

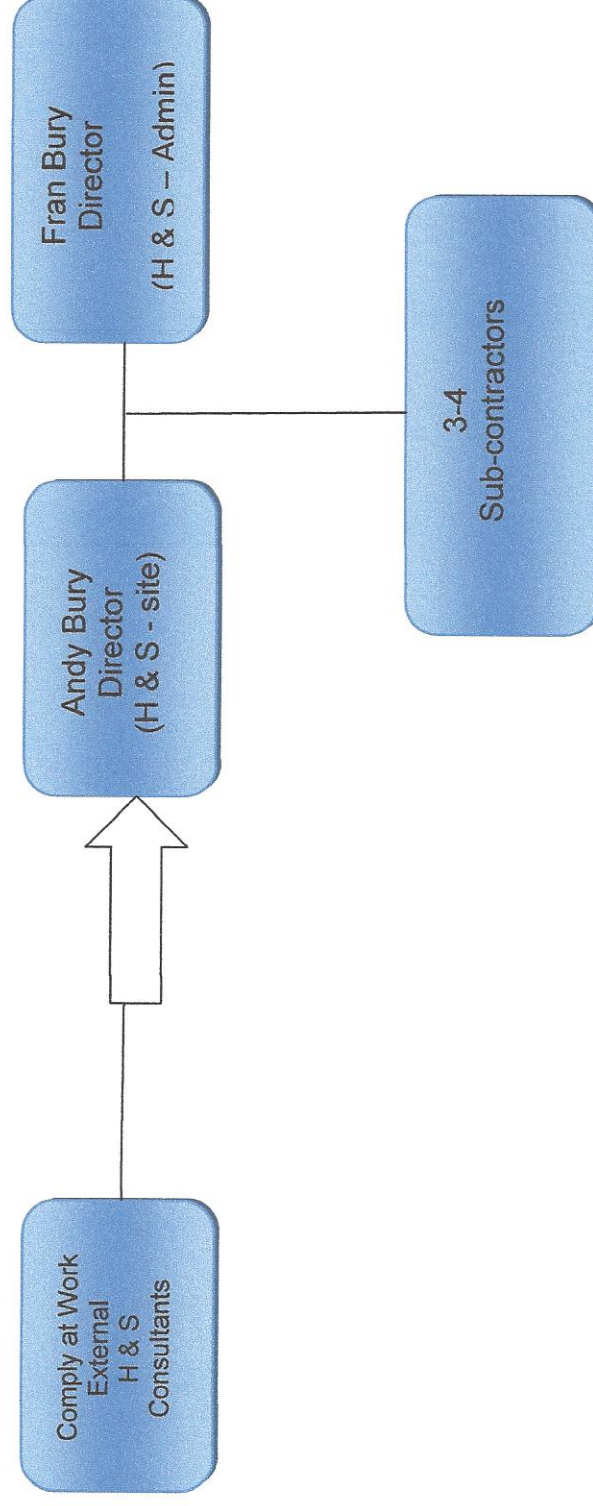
AFB|Flooring|Solutions|Ltd

# Health and Safety Policy Manual

Issue 1:

February 2013

# Organisational Structure



# INTRODUCTION

**For the attention of all AFB Flooring Solutions Ltd's  
Employees and Contractors:**

At AFB Flooring Solutions Ltd we take Health and Safety seriously. As employers we have a duty to provide a safe workplace, to provide and maintain safe systems of work, and to take all reasonably practicable precautions to ensure the safety of your workers and members of the public who might be affected by our activities.

**You also have a duty to take care of your own and others' safety and to co-operate with management in meeting their obligations.**

Our Policy Manual is intended to cover most aspects of our work and can be used as a guide. Items may be added or amended from time to time, and we will inform you of these changes.

If there are any aspects of Health and Safety that you wish to discuss, or items you think should be included or amended in the Policy Manual, please do not hesitate to contact Andy Bury, our Managing Director with overall responsibility for Health and Safety.

# **HEALTH AND SAFETY POLICY**

As required by the Health and Safety at Work etc Act 1974

This document, and those that support it, apply to all people and activities within

## **AFB FLOORING SOLUTIONS LIMITED**

- Please read this document in full and note any implications for you
- Ensure that all relevant people – those who have a responsibility under this policy, do likewise
- Record any amendments made to the Manual on the amendment record sheet (see page 5).



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# SECTION ONE

## STATEMENT OF INTENT

The health, safety and welfare of Employees and Contractors is of fundamental importance to the company and is essential to the efficient operation of the business. We are committed to ensuring that all our activities are carried out in such a way as to safeguard the health, safety and welfare of anyone and everyone associated with, or affected by our undertakings.

We will work to provide a safe and healthy working environment for all our staff, whether full-time, part-time, permanent or temporary, apprentices and young persons and any sub-Employees/Contractors.

The responsibility for health and safety rests upon all areas of management, with overall responsibility to the Managing Director, Mr Andy Bury.

The Company will ensure that this Policy is followed throughout the organisation, and will take all reasonably practicable precautions to ensure the health, safety and welfare of all its Employees/Contractors by providing:

- A safe working environment by the design, construction, operation and maintenance of all plant, equipment and facilities
- Safe systems of work
- Adequate instruction, information, training and supervision
- Control of all situations which are likely to cause damage to equipment and property
- Effective First Aid provision and facilities for the treatment of any injuries occurring at work
- Adequate means for effective consultation between management and Employees/Contractors
- Adequate resources in terms of time, money, personnel etc to ensure that significant risks to health and safety are effectively managed; and
- Regular reviews (at least annually) of this Policy and the arrangements within it.

To enable us to achieve this commitment, we require anyone covered by this Policy to comply with all aspects of it.

## **Meeting this commitment**

We will work to meeting this commitment by;

- 1] Identifying and assessing the risks, to which people will be exposed, and arranging and introducing specific measures to reduce these risks
- 2] Building, adopting and reviewing safe working practices, safety precautions and accident prevention procedures
- 3] Provision of relevant instructions and appropriate training to all levels, in both Health and Safety and job-specific skills
- 4] Providing a safe and healthy working environment, with suitable welfare and first aid facilities
- 5] Encouraging Employees/Contractors to contribute their own ideas and suggestions for new and improved safety procedures
- 6] Consulting with our Employees/Contractors on any new or changed safety procedures.

## **Our responsibilities and our requirements of others:**

AFB Flooring Solutions Ltd recognises and fully accepts their legal obligations under the Health and Safety at Work (etc) Act 1974 and related regulations, and will endeavour to comply with these, and all appropriate statutory provisions. This statement is supported by information on the organisation and arrangements for Health and Safety, Codes of Practice and other relevant information, which, as a whole, form our Health and Safety Policy Manual. This Manual clarifies everyone's specific roles and responsibilities and how we expect work to be organised.

We require those organisations working for, or with us, to have in place and to implement suitable and sufficient Health and Safety procedures in accordance with the appropriate statutory provisions.

This policy will be kept up-to-date and reviewed on a regular basis, particularly as the business changes in nature and size. Any amendments will be documented.

This statement should be read by, and made available to all Employees/Contractors working for AFB Flooring Solutions Ltd.

Signed *Andy Bury*      Date 1 February 2013

**Andy Bury, Managing Director**



## POLICY FOR ON-SITE WORK


The following information forms part of our Company Health and Safety policy and is provided to all site operators to assure them of our ongoing commitment to Health and Safety.

Employees/Contractors working on behalf of AFB Flooring Solutions Ltd will:

- Ensure that before any work commences, they have reported to the appropriate Manager/person in charge
- Ensure that they are familiar with the site and any related hazards
- Comply with Health and Safety Law pertinent to the work being undertaken and with any site Safety rules and emergency procedures
- Take any precautions required in order to protect themselves and others from risks arising from their activities
- Remain within the areas designated for the work activity

AFB Flooring Solutions Ltd will:

- Ensure that they source persons who are competent in their trade and have the necessary skills, qualifications and experience required for the task
- Ensure that any work deemed to be 'High Risk' is covered by an appropriate 'Permit to Work' before work commences
- Provide all our Employees/Contractors with suitable Personal Protective Equipment (PPE), where appropriate to the task, and ensure this is properly stored and maintained

..........

Signed (Managing Director) Andy Bury

Date: .....1st February 2013.....

# SECTION TWO

## ORGANISATION, RESPONSIBILITIES AND COMMUNICATION

This section of the Safety Policy Manual outlines the organisational structure within AFB Flooring Solutions Ltd, and the specific responsibilities for the Management of Health and Safety, and how Health and Safety information will be communicated.

1. The company recognises and accepts its responsibilities to its Employees/Contractors and others who may be affected by its work activities and will take all practicable and reasonably practicable steps to ensure that safe working conditions commensurate with activity, will apply.

### 2. **The Managing Director**

Carries overall responsibility for ensuring that this policy is carried out and for the monitoring the results of this policy, which includes the following;

- a. Carry out effectively the part or parts of the Health & Safety Policy applicable to their areas of control.
- b. Ensure that all personnel under their control know and accept their responsibilities under this policy and that they are trained and equipped to carry out those responsibilities.
- c. Have knowledge of and operate within all statutory regulations, Approved Codes of Practice and other guidelines that the company may introduce.
- d. Ensure that all tools and equipment are safe to use and that there is safe access to and egress from the place of work and that it is adequately maintained.
- e. Maintain good housekeeping standards.
- f. Have knowledge of the accident/injury reporting procedures, investigate and make necessary reports on injuries, dangerous occurrence and near misses.
- g. Ensure that Employees/Contractors under their control who are placed on non- routine work are adequately supervised and instructed.
- h. Ensure that where protective equipment is required to be used, it is used as specified and that it is adequate for the task in hand.



### 3. Employees/Contractors

Employees/Contractors have a statutory duty to take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions. They are also required to co-operate with the Company so far as is necessary to ensure that relevant legislation and approved codes of practice are complied with. Breaches of this duty may result in disciplinary action. Therefore, all Employees/Contractors must:

- a. Conform to the working regulations and rules operative within their field of responsibility.
- b. Be aware of safe operating procedures and specified job instructions for any work which they may undertake.
- c. Use only correct method of work and equipment at all times.
- d. Report all defective equipment, plant, tools or other materials.
- e. Report any hazard which they encounter in the course of their duties.
- f. Maintain good housekeeping standards.
- g. Co-operate fully with all supervisory and management staff in promotion of Health & Safety at work.
- h. Undertake job instruction and safety training as required.
- i. Comply with requirements of the Accident Reporting System and the emergency procedures in case of fire etc.
- j. Report for work in a fit state, free from the intoxication of drugs or alcohol and be willing to submit to tests to show same. Roofing work by nature is a hazardous occupation and intoxication will lead to instant dismissal.

Signed: .....  ..... Date: 1st February 2013.

Andy Bury

Position in Company: Managing Director.

## CONSULTATION

The Managing Director will take reasonable steps to involve all Employees/Contractors of AFB Flooring Solutions Ltd in health and safety concerns, and encourage recommendations and suggestions increasing the effectiveness of health and safety on site

- All Employees/Contractors will be informed of any issue relevant to their health, safety or welfare, including any changes in legislation or best practice, new work equipment or technology or Health and Safety training as appropriate to company and individual requirements
- Consultation with Employees/Contractors will be provided by regular site meetings, team briefings and through the use of notice boards and memos
- All Employees/Contractors will be involved in the management of Health and Safety and will consider relevant Health and Safety issues, in conjunction with Andy Bury at the start of each day either on site or at Head Office prior starting work activities.

**There will be a site Health and Safety file used to give the following information:**

- **AFB Flooring Solutions Ltd 's Safety Policy Statement**
- **Site safety rules relevant to the job**
- **Names of qualified First Aiders**
- **Location of First Aid Boxes/Accident Book/Forms**
- **Actions to be taken in the event of a Fire (on site)**
- **Employers' Liability (Compulsory Insurance) Certificate**
- **Emergency Contact Details**

Further information/Instruction may be deemed necessary depending on the work site concerned. Andy Bury will be responsible for ensuring that sufficient information is provided to personnel where necessary.

Site/Task specific risk assessments and the resulting safe system of work (Method Statement) will be carried out where appropriate and the findings communicated to personnel prior to work commencing. Copies of the site-specific risk assessments and method statements will be on hand and recorded on file.

# **SECTION THREE**

## **ARRANGEMENTS FOR ENSURING HEALTH & SAFETY AT WORK**

The general arrangements for ensuring effective Health and Safety working practices are outlined in this section. The purpose of these arrangements, which are based on best practice, is to prevent ill health and accidents at work by the elimination and/or control of identified hazards.

These are the minimum standard to be achieved, and it may be necessary for the Managing Director to consider the implementation of further systems and procedures to control more specific risks effectively.

The Company has an ongoing programme for the development of Health and Safety Management systems and procedures, which is based on a continual review of the hazards and risks arising out of its operations, activities and processes.

If more specialist advice is required, the Company will liaise with our external Health and Safety consultancy. However, the overall responsibility for health and safety is non-delegable and remains with the Managing Director, Andy Bury.



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# 1] ACCIDENT AND INCIDENT REPORTING, RECORDING AND INVESTIGATION

## 1.1 Accident Policy and general reporting procedures

It is the policy of AFB Flooring Solutions Ltd to report all accidents, industrial diseases and dangerous occurrences as stated in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

In addition, all incidents involving Employees/Contractors, visitors and members of the public which result in first aid treatment being required will be recorded and recommendations sought to prevent a recurrence. All Employees/Contractors are instructed to report all such occurrences immediately after treatment. They should also ensure that an entry is made in the Accident Book, regardless of the severity of the injury. **The accident book is located at Head office.**

Accidents will be classified as 'minor', seven-day reportable or 'major reportable' as per the above Regulations and the appropriate action will be taken should they be reportable to the Enforcing Authority (HSE).

Andy Bury will be notified immediately following any accident or incident requiring hospital treatment or time off work and will be responsible for reporting the accident to the Enforcing Authority where required under the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

Andy Bury will also be responsible for investigating accidents, and near misses. Lessons learned will be shared by the whole of AFB Flooring Solutions Ltd, and any changes in working practices will be initiated by the relevant personnel and communicated to Employees/Contractors accordingly. All working practices will be monitored and reviewed regularly.

### Reporting procedures: Fatal and Major injuries

Notify fatal and major injuries by TELEPHONE to the Department of Work and Pensions

Tel 0845 300 9923                      or

Online via the HSE website [www.hse.gov.uk](http://www.hse.gov.uk) using the suite of online forms shown below.

Dangerous Occurrences and all other reportable work-related injuries and incidents under RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) should be reported **ONLINE**, using a suite of seven forms available on the HSE website [www.hse.gov.uk](http://www.hse.gov.uk)



The seven online RIDDOR reporting forms are:

- F2508 Report of an Injury
- F2508 Report of a Dangerous Occurrence
- F2508A Report of a Case of Disease
- OIR9B Report of an Injury Offshore
- OIR9B Report of a Dangerous Occurrence Offshore
- F2508G1 Report of a Flammable Gas Incident
- F2508G2 Report of a Dangerous Gas Fitting

In the event of a fatal or major injury (as defined by the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 - RIDDOR), Andy Bury, Managing Director will:

- Report within 24 hours by TELEPHONE or ONLINE
- Investigate the incident and gather relevant information
- Ensure the scene of the incident should not be disturbed unless it is considered necessary to prevent any further accidents. Photographs/sketches/measurements should be taken if possible.

### **1.2 Lost time Accident – over 7 days**

Where an Accident resulting in more than seven days' absence from work, excluding the day of the accident, Andy Bury will:

- Complete Form F2508 online via the HSE website on the third day the injured person is absent from work, excluding the day of the accident. This must be completed within 10 days. N.B. Where a sub-contractor's contractor has sustained a lost time accident, his employer is responsible for reporting to the HSE.

### **1.3 Dangerous Occurrence**

Complete Form F2508 online via the HSE website within 10 days.

### **1.4 Employers Liability Insurance Company**

If any accident or injury is reportable to the Enforcing Authority (HSE), the employers' liability insurance company will be notified of the incident.

### **1.5 'Near Miss' or Damage Incident**

All accidents that result in damage to equipment, vehicles, or property, together with near misses, should be reported to Andy Bury. These incidents will be investigated, to determine how to prevent a recurrence. The details of such incident must also be made available to the Company's insurers.

## **2] CONTROL OF CONTRACTORS**

### **2.1 Scope**

The term 'contractor' refers to anyone (individual or organisation) who enters into an agreement (either oral or written) with AFB Flooring Solutions Ltd to conduct services or work activities on their behalf. Or contractors are usually sole trader who have been working with the company for a long period of time.

### **2.2 Policy**

It is the policy of AFB Flooring Solutions Ltd to ensure the health and safety not only of our own Contractors and visitors, but also the health and safety of any sub-Employees/Contractors on our work sites.

In order to implement this policy, prior to appointing any sub-contractor, the Managing Director, Andy Bury will:

- 1) Request copies of their insurance cover certificates in respect of employers' liability and third party risks.
- 2) Request the appropriate information regarding **their** Health and Safety Policy and Procedures, including site-specific risk assessments and method statements, line manager/Director (if appropriate) responsible for Health and Safety and *their* Site Safety Arrangements. The relevant documentation for this process consists of a contractor competence checklist completed for all sub-contracted work.

Prior to the commencement of work on site, Andy Bury or the Site Foreman will:

- 3) Communicate any procedures and guidelines for their activities whilst working on site.
- 4) Provide information regarding any risks that may be encountered in carrying out approved work on AFB Flooring Solutions Ltd 's behalf, and identify and communicate activities and actions to be avoided.
- 5) Arrange to monitor their activities to ensure that they are not creating any risks or hazards to themselves or to AFB Flooring Solutions Ltd 's Contractors or visitors/members of the public.
- 6) Agree and define the areas where the work activities are to be carried out, and the routes to and from the work areas and any areas which are out of bounds.

- 7) All Contractors will undergo a full induction, including a review of any Construction Phase Plan prior to commencement.

### **2.3 Monitoring**

The company shall monitor and supervise all sub-contractors on site closely. This is the responsibility of the Andy Bury, Managing Director.

A checklist is used to record this process.



### 3] HAZARDOUS SUBSTANCES (COSHH)

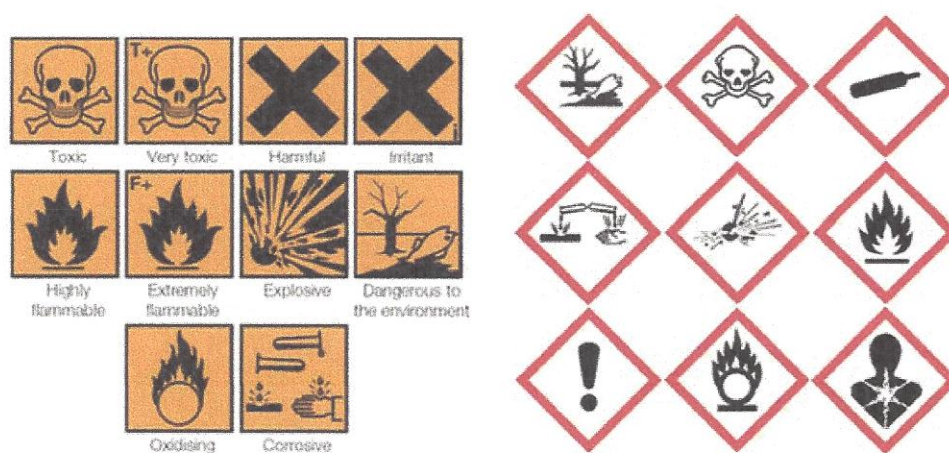
#### INTRODUCTION

The Company is legally obliged to assess, control and monitor the use of all hazardous substances used in the workplace and to instruct and train Employees/Contractors about the risks and the necessary precautions to be taken.

Many substances in everyday use may be considered hazardous. Under the COSHH Regulations, it is an offence to use any hazardous product that has not been assessed.

#### Hazardous Symbols

A hazardous substance can be identified by one of the following symbols:



From 2015

- 3.1 Hazardous substances (as defined by the Control of Substances Hazardous to Health Regulations) will only be used by AFB Flooring Solutions Ltd where this is deemed to be unavoidable. Every effort will be made to ensure, so far as possible, that non-hazardous substances are purchased for use or, where this is not possible, the least hazardous substance is obtained.
- 3.2 The amounts of hazardous substances used and stored on site will be the minimum quantities required to carry out the project and in conjunction with efficient purchasing practice.
- 3.3 Material Safety Data Sheets must be obtained before any new substance is brought on site for the first time, and a decision made regarding necessity for the use of such a substance.
- 3.4 All hazardous substances will be identified by the Managing Director, Andy Bury. A file will be kept of all such substances and suppliers/manufacturers' safety data sheets obtained prior to use. Material Safety Data Sheets (MSDS) outline the hazards of the substance, and describe any precautions or control measures to be taken. Fran Bury will also be responsible for obtaining these.

- 3.5 All measures intended to prevent or control exposure will be regularly monitored on an appropriate basis as identified by COSHH assessments. Andy Bury, will be responsible for ensuring that control measures are implemented and maintained. These measures include the wearing of PPE and health surveillance.
- 3.6 Health surveillance will include the dissemination of questionnaires to all Employees/Contractors regarding vibration, skin health and lung function.
- 3.7 If additional information is required to that contained in the safety data sheet, further assessments will be carried out and specialist advice sought as required. Any recommendations made for further control measures will be implemented on site by Andy Bury (Managing Director).
- 3.8 The assessments will be reviewed on an annual basis or when there is a significant change in circumstances.
- 3.9 All the necessary information, instruction and training will be given to operatives as required.
- 3.10 Any Contractors must provide Andy Bury with details of their COSHH assessments prior to commencement of work.

## **ASBESTOS**

- 3.11 The Company recognises that work with Asbestos or any materials containing Asbestos can be dangerous and that precautions must be taken to ensure anyone affected by such work is protected. Due to the nature of our work, this poses an extremely low risk.
- 3.12 Prior to working on site, an Asbestos survey will be undertaken as required by the Client, where the presence of Asbestos is suspected, and full clearance given before any groundworks commence.
- 3.13 If an employee or contractor discovers material suspected to contain Asbestos they must inform the Managing Director, Andy Bury or the Site Foreman IMMEDIATELY.
- 3.14 Any power tools must be switched off, and disturbance of suspected fibres minimised
- 3.15 The area should be evacuated immediately and access by others, including members of the public prevented
- 3.16 AFB Flooring Solutions Ltd will suspend work until the material is tested and clearance received.
- 3.17 All Employees/Contractors are given awareness training in the form of a toolbox talk and associated guidance from the HSE.



## **4] DISPLAY SCREEN EQUIPMENT**

- 4.1** A DSE risk assessment for all users will be carried out by a competent DSE assessor as required. The Managing Director, Andy Bury will be responsible for ensuring that any control measures identified by the assessment are actioned as necessary. At present DSE users are limited to the Directors, Fran Bury in particular.
- 4.2** DSE users are entitled to an eyesight test under the DSE regulations, at the Company's expense. Eye Tests should be carried out at regular intervals (as advised by the optician).
- 4.3** Where the results of the eyesight test shows that corrective appliances are necessary (specifically for DSE use only, these will also be provided at the Company's expense, (as required by the Regulations).

## **5] ELECTRICAL SAFETY**

- 5.1** No Employee or Contractor shall attempt to undertake any electrical work where specialist knowledge is required. All electrical work will only be undertaken by a suitably qualified electrical contractor.
- 5.2** All relevant Employees/Contractors will be given information about what constitutes portable electrical equipment and how they should undergo a basic visual inspection.
- 5.3** Any portable electrical equipment belonging to AFB Flooring Solutions Ltd will be examined by a qualified electrical contractor on a regular basis. (PAT testing in line with HSE guidelines). Identification will be given to each appliance to confirm that testing has taken place. Andy Bury is responsible for arranging this.
- 5.4** All portable electrical equipment used on site will be of 110v supply and protected by residual current devices, wherever possible.
- 5.5** Andy Bury will ensure at the pre-contract stage that all Employees/Contractors have the necessary arrangements in place for the portable appliance testing of power tools
- 5.6** Visual inspection will be undertaken on all equipment subject to heavier duties prior to use (for example, portable power tools prior to use on site). Any actual or suspected faults suggested by the visual examination should be reported to Andy Bury. The equipment will be labelled, taken out of service until being certified as safe to use by a qualified electrical contractor.

## **6] FIRE SAFETY**

All potential fire hazards will be identified on site in the Fire/Site risk assessment and steps taken to remove the hazards or minimize risks. No smoking areas will be established in conjunction with our no smoking policy alongside permit to work procedures for any hot work activities.

- 6.1** Adequate Fire extinguishers will be provided on site by the Principal Contractor.
- 6.2** If Employees/Contractors or sub-Employees/Contractors are required to carry out work which increases the risk of fire, fire extinguishers may be required to be local to the job site
- 6.3** The Managing Director, Andy Bury, will be responsible for ensuring adequate fire precautions are taken on all worksites. The following areas should be considered:
  - Fire Fighting appliances
  - Fire Action information/notices
  - Housekeeping
  - Minimising the storage of combustible materials
  - Separating combustibles from sources of ignition
  - Information on how to raise the Alarm
  - Evacuation procedures
  - Means of escape: ensuring all access and egress routes are free from obstruction

If necessary, the Managing Director, Andy Bury will liaise with the other Employees/Contractors on site.



## **7] FIRST AID**

### **7.1 Policy on First Aid**

It is AFB Flooring Solutions Ltd policy to comply with the Health and Safety (First Aid) Regulations 1981, relevant Codes of Practice and safe working practices by appointing the appropriate personnel trained in First Aid and providing adequate First Aid facilities.

The numbers and levels of qualification of persons appointed to carry out First Aid shall be based on Risk assessment, and will take into account cover for absences due to holidays and sickness.

### **7.2 First aiders**

Andy Bury is trained in Emergency First Aid.

Andy Bury will be responsible for ensuring that all First Aid boxes are kept fully stocked and are up-to-date.

It should be noted that there must always be at least one qualified First Aider on site during working hours. The Client/Principal Contractor may also offer First Aid provision on site.

### **7.3 Health and Safety (First Aid) Regulations 1981**

First aid boxes will be located within easy access of all personnel and their location communicated clearly. There will be one First Aid box on each vehicle and one kept at our Head Office.

#### **Minimum Contents for First Aid Kits**

ITEM	NUMBER OF EMPLOYEES/CONTRACTORS			
	1-5	6-10	11-50	51-100
Guidance Card	1	1	1	1
Sterile Adhesive Dressing	10	20	40	40
Eye pad	1	2	4	6
Sterile Triangular Bandage	1	2	4	6
Safety Pins	6	6	11	11
Sterile Medium Dressing	3	6	8	10
Sterile Dressing	1	2	4	6
Extra Large Ambulance Dressing	1	2	4	6

If running tap water is not available on site, sterile water or saline solution in disposable receptacles should be located near the First Aid kit in the following quantities:

Container size – minimum- 300ml

Minimum amount kept - 900 ml

The First Aid box should **not** contain any pills, medicines or lotions/creams. Fran Bury will be responsible for ordering refills/supplies.

Any latex gloves should be replaced with sterile nitrile gloves so as not to cause any allergic reaction.

#### **7.4 First Aid Information**

The Regulations require all persons within the workplace to be informed of the First Aid arrangements, including the location of the First Aid Boxes and trained personnel.

Information on First Aid is included in the induction programme for any new Employees/Contractors and existing Employees/Contractors will be informed of any changes that occur.



## **8] WORK EQUIPMENT**

- 8.1** Prior to any new piece of equipment being purchased or hired in, the Managing Director, Andy Bury, will obtain an assurance from the supplier that it complies with the requirements of relevant Health and Safety legislation, including the Provision and Use of Work Equipment Regulations (PUWER), the supply of Machinery (Safety) Regulations and any British or European Standards that are relevant and that it is fit for purpose.
- 8.2** In the event of any equipment becoming faulty or defected, or suspected to be so, this should be reported to Andy Bury/hire company as soon as possible and who will then take appropriate action. The equipment should be taken out of service until it has been certified as being safe to use by a competent person.
- 8.3** Andy Bury will also ensure that all procured equipment is properly serviced and maintained. All maintenance schedules should be recorded and kept on file. The frequency of maintenance or inspection will be in accordance with the manufacturer's instructions and industry best practice
- 8.4** If any equipment used on site has dangerous parts, these should be fully guarded at all times. This equipment should be checked at the start of the working day to ensure that guards and any emergency stop devices are in proper working order.
- 8.5** Andy Bury will ensure that any equipment that is known to present particular hazards is operated solely by the person who is authorised and trained to do so.

## **9] MANUAL HANDLING**

- 9.1** AFB Flooring Solutions Ltd will endeavour to avoid, as far as reasonably practicable, any manual handling activity that may result in a significant risk of injury. Elimination of lifting, by use of mechanical aids will be considered wherever reasonably practicable.
- 9.2** An assessment will be carried out by Andy Bury for all remaining tasks posing significant risk of injury. The assessment will seek to reduce the risk to the lowest reasonably practicable level by identifying suitable control measures.
- 9.3** Information, instruction and training will be provided to all Employees/Contractors carrying out manual handling activities that cannot be eliminated.

### **9.4 Specific Responsibilities**

#### **Employees/Contractors shall:**

- a) Comply with the control measures identified in the Manual Handling Risk Assessment for all significant manual handling work activities.
- b) Inform Andy Bury of any significant risks for which a manual handling assessment may be required, or if there are any changes in work processes which may require a new assessment.
- c) Not manually handle any loads they feel incapable of moving

#### **The Managing Director, Andy Bury shall:**

- a) Ensure all significant manual handling activities have been identified, and a suitable and sufficient risk assessment carried out for each.
- b) Ensure the control measures put forward in the risk assessments are implemented and regularly monitored.
- c) Ensure Employees/Contractors comply with the identified control measures.
- d) Ensure training is provided to all Employees/Contractors who may be at risk from manual handling activities. Such training will include an awareness of the factors to consider in making a simple assessment of risk, and the need to avoid injury by adopting safe lifting and handling techniques.

## **10] PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- 10.1** Where there is a requirement for the wearing of personal protective equipment all Employees/Contractors and visitors are required to use, and take care of, such equipment. Andy Bury (Managing Director) will ensure that all personnel under his control comply with this requirement. Misuse of PPE may result in disciplinary action.
- 10.2** Andy Bury will also ensure that each employee/contractor is issued with the appropriate protective equipment free of charge, and that a record of such is kept for all non-disposable items of PPE. The risk assessment process will have identified such equipment.
- 10.3** Employees/Contractors will maintain their equipment in good condition and will report any loss or damage to Andy Bury.
- 10.4** Adequate facilities will be provided for the storage of protective equipment as required on site. All equipment will be regularly checked and maintained by Andy Bury who will ensure that it is suitable, in clean and good repair.
- 10.5** Safety footwear must be worn at all times on site.
- 10.6** Hard hats will be worn in all areas on site where there is a risk of head injury.
- 10.7** Appropriate protective gloves will be provided to Employees/Contractors when there is a risk of abrasion, laceration or skin damage by hazardous substances to the hands i.e adhesives.
- 10.8** All personnel engaged in work activities which may result in injury to the eye, shall wear eye protection at all times during such activity.
- 10.9** If COSHH assessments indicate contact with hazardous substances during the work activity, the necessary respiratory protection, gloves and footwear should be worn at all times, subject to the risk and COSHH assessment.
- 10.10** All Employees/Contractors will be provided with appropriate training, instruction and information on the use, storage and maintenance of PPE. This will take the form of a toolbox talk.



## **11] RISK ASSESSMENTS**

### **Managing Director's duties:**

- 11.1** Andy Bury will ensure that risk assessments are carried out and recorded for all tasks carried out which pose significant risk and that all assessments are suitable and sufficient, taking into account site specific conditions. All risk assessments shall be fully documented and copies kept at the Site Office.
- 11.2** Andy Bury, shall ensure all personnel have been informed of the significant findings of the risk assessments and the measures they need to take to ensure the risks arising from identified hazards are eliminated or controlled to the lowest level reasonably practicable.
- 11.3** Andy Bury shall also ensure that adequate instruction, information and training is given and that controls are in place so far as is reasonably practicable and will offer further advice and guidance on higher risk activities as appropriate

### **Employees'/Contractors' Duties:**

- 11.4** To identify any significant hazards within their own area of work for appropriate inclusion in the risk assessment process and carry out dynamic risk assessments continually as part of safe working practices.

### **Procedure on conducting Risk Assessments:**

- 11.5** The initial step in making such assessments would be the identification of all significant hazards within the worksite and who they may affect as well as operatives i.e. visitors, members of the public, children etc. This is the responsibility of the Andy Bury with assistance from our external Consultant as required.
- 11.6** Wherever possible, these hazards will be eliminated by such means as are reasonably practicable.
- 11.7** Where a hazard cannot immediately be eliminated or removed, the risk posed by that hazard will be assessed.
- 11.8** All measures necessary to control or reduce that risk will be considered, specified and recorded, and the appropriate action taken to reduce the risk.
- 11.9** Risk assessments will therefore form the basis of our method statements and safe systems of work relating to a specific work activity or project. Copies of current risk assessment swill be collated and used as a source of reference when subsequent similar

assessments are carried out. These will be kept under review by Fran Bury.

- 11.10** Any new process, plant or equipment will have its risks duly assessed before work with it commences. Any modifications to a process, plant or equipment likely to significantly alter its characteristics will be similarly assessed, before such modifications are carried out.
- 11.11** A current copy of the assessments carried out within the company will be kept on file and managed by Fran Bury.
- 11.12** Site inspections will be arranged periodically to ensure that the assessment records remain accurate and valid and the procedures and any improvements are implemented within the workplace. Andy Bury will be responsible for undertaking site inspections.
- 11.13** The significant findings of the assessments will be integrated into the company's training programme to ensure legal obligations are met.
- 11.14** Risk assessments shall consider the effects of non-routine operations (e.g. maintenance) and emergencies

## **METHOD STATEMENTS**

- 11.15** Formal method Statements (safe working procedures) will be written up where the risk assessments deem the activity poses a high risk.
- 11.16** All Method Statements and risk assessments will be site specific to the project in hand and will include an outline of the management chain and detail a clear sequence as to how the work is managed in order for the tasks/project to be undertaken safely.

## 12] TRAINING

12.1 Andy Bury will ensure that every new Employee or Contractor receives initial induction training that includes:

- a) the location of:
  - the first aid facilities and the names of first aider/s/appointed persons on site
  - the location of fire extinguishers i.e. on site and the appropriate use of the various types of extinguisher
  - the location of the Site Construction Phase Plan/File, if appropriate
- b) an explanation of the:-
  - Company's Health and Safety Policy and an outline of the arrangements for its implementation. This should be made available to read in detail, if required.
  - AFB Flooring Solutions Ltd's risk assessment / method statement for the task or project in hand and the arrangements for implementation
  - Site Rules i.e. no horseplay/use of PPE
  - the procedures to be observed in the event of accident
  - fire precautions to be observed
  - the disciplinary procedures which may result from breaches of health and safety rules.
- c) Instruction in:
  - safe handling of materials on site
  - use of protective clothing and equipment (PPE)
  - the importance of good housekeeping etc

An Induction checklist is completed to evidence this procedure. Site induction may also take place via a Principal Contractor.



- 12.2** Andy Bury will ensure that the new Employee or Contractor does not commence their duties until the necessary induction training has been given and the Induction Training Checklist record completed.
- 12.3** Andy Bury will identify any specific training needs the new contractor may require. For example, training in manual handling and in the operation of work equipment.
- 12.4** Such training should be provided by a competent, experienced person or organisation.
- 12.5** Specific training needs of existing Employees/Contractors may also be identified periodically. This will include regular Toolbox Talks, which shall be recorded and an attendance sheet completed.
- 12.6** Appropriate records will be kept of any formal training, detailing the contractor's name, type of training provided, name of trainer, date of training (and of any subsequent or refresher training required). A training matrix will be used for this purpose.

## **13] WELFARE FACILITIES**

### **13.1 WELFARE ARRANGEMENTS**

On sites where AFB Flooring Solutions Ltd will be acting as a Principal Contractor we will ensure the following:

- Suitable numbers of toilets depending on the number of personnel on site. Where possible, these will be flushed by water, alternatively chemical toilets will be provided
- Washing facilities to allow personnel to wash their faces, hands and forearms. The facilities will include hot and cold running water. Soap and towels will also be provided. These facilities will be suitably lit.
- Rest facilities including tables, chairs and a kettle on site.

Where AFB Flooring Solutions Ltd are not acting as Principal Contractor, which is usually the case, such facilities will be provided by the person with overall control of the site.

## **14] WORK VEHICLES**

### **14.1 Maintenance and use of company vehicles**

- a) company vehicles are only to be driven by authorised Employees/Contractors.
- b) repairs to any of the company's vehicles must only be carried out by competent and authorised engineers.
- c) Employees/Contractors must not drive vehicles that are defective.
- d) authorised drivers are responsible for ensuring that the standard daily maintenance checks are undertaken (i.e. lights, horn, brakes) and that tyres are regularly checked.
- e) The Managing Director, Andy Bury must be informed immediately of any notices of intended prosecution of any stationary or moving traffic violations
- f) Unauthorised passengers/goods are not to be carried on company vehicles



## **15] ALCOHOL AND DRUG MISUSE**

### **15.1 Consumption of Alcohol on the Premises/sites**

Employees/Contractors are expressly forbidden to consume alcohol whilst at work, or bring it onto the premises or on site under any circumstances. Any breach of this rule will be treated as gross misconduct and is likely to result in summary dismissal.

### **15.2 Drug misuse or Abuse on the premises/sites**

Employees/Contractors who take drugs which have not been prescribed on medical grounds during working hours or on Company premises, Client's premises and sites, will be committing an act of gross misconduct and will thus render themselves likely to be summarily dismissed, as will any contractor believed to be in possession of, or buying or selling non-prescription drugs, during working hours or on Company premises, Client's premises and sites

### **15.3 Intoxicated Employees/Contractors**

If a contractor is intoxicated by alcohol or drugs during working hours or on Company premises/Client's premises and sites, arrangements will be made for the contractor to be escorted from the premises or site immediately.

Disciplinary action will be take place when the contractor has had time to become sober or recover from the effects of drugs. This kind of behaviour will normally be treated as gross misconduct and result in summary dismissal.

## **16] MONITORING AND REVIEW**

16.1 AFB Flooring Solutions Ltd's Health and Safety Policy will be constantly monitored and reviewed by the Managing Director with the assistance of the External Safety Consultant as appropriate, and will take into account:

- Personal observations when visiting sites etc
- Comments from the Principal Contractor, Clients and fellow Employees/Contractors
- Incidents attracting publicity
- Expenditure on statutory sick pay
- Lost time injuries to key workers
- Contractor's liability claims
- On-costs resulting from failures and oversights
- Visits from, and correspondence with, enforcing authorities and insurers

16.2 AFB Flooring Solutions Ltd has a system of active monitoring throughout a project and a site inspection checklist is used for this purpose. In addition, our Client /Principal Contractor inspect our sites on a regular basis and carry out active monitoring

16.3 There will be a yearly review of the Company's Health and Safety Policy and Safe Systems of Work by the Managing Director in conjunction with the Company External Safety consultants as required.

This will include the following:

- Formally review health & safety performance (at least annually)
- Ensure that the Health & Safety Policy statement reflects current management priorities
- Ensure that management systems provide for effective monitoring and reporting of health & safety performance
- Be kept informed about any significant health & safety failures, and of the outcome of the investigations into the causes; and
- Ensure that health & safety risk management systems are in place and remain effective.

## 17] Construction (Design & Management) Regs 2007

### 17.1 Our Contractor Duties:

Employees/Contractors and those actually doing the construction work are most at risk of injury and ill health. They have a key role to play, in cooperation with the principal contractor, in planning and managing the work to ensure that risks are properly controlled.

All Employees/Contractors (including utilities, specialist Employees/Contractors, Employees/Contractors nominated by the Client and the self-employed) have a part to play in ensuring that the site is a safe and healthy place to work. The key to this is the proper coordination of the work, underpinned by good communication and cooperation between all those involved.

Anyone who directly employs, engages construction workers or controls or manages construction work is a contractor for the purposes of these Regulations. This includes companies that use their own workforce to do construction work on their own premises.

The duties on Employees/Contractors apply whether the workers are employees or self-employed and to agency workers without distinction.

If we occupy the position of a Contractor, we will ensure that the requirements of the *Construction (Design and Management) Regulations 2007* are complied with. In particular:

For all projects, as Employees/Contractors, we must: -

- check Clients are aware of their duties;
- satisfy ourselves that we and anyone we employ or engage are competent and adequately resourced;
- plan, manage and monitor our own work to make sure that workers under our control are safe from the start of their work on site
- ensure that any contractor we appoint or engage to work on the project is informed of the minimum amount of time which will be allowed for them to plan and prepare before starting work on site
- provide workers under our control (whether employed or self-employed) with any necessary information, including about relevant aspects of other Employees/Contractors' work, and site induction (where not provided by a Principal Contractor) which



they need to work safely, to report problems or to respond appropriately in an emergency

- ensure that any design work we engage in complies with Reg. 11 of the CDM2007 Regulations
- comply with any requirements listed in Schedule 2 and Part 4 of the CDM2007 Regulations that apply to our work
- co-operate with others and co-ordinate our work with others working on the project
- ensure the workforce is properly consulted on matters affecting their health and safety
- obtain specialist advice (for example from a structural engineer or occupational hygienist) where necessary when planning high-risk work — for example alterations that could result in structural collapse or work on contaminated land;
- provide the Principal Contractor with evidence of all training our employees or contractors have received
- Promptly provide the Principal Contractor with any information that is required for inclusion in the Health and Safety File
- Assist the Principal Contractor to ensure that only authorised persons have access to the construction site where the company's operations are taking place
- Ensure that our workforce is properly consulted on health and safety matters; and
- Ensure that all near misses, injuries, diseases and dangerous occurrences, that are reportable under *RIDDOR 1995*, are promptly reported to the Principal Contractor's site management

## 17.2 Summary

The Directors, Employees/Contractors will ensure that the requirements of the Health and Safety at Work etc Act 1974 and supporting Regulations are applied at all times in particular reference to the following :

Provision and Use of Work Equipment Regulations 1998  
Electricity at Work Regulations 1989  
Manual Handling Operations Regulations 1992 (as amended)  
Personal Protective Equipment Regulations 1992  
Health and Safety (Consultation with Employees) Regs 1996  
Construction (Design and Management) Regulations 2007  
Noise at Work Regulations 1989  
Control of Substances Hazardous to Health Regulations 2002  
(as amended)

## 17.3 Safe Working Practices

### Use of Protective Clothing & Equipment:

At all times **high visibility** long sleeved vests/jackets must be worn.

At all times whilst working with or in the vicinity of plant and equipment producing a high level of noise, **ear protectors** must be worn.

At all times whilst working with plant or equipment used for sawing operations producing an emission of dust or fine particles **dust masks, goggles and ear protectors** must be worn and dust suppression systems used.

Whilst handling adhesives, cement and / or products which are likely to cause an irritation to the skin **gloves** must be worn.

In any work situation where there is a possible risk of injury to the head then head protection in the form of a **safety helmet** must be worn.

These include;

- a) **All** building sites where work is going on above ground level.
- b) **All** locations where headroom is reduced.
- c) **All** situations where materials are being loaded or unloaded above shoulder height.
- d) **All** instances when working adjacent to or in the vicinity of earth moving equipment or cranes.

- e) **All** instances where work is being undertaken in trench excavations.

**Signing of the Works:**

Prior to commencing any operation on Public highway or footway, due consideration must be given to Pedestrian and vehicle users. Sufficient signs of the correct symbol must be placed and secured in position to provide ample advance and local warning of the works in progress.

**Siting of Plant & Transport:**

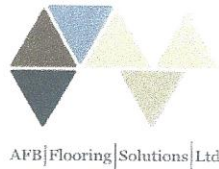
Vehicles used for transporting men and equipment to site must be parked "Off Site" when not in use, thereby avoiding unnecessary obstacles to visibility and traffic movement. All plant and vehicles used on the works must be located within the coned off and signed area of the works.

**Use of Electricity on Site:**

Wherever and whenever electrically powered tools or equipment are used on site, these must be operated on a 110 volt supply and must be suitably earthed. In the event that only a 240 volt supply is available this **must** be reduced to a 110 volt supply via the use of a suitable transformer.



# **APPENDICES**



## ACCIDENT INVESTIGATION REPORT

<b>Date of incident</b>	
<b>Time of Incident</b>	
<b>Name of Injured person:</b>	
<b>Location/Site</b>	

<b>Brief Description of Incident</b>

Investigation Checklist	Yes	No
1. Was the injured person performing their normal duties?		
2. Was the injured person competent with equipment used and working practices?		
3. Was the injured person suffering from any illness at the time?		
4. Was the injured person taking any medication?		
5. Do they wear glasses, were these being worn at the time?		
6. Are there any witnesses to the incident?		
7. If so, has a statement been obtained?		
8. Has the site of the incident been 'preserved'?		
9. Was moving machinery or hand-tools involved?		
10. Were any of the above in a dangerous condition?		
11. Were photos taken of the incident		
12. Was Personal Protective equipment available?		
13. Was any other plant or machinery involved?		
14. Was Safety equipment made available if necessary?		
15. Did any person's actions contribute to or influence the incident?		
16. Were safe systems of work being followed?		
17. Has there been recent changes in normal working practice?		
18. Were any new procedures or developments being introduced at the time?		
19. Was the injured person working in an unusual environment?		
20. Has the incident been reported i.e. RIDDOR?		

<b>Other observations</b>

### **Conclusions**

**Immediate causes** (i.e. premises, plant or substances, procedures, people):

**Underlying causes** (i.e planning, assessment of risk, control, co-operation, communication, consultation, monitoring and review)

**Recommendations and Action Plan** – (prioritise and give time-scale)

**Signed:** ..... **Print:** .....

**Position:** ..... **Date:** .....





## CONTRACTOR COMPETENCE CHECKLIST

<b>Name of Company:</b>	
<b>Address:</b>	
<b>Contact person:</b>	
<b>Position:</b>	
<b>Tel. No:</b>	
<b>Mobile:</b>	

<b>Evidence</b>	√
Health and Safety Policy submitted (if over 5 employees)	
Responsible person designated for Health and Safety/site arrangements?	
Original Insurance cover certificates (employee liability and/or public liability) seen and to required value?	
Suitable and sufficient Risk Assessments in place?	
Method statements submitted if required?	
References submitted?	
Certificates/Qualifications relevant to work activities?	
Evidence of membership to Trade associations/Professional Bodies?	

Further info/Comments:



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## CONTRACTOR SAFETY PERFORMANCE MONITOR CHECKLIST

This checklist is to be used as a guide to monitoring the health and safety performance of contractors on site, to ensure that they meet the required standards required by AFB Flooring Solutions Ltd

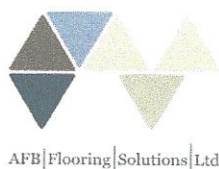
	YES	NO
1] Are there suitable and sufficient site/task specific risk assessments in place?	<input type="checkbox"/>	<input type="checkbox"/>
2] If a method statement is required, has this been produced and relevant/adequate?	<input type="checkbox"/>	<input type="checkbox"/>
3] Is the site area subject to good housekeeping practices?	<input type="checkbox"/>	<input type="checkbox"/>
4] Are site safety rules being upheld?	<input type="checkbox"/>	<input type="checkbox"/>
5] Is plant and equipment in good order and adequately maintained?	<input type="checkbox"/>	<input type="checkbox"/>
6] Are operatives seen to be competent in their tasks?	<input type="checkbox"/>	<input type="checkbox"/>
7] Are there any safety issues that require corrective action?	<input type="checkbox"/>	<input type="checkbox"/>

Any further comments/observations?

Signed:

Date:

Position:



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## INDUCTION CHECKLIST

**Date:** .....

**Employee/Contractor Name:** .....

### 1] Fire Safety

	Completed ✓
Location of fire exit routes	
Location of fire extinguishers and their appropriate use (i.e. CO2 only to be used on electrical fires etc).	
The location of the assembly point	

### 2] First Aid

	Completed ✓
Location of the First Aid Box and Accident Book	
The names of appointed persons/First Aiders and their location	
Accident Reporting Procedure (refer to Policy Manual)	

### 3] Management of Health and Safety

	Completed ✓
A brief outline of the H & S Policy Manual and what it contains/where it can be found.	
An explanation of company rules i.e. smoking/breaks	



Any disciplinary procedures which may result from ignoring/disobeying safety rules	
The location of safety information i.e. noticeboard, risk assessments, hazardous substances etc	
The importance of maintaining good standards of housekeeping i.e. clean as you go, awareness of slip, trip, fall hazards	

#### 4] Instruction/Information/training

	<b>Completed ✓</b>
Safe Manual Handling techniques (leaflets, supervision)	
DSE best practice guidance	
Any other information/instruction pertinent to the job role.	

#### 5] Welfare Facilities

	<b>Completed ✓</b>
Location of WCs and washing facilities	
Eating area and cooking facilities	

Please note any further information/instruction given:

**Signed:** .....

Employee

**Signed:** .....

Managing Director  
(or nominated deputy)



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## Lung function questionnaire

**Health questionnaire for on-going surveillance of people potentially exposed to substances that may cause occupational asthma – IN CONFIDENCE**

**Employee's name:** ..... **Date of Birth:** .....

**Position:** ..... **Employee no/NI no:** .....

The questionnaire should be completed six weeks after employment commences and annually thereafter on the anniversary of the commencement of employment - unless there is reason to believe a health problem may be apparent.

**Further advice will be required from the employee's G.P. if any yes box is ticked.**

Since starting your present job have you had any of the following symptoms either at work or at home? (Do not include isolated colds, sore throats or flu.)

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| (a) Recurring soreness of or watering of eyes   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (b) Recurring blocked or running nose   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (c) Bouts of coughing   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (d) Chest tightness   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (e) Wheeze  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (f) Breathlessness  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (g) Have you consulted your doctor about chest problems since the last questionnaire? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

To be completed by the Managing Director:

Any action taken (i.e appropriate use of local ventilation, wearing of respiratory protection including type and fit, COSHH assessment carried out, smoking etc):

No further action required ☐  
Refer to G.P. ☐

**Managing Director:** ..... **(Signature)** **Date:** .....

I confirm that the responses given by me are correct and that I have received a copy of the completed questionnaire.

Employee: .....

(Signature)

Date: .....





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## **'Near Miss' Report**

A 'near miss' is defined as occurrence that could have resulted in an injury, illness or damage to property, but did not.

As part of our commitment to continuing improvement of Health and Safety standards within our company, all personnel should report any 'near miss' situation as soon as possible.

Please complete the report below, using any extra sheets if necessary and submit to Andy Bury as soon as possible.

<b>Name:</b>	<b>Job title:</b>
<b>Company:</b>	
<b>Location of 'near miss'</b>	<b>Date of 'near miss'</b>

### **Description of work Activity**

--

### **The 'Near Miss' (how and why it happened)**

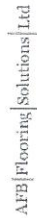
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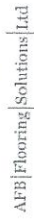
### **Prevention of Recurrence (what controls are required to prevent this situation happening again)**

--

**Signed:** ..... **Print:** .....

**Position:** ..... **Date:** .....

[illegible]

[illegible]



PROJECT/LOCATION:

DATE:

Item	Comments	Approved standard ✓
<b>1. General</b>		
a	Personnel wearing appropriate PPE for task in progress?	
b	First aiders identified?	
c	First aid kits available?	
d	Emergency procedures in place?	
e	Fire extinguishers/buckets in place, if appropriate?	
f	Policy statement communicated?	
g	Signs and notices in place?	
h	Accident book available and up to date?	
i	Public protected from works?	
<b>2. Welfare facilities</b>		
a	Condition/availability of site ablutions?	
b	Messing facilities/shade provided?	
c	Drinking water available?	
<b>3. Housekeeping</b>		
a	Project site tidy?	
b	Office compound /Yard tidy if appropriate?	
c	Materials storage area tidy?	
d	Material secure?	
e	Waste correctly disposed of?	
<b>4. Equipment and Plant</b>		
a	Plant in good condition and subject to maintenance schedule?	
b	Electrical components visually checked for signs of wear and tear?	
c	Plant/tools of required type?	
d	Appropriate guards in place?	
<b>5. Access/Egress</b>		
a	Working areas boarded out?	
b	Ladders in good condition & secured?	
c	Slip, trip and fall hazards managed?	

Item	Comments	Approved Standard✓
<b>6. Gases &amp; flammables</b>		
a	Correct storage?	
b	Adequate fire prevention measures?	
<b>7. Environmental</b>		
a	Site lighting level acceptable?	
b	Noise on site adequately controlled?	
c	Dust/fumes controlled?	
d	Waste water discharged correctly?	
e	Spoil material storage/removal?	
<b>8. Remarks/action to be taken (prioritised)</b>		

**SAFETY INSPECTION MADE BY:**

Name: _____	Designation _____	Signature: _____
Name: _____	Designation _____	Signature: _____

## SKIN HEALTH QUESTIONNAIRE – IN CONFIDENCE

Name: ..... Date of Birth: .....

Job title: ..... Employee no/NI no .....

### To be completed by the employee:

- 1] Since your last review, or in the previous 12 months, have you noticed any of the following symptoms? Please tick as appropriate ✓:
- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| (a) swelling or redness of the fingers or hands                | <input type="checkbox"/> | <input type="checkbox"/> |
| (b) cracking of the skin on the fingers or hands               | <input type="checkbox"/> | <input type="checkbox"/> |
| (c) blisters on the fingers or hands                           | <input type="checkbox"/> | <input type="checkbox"/> |
| (d) flaking or scaling of the skin on the fingers or hands     | <input type="checkbox"/> | <input type="checkbox"/> |
| (e) itching of the fingers or hands with skin cracks or splits | <input type="checkbox"/> | <input type="checkbox"/> |
| (f) spots, redness, swelling of any other part                 | <input type="checkbox"/> | <input type="checkbox"/> |
- 
- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 2] Did any of these problems last for more than three weeks?                 | <input type="checkbox"/> | <input type="checkbox"/> |
| 3] Did these problems occur more than once?                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4] Does your skin recover with periods off work?                             | <input type="checkbox"/> | <input type="checkbox"/> |
| 5] Have you been absent from work with skin problems since your last review? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6] Do you think you know the cause of the problems?                          | <input type="checkbox"/> | <input type="checkbox"/> |
| 7] Please state below the substance you think is responsible:<br>.....       |                          |                          |

### To be completed by Managing Director:

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 8] Skin problems confirmed?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 9] State any action taken below i.e. discuss personal hygiene,/barrier creams, use of PPE etc: |                          |                          |

Signed: .....(MD) Date: .....

Signed: .....(Employee) Date: .....

I confirm that the responses given by me are correct and that I have received a copy of the completed questionnaire.

**NB** If the answer is 'yes' to any of the above, the employee should be advised to consult their GP. A copy of this completed questionnaire should be made available to the employee for the GP's information.





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## Routine Visual Tests/Checks for Portable Electrical Apparatus

Item	Test	Pass Condition	OK? √
Mains lead	Visual inspection	Two layers of insulation  No damage	
Mains plug	Visual inspection	Correctly connected Cable clamp gripped to sheath No bent pins No scorch marks No cracks to casing <b>DO NOT TAKE PLUG APART</b>	
Instrument Connector (if lead detaches)  <b>or</b>  Grommet/Clamp	(a) Visual inspection for damage  a) Visual Inspection  b) Pull cable sharply  c) Rotation of cable	No damage i.e. cuts, abrasions  - Cable insulation protected - No movement  - No rotation	
Case	Visual inspection	No damage i.e. crack to case, loose screws/fixings	

ITEM checked: -----

Visually checked by: -----

Name: ----- Date: -----