

Employees are made aware of this Statement and the associated Health & Safety Policy document, new employees and labour only contractors are requested to sign a Health & Safety Contract as part of their induction training.

Signed for an on behalf of BNS-Screeding _____ B Ndreu__

Position __Director_____

Date _01st February 2020_____

Responsibilities

The Employer (BNS-Screeding)

Overall and final responsibility for the Management of Health & Safety within the company rests with:

Bilbil Ndreu (Director)

See company Health & Safety Policy Document.

The Nominated Management Representative

Nominated Representative: Bilbil Ndreu (Director)

Consultation between the Management and the staff takes place as and when required.

Ensuring the requirements of the company's Health & Safety Policy & associated Risk Assessment Programme are enforced.

BNS-Screeding has access to competent Health & Safety advice from Integrated Systems Consultancy as and when required.

Responsibilities of all Employees, Contractors and Visitors, etc

All employees, contractors & visitors are obliged at all times to take care of themselves, and to co-operate with the nominated representatives in order to achieve and maintain a safe & healthy workplace.

All employees, contractors & visitors, etc. are reminded that they have both legal & moral obligations to ensure the safety of themselves and other whilst at work.

Training, Assessments, Monitoring

Where and when required, appropriate levels of training are identified and made available by the management of BNS-Screeding. This training is conducted by appropriately trained and competent persons or companies.

The completion of the company's documented Risk Assessment Programme is also conducted by an appropriately trained, competent member of staff.

Awareness training is given to employees and labour only contractors at induction and periodically throughout employment.

All training, assessments and monitoring are recorded on a company Training Schedule that is regularly updated and available in all project site folders.

Management of Health & Safety

Management of Health & Safety at Work Regs 1999

Together with the Health & Safety at Work Act 1974, these regulations provide the legal framework for managing occupational health and safety with a workplace. The regulations expand upon the duties in the Act, making the requirements explicit.

At the heart of the regulations is a requirement for every employer to make a suitable and sufficient assessment of the risks to health and safety to which their employees, and others not in their employment, are exposed whilst they are work, and to identify any measures required to prevent or control exposure to the risks.

Requirements exist in the regulations for effective planning, organisation, control, monitoring and review (i.e. Risk Assessments) of the preventive and protective measures. Other requirements include the appointment of a competent person, the provision of health surveillance, procedures to be followed in the event of serious and imminent danger, the provision of information on the risks to the health and safety to other employers and their employees and temporary workers working on their site, the measures to control the risks, provision of adequate health and safety training, considerations for expectant and nursing mothers and the protection of young persons.

Health & Safety Policy Document (Amendments, etc.)

This Policy document has been generated to clearly establish the company's compliance with the above Legislation. All employees are requested to ensure that they are fully aware of their individual responsibilities, and of those that may impact on the well-being of their fellow workers.

When amendments are required, then the required amendment is to be placed in writing with the company's nominated Health & Safety Representative, who then discusses the relevant issues with the company's Health & Safety Advisors so that the relevant amendments can be made.

Enforcement Notices

HSE enforces health and safety legislation for some industry sectors in the UK - excluding those enforced by Local Authorities. We cover factories, building sites, mines, farms, fairgrounds, quarries, chemical plants, offshore and nuclear installations, schools, hospitals and some other places where there is a work activity. You will not find notices on this site for Northern Ireland or the Republic of Ireland authorities.

The purpose of enforcement is to ensure that duty holders take action to deal immediately with serious risks; promote and achieve sustained compliance with the law and ensure that duty holders who breach health and safety requirements, and directors or managers, who fail in their responsibilities, may be held to account.

Penalties, etc.

HSE prosecutes both companies and individuals for breaches of health and safety law. When they prosecute someone, they prepare a "case" against them. The case may involve one or more instances when the defendant has failed to comply with health and safety law - each one of these is called a "Breach".

Sentences imposed by the courts take into account a wide range of factors unique to the circumstances and context of the particular case and defendant, and there are no standard "tariffs" for health and safety offences.

The public register of prosecution / enforcement notices has recently been updated following a major change to HSE's IT system that supplies this data.

Notices appear on this database **for a period of 5 years**. Notices served on individuals under the age of 18 are removed sooner. After 5 years, notices served on companies can be removed from the notice database and placed in the Notice History Database.

Admin & General Requirements

Safety of Visitors

The safety of any visitors and/or contractors is adequately provisioned, and any operational hazards made known to the company's Representative on arrival or induction. BNS-Screeding operates as a sub-contractor and therefore all employees/contractors/visitors are required to follow the main contractor induction procedure.

At the heart of the applicable legislation is a requirement for every employer to make a suitable and sufficient assessment of the risks to health and safety to which their employees, and others not in their employment, are exposed whilst they are at work, and to identify any measures required to prevent or control exposure to the risks.

BNS-Screeding takes all appropriate measures to ensure the safety of all its visitors & contractors whilst they are on its premises or sites.

Discipline

Disciplinary action is taken against any employee who wilfully neglects their responsibilities towards the Health, Safety & Welfare of themselves and/or others, or fails to co-operate with the company in the pursuance of Safe and Healthy working conditions, and the Terms & Conditions of their Employment Contract.

Risk Assessments

Risk Assessments are conducted by a Competent Person. These assessments are carried out on all activities identified as having the potential to cause harm.

Assessments are carried out in order to identify not only the level of that risk, but also who is at risk. Any actions identified are reviewed with the company's senior management in order to reduce any such risks identified.

Unidentified Materials & Equipment

Any dangerous materials, equipment or other items, which have the potential to cause harm or hazards (i.e. fire, electric shock, falls from height, injury or accident), are not to be left unattended without adequate warning notices, supervision, or segregation.

Access to such areas should be restricted and it is particularly important to ensure that no injury can be caused to other staff, visitors, cleaners, sub-contractors, etc.

Training & Awareness

All new employees and labour only contractors undergo an induction training session on joining the company. This training incorporates all aspects of the company's working practices as well as a session specifically on Health & Safety.

All existing employees are periodically advised of any changes in working practices which affect their known Health & Safety training, as well as any newly identified hazards or level of risk.

Reporting

Any member of staff that identifies a potential hazard, incident or accident **must** report the matter to a member of the management team immediately.

Notices, Signs, etc.

The Health and Safety (Safety Signs and Signals) Regulations 1996 require employers to provide and maintain safety signs where risk assessment indicates that risks cannot be avoided or adequately reduced without them.

The regulations contain specific requirements for the different types of safety signs in terms of colour, spacing, visibility and specific hand signals to be used.

Typical uses of safety signs might be to indicate that a machine guard should be in place before starting work or as a warning about dangerous substances in pipes and containers.

In general, BNS-Screeding operates as sub-contractors, which often requires the responsibility of the Main Contractor to provide all relevant signage. However, it must be reported to the management team immediately if signage is missing or incomplete.

Common Signage





Primary Hazards

Hazard Explanation

A **hazard** is anything with the potential to cause harm (e.g. harmful substances).

The degree to which a hazard has the potential to cause harm is the Risk Factor (i.e. a risk is the likelihood that a **hazard** can cause a specified harm to people, the environment, etc.).

The following list of potential hazards has been identified in an attempt to inform and assist in the control of general awareness and observation.

- i) Skin burns from cement and dermatitis.
- ii) Electric shock from electrical & electronic equipment.
- iii) Falling over items of equipment, cables, etc. left on the floor particularly in corridors or across gangways, walkways, etc.
- iv) Back injury or other strain injury caused by lifting heavy, bulky or awkwardly packaged items.
- v) Inappropriate use or abuse of solvents (i.e. cleaning products, copier, printer or toner).
- vi) Use of screed pump without appropriate training

Once again, all employees are reminded that by law under the Health & Safety at Work Act, all employees have a duty to ensure the Health & Safety of themselves and other members of staff. Any member of staff found to be flouting or ignoring their responsibilities are subject to possible disciplinary action.

Control of Substances Hazardous to Health

Substances Hazardous to Health covers virtually all substances including preparations, capable of causing adverse health effects or disease arising from work activities. A substance may be natural or artificial, and in a solid, liquid gaseous or vapour form. Micro-organisms are also included.

BNS-Screeding uses a select number of substances in their work. Prior to use of these substances a COSHH assessment is made and issued to the specific project for inclusion in the project site folder held on site. If required all employees and labour only sub-contractors should take care in handling and using domestic cleaning products on site and in the office.

Always be sure that the instructions on the product's containers / packaging has been clearly understood before attempting to use any such substance.

The main contractor will allocate an area on site where such materials are to be kept. A minimal amount of cleaning products are kept in the office and are stored appropriately.

Any employee who has been exposed to vapours from substances, which causes them to feel drowsy or nauseous, must move or be moved into fresh air and should then report the incident to their manager as soon as possible.

Display Screen Equipment

Personnel who are viewing VDUs for extended periods can avoid fatigue or discomfort by carrying out work not related to their VDUs. Looking away from the VDU for a few minutes while completing other work to relax your eyes and avoid headaches. Avoid poor seating posture, screen glare and reflections by correctly positioning the screen and adjusting the brightness and contrast to a comfortable level.

Employees should ensure that they do not sit in the same position for long periods, report any screen flicker or poor character focus to your manager or nominated deputy. Adjust your seat height to a level that is right for you. Filter screens, wrist pads, and footrests can be made available, if declared necessary. Always assess the features of the individual room & services, prior to installing computer or VDU equipment.

The company annually request all employees that use VDU equipment to complete a DSE questionnaire to review the requirements of all staff using Display Screen Equipment in relation to the condition of their eyesight.

Electrical Safety

General

Equipment must not be left unattended, whilst hazardous, at any time. Power to the equipment must be turned off from all sources, when such equipment is left unattended, or at the end of the working shift. Any equipment that is under test and requires the power to be left on shall be clearly identified, or access to such an area is appropriately restricted.

Portable Equipment

If and when the use of portable equipment is necessary, the equipment shall be thoroughly checked / tested by a competent person prior to its use. All aspects relating to the safe use of such equipment shall be identified & implemented. No person should engage in activities with such equipment unless they have the technical knowledge or experience necessary to ensure safe use of such equipment.

All safety equipment shall be used at all times.



Fire

In the Office

The office is situated within a serviced office block. The centre issues an emergency action plan to follow in the event of fire that must be followed by all unit licence holders and their staff.

The action plan is as follows;

On discovering a fire:

- Operate the nearest fire alarm call point and shout
- Dial 999 to call fire brigade or alert centre Manager in reception hours 📞 Assess priorities
- Ensure a senior person present is informed of location and type of fire on hearing the alarm:
- A call goes automatically but if in doubt dial 999
- Evacuate building by nearest exit as shown on the centre plan in each individual unit 🚪 Report to assembly point
- Do not stop to collect belongings
- Do not re-enter the building until fire brigade say it is safe to do so

The fire assembly point is located outside.

Regular fire alarm tests and fire drills are carried out by the centre management team.

On Site

At induction to all sites it is the Main Contractors responsibility to provide all employees, sub-contractors and visitors with the fire procedures for the site. All parties must ensure that they have full understanding and are to seek advice for any areas that are unclear either from the main contractor or the management of BNS-Screeding.

First Aid

In the Office

The centre has a qualified first aid during reception hours and first aid kits can be located throughout the buildings. In addition, the office has its own first aid kit that is regularly inspected.

On Site

Whilst BNS-Screeding has trained first aiders, the main contractor will also have adequate trained first aiders on site along with first aid kits in all site offices. Where possible, only trained First Aiders should administer treatment for eye injuries that require irrigation.

General Protective Measures

Use of Solvents & Chemicals & Classified Substances

Any employee or sub-contractor working with hazardous chemicals or materials must follow the specific Material Safety Data Sheets or information printed on the product containers, associated with the handling storage and correct disposal of such substances and, if in doubt seek guidance from the company's safety representative.

Employees and sub-contractors must take all relevant precautions when using or handling such substances (i.e. protective equipment, personal hygiene, etc.) in order to avoid the transmission of such potential hazards. Chemicals & containers should never be flushed or rinsed out using the internal toilets, etc., and must not be disposed of without the approval of the departmental manager.

In the event that any fumes or vapours exceed safe levels, or become overpowering, users are instructed to evacuate the area immediately and get into the open air. Door should be closed to prevent dispersion to other areas. Anyone exposed to such vapours, causing them to feel drowsy or nauseous, should get into the fresh air as soon as possible, and report the incident to the management team.

The wearing of protective clothing and equipment as specified by the Material Safety Data Sheets should be adhered to at all times. (See company's COSHH Register for details.)

Compliance information: **Working safely with solvents** (Source **HSE website**).

General Tidiness

Work areas must be kept tidy and exits, corridors; general access routes must be free from obstacles or obstructions. Any object that could cause an accident, constitute a fire hazard or cause someone to trip is removed immediately.

All power cables to computers, printers, fans etc., should be routed or secured to avoid damage from chairs and to prevent someone tripping over them.

Work areas are established and “passage ways / safe routes” are to be kept clear at all times. Failure to do so may result in accidents & possible disciplinary actions being taken.

Where and when areas become congested, consideration must be given to the required level of access to that area, or even more importantly, is there an appropriate level of escape / exit for the persons operating in that and adjacent areas? Although the company’s day-to-day activities are not generally seen as significantly hazardous, accidents can happen in the most unlikely of places and at the most inopportune times, so employees and sub-contractors must be aware of their own “Duty of Care” to others at all times.



Health Surveillance

Health Surveillance is provided when:

- there is good reason to believe employees or sub-contractors, in the course of their work, are or have been exposed to substances or other hazards likely to damage their health
- there are techniques to detect health effects that are both valid and likely to benefit the employee or sub-contractor.

(e.g.) If noise levels cannot be reduced below the lower exposure action value and hearing protection is provided, regular audiometric surveillance provides a check for the individual and the employer on hearing ability. It detects any reduction in hearing ability, and provides a means for the employer to monitor the effectiveness of the hearing conservation programme.

Health Surveillance is seen as a useful way of ensuring that the control measures put in place, following risk assessment, are effective. It must not be used as an alternative to the proper control of exposure.

Employers have a general duty to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees under the Health and Safety at Work, etc. Act 1974.

BNS-Screeding take appropriate steps, following the establishment of designated risk assessments and initial and annual health surveillance questionnaires, to reduce the risks to the health of their employees and subcontractors as far as is reasonably practicable, (i.e. implement appropriate risk control measures).

The company uses Health Surveillance measures to manage any early signs of occupational ill health among employees and sub-contractors exposed to certain risks.

Manual Handling

Heavy or awkward shaped objects should be lifted only by fit persons capable of handling such objects or by persons trained and familiar with the lifting of heavy or awkward items. Risk of back injury, twisting or strain injury, crushing of feet or fingers etc., must be prevented by seeking assistance with the handling of large, heavy or awkward items.

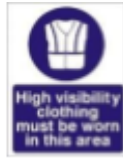
BNS-Screeding will conduct appropriate Risk Assessments before commencement of a new project as part of the RAMS. The Company also provides annual manual handling training to all workers on site.

All staff shall avoid the need to carry out hazardous Manual Handling tasks where ever they can. Should this not be possible then they will:

- ~ Follow appropriate systems of work laid down for their safety;
 - ~ Make proper use of equipment provided for their safety;
 - ~ Co-operate with their employer on health and safety matters; ~
- Inform the employer if they identify hazardous handling activities; ~
Take care to ensure that their activities do not put others at risk.

Where the Risk Assessments identify levels of hazardous Manual Handling, then suggestions for the adoption of suitable mechanical aids or safe working practices will be identified.

Injuries associated with hazardous Manual Handling activities can be reduced by adopting and using safe lifting techniques before & during the handling / lifting operation. (Examples of these techniques can be found in the HSE Guide Leaflet "Getting to Grips with Manual Handling".)



Noise

Under normal working conditions the employees and sub-contractors of BNS-Screeding are subject to levels of noise that are not considered to be classified within the Control of Noise at Work Regulations 2005 as, or approaching the hazardous "Warning" or "Action" limits. However, the operator of a screed pump would need to follow the risk assessment provided for the particular project/site they are working on.

The employee or sub-contractor has a duty of care to wear any appropriate ear protection when provided, and use any other controls necessary to reduce the risk. Any persons found to be disregarding the controls implemented to reduce such hazards, may be subjected to some form of disciplinary action.

The company ensures periodic Risk Assessments are conducted in order to determine the actual levels of noise being given off by the operational processes is undertaken by its staff and any other visitors that may be present. As part of these periodic Risk Assessments the company also evaluates whether appropriate Noise Mapping activities may be implemented, so that an instantly recognisable picture of the areas of the work environment generating noise may have the greatest impact (i.e. noise levels).

Permanent or prolonged exposure to high levels of noise can result in the following:

- ~ Permanent or temporary hearing problems.
- ~ Tinnitus (i.e. a ringing, whistling, buzzing or humming in the ears).
- ~ Disturbed or interrupted sleep patterns.

Prolonged exposure could result in complete loss of hearing altogether.

If, or when problems are identified, the management of the company ensures that the appropriate Health Surveillance measures are available / put in place should the need be identified.

Remember: Noise output data is only ever be a guide, as many factors affect noise levels experienced by employees, and some noises may be masking a more serious noise issue. Report all problems to your Health & Safety representative.



Work Environment

BNS-Screeding main office is laid out in a room in director s home. These facilities are monitored and cleaned by the centre management team.

Normally, the working environment is controlled through means of heating and ventilation. However, should the environment conditions fall or rise to uncomfortable levels, then issues associated with such factors are discussed in order to reach an agreed solution.

The company's work environment on site will be provided by the main contractor. Whilst we stipulate in our preliminary's that welfare facilities should be provided in line with Health and Safety Law. The company ensures that all appropriate safety measures, applicable protective equipment and specific process controls are documented and understood by all those who have are on site prior to products and equipment being used.

The company ensures that all personnel are competent in using all equipment including the screed pump. Clear areas of operation are enforced in and around the equipment.

If required, either the company or the main contractor will identify and provide appropriate handling, lifting & moving equipment. (See section on Manual Handling.)



Personal Protective Equipment (PPE)

Due to the nature of the work carried out by the company, there is a requirement for basic PPE on site. On joining the company as an employee or a labour only sub-contractor, an assessment is made on what PPE the individual has and what the company needs to supply.

Personal protective equipment (PPE) is provided, used, and maintained and that such use will lessen the likelihood of occupational injuries and/or illnesses. The management of the company recommends and / or provides necessary protective equipment where there is a reasonable probability that the use of the equipment to prevent or reduce the severity of injuries or illness.

a. Equipment Specifications and Requirements

All personal protective clothing and equipment is of safe design and construction for the work being performed. Only equipment carrying the “CE” or British Standard Kite-mark is purchased and accepted for use.

b. Eye and Face Protection

All site staff will carry out a face-fit assessment in order to ensure that all face masks are fitted and worn correctly to prevent any dust, debris or fumes being inhaled whilst on site. A face fit certificate is issued and renewed annually. Eye injuries can be prevented by the use of suitable / approved safety spectacles, goggles, or shields. Approved eye and face protection is worn when there is a reasonable possibility of personal injury, (see Risk Assessments). The company’s management determines which work areas may require eye protection and the type of eye and face protection that is to be used.

c. Hand Protection

Where activities involve the use of machines or any kind of portable equipment, then the organisation conducts an assessment of such situations and determines the appropriate level & type of protection required.

d. Foot Protection

Due to the nature of the work undertaken by BNS-Screeding and working on construction sites all site staff must wear protective footwear at all times on site. Failure to do so will result in removal from site.



Serious Injury/Accident Reporting

When a serious accident or injury occurs, First Aid is administered immediately. The Ambulance Service are contacted, and if required the injured person removed to hospital for medical attention as soon as possible. Any serious accident or occurrence must be reported immediately to the Senior Management Team as well as the Management Team of the main contractor if the accident/incident has occurred on site.

It is vitally important that the Operations Director (site based) completes an Accident/Incident form. The completed form should be held in the office where an Incident Investigation Form is completed by the Managing Director or other senior management. All incidents and accidents should then be recorded on the log within the office.

Any incident or accident that leads to a period off work for longer than three working days must be reported to the appropriate authorities.



Slips, Trips & Falls

Slip and trip accidents can happen for a number of reasons, but all too frequently we jump to conclusions about why they happen rather than really looking for the true cause or, we decide that it is just one of those things and do nothing.

The company has established a programme of Risk Assessments to evaluate its working areas and activities in order to identify the:

- ~ Areas most at risk.
- ~ The level of risk associated with each area or hazard.
- ~ The relevant type & level of controls required to reduce the level of risk to the lowest level considered reasonably practical.

Most floors only become slippery once they become contaminated. Prevent contamination and you reduce or even eliminate the slip risk. Contamination can be classed as anything that ends up on a floor e.g. rainwater, oil, grease, cardboard, product wrapping, dust etc. the list is endless. It can be a by-product of a work process or be due to adverse weather conditions. If materials end up on the floor it is likely to be costing the company money.

If a substance is spilt and you can't stop contamination from getting onto a floor you will need to ensure that it is cleaned effectively and quickly.

Obstacles:

50% of all trip accidents are caused by bad housekeeping. So, improving housekeeping would eliminate a large number of accidents.

- ~ Ensure there is a suitable walkway through the workplace Keep it clear; no trailing wires, no obstructions.
- ~ Look at people's workstations; are the floors tidy, do they have enough storage space?
- ~ What about other rooms? Are they tidy, are goods suitably stored, and are there enough bins?
- ~ Good housekeeping doesn't cost money; it just takes a little personal effort.
- ~ All staff (workers, managers, cleaners, maintenance technicians etc.) will use a see it, sort it attitude?

Footwear

As already indicated in the requirements stated in Personal Protective Equipment, all staff are expected to wear the appropriate type of footwear to offer the required protection in relation to the work activities they perform.

When choosing footwear, staff shall take account of factors such as comfort, durability and any additional safety features required, such as substantial protection to open / exposed flesh. The final choice may have to be a compromise.



Conclusion

The management of BNS-Screeding sets controls that are designed to protect the Health and Safety of its employees during their period of employment with the company. The management also understands its requirements in relation to the protection of the general public from any hazards or materials associated with the activities of the company.

Signed: ... 
...01-02-2020.....

Date:

APPENDIX: 1 Applicable Health & Safety Legislation

Acts & Regulations

- The Health & Safety at Work Act 1974.
- The Electricity at Work Regs 1989 - Amended 1997.
- Electrical Equipment (Safety) Regulations 1994.
- Health & Safety (First Aid) Regulations 1981 – Amended 2013.
- The Health & Safety Information for Employees Regulations 1989. Amended 2009.
- The Health & Safety (Consultation with Employees) Regulations 1996.
- Control of Substances Hazardous to Health 2002 (COSHH) – Amended 2009.
- Personal Protective Equipment (PPE) Regulations 2002. Amended 2005. 🏠 Control of Noise at Work Regulations 2005. Amended 2009.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 – Amended 2013.
- The Factories Act 1961 – Amended 1989.
- The Provision & Use of Work Equipment Regulations 1998 – Amended 2008.
- The Management of Health & Safety at Work Regulations 1999 – Amended 2007.
- Regulatory Reform (Fire Safety Order) 2005 – Amended 2007.
- The Control of Lead at Work Regulations 2002 – Amended 2009.
- The Workplace (Health, Safety and Welfare) Regulations 1992 – Amended 2007.
- The Health & Safety (Display Screen Equipment) Regulations 1992 – Amended 2002.
- The Manual Handling Operations Regulations 1992 – Amended 2002.
- The Working at Height Regulations 2005. Amended 2007.
- The Lifting Operations and Lifting Equipment Regulations 1998 – Amended 2008.
- The Health & Safety (Safety Signs & Signals) Regulations 1996 – Amended 2005.
- The Working Time Regulations 1998 – Amended 2009.
- The Disability Discrimination (Employment) Regulations 2005.
- The Children (Protection at Work) Regs 2000.
- Pressure Systems Safety Regulations 2000 – Amended 2004.
- Pressure Equipment Regulations 1999 – Amended 2002.
- Control of Asbestos Regulations 2012.
- Control of Vibration at Work Regulations 2005.
- Corporate Manslaughter Act 2007. Amended 2010.
- REACH Enforcement Regulations 2008 – Amended 2009.

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APPENDIX: 2 RISK ASSESSMENTS

Risk Assessments

The Management of Health & Safety at Work Regulations 1999 (MHSWR) impose a specific duty on employers to carry out a suitable and sufficient assessment of all risks to health and safety of employees and others, arising at or from a work activity.

The **RISK** is a function of the probability and the severity of injury (Probability of a Hazard causing harm).


ASSESSMENT determines the priority which should be accorded to the safeguarding of various dangerous parts and allows for different standards of safeguarding depending on whether the risk is perceived to be high or normal.

Factors to be considered:

- 1) Hazard - Something with the inherent potential to cause harm or injury.
- 2) Likelihood - The probability of something happening (i.e. imminent).
- 3) Severity - The seriousness of the incident, or the effect of the hazard.

(Have the people at risk a clear perception of the danger and have they the skills to avoid injury).

Actions will be controlled and restricted by the outcome of various Risk Assessments carried out by, or on behalf of Crystal Finishers Ltd. by competent staff or sub-contract personnel. The outcome of these Risk Assessments will be documented and the actions made known where applicable.

Signed: 

Date:01 st February 2020.....

Name:B Ndreu.....
.....Director.....

Title:

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APPENDIX: 3 USEFUL ADDRESSES, CONTACTS, etc.**a) Health & Safety Executive**

- i) Contact HSE Info line 0845 345 0055
- ii) London: Rose Court, 2 Southwark Bridge, LONDON SE1 9HS
- iii) Incident at Work: **call 0845 300 99 23** (Monday to Friday 8:30am to 5:00pm)
- iv) Online: hse.gov.uk/riddor/online
- v) ~ e-mail: riddor@natbrit.com ~ www.hse.gov.uk
~ www.riddor.gov.uk

b) Emergency Nos.

- i) 999 (Fire, Police, Ambulance etc.)
- ii) Site Director – 07506184907