

RIVIERA STONEMASONS

STATEMENT OF HEALTH, SAFETY

AND WELFARE POLICY

IN RESPECT OF

THE HEALTH AND SAFETY

AT WORK ACT 1974

RIVIERA STONEMASONS

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RIVIERA STONEMASONS

STATEMENT OF HEALTH, SAFETY AND WELFARE POLICY

PART 1

GENERAL INTENT OF THE COMPANY HEALTH AND SAFETY AT WORK ACT 1974

STATEMENT OF SAFETY POLICY (PART 1)

1. It is the firm policy of this Company to take all reasonable steps to ensure the Safety, Health and Welfare of all employees in fulfilment of its moral, legal and economic responsibilities. These measures will also be aimed at protecting others who may be affected by our day to day working activities.
2. It is a Management function to provide the right circumstances under which work may be carried out safely. However, all employees must understand that they have a legal duty not only to work in a safe manner, but also to co-operate with the Management in any efforts to carry out their responsibilities.
3. The Company will maintain close co-operation with Clients, Suppliers, Sub- Contractors, Health and Safety Executive and Safety Advisors to ensure, so far as is reasonably practicable that procedures and practices are satisfactory. The Company will ensure that every possible assistance is given to Clients in regard to Safety requirements.
4. The Company will make every reasonable effort to promote amongst its employees a genuine awareness of Safety Matters and to create an understanding of the importance of safe working practices and the use of protective clothing and Safety aids.
5. Employees will be encouraged to involve themselves fully in the Safety activities and the reporting of unsafe conditions or practices. Particular importance will be paid to the requirements of the Management of Health and Safety At Work Regulations, The CDM Regulations, Working at Height Regulations and employees will be required to abide by the assessments made by the Company.
6. The Company will establish appropriate documentation, procedures and will define responsibility and accountability for Safety at all levels. The Company have appointed Mr M Jones, CMIOSH, RSP, MaPS, Health and Safety Consultant, Safety and Training Services to assist and advice the company on health, safety and welfare matters. The Health and Safety Consultant will attend six monthly meetings with management to review and update arrangements relating to any changes in health and safety legislation.

7. Mr S Gale, Proprietor is the person in the company to be responsible for health and safety and to co-ordinate health and safety matters within the organisation.

8. The Company will permit such Safety representation as prescribed under the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996 and will consult with such Safety representatives on all matters appertaining to Health and Safety.

9. The Company will ensure adequate resources both in monetary and time to ensure that health and safety legislation is fully met.

10. This policy statement may be amended, monitored and added to from time to time, and a copy will be issued to all employees. In addition, a copy will be displayed at Head Office. The policy will be amended at intervals not exceeding twelve months.

Signed: steve gale.

STEVE GALE

PROPRIETOR

Updated 19th April,2012.

RIVIERA STONEMASONS

STATEMENT OF HEALTH, SAFETY AND WELFARE POLICY

PART 2

SAFETY ORGANISATION AND CONTROL

OBJECTIVE OF THE HEALTH SAFETY AND WELFARE POLICY

1. To recognise and evaluate hazardous areas within the Company's full range of activities and provide codes of practice to be followed as standard safe systems of working, which will identify:

a. The need for employee training both on and off the job to ensure their competence in the task in a safe manner and also with the equipment.

b) The need for provision of suitable approved safety clothing and equipment where required by the nature of the task.

c) The need to promote a full involvement towards the Health and Safety forum by providing the opportunity for employees and their representatives to be consulted.

d) To identify areas or tasks exposing employees to Health risks which can then preferably be removed or reduced as practicable with the provision of Health Surveillance to employees as necessary.

e) To ensure that all statutory obligations are satisfied, and that a system or routine is developed to ensure maintenance of any plant is fulfilled.

2. Monitoring

a) The Company will carry out active monitoring of Health and Safety by regular inspection and checking to ensure that standards are being maintained and management controls are working.

b) Reactive monitoring will also take place if things go wrong, which will include investigating injuries, cases of illness, property damage and near misses.

PROPRIETOR RESPONSIBLE FOR CO-ORDINATING HEALTH AND SAFETY- STEVE GALE

Will be responsible for the effective implementation of the Company's Health and Safety Policy and will ensure that all employees observe the Company's Safety Rules and:-

1. General

1.1. Will ensure that the objectives of the Company's Health and Safety Policy are fully understood and observed at all levels of Management and by all personnel.

2. Communication

2.1. Will ensure that adequate channels of communication are maintained within the Company so that information concerning Health and Safety brought up by any employee is communicated to the appropriate member of staff.

3) Training

3.1. Will be responsible for identifying health and Safety training within the company and ensure that all employees are adequately trained and instructed to undertake their work. Will produce a training plan for all health and safety courses and ensure that they are repeated at the required intervals. Please see Appendix 3 relating to training.

4. Funds

4.1. Will sanction adequate funds, materials and equipment to meet the Health and Safety requirements of the Company.

5. Insurance

5.1. Will evaluate all risks within the Company relating to matters concerning Health and Safety, and in particular, accidents, loss or damage to Company property or risks to members of the Public through any Company activity and ensure that the Company's liabilities are adequately covered by insurance.

6. Control Of Substances Hazardous To Health/asbestos

6.1. That the Company will not carry out any work which is liable to expose any employee to any substance hazardous to Health unless an assessment has been carried out by a competent person.

6.2 Employees liable to come across asbestos products will be provided with training to enable them to identify suspected asbestos products. Specific risk assessments will be produced. In the event of employees coming into contact with suspected asbestos, they will be informed to stop work immediately and report to the Proprietor.

7. Noise/Vibration

7.1. Will monitor the work activity in relation to excessive noise levels and will arrange where necessary for a competent person to undertake an assessment where noise levels are believed to be over 80db(A) being the first action level under the Noise at Work Regulations. Will also ensure that assessments are made on vibrating equipment and make employees aware of the measures to be taken to minimise risks.

8. Manual Handling

8.1. Will undertake an evaluation of the manual handling activities of the Company to avoid risk of injury and where required will provide mechanical equipment. Mechanical means will always be considered a priority rather than additional personnel. Training will be given to all staff on kinetic methods of lifting and handling. The HSE manual handling risk assessment form will be used to record assessments. Any medium or high risk assessments will introduce mechanical means where practicable.

9. Risk Assessment/Method Statements

9.1. Will ensure that a risk assessment is made prior to employing any young inexperienced persons under 18 years of age and including work experience. Risk assessment will also be undertaken for any pregnant ladies employed by the company and persons working on their own. All risk assessments will be produced by the Proprietor and made job specific using the risk matrix at appendix 4 will be used.

9.2 The Proprietor will ensure that risk assessments will cover others. e.g. members of public and other contractors.

9.3 For all high risk assessments, method statements will be produced by the Proprietor. These will be issued to all workers and 'signed off' prior to commencement of work activity. Supervision will be provided for all high risk activities.

10. Construction (Design & Management) Regulations 2007 and ACOP

10.1. Will ensure after discussion with Client the requirements of the above Regulations and will arrange for development of the Construction Phase Health and Safety Plan for each project. Will also arrange for the provision of documentation required for the Health and Safety file.

11. Safety Checks/Systems of Work

11.1. Will instigate regular inspections and the production of systems of work for all work activities of the Company and ensure that regular monitoring is carried out.

11.2 The Proprietor will arrange for regular safety inspections of all sites.

12. Accidents

12.1. Will ensure that accident records and reports are kept and all accidents investigated. Contact to be made with JNC Safety Services to investigate all time off work accidents. All other accidents to be investigated by Mr S Gale, Proprietor.

13. Permits to Work

13.1 The company will implement permits to reduce/minimise accidents or incidents occurring. These will be the responsibility of Mr S Gale in charge of the project.

14. Fire

- 14.1 The company will ensure that fire procedures and fire plan is produced for all sites. This will be the responsibility of Mr S Gale, Proprietor.
- 14.2 Mr S Gale, Proprietor will be responsible for ensuring that these plans have been produced and are implemented.

15. Health and Hygiene

- 15.1 The company will ensure high standards of personal hygiene amongst its employees and staff.

16. Portable Electrical Equipment

16.1 Will ensure that all portable electrical equipment is PAT tested on a quarterly basis for site equipment and bi-annual for office electrical equipment by a qualified electrician. Mr S Gale will be responsible for co-ordinating these tests.

16.2 A list of all portable electrical equipment will be made with an identity number for each.

16.3 As well as PAT testing, Mr S Gale (competent person) will be responsible for undertaking weekly inspection prior to use.

16.4 Mr S Gale, Proprietor will be responsible for maintaining a register of portable electrical appliances and test dates.

17. Work Equipment

17.1 Mr S Gale, Proprietor will be responsible for identifying all work equipment under the Provision & Use of Work Equipment Regulations. Mr S Gale will keep a register of trained persons to use equipment.

17.2 Measures will be taken to select the correct and most suitable work equipment and that it is marked with a CE marking.

17.3 All work equipment will be inspected prior to first use and manufacturers instructions issued to users.

17.4 For high risk equipment formal training will be provided. For all other equipment instruction will be given by a competent person and recorded.

17.5 Any hired equipment must be inspected prior to use and where necessary confirmation should be sought from the hire company for their inspection and maintenance regime. Familiarisation training will also be requested from the hire company.

18. Display Screen Equipment

18.1 Mr S Gale will be responsible for identifying display screen equipment users and arrange for a competent person to undertake an assessment of the work station.

18.2 Any employee using a DSE for at least two hours per day will be given the opportunity to have an eye sight test paid for by the company. This will be repeated at intervals decided by the optician.

19. Review of Policy and New Legislation

19.1. Will regularly review and update the Company Safety Policy taking into account any new legislation. In addition, will implement the provisions of all E.E.C. Directives by the required dates.

ANY PERSON SUPERVISING SITE

1. General

1.1 Will ensure that all personnel under their control fully understand and observe all aspects of the Company's Safety Policy.

1.2 Will influence attitudes towards Health and Safety and lead others by personal involvement and example.

2. Safety Equipment

2.1 Will ensure that all personnel under their control know what Safety equipment is provided, where it is kept and are familiar with its use. The Supervisor will make every effort to ensure that personnel use Safety equipment as and when necessary and report any loss or damage.

2.2 Will ensure that all personnel under their control know what first aid and fire equipment is provided, where it is kept and what to do in case of emergency.

2.3 When supervising work in occupied premises, will ensure that all fire escape doors, equipment and alarms are kept clear of obstructions and are easily identified at all times.

That vehicle and pedestrian movements are organised to prevent contact.

2.4 Will ensure that all necessary statutory documents and notices are provided and displayed.

3. Communication

3.1 Will ensure that any authorised information relating to Health and Safety is communicated to all persons under their control.

3.2 Will ensure that any matter concerning Health and Safety brought up by any of the personnel under their control is effectively dealt with.

3.3 Will advise Mr S Gale of any breach of Statutory requirements or any item considered to be unsafe which is under their control and cannot be effectively dealt with.

3.4 Will ensure that all reportable injuries, diseases and dangerous occurrences are communicated to Mr S Gale.

4. Systems Of Work / Risk Assessment

4.1 Will implement risk assessments in relation to work activities and ensure that all personnel under their control are instructed concerning safe systems of work. Will assist in the production of method statements and ensure that information is provided to those that are carrying out the work. All method statements must be signed off prior to start of work. Where sub contractors provide method statement these will be checked by Mr S Gale.

5. Training

5.1 Will ensure that all personnel have been trained and instructed to perform all the tasks required of them and are made aware of the known hazards which may exist within the operation of those tasks.

5.2 Will ensure that new personnel fully understand the safe operation of plant, equipment and tools used at the direction of the Company.

5.3 Will undertake induction health and safety training.

5.4 Will undertake regular tool box talks for workers under his control.

6. Accidents

6.1 Will report all accidents and dangerous occurrences to Mr S Gale.

6.2 Will ensure that details of all accidents, regardless of the nature of the accident, are entered into the Accident Book.

7. Safety Checks

7.1 Will carry out periodical inspections of the site and ensure that Safety and health Standards are being met.

7.2 Work Equipment- Prior to the use of any work equipment on the site the following will be required:-

- a) Ensure that the equipment is inspected and complies to the regulations.
- b) Ensure that it is adequately guarded.
- c) Satisfy himself that the personnel who are to use equipment are competent to use equipment.

- d) Provide training for employees on use of equipment.
- e) Ensure that equipment is inspected weekly.
- f) Ensure that warning notices are displayed where required.
- g) Ensure that risk assessments are completed and made available.

7.3 Lifting Appliances- Before a lifting appliance is used on the site the following will be required:-

- a) Ensure that it has a copy of the current Test Certificate.
- b) Ensure that the safe working load is marked.
- c) Ensure that it is inspected prior to use.
- d) Ensure that weekly inspections are carried out and recorded.
- e) Ensure adequate visibility with mirrors and/or cctv, flashing lights/reversing beepers, etc.
- f) Ensure that only trained and competent employees are allowed to operate.
- g) Ensure that there is a lifting plan and crane co-ordinator.

7.4 Work Equipment e.g. forklifts, dumpers etc

- a) Ensure that only trained and certificated personal operate.
- b) Ensure that risk assessments have been undertaken and provided to operators.
- c) Ensure that adequate guarding is provided.
- e) Ensure that adequate mirrors and visibility is provided.
- f) Ensure warning notices are displayed.
- g) Ensure the operator is provided with personal protective clothing required.

7.5 Electrical Appliances- All electrical appliances on the premises are required to:-

- a) Be installed by competent electricians.
- b) Be P A T tested.
- c) Be in compliance to the Electricity at Work Regulations and the IEE Regulations.
- d) Be properly protected from adverse weather conditions.

7.6 Work at Height/Ladders/Step ladders- prior to use of ladders the following will be considered:-

- a) Is it suitable for the job. I.e. would a mobile tower or MEWP be better?
- b) Is it in good condition and class 1 industrial?
- c) Has it been inspected and is free from defects?
- d) How can it be secured?
- e) Work at height will only be undertaken after A risk assessment has been carried out.

7.7 Movement of vehicles/pedestrians.

At each site will produce a plan indicating traffic and pedestrian routes.
Information must be given to all workers at induction.

7.8 Fire prevention.

The Supervisor will be responsible for producing/completing a fire plan for the workplace to minimise the risks of fire and explain procedures to be followed.

7.9 Scaffolding- Prior to a scaffold being erected on site the following will be required:-

- a. Ensure that an adequate supply of material is available on site to enable such scaffolding to be erected in accordance with the regulations.

- b. Ensure that an adequate supply of notices 'Scaffold Incomplete' and 'Scaffold Not to be Used' are available for use as and when necessary.
- c. Satisfy himself that the personnel who are to erect the scaffolding are competent to do so in a proper manner and in accordance with the regulations.
- d. When scaffolding has been erected, before it is taken into service he will ensure that the scaffolding has been erected to a safe standard.
- e. Ensure that the inspection of the scaffold are carried out and the details are recorded on Prescribed Form.
- f. Obtain a Scaffolding Handing-Over Certificate from the Scaffold Sub-Contractor.
- g. Ensure scaffold is inspected prior to anyone being allowed to work on it.
- h. Ensure members of public are kept out of the area when being erected and dismantled.

7.10 Hoists- Before a hoist is erected on site the following will be required:-

- a) Ensure that he has been issued with a copy of the current Test Certificate.
- b) Ensure that at each hoist landing place, gates are fitted and can properly operated.
- c) Ensure that sufficient quantity of wire mesh is available on site and that the full length of the hoist way is fenced to prevent persons being struck by any moving part.
- d) Ensure that the safe working load is displayed and not exceeded.
- e) Gates must be kept closed at all times except when being loaded.
- f) The hoist must only be capable of being operated from one position outside the caged area. The operator must have clear view at all times and must be over 18.

7.11 Excavation Work

Prior to the commencement of excavation work, will carry out full risk assessment irrespective of depth. The following will be necessary:

- a) To be acquainted with the position of all underground services in relation to the proposed excavation.
- b) Brief all relevant personnel as to the position of such services and post cautionary signs.
- c) Ensure that an adequate supply of shoring materials is available.
- d) Ensure that an adequate supply of access ladders of suitable length and in good conditions, are available.
- e) Be satisfied those who carry out the work are competent.
- f) Ensure that the daily inspections of the excavations are carried out and that the details of the inspections are recorded on Prescribed Form.
- g) Ensure that all manholes and sewers have been thoroughly vented.
- h) Ensure those required to enter manholes, sewers and other confined spaces, have adopted a safe system of work, when and where necessary, obtaining a Permit to Work from the client.
- i) Ensure that where necessary, a test for gas and/or fumes, using an approved monitor has been carried out and that no part of the chamber or working area is deficient of oxygen.
- j) Ensure that those entering into manholes and/or confined spaces are fully equipped with safety line and harness and wear safety helmets.
- k) Ensure that where necessary, air testing equipment remains in the confined space while work is ongoing, and that this equipment is regularly checked. Instigate a Permit to enter where required.

7.12 Asbestos

- a. Prior to any work being undertaken will check with Client/Manager of premises or asbestos register for the presence of asbestos.
- b. Will carry out a visual survey of premises prior to start of any work for asbestos.
- c. Will inform workers and sub contractors of dangers of asbestos and inform them that they must immediately stop work if they suspect asbestos material.
- d. Will request risk assessment/method statement/health and safety plan/notification to HSE off licensed contractors prior to commencing any removal of asbestos on site.

8. Facilities

8.1. Will carry out regular inspections of the premises and facilities and report defects.

9. Safety Helmets/Safety Footwear/High Visibility Waistcoats/Gloves etc

9.1. Will ensure that employees under his control wear the necessary personal protective clothing and equipment as required by risk assessment.

9.2 Will undertake an evaluation of what personal protective equipment and clothing is required and will issue free of charge, and replace as necessary. A record and signature to be made and obtained.

9.3 Arrangements will be made to provide storage for personal protective clothing e.g. lockers to ensure they are kept safe.

9.4 Employees will be given instruction in use of personal protective clothing and informed that they must look after clothing and report any defects, loss or if stolen.

10. Hygiene

10.1. Will instigate high standards of personal hygiene on the premises and ensure that employees do not smoke, eat or drink in areas other than those designated.

11. Smoking

11.1 Will ensure that the no smoking policy is implemented on the site.

12. COSHH

12.1 Will ensure that COSHH assessments are carried out and hazard data sheets are obtained. Information relating to these assessments must be given to employees prior to commencement of use of the substance.

12.2 Where a product is assessed as high risk an alternative product should be sought of lower risk. If this is not possible, procedures and PPE should be introduced and provided to minimise risk.

PLANT OPERATORS

1. Read and understand the Company Safety Policy and carry out work in accordance with its requirements.
2. Know the legal requirements affecting the use of their machine and ensure that the machine is used in accordance with those requirements.

3. Ensure that any defect on the machine is reported immediately. Do not continue to operate the machine if the defect affects its safe use.
4. Make regular inspections of the machine for defects at least once a week and make a report of your inspection on the prescribed form.
5. When appropriate ask for, and use, ear protection to ensure the avoidance of gradual loss of hearing due to prolonged exposure to noise.
6. Never try to use the machine for which it was not designed. If in doubt ask Mr S Gale for advice.
7. Wear suitable safety footwear and protective clothing as necessary.
8. Suggest ways to eliminate hazards or improve working methods.
9. Ensure when operating a machine that other persons are well clear especially when reversing.
10. Ensure, if necessary, that a banks person is used if you do not have full vision.
11. Report all accidents or damage, however minor to Mr S Gale.
12. Do not remove guards.
13. Ensure that if your machine is used for lifting purposes it is sited on a firm, level, well consolidated base.

VEHICLE DRIVERS

1. Read and understand the Company's Safety Policy and carry out the work in accordance with its requirements.
2. Ensure that any vehicle defects are reported immediately.

3. Make regular inspections of the vehicle for obvious defects.
4. Wear suitable Safety footwear and protective clothing as necessary since a driver is exposed to the same hazards as others on site when not in the cab of the vehicle.
5. Always ensure use of flashing lights and reversing beepers.
6. Always obey speed limits and traffic routes.
7. Drive in a safe manner at all times and be particularly careful when vehicles cannot be separated from pedestrians.
8. Ensure before reversing that there are no people or obstructions behind the vehicle. Preferably, ask someone to act as a banks person while reversing unless cctv is fitted.
9. Ensure that risk assessments are complied with.
10. Report all accidents, injuries to persons or damage to property however minor.
11. Ensure that any loaded vehicle is well secured, also that the vehicle is not overloaded or loaded in such a way to affect the handling of the vehicle.
12. Ensure that hazardous loads are carried in accordance with instructions that any necessary signs are displayed and that the appropriate documents are available in the cab.
13. Wear a seat belt where fitted.

OFFICE WORKERS

1. Read and understand the Company's Safety Policy and carry out work in accordance with its requirements.
2. Ensure that the clothing and particularly the footwear worn at work is suitable from a Safety viewpoint.

3. Do not try to use, repair or maintain any office equipment or machinery or any substance or process hazardous to Health for which full instructions or training have not been received.
4. Report any defects in office equipment or machinery immediately.
5. Find out the position of the first aid box.
6. Ensure the procedures in the event if fire are known.
7. Report an accident or damage, however minor.
8. Ensure that corridors, office floors, doorways etc., are kept clear and free from obstruction.
9. Do not attempt to lift or move any articles or materials so heavy as to cause personal injury.
10. Do not attempt to reach items on high shelves unless using steps or a properly designated hop-up. Do not improvise or climb.
11. Suggest ways of eliminating hazards and improving working methods.
12. Do not smoke in designated 'No Smoking' areas and dispose of spent matches, cigarettes etc., properly.
13. Warn new employees particularly young people of known hazards.
14. Follow instructions laid down by Management regarding the use of visual display units.

ALL PERSONNEL

All personnel must:-

1. Fully observe the rules of the Company's Safety Policy.

2. Report all Safety hazards noticed on site or malfunction of any item of tool or plant immediately to the Mr S Gale, Proprietor.
3. Conform to all written or verbal instructions given to them to ensure their personal Safety and the safety of others.
4. Be sensibly and safely dressed for their particular working environment.
5. Conduct themselves in an orderly manner in the workplace and refrain from any form of horseplay.
6. Use all Safety equipment and all protective clothing as may be provided.
7. Avoid any improvisation of any form which could create an unnecessary risk to their personal Safety and to the Safety of others.
8. Maintain all tools and equipment in good condition and report any defects to the Mr S Gale immediately as they occur.
9. Report all accidents to Mr S Gale whether injury is sustained or not.
10. Attend any training designed to further the needs of Health and Safety.
11. Become acquainted with all processes, materials and substances used in connection with their work.
12. Become aware of the fire evacuation procedure and the position of fire alarms and fire equipment (this provision applies equally whilst on construction sites or working on clients or customers premises.)
13. In liaison with the Mr S Gale, ensure that all reasonable steps are taken to protect the general public against any hazards which may be created by the site or workplace activities.
14. Not partake in drinking alcohol or the taking of drugs whilst at work.

15. Ensure that no pets of any description whatsoever be allowed in the confines of the contract.
16. Ensure that no children under the age of 16 be allowed within the confines of the contract without the specific written authority of Mr S Gale.

In addition to the above responsibilities, the Health and Safety at Work etc Act 1974 places legal duties and statutory responsibilities on all employees.

These are:-

Section 7 of the Health and Safety at Work Etc Act 1974 states:

- a) To take all reasonable care for the Health and Safety of himself/herself and of the persons who may be affected by his/her acts or omissions whilst at work.
- b) To co-operate with his/her Employer to enable the Employer to carry out their legal duties or any requirement as may be imposed.

Section 8 of the Health and Safety at Work Etc Act 1974 states that:-

No person shall intentionally or recklessly interfere with or misuse any item provided in the interest of Health, Safety or Welfare.

PROCEDURE FOR REPORTING OF ACCIDENTS BY EMPLOYEES

1. Accidents

Any employee who is involved in any accident shall:-

- 1.1. Report the facts as soon as possible to Mr S Gale, Proprietor or in any case before leaving work to return

home. If taken to hospital, ask a colleague if present or hospital to do this for you.

1.2. If unable to contact Mr S Gale inform the office giving name and necessary details.

1.3. Complete Social Security Accident Book BI 510, if unable to do this for any reason seek assistance from Mr S Gale, Proprietor.

2. Failure to report accidents can lead to loss of industrial injury benefit etc.

3. Employees are also reminded that:-

3.1. Failure to wear or use protective clothing or safety equipment provided or available,

OR

3.2. Failure to follow laid down safety working practices

CAN LEAD TO

a) Reduction or loss of benefits which maybe payable following an accident,

AND/OR

b) Disciplinary procedure being taken for breach of contract of employment within the Company.

GROSS MISCONDUCT

Any employee found to have acted in any of the following ways could be liable to dismissal (please note this list is not exhaustive).

1. Wilfully breaching the Company Health and Safety Rules or Company Safety Policy.

2. Removing any guard or protective device without permission of Management.
3. Operating any machine, plant or equipment without the necessary training or authority.
4. Misusing items provided for first aid.
5. Recklessly interfering or misusing anything provided in the interests of Health and Safety or Welfare at Work.
6. Misusing any chemical, flammable substance, toxic material etc.
7. Smoking in designated 'No Smoking' areas or whilst using flammable substances.
8. Taking part in horseplay or entering into practical jokes.
9. Making false declarations or interfering with evidence following an accident or dangerous occurrence.
10. Misuse of compressed air, electrical or pneumatic equipment.
11. Overloading any lifting equipment.

FIRST AIDERS/APPOINTED PERSONS

The Company will nominate sufficient number of qualified First Aiders or appointed persons as required by the Health and Safety (First Aid) Regulations 1981 and the Approved Code of Practice.

The duties of these persons will be:-

1. Ensure that the contents of the First Aid Box are maintained in accordance with this standard required under the Approved Code of Practice.
2. Ensure that the prescribed notice is prominently displayed giving the name of the First Aider and the location of the First Aid Box.
3. Ensure that the statutory guidance for First Aid is kept in the box or displayed.
4. Assist Management in assessing the requirements for First Aid in the workplace.
5. Where necessary to give basic First Aid treatment and list action taken in the Accident Book BI 510. In addition, keep a record of First Aid treatment given.
6. The names of first aiders and location of first aid boxes will be displayed clearly at all work places.

A. FIRE WARDEN

The Company will nominate and train a sufficient number of fire wardens to assist in the fire procedures of the Company and shall:-

1. Ensure that persons within his/her designated working area are aware of the measures to be taken in the event of fire.
2. Arrange from time to time with the Directors for a fire drill.
3. Regularly test fire alarms and maintain a record of such tests.
4. Regularly make fire safety tours of the premises.
5. Maintain a register appertaining to all fire measures within his/her working area.
6. Be aware of the location of fire hydrants if there are any.

B. FIRE PROCEDURES

Fire procedures will be displayed at all workplaces alongside call points.

HEALTH AND SAFETY GUIDELINES FOR VISITORS

All visitors have a responsibility to ensure the Health, Safety and Welfare not only of themselves but also of anyone affected by their business.

Visitors must be accompanied by a member of staff at all times unless prior agreement has been made.

All visitors must observe the Company's Health and Safety Policy and comply with the Health and Safety at Work Act and any other Health and Safety Legislation.

Visitors must observe all safety rules and instructions issued by the Management and any notices that are displayed on the premises.

Visitors must make use of any protective clothing or equipment that is provided for their use.

Visitors must report any hazards, accidents or near misses on the premises immediately.

Visitors must behave in such a manner to ensure that no risks are created.

IN THE EVENT OF FIRE OF EMERGENCY

Please follow the instructions given by the occupiers of the premises.

Please observe any 'No Smoking' notices and in the event of fire, leave the building by the nearest practical means and assemble at the designated fire assembly point. Fire procedure notices are displayed throughout the building.

SECURITY

The Company reserves the right to search visitors and vehicles and the use of cameras must not be made unless with prior agreement.

CONFIDENTIALITY

Visitors must treat any information concerning employees of the Company including equipment and processes in a confidential manner. Photographs will not be permitted without prior written permission from the Management.

EMERGENCY PROCEDURES

The Company will nominate a sufficient number of competent persons to implement procedures in relation to

the evacuation of the site or premises. The names of these persons will be displayed at all places of work.

A record will be made of all persons entering the premises or sites and where necessary, adequate Health and Safety instruction will be given about any hazards or procedures relating to the work activity.

Where necessary will consult the emergency services.

Will produce a route plan to the nearest accident/emergency hospital.

A telephone will be provided at each site and where this is not possible, the nearest telephone will be located for use in the event of an emergency. If the person in charge of the site has to leave, arrangements will be made to leave a key to obtain access to the telephone.

A First Aid Kit will be provided at every place of work and will be maintained to the prescribed standards. This kit will be kept readily available and will not be locked up. In the event of the person in charge of the site having to leave, arrangements will be made to leave a key to obtain access to the First Aid Kit.

A suitable number of FIRST AIDERS/APPOINTED PERSONS will be trained for each site or premises. Their names will be displayed at each place of work.

Fire extinguishing equipment will be provided at every place of work, and where 'HOT WORK' is to be undertaken additional fire extinguishing equipment will be required. Sub-contractors provide their own. A fire assembly point will be designated at the head office and on site.

Training will be given to staff in relation to the use of fire extinguishing equipment and in office premises regular fire drills will be held at least twice a year.

Emergency measures will form part of any RISK ASSESSMENT undertaken by the Company and measures will be included under the heading of preventative and protective measures.

1. MAJOR EMERGENCY PROCEDURE

a. In an emergency the preservation of life is of the utmost importance and therefore evacuation of the

premises in accordance with the fire procedures is to be undertaken without panic but as quickly as possible.

b. Where the appointed person is not immediately available, the senior person present will have complete authority and take such measures as are necessary to prevent the loss of life.

c. Unidentified packages, parcels, briefcases, bags, objects etc. and possible hoax calls are to be taken seriously and dealt with in accordance with Company procedures until it is established that no such threat exists.

d. Emergency measures will be considered when undertaking risk assessments.

2. WHAT TO LOOK FOR

- Unusual postmarks on letters, packages and parcels
- Grease marks on letters, packages and parcels
- Unusual smells (almonds or marzipan)
- Extra weight
- Thick envelopes
- A small envelope inside a large one (especially if tightly taped or tied with string or wire)
- Unattended bags and briefcases
- Anything dug up or found on site that resembles a bomb, missile, rocket or any other armament or ammunition
- Unattended, suspicious vehicles

IF YOU HAVE ANY DOUBTS OR SUSPICIONS, REPORT THEM IMMEDIATELY AND AVOID HANDLING THE SUSPICIOUS ITEM

3. EMERGENCY PROCEDURE

- Do not handle the package or object

- Notify Mr S Gale who will instruct you to tell other staff and any visitors to leave the room or area as quickly as possible
- Leave all doors open behind you if inside a building
- The appointed person or senior person present will immediately call the police and:-
 - Evacuate the building or alert personnel if outside by operating fire alarm
 - Collect the visitors book and proceed to the fire assembly point
 - Carry out a roll call to establish if the building is empty and that all personnel are accounted for
 - Set up an exclusion zone away from the building or area as far away as possible and ensure that members of the public do not enter that area
 - Warn adjacent premises
 - Co-operate fully with emergency services
 - Instruct everyone not to re-enter the building until told to do so by the senior police official present.

4. BOMB THREATS

If you receive a bomb threat STAY CALM. Treat all bomb threats as real.

- Get as much information as possible from the caller
 - When is it set to go off?
 - What kind of bomb is it?
 - Where has it been placed?
- Try to remember as much information as possible and write them down
 - Was the caller male or female?
 - Did they give a code word?
 - Did the caller have an accent?
 - Did the caller sound foreign?
 - Did the caller sound intoxicated?
 - Did the message sound rehearsed or pre-planned?
 - Was there any identifiable background noise?
- Notify Mr S Gale who will immediately call the police

Mr S Gale will:

- Evacuate the building or site by operating the fire alarm and follow the emergency procedure

RIVIERA STONEMASONS

STATEMENT OF HEALTH, SAFETY AND WELFARE

POLICY

PART 3

ARRANGEMENTS/ABBREVIATED SAFETY RULES

ARRANGEMENTS/ABBREVIATED SAFETY RULES

GENERAL

The purpose of this document is to define the safety rules which apply to all employees and sub contractors. It is the duty of all employees to observe the following rules and behave in a safe manner that is safe and reasonable towards fellow employees, the Company its suppliers, customers and visitors.

Failure to comply with these rules will render employees liable to disciplinary action such as warnings and, where no improvement, possible dismissal.

1. Employees must inspect all machinery prior to use and make proper use of any guards that are provided.
2. Employees must only use equipment that they have been trained on and authorised by the company.
3. Employees must not clean machinery when in motion.
4. Machinery must not be left running whilst unattended.
5. Employees under 18 must not operate any dangerous plant or machinery.
6. Damaged or faulty equipment must not be used and must be reported.
7. Flammable substances must be used in accordance with instructions.
8. Personnel must not attempt any electrical repairs unless authorised to do so.
9. All substances are to be used in accordance with COSHH risk assessments and hazard data sheets. No substance is to be used until the COSHH Assessment has been read and understood.
10. All ladders/steps must be inspected and secured prior to use.
11. All electrical equipment used must be PAT tested.
12. Employees must not alter or remove guards.
13. When working above at height on, towers,

etc handrails must be provided to prevent falling.

14. Personnel must not enter unauthorised areas or designated traffic routes .
15. All working areas must be kept free of obstruction and good housekeeping maintained.
16. No smoking to be undertaken on sites other than designated areas.
17. PPE must be worn where required.
18. All accidents must be reported and recorded in accident book.
19. Employees must familiarise themselves with the company fire procedures and location of fire fighting equipment and assembly point.
20. Personnel must wear suitable clothing for the job.
21. Alcohol and drug abuse by employees and sub contractors can adversely affect the safety and health of themselves and others on our sites. It is therefore the policy of the company that any person known to be, or strongly suspected of being affected by alcohol or drugs must be referred to the Director who must arrange for the person to be removed from the premises.
22. In the event of coming across asbestos or suspected asbestos products employees must cease work immediately and report to supervisor. Employees must not undertake any work with asbestos products.
23. Only trained corigi registered employees to undertake gas work.

REPORTING OF, INJURIES, DISEASES & DANGEROUS OCCURRENCES
REGULATIONS 1995.

The following is a summary of the main duties imposed:-

The regulations require that when any of the following events occurs, the responsible person must report it in writing to the enforcing authority and must keep a record of it and in the case of an event of type a); b); or c), the responsible person must first notify the Enforcing Authority about it immediately, by the quickest means - e.g. by telephone:-

- a) The death of any person, whether or not he or she is at work, as a result of an accident arising out of or in connection with work.
- b) Any person suffering a specified major injury or condition as a result of an accident arising out of or in connection with work.
- c) One of a list of specified dangerous occurrences arising out of or in connection with work.
- d) A person at work being incapacitated from his or her normal work for more than 7 days as a result of an injury, (an over 3 day injury) caused by an accident at work.
- e) The death of an employee if this occurs sometime after a reportable injury which lead to that employee's death, but not more than one year afterwards.
- f) A person at work being affected by one of a number of specified diseases, provided that a doctor diagnoses the disease and that the person's job involves a specified work activity. (See Booklet HSE 17 for further details).

The responsible person who is required to report these matters would be the employer of an injured person, a self-employed person, someone in control of the premises where work is carried out or someone who provides training for employment.

For details of what an employer must do in the case of accident at work please see Appendix 2.

The person responsible for notification, must notify the Authority by telephone in relation to death or specified major injury immediately. A record of the call and details of whom spoken to should be logged. The Form F2508 for a dangerous occurrence should be completed and sent within 10 days, and for reporting a case of disease Form F 2808A should be used.

Alternatively the HSE Call Centre can be contacted.

The regulations affect persons not at work but who may be affected work activities. Also included are people receiving training, pupils, students and Youth Training Scheme operatives.

Full details of the regulations are laid down in the Health and Safety Executive Booklets which should be kept on site for further information.

RIVIERA STONEMASONS

STATEMENT OF HEALTH, SAFETY AND WELFARE

POLICY

PART 4

APPENDICES

APPENDIX 1

SAFETY HELMET RULES

1. All persons are required by law to comply with these rules and must co-operate if instructed to wear a helmet for any reason. Company employees will be subject to disciplinary action if they fail to comply. Non employees will be requested to leave site.
2. All contractors and sub contractors must provide helmets for their staff.
3. Visitors entering hard hat areas or sites must obtain helmets on loan from Mr S Gale.
4. All safety helmets must comply with British Standard 5240.
5. Bump caps are not acceptable as a substitute for safety helmets.
6. All loss, damage or defect must be reported to management.
7. Hard hat sites are:-
 - a. Any area where approved safety helmet sign is posted. This may include the whole site.
 - b. Any area where plant, machinery, transport, cranes, hoists or excavators operate.
 - c. Any area where materials are being handled, Stored or stacked.
8. Safety helmets must be worn by all persons entering, working in or passing through hard hat areas or sites. Helmets may only be removed in the following circumstances:
 - a. After discussion with Mr S Gale where there is no foreseeable risk or injury.
 - b. In site offices, cabins, toilets and canteens.
9. When sub contract work is undertaken for a Principal Contractor then their rules must be adhered to.
10. The person in charge of the site will be responsible for ensuring that this policy is carried out and any interpretation on the rules is required.
11. These rules must be complied with and will not be a matter for discussion.

APPENDIX 2

WHAT TO DO IN THE CASE OF AN ACCIDENT AT WORK

1. Accident: Accident arising out of or in connection with the work of your undertaking which is covered by the Regulations and involves:-

2. Who was injured ?

One of your employees or trainee at work, or a self employed person working in your premises, resulting in:

Any other person who is not an employee or trainee at work but who was either in the premises under your control at the time or was otherwise involved in the accident resulting in:

3. Kind of Injury ?

Fatal or Specified major injury or condition	Other injury causing incapacity for more than 3 days	Fatal or specified major injury condition
--	--	---

Other injury - No action required by the Regulations

4. Action Required

Notify Mr S Gale, Proprietor who will inform the Enforcing Authority immediately.

Mr S Gale to send a written report on an approved form (Form F2508) to the Enforcing Authority within 10 days of the Accident

Make and keep a record of the accident

APPENDIX 3

HEALTH AND SAFETY TRAINING

A.

1. It is policy of this Company to give training to our employees not only to comply with minimum statutory requirements, but also to secure a continuing safe and healthy working environment for employees and all those who may be affected by our activities.
2. The Company will continue to assess the Health and Safety training needs of employees and will compile an annual training schedule from this assessment. The Company will maintain records of all health and safety training undertaking.
3. The requirement to provide adequate training for employees to carry out their tasks in a satisfactory and safe manner is also detailed in other current legislation.
4. The Company will continue to assess the Health and Safety training requirements from this assessment. The Company will maintain records of all Health and Safety training undertaken.

B. HEALTH AND SAFETY TRAINING

1. The Company is committed to Health and Safety and recognises that training of all personnel ranks highly in its priorities. Training will include more than, for example, recognised safe working practices, it will also include such instruction and training which will enable its employees to identify hazards and introduce the appropriate systems for controlling them.
2. It will also include "Employment Management" training in order to provide for the staff discipline and supervision, which must be exercised, if safe systems are to be maintained in practice.
3. Training is also required to ensure that the workplace is safe and without risks to health; this is achieved by regular monitoring of the workplace and therefore management and employees must be trained to work together to achieve this goal.
4. Induction training will be carried out as soon as possible after an employee commences employment, ideally on arrival. The objective is to ensure that employees are familiar with all aspects of health and safety which relate to their employment.

Such training will fundamentally cover:-

- Fire procedures
- Warning systems
- Actions to be taken on receiving warning

- Locations of exits/escape routes
- Evacuation and assembly procedures
- First aid/injury reporting procedures
- Names of first aider/appointed persons
- Instruction on any prohibited area (i.e. no smoking)
- Issue of protective clothing/equipment, and its use
- Instruction under COSHH/Hygiene
- Thorough instruction applicable to their particular duties at work
- Use of work equipment

C. HEALTH AND SAFETY TRAINING SITE SPECIFIC

1. In order to comply with Company Policy and the current Regulations, site specific training is carried out as required.

Such training includes:-

- First aid
- Manual handling
- CITB Site Safety Management (5 day course)
- Scaffolding Inspection
- Abrasive wheels
- Mobile Towers
- Risk Assessment
- Banks person
- Asbestos
- COSHH

(List not exhaustive)

2. Site Management should assess the training requirements for each contract and take appropriate action as required.

3. Where recognised a formal induction training programme will be compiled and implemented for new employees.

Site safety awareness (induction) training will be given to all new employees and sub-contractors prior to commencement on site.

4. Where any processes, operations and tasks for which formal training is required adequate training will be carried out and records kept of such training.

APPENDIX 4

HEALTH AND SAFETY CONSULTATION

Procedures relating to consultation on health, safety and welfare.

1. As required by the Construction (Design & Management) Regulations the company will give the opportunity to their employees to give health and safety advice on any aspects of the work being undertaken.
2. Initially at induction health and safety training employees will be given the opportunity to give advice and their views on health and safety. The same opportunity will be given when 'tool box' talks are being undertaken.
3. Employees are encouraged at any time to put their views on health, safety and welfare to any member of management so as to improve and maintain high standards and reduce the risks of accidents and incidents.
4. When risk assessments and method statements are being prepared employees will be given the opportunity to give their views and ensure full co-operation.
5. When formal training sessions are undertaken attendees will be given the opportunity of giving their views and these will be recorded and submitted by the trainer to the company for consideration.
6. Where sub-contractors are employed a pre site meeting will be held and aspects of health, safety and welfare discussed. Where necessary regular meetings will be held throughout the contract period to ensure co-operation on safety.
7. Management will monitor the above to ensure that the requirements of the Health and Safety (Consultation with Employees) Regulations 1996 and the Management of Health and Safety at Work Regulations 1999.

APPENDIX 5

RISK MATRIX CHART

PROBABILITY

5. Almost certain	5	10	15	20	25	
4. Very Likely	4	8	12	16	20	
3. Likely	3	6	9	12	15	
2. Unlikely	2	4	6	8	10	
1. Improbable	1	2	3	4	5	
	1	2	3	4	5	
	3	4	5			
		Negligible	Slight	Moderate	High	Very High

SEVERITY

1to4

= Low Risk

4to12

= Medium Risk

12to25

= High Risk

HAZARD

The potential for harm or injury.

RISK

The likelihood or probability that harm or injury will be realised.

APPENDIX 6

RISK ASSESSMENT

Procedures relating to risk assessment.

1. the Company will not undertake any work until a risk assessment has been carried out by a competent person.
2. Risk Assessments will be reviewed if there are any changes or reviewed regularly. Changes in technology will be considered as part of the assessment.
3. The risk assessment matrix will be used and each assessment will be rated low, medium or high.
4. The competency of the individuals undertaking the task will be considered as part of the assessment.
5. Only competent persons will be allowed to undertake risk assessment. These individuals will be provided with formal training, which will be updated regularly.
6. All high risk activities will be provided with a safety method statement.
7. All risk assessments will be brought to the attention of employees undertaking work and signed for.
8. Employees will be consulted regarding risk assessments and requested to give their advice and views.
9. The hierarchy of risk assessment principles will be followed.
10. A time period will be allocated for implementing risk assessments.

RIVIERA STONEMASONS

STATEMENT OF HEALTH, SAFETY AND WELFARE POLICY

I confirm that I have received a copy of the Riviera Stonemasons, statement of Safety Policy in respect of the Health and Safety At Work Etc. Act 1974 and undertake to read, comply and co-operate with the Company to achieve the objectives of the Policy.

NAME
(PLEASE PRINT)

SIGNED

DATE

