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Piper Joinery

**Fraser House
Henwood Industrial Estate
Ashford
Kent
TN24 8DT**



Health and Safety Policy

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Health and Safety Policy Statement of Piper Joinery

GENERAL STATEMENT

The management of Piper Joinery consider that the health and safety and the impact they have on the environment of their employees is of paramount importance. It is our policy to provide and maintain safe and healthy working conditions, equipment and systems of work for all our Employees, Contractors and Other Parties involved in our work, and to provide sufficient information, training and supervision required for this purpose.

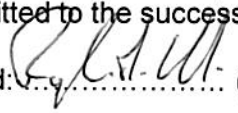
It is therefore the policy of Piper Joinery to develop a health, safety and environmental awareness culture throughout the Company which is committed to taking all reasonable precautions for the prevention of injuries and ill health to our employees, members of the public and others who may be affected by our work activities, to maintain a healthy environment and to prevent any damage or loss to property, plant, equipment and the environment. Our aim is to achieve an incident and injury free workplace.

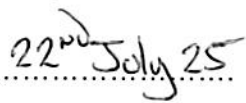
Every employee of the company has a role to play in ensuring that these aims are achieved, by acting with due regard for their own and others' health and safety. Piper Joinery will provide the resources to achieve this aim, so far as is reasonably practicable.

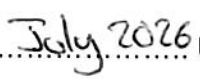
Every employee has a responsibility to co-operate with the Company to enable all statutory duties and obligations to be complied with. The successful implementation of this policy requires total commitment from all levels of employee, without which our Policy cannot be delivered effectively.

Adequate facilities and arrangements will be maintained for employee consultation at all levels on health and safety issues, to encourage active participation and feedback. The company will at all times be committed to comply with health and safety legislation, adopt industry best practice and ensure that all aspects of the business take proper account of health and safety requirements.

This policy will be regularly monitored to ensure that these aims are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes and communicated to all employees and those associated with our business in accordance with our programme of continuous improvement. The Company is committed to the success of this policy.

Signed:  (Managing Director)

Date:  22nd July 25

Scheduled date of next review of this Policy:  July 2026 Unless required earlier.

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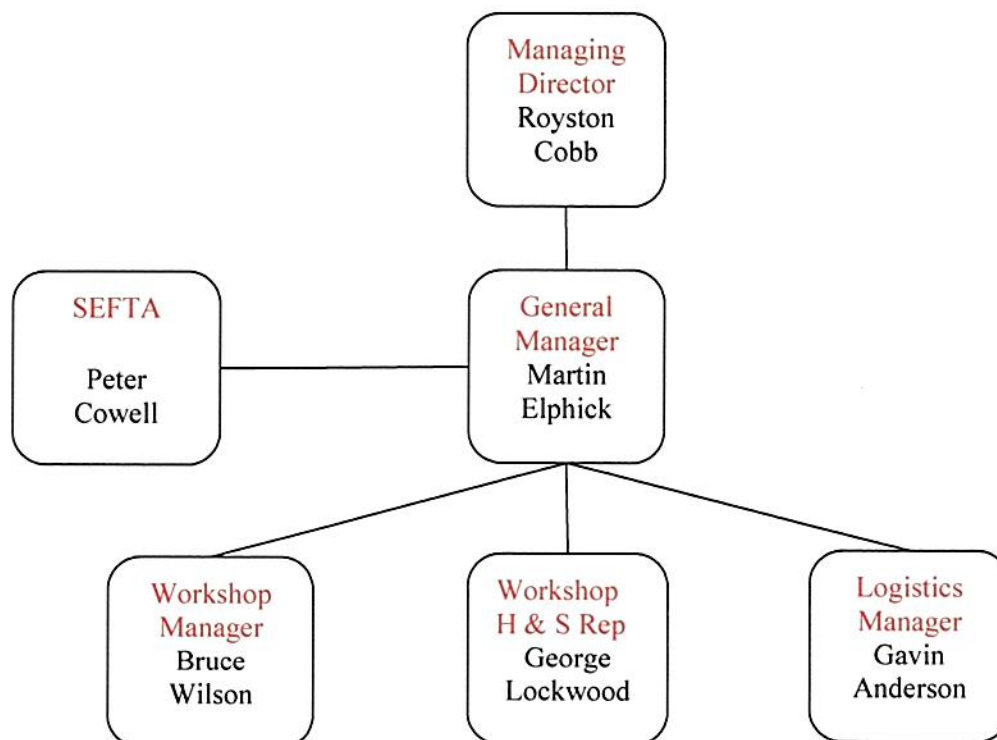
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1. ORGANISATION

Piper Joinery Management Team & Health & Safety Committee



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2. KEY RESPONSIBILITIES

Royston Cobb will have overall corporate responsibility for Health, Safety and Welfare, supported by the management team and our H & S advisor – Peter Cowell of SEFTA Ltd

Management – On behalf of the Company

- The Directors shall ensure that suitable and sufficient strategy, resources and expertise are utilised to comply with relevant legislative requirements and to carry out all of the activities contained within this policy.
- The Directors will effectively delegate key responsibilities to others throughout the Company to carry out company business activities on their behalf, providing sufficient, time, information, training and on-going support to do so.
- The Management Team are to monitor arrangements, procedures, performance and compliance regularly to ensure that everyone is working safely.
- The Management Team will ensure that everyone working on behalf of the Company are Competent to do so, providing suitable Development and Certification where required.
- The Management Team will ensure that corrective or improvement actions are taken as and when required in order to promote good practises throughout the business activities.
- All Managers shall act as "Role Models" demonstrating positive safe actions, knowledge and behaviour.

Company Health and Safety Advisor (SEFTA Ltd)

- The Company Health and Safety Advisor will undertake the day to day arrangements for implementing the Company Safety Policy, advising the Director and the management team on matters requiring the attention of the Company and advising management on all aspects of health and safety at work. The Company Health and Safety Advisor is also responsible for the design, development and validation of all health and safety training.
- It must be recognised that safety is the responsibility of all employees and the role of the safety manager is to act as the competent person providing the expertise and support necessary to enable each director/manager to carry out their responsibilities with regards to occupational health and safety.

All Managers must:

- Ensure that all works are carried out following safe systems of work.
- Have in place suitable Emergency arrangements for each workplace with regular reviews of their effectiveness, in conjunction with the SEFTA advisor.
- Ensure that suitable welfare facilities are provided to ensure that all people working for us can work safely with regard for their Health, Safety and Well-being.
- Ensure and regularly check the competence of all persons engaged to work on our behalf.

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- Effectively manage, monitor and review the performance of all at work to ensure compliance and to seek continuous improvement throughout.
- When applicable, carry out initial and on-going approval of Contractors for each contract, taking into account previous knowledge, experience, qualifications and work done.
- Keep up to date with instructions, legislative requirements and procedures, then cascading key information to others under their control. Investigate & record accidents, incidents and near misses in conjunction with the SEFTA advisor.
- Co-ordinate, cooperate and consult with all others involved in our work, from planning at pre-start to post completion.
- Ensure that everyone shall have equal access to employment and to develop with this company. Discrimination of any sort is not permitted.
- Regularly check on the Health and Well Being of all employees to monitor the welfare of our team.

Supervision:

- Each workplace shall have a Designated Person / Supervisor with day to day safety responsibilities on behalf of the Company. This includes checking that work conditions are safe, resulting in NO additional risks to any persons carrying out the works. All persons carrying out this role shall be aware of their overall responsibilities. This is done via regular support and guidance from the Management team with additional information, support and training when identified to meet the legislative criteria.
- Each Supervisor shall ensure that Risk Assessments, Method Statements and work instructions provided are effective to cover the work and that all risks are effectively controlled.
- Supervisors must check and maintain sufficient First Aid provision, Fire and Emergency procedures in each workplace, reporting and taking immediate action to correct any deficiencies found.
- Maintain regular checks on the issue, use and condition of Tools, Equipment and Personal Protective Equipment (PPE) in accordance with the PUWER Regulations 1998, in conjunction with the SEFTA advisor.
- The effective delivery of Inductions, Briefings and Tool Box Talks, these must be recorded and kept in the workplace records.
- Assist the management in monitoring the performance of all involved, investigating any deficiencies or non-conformities and ensuring that corrective action is taken when required.
- Liaison with the Company, Client Management and Co contractors regarding all workplace progress, Health, Safety and Training matters.

Employee and Contractor Responsibilities:

- Everyone must co-operate fully with any arrangements made by our Organisation.
- All persons working on our behalf have a duty to report any breaches of this Health and Safety Policy promptly to their respective Supervisor or the Management Team.

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- Everyone must expect to receive an effective Induction covering: Workplace Risks, Rules, Safe Working Methods, Emergency Procedures and their own responsibilities.
- All persons working for the company must promote a safe working environment to take reasonable care of themselves and all others that could be affected. Special arrangements will be required to allow for young persons who may be in the work location.
- Everyone has a duty of care to look after themselves and anyone who may be affected by any actions or omissions. As such all people working for the Company are expected to contribute to safe working practices by reporting any dangerous situations and being consulted on future practices.

3. RISK ASSESSMENTS and METHOD STATEMENTS

(Refer to guidance in HSG 268 & HSG 65)

- The company shall ensure that Risk Assessments are carried out to identify, reduce and control significant hazards and risks to complete tasks in the safest manner. We will convey information of any such matters to all staff and others who may be affected and during workplace Inductions as appropriate. The purpose of these strategies is to minimise the risk of injury and prevent unsafe acts.
- All risk control and safe system of work documents will be approved for use by our management and fully explained to our staff during briefings and tool box talks.
- Our working methods will use all available relevant information to guide us, including Approved Codes of Practice (ACOPs) as issued by the HSE.
- All such assessments will be continuously monitored and reviewed every 12 months or earlier if required.

4. CONTRACTORS, CUSTOMERS AND VISITORS

- Everyone shall be made aware of the content of this policy, follow the rules contained herein, and shall act accordingly with an intention to maintain safe working practices.
- All contractors shall be vetted to ensure that they are Competent and able to comply with all working requirements, including those covered here.
- Customers and others in our workplaces shall be informed of any dangers associated with our work; in particular we will ensure that young persons are afforded additional consideration.
- We will cooperate and communicate with all other parties via regular discussions with all in the workplace and monitoring of the daily activities to allow for changing circumstances and work progress.
- Visitors should be warned of any dangers associated with the workplace upon arrival and escorted throughout.
- Visitors are to report to reception upon arrival, sign in and await escort or further directions as appropriate.

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5. TRAINING AND TRAINEES

- The management team, supported by the health and safety advisor shall have overall responsibility for training, which shall be carried out in order to ensure safe working, safe use of all equipment as and when required to meet the Companies business needs. New Employees and Trainees shall receive a full induction on company rules and procedures. This will include any restrictions upon use of equipment or work areas.
- The training needs of individuals will be identified by Management. Appropriate training will be provided as necessary. General training requirements will be provided on new technology and procedures as required and as necessitated by changes in legislation. The company employs a Health and Safety Manager who should be consulted on all health and safety training matters.
- Tool Box talks will provide periodic updates and refreshers on key subjects.
- Structured Training courses will be offered to enhance people's capabilities, knowledge and understanding.
- Coaching and mentoring will be utilised to share on existing skills and knowledge amongst our team.

6. ACCIDENT & REPORTING REQUIREMENTS (REPORTING OF INCIDENTS, DISEASES & DANGEROUS OCCURENCES-REGULATIONS 2013) (RIDDOR)

Accidents

- All accidents must be recorded in the Accident Report Book which is kept on the Company premises.
- All accidents or incidents- including those thought of as being "minor or dangerous in any way", are to be reported and recorded. Information gathered will provide valuable knowledge in order to help prevent future occurrences. Such events are to be investigated; all will be required to assist with any enquiry by Company Management or the health and safety advisor.
- All entries in the accident book are to be made by the First aider responsible and **NOT** the Injured Person.
- The management team and the company health and safety advisor are to be informed of any accidents as soon as is reasonably practicable.

RIDDOR Reporting

- Where necessary an incident, disease or dangerous occurrences will have to be reported to the HSE. This is done as an internet based form (F2508). A full list of what is reportable is available on www.hse.gov.uk/riddor but includes-
 - Work-related deaths;
 - Serious injuries;
 - Cases of diagnosed industrial disease; and
 - Certain 'dangerous occurrences' (near miss incidents).

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- A telephone service can be used to report fatal and major injuries only. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).
- The reporting of accidents/ill health at work is a legal requirement. The information enables the enforcing authorities to identify where and how risks arise and to investigate serious accidents.
- The Managing Director has overall responsibility to report to the HSE as required by the RIDDOR Regulations.
- You have to report
 - **Deaths**
 - **Over 7 day injuries**
 - Injuries that lead to a worker being incapacitated for more than **seven** consecutive days as the result of an occupational accident or injury (Not counting the day of the accident but including weekends and rest days).
 - **Major Injuries**
 - Full list available on HSE website
 - **Injuries to people not at work**
 - You must report injuries to members of the public or people who are not at work if they are injured following an accident that arises out of, or in connection with, work and are taken from the scene of an accident to hospital for treatment.
 - **Occupational Diseases**
 - Employers and self-employed people must report occupational diseases. This must be done when they receive a written diagnosis from a doctor that they, or an employee, are suffering from one of these conditions and the sufferer has been doing the work activities listed for that illness.
 - **Dangerous Occurrences**
 - Dangerous occurrences are certain, listed near-miss events. Not every near-miss event must be reported. There are 21 categories of dangerous occurrences that are relevant to all workplaces, see HSE website for further information.
- The report must be made within **15 days** of the accident.
- **Over 3 day injuries**
 - You do not have report over-three-day injuries but you must keep a record of them. If you are an employer, who has to keep an accident book, the record you make in this will be enough.
- Others to be notified are: Our Health and Safety Advisor and our Company Insurers where appropriate.

7. FIRST AID

(First Aid Regulations 1981)

- Each workplace shall have at least one trained Emergency First Aider whose name and location shall be known to all.
- First aiders have "crash" first aid kits.

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- Designated first aiders have a responsibility to ensure their kits remain serviceable and monthly contents checks are conducted to confirm this. They are required to replace used or expired items as soon as possible.
- **No employees** are permitted to open and use **any** contents of the first aid kits unless authorised and reported to the first aider who will assess the injury and report and record accordingly, as per section 6 of this policy.

8. FIRE SAFETY & EMERGENCY PROCEDURES (Regulatory Reform Fire Safety Order 2005)

- Fire fighting equipment will be provided and maintained for all premises operated by the Company in accordance with Fire Regulations and fire risk assessments. In addition, all hot working will be completed under the conditions of a permit to work and accompanied by fire fighting equipment.
- Each workplace shall have effective emergency procedures to enable safe access and egress and clear instruction for all in the event of an emergency. The specific actions and procedures will be detailed within the emergency action notices placed on notice boards. All employees must be aware of this information.
- Managers, Fire marshals & Supervisors are responsible for ensuring that regular fire drills, alarm tests and periodic emergency evacuations take place to check the effectiveness of these arrangements. They must also ensure that escape routes, fire alarm call points, and fire extinguisher points are free and clear of obstructions at all times. They must keep records of the event taking place with remedial action taken if required.
- The health and safety advisor will conduct an annual fire risk assessment, and an action plan produced as a result. The management must ensure that appropriate action contained within the action plan is rectified at the earliest opportunity.
- No burning of any rubbish materials is permitted at any time on the company premises.

9. PERSONAL PROTECTIVE EQUIPMENT (PPE Regulations 1992)

- Items shall be provided for use as and when necessary as identified by Risk Assessments. Employees are to use supplied PPE in order to prevent exposure to known risks.
- Use of PPE or RPE (Respiratory Protective Equipment) shall be in accordance with our own Risk Assessments as a minimum requirement. PPE shall be used, treated with care, maintained and replaced according to the manufacturer's guidance and above all be fit for the purpose. A register of issue will be kept and updated by the company.
- Users of all such equipment shall be given instruction on proper use, storage, lifespan and limitations for each item of protective equipment upon issue and during daily monitoring of work.

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10. GENERAL WORK EQUIPMENT, PLANT & MACHINERY (PUWER Regulations 1998, and LOLER Regulations 1998)

- Only authorised and competent staff may use any tools, equipment or machinery. Adequate supervision and training will be provided to operators of machinery and shall be compliant with the PUWER Regulations 1998.
- Users of any equipment must ensure that they are fit and able to operate safely in accordance with their authorisation and competency. They must not be under the influence of any drugs (Prescribed or otherwise) or suffering from the effects of alcohol.
- All equipment must be checked before use for its overall condition, and suitability for intended purpose. ANY DEFECTS FOUND MUST BE REPORTED IMMEDIATELY with effective action taken prior to its use.
- All guards must be checked and in position before starting and using machines. Guards must not be removed during the operation of any machinery.
- All equipment shall be maintained in accordance with ACOP's, supplier's instructions and normal industry practise; in particular the following shall apply:
 - The workshop extraction system (Local Exhaust Ventilation –LEV) shall have scheduled inspection/ maintenance by a qualified engineer at a maximum frequency of 14 months.
 - MHE shall undergo annual LOLER inspections
 - All other equipment that requires servicing and inspection shall be maintained in a satisfactory condition in accordance with the relevant legislation.
- Refuelling and maintenance of machinery to be in accordance with manufacturer's instructions and carried out by persons competent to do so in a safe designated area.
- MHE must be driven correctly, keeping reversing to a minimum, in designated areas only with beacons and warnings in use. Wherever practicable keeping MHE and pedestrians apart.
- The management is to ensure that daily checks are carried out by users and regular checks by supervisors.

11. ELECTRICITY AT WORK (Electricity at Work Regulations 1989)

- All electrical systems will be maintained in a safe working condition in compliance with the Electricity at Work Regulations.
- Routine visual inspection is required by all operatives prior to use, followed by checks on all connections, plugs and extension cables.
- All fixed systems in Company premises will be periodically tested in accordance with the Regulations.
- All portable appliances will be listed and tested periodically dependent on their use and conditions of service.

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12. WELFARE, HOUSEKEEPING AND WORK AREAS (Workplace - Health, Safety and Welfare - Regulations 1992)

- The wellbeing of all is vital; our workplaces will have suitable facilities to ensure the Health, Safety and Welfare of all at work. Specifically all should have access to: Clean toilets, Washing facilities, Hot and Cold running water, Drinking water, Rest places and a Dry place to shelter, as well as somewhere to eat and drink away from the workplace.
- No eating or drinking is permitted in the workplace (Other than designated areas) at any time.
- Suitable arrangements must be made to accommodate any disabled employees; this will be addressed on an individual basis and a PEEP drawn up accordingly.
- Cleanliness is everyone's responsibility. This will ensure that we operate safe systems of work; all work areas are to be regularly cleaned in order to reduce trip hazards and other accidents as indicated by Risk Assessments. The use of industrial vacuums is encouraged to remove wood dust instead of brooms.
- Smoking is only permitted in designated smoking areas.
- Waste must be disposed of in the correct manner and in the correct waste chain.
- Storage and stacking of materials must be carried out safely, taking into account any manufacturers guidance notes, and training received.
- Rest areas, canteen facilities and eating places must be cleaned daily as a minimum to ensure good levels of hygiene, with all other areas at least weekly to prevent the build-up of dust, and germs with a potential for health hazards.

13. CONSULTATION (Consultation with Employees Regulations 1996)

- We will consult with and involve all persons working with us on all matters relating to Health, Safety and Welfare. This is done via daily informal contact, during inductions, meetings, briefings, and training sessions.
- Everyone is encouraged to discuss and have responsibility towards maintaining a safe workplace.
- Through effective consultation and feedback we must ensure that our team fully understand all matters relating to the Health, Safety and Welfare of all. We will record key details when exchanging information between parties to ensure that we are able to prove that effective consultation takes place.
- Should anyone lack the ability to understand any instructions given, we will take positive action to correct this on a one to one individual basis.
- It is everyone's duty to inform their respective manager or supervisor if they do not understand any instructions.
- Managers and Supervisors are charged with checking and confirming that people do understand key information.

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14. COSHH

(Control of Substances Hazardous to Health Regulations 2002 and as amended 2004)

- All substances to which employees are exposed will be assessed. Those which are classified as harmful to health under the Classification, Labelling & Packaging Regulations (CLP) and any processes which expose employees of the company to a substance which presents a hazard to the health or safety of those handling or using it will be assessed or will be replaced by safer substitutes. Where a safer substitute is not available then the system for handling will be arranged so as to reduce the risk as far as is reasonably practicable.
- Everyone potentially affected must be informed of the dangers and control measures via briefing, instruction or tool box talk.
- Material Safety Data Sheets supplied by manufacturers are kept on file and are provided to relevant persons for information purposes.
- We insist that all staff and others potentially affected read and understand guidance given on items purchased with labels attached prior to use.
- Everyone should take advantage of such information and arrangements, in order to promote safe working practices.
- The PPE or RPE requirements will be determined by risk assessments and the work circumstances.
- The person in charge of each workplace is responsible for ensuring that COSHH information is up to date and readily available for use.

15. ASBESTOS

(Control of Asbestos Regulations 2012)

- The Company does not permit its employees or sub-contractors to work with asbestos or asbestos products. No work will be permitted on low density asbestos materials to which the Asbestos licensing requirements apply. The Company will ensure that all premises where we are the duty holders are subject to an asbestos investigation and, if found to be present, an asbestos management plan is to be completed and an asbestos register made available specific to those premises.
- Should we suspect or find Asbestos based products in existence in any workplace, we must treat the material as if it is Asbestos until a Licensed Expert has assessed the material and a safe method of work is established to deal with it. In such situations NO ONE MUST disturb the material; access to the area MUST be prevented to all except Appointed Personnel for Non Licensed (Lower Risk) Asbestos or Accredited Licensed Contractors for other (Higher Risk) works.
- NOTE: All of our team who work in an environment where asbestos could be found will receive Training to know about the identification and dangers posed by Asbestos.
- If ACMs are present in the workplace a Tool Box talk will be delivered to ensure that all are clear on the safe system of work to be followed in order to avoid potential contact with the materials or airborne fibres.

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16. NOISE AT WORK

(Control of Noise at Work Regs 2005)

- We will take all reasonable steps to prevent excessive noise from affecting both our own staff and others nearby. Specifically we will take the following actions.
 - Know of the dB (A)-decibel rating for each tool or machine being used and ensure that we control any risk as in the points below:
 - For noise up to 85 dB (A) we will prevent unnecessary contact with the noise and suggest the wearing of Hearing protection for those in the work area - including non-users of equipment.
 - For noise over 85 dB (A) we shall look for an alternative method of working if possible, if we cannot provide this then Hearing Protection **MUST BE WORN WITHOUT EXCEPTION.**
 - When purchasing machinery we shall take into account noise levels produced.
 - We shall continuously monitor our team for any perceived Hearing damage caused by excessive noise by regular noise surveys and take remedial action if we believe that this is unacceptable.
 - We shall provide annual audiometry testing for those who work in a hearing protection zone and are regularly exposed to high levels of noise or if we consider people to be at risk of hearing damage.

17. MANUAL HANDLING

(Manual Handling Regulations 1992)

- The Company will comply with the Manual Handling Operations Regulations, having regard for the variable nature of the loads lifted. Manual handling will be avoided if at all possible by the use of mechanical aids or alternative materials and techniques.
- Individuals **MUST NOT** Risk injury by lifting weights exceeding 25Kg individually- this is seen as the maximum amount that can be lifted safely, however any heavier loads are to be assessed using TILE, and may be lifted providing the lift is within the individuals capabilities and can be conducted safely.
- When handling items with a potential to cause cuts and abrasions suitable gloves must be worn, correct gloves will also aid grip and reduce stress to the hands from repetitive actions.
- Training will be provided within Tool Box Talks to cover all aspects of Manual Handling with regular reminders given during briefings.

18. WORKING AT HEIGHT

(Work At Height Regulations 2005)

- Work at Height is defined as: "Any work area or place that a person could be injured if they should fall from it, even if it is below ground level".

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- All Work at Height MUST follow the hierarchy of control within the Work at Height Regulations – the first key point is to “avoid work at height wherever possible”. In order to enable work at height to be controlled effectively, all of our employees must be aware of, understand and follow Risk Assessments, Method Statements and any Permits to Work that may apply.
- These documents inform all, of our safe working arrangements, use of equipment and competency.
 - In addition to the above we will specifically:
 - Properly plan and proactively manage all work where a fall from height is possible.
 - Use work equipment and other measures to prevent falls.
 - Ensure that persons do not reach out or over-stretch whilst at height.
 - Limit items being carried to keep one hand free at all times.
 - Ladders are a means of gaining access or for work of a short duration of time only.
 - Ladders must be used correctly, securely fixed, at the correct angle, on a suitable surface and checked regularly for defects- any defective equipment must not be used in any circumstances.

19. YOUNG (INEXPERIENCED) PERSONS AT WORK (Health and Safety at Work Act 1974)

- Special care and consideration will be made to allow for young inexperienced people in the workplace, for those employed by us and those who are on our premises, for example, apprentices, work experience and school visits. Specifically we shall:
 - Ensure that continuous supervision is given by responsible persons.
 - Restrict access to certain areas, equipment and machinery until sufficient Training and familiarisation has been carried out.
 - Carry out separate Risk assessments to cover the work to be done by young persons.
 - During Training we shall tell them about the risks to their health and safety identified by the assessment, and the measures put in place to control them.
 - Ensure that all young persons, no matter what are supervised and mentored by a responsible person to ensure their health, safety and welfare whilst on our premises.

20. DISPLAY SCREEN EQUIPMENT (1998 Regulations, amended 2002)

- Use of such equipment must be in accordance with the regulations. This means that an assessment will be made of the work station area, seating, and lighting to ensure that users do not suffer any ill Health resulting from the use.
- Regular users may also be required to have their eyesight tested on an annual basis. Users must take regular breaks.

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21. HEALTH SURVEILLANCE

- Everyone has a duty to look after themselves whilst at work, to fulfil this objective should any person suspect that they are suffering ill health in any way resulting from any work activity; it must be reported immediately to a Supervisor or Manager. This will then be investigated urgently with remedial action taken and recorded.
- New employees will be asked to complete a pre-start document with questions relating to their previous and current state of Health. The results will be used to assess their suitability for the intended work and if they may suffer any ill health from tasks whilst in our employment.
- On an Annual basis a low level health surveillance questionnaire will be sent to all staff to ascertain if any health related issues are affecting our staff. Responses will be assessed with remedial action taken if required, with referral to an occupational health specialist.
- Occupational health checks will be conducted by an external provider from results of questionnaires and if it is deemed necessary due to the nature and role of certain employees. Any follow up action identified by the OH provider will be followed up by the management and employee concerned. This may mean the employee visiting their GP in order to investigate any identified symptoms further. Follow up action is to be documented and signed off once completed and outcomes decided. If necessary, dependant on the symptoms, management may look at "Reasonable adjustments" to an individual's work or workplace in order to manage and alleviate any symptoms.
- In order to reduce the risks to our people, all must follow the risk control measures within risk assessments and method statements. In addition to this we shall use low risk substances as much as possible.
- For certain works involving regular heavy lifting, excessive noise or of a repetitive nature we may choose to ask employees to undertake a health check, particularly after a period of illness when returning to work. This shall be determined during a "Return to Work Interview" conducted by a manager. For those working in noise protection zones, audiometry is conducted annually or as required by occupational health.

22. COMPANY VEHICLES & DRIVING POLICY

- Only authorised people are to drive or be in charge of company vehicles. Everyone authorised must ensure that they have a current valid driving licence /tacho card as applicable meeting the conditions of the Road Traffic Act, and the Driver and Vehicle Standards Agency as applicable.
- Each person is responsible for informing the management if for any reason a change in circumstances means that they may not meet this criterion. Regular checks will be made by the Company to ensure that licence details are still in date and convictions do not render the driver unable to drive.
- Drivers have a duty to check that vehicles are checked, cleaned and maintained regularly to ensure that the vehicles are roadworthy and serviceable. "Before Use" check sheets are to be used as evidence checks are being carried out and a fault reporting audit trail can be followed.

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- The use of Mobile handsets whilst driving is prohibited; all occupants must comply with all road traffic regulations.
- The employee is responsible for the payment of any fines or charges incurred as a result of a motoring offence committed whilst driving on Company-related business, including but not limited to parking, congestion and speeding fines.
- The employee must report to the Company forthwith any road traffic accident in which they are involved whilst driving a vehicle, regardless of fault. The employee must also immediately report to the Company any order of any court to disqualify them from holding a driving licence (or fixed penalty notice which results in disqualification under the "totting up" provisions), whether or not that consequence occurred whilst driving a vehicle on Company-related business, together with any other event which results in their being ineligible to drive.
- The employee is prohibited from carrying personal passengers (including children) in a vehicle when using it for business travel. However, the employee is permitted to carry business-related passengers in the vehicle (such as fellow employees or clients/customers) when using it on Company-related business as the circumstances of the case dictate. When carrying passengers, the employee should ensure they comply with the vehicle manufacturer's design specification. There should be enough seats for all passengers and only one person per seat. The driver and any passengers must wear seat belts on all journeys.
- When driving on Company-related business, the employee must drive within the law and abide by all requirements of road traffic and criminal law and the Highway Code, including ensuring that:
 - They are fit to drive
 - Traffic signs and speed limits are observed
 - The vehicle is properly parked and not in breach of any road traffic regulations.
- Employees are prohibited from driving on Company-related business whilst under the influence of any intoxicating substances such as alcohol or drugs.
- It is illegal to drive if an employee is unfit to do so because they are on drugs, i.e. their driving is impaired due to the influence of drugs, or because they have levels of alcohol or illegal drugs in their blood that exceeds the specified limit for alcohol or the particular drug (even if this has not affected the employee's driving).
- Employees who are taking any prescription drugs or other over the counter medication which may cause drowsiness should inform their line manager prior to driving as this may affect their ability to drive. In particular, it is illegal to drive even with legally prescribed drugs in the blood if it impairs the employee's driving and causes them to be unfit to drive.
- Finally, it is an offence to drive if an employee has levels of some legal prescription drugs in their blood that exceeds the specified limit for the particular drug and they have either not been prescribed them or they have not taken them in accordance with the advice of the healthcare professional who prescribed or supplied them and with manufacturer's instructions. These drugs are clonazepam, diazepam, flunitrazepam, lorazepam, methadone, morphine, oxazepam and temazepam. Employees should talk to their doctor about whether they should drive if they have been prescribed any of these drugs.

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- While driving on Company-related business, it is important that employees take regular breaks because driving when tired can result in accidents.
- A failure to observe these rules will be regarded as a disciplinary offence and will be dealt with in accordance with the Company's disciplinary procedure. Depending on the seriousness of the breach it may constitute potential gross misconduct rendering the employee liable to summary dismissal.

23. PROHIBITED ACTIONS

- Anyone not following correct working methods-Safe working documents or work instructions.
- Not adhering to this policy and other company rules.
- Anyone putting themselves and others at risk.
- Using tools, equipment or machinery without proper safeguards.
- Leaving tools, equipment or machinery in an unsafe condition or able to be used by unauthorised persons.
- Failing to use or damaging PPE.
- Failure to report incidents, accidents or near misses.
- Failing to retain the workplace security to allow unauthorised access.
- Personnel being transported without proper seating or wearing safety belts.
- Drinking alcohol or being under the influence of alcohol whilst at work or in charge of vehicles / machinery during the course of work that could increase risks to anyone.
- Taking any drugs or substances that may affect the ability of persons to work safely or are not prescribed by a Doctor.
- Using personal audio and personal mobile phones that may cause distractions or a lack of awareness in the workplace.
- Wearing of loose, ill-fitting clothing or inappropriate jewellery items that could pose a risk to safety or offence to others.
- Driving any company vehicle if any recent event may lead to the loss of insurance cover or being legally entitled to drive.
- Failure to inform the company management of any matter that may compromise the good name and reputation of the company.
- Acting or behaving in a manner that is non-compliant with legislation I.E: Horseplay or causing offence to others in the workplace.
- Smoking in an enclosed area of any workplace, Smoking must be in defined areas only
- NOTE: Disciplinary action may be taken for any failure to follow company policy, procedures or rules.
- For serious non-compliance or if found to be involved in prohibited actions immediate suspension or summary dismissal may result from such events.

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24. COMPRESSED AIR

(Pressure Equipment Regulations 1999 & The Pressure Systems Safety Regulations 2000.)

There are many ways in which compressed air can be dangerous, for example:

- It can enter body orifices such as the mouth, ears and anus, causing severe and often fatal injuries;
- At high pressure it can penetrate the skin;
- Particles or oil carried in an air jet can damage the eyes;
- Oil-coke deposits in a system can spontaneously ignite and cause an explosion;
- Vessels containing compressed air, even at comparatively low pressure, can explode violently once their integrity is lost; and
- Dirty or 'wet' air can lead to corrosion and blocked valves which may make the system unsafe.

General safety requirements for compressed air

The following precautions pertain to the use of compressed air in machine shops:

- All pipes, hoses, and fittings must have a rating of the maximum pressure of the compressor. Compressed air pipelines should be identified (psi) as to maximum working pressure.
- Air supply shutoff valves should be located (as near as possible) at the point-of-operation.
- Air hoses should be kept free of grease and oil to reduce the possibility of deterioration.
- Hoses should not be strung across floors or aisles where they are liable to cause personnel to trip and fall. When possible, air supply hoses should be suspended overhead, or otherwise located to afford efficient access and protection against damage.
- Hose ends must be secured to prevent whipping if an accidental cut or break occurs.
- Pneumatic impact tools should never be pointed at a person.
- Before a pneumatic tool is disconnected (unless it has quick disconnect plugs), the air supply must be turned off at the control valve and the tool bled.
- Compressed air must not be used under any circumstances to clean dirt and dust from clothing or off a person's skin.
- Shop air used for cleaning should be regulated to 15 psi unless equipped with diffuser nozzles to provide lesser pressure.
- Goggles, face shields or other eye protection must be worn by personnel using compressed air for cleaning equipment.
- Static electricity can be generated through the use of pneumatic tools. This type of equipment must be grounded or bonded if it is used where fuel, flammable vapours or explosive atmospheres are present.

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- Compressors are subject to annual safety inspections every 12/24 months (Working/Thorough)

25. LONE WORKING (HASAW 1974)

By definition lone workers are those who work without constant supervision throughout their working day, therefore procedures must be put in place to monitor lone workers to ensure they remain safe and to provide supervision on a regular basis. This includes supervisors periodically visiting and observing those working alone and regular contact between the lone worker and supervision by telephone.

- Where the company tasks require staff to work alone, both the individual staff member and their Line Manager have a duty to assess and reduce the risks which lone working presents.
- Lone working must be considered a last resort and steps must be taken in order to ensure the safety and welfare of the lone worker.
- A lone working risk assessment must be conducted prior to authorising lone working. The risk assessment will consider the following factors:-
 - Contact
 - Machinery
 - Manual Handling
 - Fire
 - First Aid
 - Transport (MHE)
 - Access/Egress
 - COSHH
 - Personal safety & Intruder Violence

For further information refer to the following guidance

- Health and safety guidance on the risks of lone working

<http://www.hse.gov.uk/pubns/indg73.pdf>

26. VIBRATION (Control of Vibration at Work Regulations 2005)

- The Control of Vibration at Work Regulations 2005 (the Vibration Regulations), came into force on 6 July 2005 and aim to protect workers from risks to health from vibration.
- The primary cause of HAVS at work involves holding vibrating tools or work equipment. The risk depends on the magnitude of the vibration and how long an individual is exposed to it. Other aspects that can have an affect are the grip, push and other forces used to guide and apply vibrating tools or work equipment, the pattern of exposure, how much of the hand is exposed to the vibration, temperature, smoking and individual susceptibility.

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- The Regulations define two types of exposure limit.
 - The **Exposure Action Value (EAV)** is the level of daily exposure to vibration, which if exceeded requires certain actions to reduce exposure.
 - The **Exposure Limit Value (ELV)** is the maximum amount of vibration an employee may be exposed to on any single day.
 - The Regulations set an Exposure Action Value (EAV) of 2.5m/s² over 8 hours (A8) and an Exposure Limit Value (ELV) of 5m/s² over 8 hours (A8).
- It is the aim of the company to minimise the risk of HAVS to staff by keeping exposure to vibration as low as is reasonably practicable and where the 2.5m/s² is exceeded, control measures will be put in place to reduce it.
- The vibration dose received by the worker over a typical working day depends on the duration of exposure as well as the vibration magnitude.
- Our H & S advisor will be responsible for measuring exposure and advising management appropriately.

Health Surveillance

- If there is a significant risk of HAVS, i.e. where an individual's vibration exposure exceeds 2.5m/s², then a health surveillance programme via the Occupational Health Provider must be arranged. The aim of this is to identify at an early stage any member of staff who may be showing medical signs of developing HAVS. If at any time between the routine checks, a member of staff notices any of the signs of HAVS, they should report it to their line manager in order that referral to Occupational Health can be organised and investigation of the equipment carried out.

For further information refer to the following guidance-

- i) Hand-arm vibration at work: A brief guide
<http://www.hse.gov.uk/pubns/indg175.htm>

27. Stress at Work Policy

- We are committed to protecting the health, safety and welfare of our employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors. This policy will apply to everyone in the company. Managers are responsible for implementation and the company is responsible for providing the necessary resources.
- The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

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- The company will provide confidential counselling for staff affected by stress caused by either work or external factors. The company will provide adequate resources to enable managers to implement the company's agreed stress management strategy.
- The Company recognises that its employees are its most important asset and it is committed to providing the support and assistance necessary to enable its employees to undertake their job duties in an environment that is as stress-free as possible. The Company's aim is to ensure employees' health and safety at work and that they are not subjected to excessive workloads, onerous working practices or a detrimental work environment. Employees who have high stress levels are more likely to work inefficiently, behave erratically, have low morale and be absent from work. Work performance will then suffer.
- The Company is committed to providing a support system to help minimise and alleviate stress in the workplace. It is the Company's intention to deal constructively and sympathetically with stress. Stress will not be treated as a sign of weakness. If you feel that your work performance or your health is suffering because of excessive pressure or stress-related matters, whether those matters are occurring outside the workplace or within the work environment, you should first raise this with your line manager.
- Your line manager will arrange a meeting with you to discuss the matter with a view to taking the appropriate steps to remove the cause of the stress or to assist you to deal with it. This may include evaluating the amount and complexity of your workload, your work environment and/or referring the matter to a more senior manager who may be in a better position to provide guidance and to take the appropriate steps to assist. Alternatively, if your stress is in your view entirely work-related, you may if you prefer invoke the Company's formal grievance procedure or you may make a complaint under the Company's dignity at work policy.

Please note that if you do not tell the Company you are suffering from stress and unable to cope or if the Company is unaware that you have a particular problem or vulnerability, we will not be in a position to help you.

28. Legionnaires Disease (Legionella)

(Approved Code of Practice and Guidance Document L8)

Statement of Policy

- The policy of Piper Joinery is to control, prevent and minimise the risk from legionella, to provide and maintain safe and healthy working conditions, equipment and systems of work for all staff, contractors and visitors, and to provide such resources, information, training and supervision as needed for this purpose. The company will do all that is reasonably practicable to

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manage the risk of legionellosis and will follow the steps laid out in the procedures and written control schemes. The policy is to resolve to meet the requirements of the relevant ACOP L8 guidance, and to comply with these procedures so far as is reasonably practicable.

Statutory Requirements

- The Health and Safety at work act 1974 sets out the broad legal requirements for health, safety and welfare of employees and others (including visitors, contractors and the general public) The HSE's Approved Code of Practice and Guidance Document L8 – (ACOP) "Legionnaires' disease: the control of Legionella bacteria in water systems" (ACOP) L8, is taken as the main source of guidance on matters relating to legionella risk management. Company policy is to resolve to meet the requirements of the relevant ACOP L8 guidance, and to comply with these procedures so far as is reasonably practicable.

Implementation

- This policy defines the roles and responsibilities for the Duty Holder, nominated Responsible Persons and other members of staff involved in the management and maintenance of the water services. The policy confirms the efforts towards preventing and minimising the risk from legionella bacteria and the commitment to conducting risk assessments and risk assessment reviews. It defines the control measures that we will put in place to demonstrate compliance to the ACOP L8 documentation as far as reasonably practicable. Control systems will be put in place to ensure suitable records are maintained and all measures implemented are effective. The management of the risk from legionella bacteria will be a continual commitment involving regular management and progress meetings, a risk assessment review programme and routine maintenance tasks where applicable.

Responsibility

- The duty holder position sits with the Director of the company. The Health and Safety manager will review the management of legionella during internal audits and will make any recommendations for remedial action as appropriate.

Objectives

- Consider the measures identified in all of the risk assessments conducted thus far with the view to prevent or minimise the risk of exposure to legionella bacteria
- Have access to competent help in applying the provisions of health and safety Law. The company will access a specialist legionella contractor to test and monitor water if there is a requirement to do so. At present the company has no water cooling towers, water tanks or showers. The water in the premises is supplied from the mains water system.

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Review

- Review this policy at least annually or when new legislation requires this policy to be updated. Review of this policy should also occur when there is a change in organisation or loss of key personnel.