

CJ Paint Spraying Ltd

POLICIES & COMPLIANCE

HEALTH AND SAFETY POLICY

ORGANISATION AND RESPONSIBILITIES

Chris Graham has overall responsibility for health and safety within CJ Paint Spraying Ltd. They are responsible for ensuring that the health and safety policy reflects the aspirations of the company to ensure the health, safety and welfare of both staff and visitors.

Chris Graham is responsible, so far as is reasonably practicable, for the implementation of the policy being carried out in the offices and on sites where staff and contractors are present in the course of their duties.

All staff and contractors have a responsibility to comply with the health and safety legislation and not do anything that may endanger themselves or anyone else. They should report hazards and dangerous situations as soon as possible to Chris Graham or his appointed representative, and take appropriate action to avoid an accident occurring.

Periodic health and safety inspections will be undertaken by a nominated person following the company guidelines and recognised legislation, training will be provided in relevant subjects and risk assessments for work activities undertaken, at a minimum of 1 per site start or as applicable.

OBJECTIVES

- To provide and maintain safe working conditions and systems of work that will minimise the risks of an accident occurring.
- To make offices and sites 'accident-free' zones.
- To ensure that all staff are in receipt of latest health and safety guidance and best practice and to ensure that any identified gaps in safety training and information provision have been completed.

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- To ensure that appropriate risk assessments are completed for all staff and contractors on site.
- To continue to ensure that all staff are aware of emergency procedures in operation in the event of fires, bombs or any other critical incident.
- To ensure that our company ethos is good safety ultimately underpins our corporate, social and economic values and that sustainable and successful growth can only be realised by a proactive and positive attitude to safety, health and the environment.

ORGANISATION AND RESPONSIBILITIES FOR HEALTH & SAFETY

This section outlines the organisation and responsibilities that CJ Paint Spraying Ltd has assigned various members of staff to ensure that the health and safety of its staff and other affected by its operations are given priority.

Effective management, administration and communication of this policy can achieve this.

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MANAGEMENT

Effective implementation of this policy requires all Directors and Managers to implement and maintain effective health and safety systems of work.

Managing work to ensure safety and absence of risks to health is a key individual responsibility and a prime business objective. Absence from work as a result of sickness or injury as a consequence of a work situation can cause serious business problems. It is therefore a key objective of all persons with responsibility for other staff to prevent cases of ill health and accidents as a result of work activities.

The Management of Health and Safety at Work Regulations 1999 require that the arrangements for managing health and safety should be integrated with those adopted to manage all other business functions.

STAFF

The basic rules that CJ Paint Spraying Ltd expects staff to follow are summarised below.

- To report all accidents, incidents, hazards, and notifiable diseases.
- To work safely and not do anything that could endanger themselves or other staff.
- To understand and follow local emergency procedures including raising the alarm, evacuation procedures for fires and action to be taken in bomb alerts.
- To participate in evacuation drills and fire training sessions.
- To use equipment in a safe manner and not carry out repairs unless trained.

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- To avoid manual handling activities where there is a risk of serious personal injury unless suitable training has been provided.
- To work in accordance with the requirements of risk assessments, method statements and the information contained in the safety manual.

COMPETENT PERSONS

CJ Paint Spraying Ltd will ensure that competent persons will provide help and assistance with respect to the health and safety measures that need to be taken.

Where necessary, staff and contractors will receive suitable first aid training so that there is adequate cover at site locations in the event of an accident occurring.

Similarly, fire wardens will be trained where it is necessary to have a person available to confirm evacuation of the relevant location. All other persons will receive suitable health and safety training.

In order to receive professional help and assistance and to give guidance on health and safety legal matters in-house, one of the competent persons will be the nominated Health and Safety Adviser.

The role of the Adviser will include providing the following as and when necessary:

- Advice on all aspects of health and safety with specific reference to legislation.
- Training for workstations, induction, fire and manual handling.
- Assistance with risk assessments and method statements
- Liaison with Environmental Health Officers, HSE Inspectors or other enforcing authorities when requested.
- Occasional safety inspections and checks to ensure that good standards are being maintained.
- Advice about accident prevention and investigate the causes of accidents if required.

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ARRANGEMENTS

1. Accident Reporting

- a. It is the responsibility of CJ Paint Spraying Ltd to record and report, if necessary, details of all accidents that happen to staff whether in office premises, on site or elsewhere. This includes accidents to staff that happen on another site even if accident details are recorded at the time by the Client or Principal Contractor.
- b. Staff should report all accidents and near-miss incidents that occur during their working day. The purpose of reporting accidents and near-miss incidents is to ensure that the causes can be ascertained and that remedial action can be taken to prevent a recurrence.
- c. The accident forms are kept on site and in the office and details of all accidents should be recorded as soon as possible after the accident.
- d. If the accident results in a major injury such as a broken leg or hospitalisation for more than 24 hours, Chris Graham will be responsible for notifying the HSE as soon as possible, either by telephone 08 45 300 99 23 or online at www.hse.gov.uk/riddor/report. This is in accordance with the procedures specified in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- e. If the accident is less serious but the member of staff is absent for more than seven days (Saturday and Sunday should be counted) the report should be submitted within 15 days of the accident occurring.
- f. Details of accidents to staff when at a site should be entered in the accident book kept on site. The accident should also be recorded on an accident report form kept in the office.

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2. Asbestos

- a. CJ Paint Spraying Ltd recognises the dangers that asbestos presents. As such, it will ensure that all site staff will be made aware of the problems associated with asbestos and the locations where it can be found.
- b. Site staff should ask for a copy of an asbestos survey at all locations before they start work or carry out investigatory work.
- c. Surveys of premises will be carried out in accordance with the Control of Asbestos Regulations 2012. Where no asbestos exists, a statement to this effect will be provided.
- d. Under no circumstances will staff or contractors work with asbestos unless suitable training Type 2 is provided. In most circumstances licensed asbestos removal contractors will be used to remove the asbestos containing material before any work starts.
- e. If any material that could contain asbestos is disturbed, all work will stop and the area made safe. The material will be analysed and no work will be allowed to start until confirmation is given that it is safe to do so.

3. Co-operation, Coordination, Consultation and Communication Procedures

- a. CJ Paint Spraying Ltd will liaise with all other contractors, clients, and designers before the project starts to ensure that all aspects of health and safety are taken into consideration and planned for in order to minimise risks to persons on the site and to those who have to work with the installation once complete.
- b. CJ Paint Spraying Ltd will ensure that all relevant information concerning the project is made available to those requiring it and will cooperate with instructions from the client and Principal Contractor to ensure safety on site.
- c. CJ Paint Spraying Ltd will work closely with the Principal Client to ensure that all aspects of health and safety are included in the design to minimise the risk of incidents.
- d. All relevant staff will be consulted on projects and designs and suitable information and training will be provided to ensure that staff, remain up-to-date with current legislation and requirements of Approved Codes of Practice.

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- e. The safety adviser will be used to provide advice and assistance as necessary with respect to projects.
- f. Health and safety will be discussed at project meetings, team meetings and management meetings. Information on specific health and safety issues will be communicated by means of e-mail and by putting specific matters on the notice board.
- g. There is no formal health and safety committee established but staff and contractors are encouraged to discuss health and safety issues with management as and when issues arise. If management want to pass out information quickly this is done at meetings and via e-mails.
- h. Tool-box talks will be given on site to provide site instruction and to allow staff and subcontractors to discuss relevant issues.

4. Contractors undertaking work on premises

- a. All Contractors will be expected to provide a written method statement and risk assessment for the work being undertaken except where the level of risk is very low.
- b. The method statement should outline the hazards involved with the work, identify the risks and state the action that will be taken to reduce these risks to acceptable levels.
- c. If work concerns building or maintenance operations, a Construction Phase Safety Plan must be available on site before any work starts where the work is notifiable to the Health and Safety Executive.

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- d. A responsible person will be responsible for obtaining copies of the relevant documentation from the contractors, including employers and public liability insurance. If these do not appear satisfactory, work will not be allowed to start.
- e. All accidents involving contractors' staff must be reported to Chris Graham Commercial Director and also to the Enforcing Authority if appropriate.
- f. All contractors working on CJ Paint Spraying Ltd premises or sites controlled by them will be provided with a copy of the asbestos survey report or a statement to the effect that no asbestos materials are contained in the building.

5. Disability Discrimination

- a. It is the policy of CJ Paint Spraying Ltd to comply with all legislation including the Equalities Act 2010, which covers Disability Discrimination amongst other areas within its remit.
- b. It is the policy of CJ Paint Spraying Ltd that no person should be disadvantaged because of disability wherever possible.
- c. In order to accomplish this, the work areas, means of access and welfare facilities in the offices will be improved when necessary so far as is reasonable to achieve this objective.
- d. Action will be taken to ensure that wheelchair users can access the offices. Special desks, chairs and office equipment will be provided if necessary.
- e. A review of the facilities provided will be carried out annually to establish if any area requires modification to enable a disabled person to work.
- f. Specific instructions concerning the evacuation of disabled persons will be included in the emergency plan that is circulated to staff on an annual basis.

6. Fire Procedures

- a. On discovering a fire, the alarm should be raised immediately. In the office area, a break-glass call point should be activated, and this sounds the alarm throughout

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the building. The alarm is a loud continuous tone. The call points are by exit doors from the offices and in the corridors.

- b. On hearing the alarm, all staff should evacuate the building immediately by the emergency stairs. Lifts must not be used in any circumstances.
- c. The assembly point is at the front of the building.
- d. Under no circumstances should any staff try to fight the fire unless they are confident that the fire can be brought under control and that they know how to use an extinguisher.
- e. In the event of an evacuation the Fire Warden is responsible for making sure that all staff vacate the building. The Fire Warden will check off names.
- f. Water and carbon dioxide fire extinguishers are provided in the main office areas and reception. Fire extinguishers are examined and tested on an annual basis.
- g. Weekly visual inspection of the extinguishers at sites will be undertaken by the Principal Contractor.
- h. The fire alarms in the offices are tested weekly. The building management carries out this test and keeps suitable records.
- i. Similarly, it is the responsibility of building management to keep records of the smoke detector tests and emergency lighting tests.
- j. All staff will receive fire awareness training every year.

7. First Aid

- a. First aid boxes will be provided in the office area for use by staff in an emergency.
- b. Chris Graham is responsible for ensuring that the contents of each first aid box are regularly checked and that these are replenished as necessary.

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8. Lone Working

- a. When working early or late (before 7am and after 6pm) alone the last person working must ensure that the office area is safe when leaving and this includes locking doors and looking for signs of burning/fire.
- b. When travelling or going to visit a site, information should be given to the office about the places that will be visited. A record of the call should be kept and contact details recorded. This will enable contact to be made in an emergency and for a follow up to be made in the event of the member of staff not returning.
- c. If staff are delayed and will not be returning until much later than they originally said, they must phone the office before 6pm. If they decide to go home directly from a site or a meeting, they should let the office know as they depart for home.
- d. Staff visiting a site alone must keep a mobile phone with them at all times. The phone should be kept switched on during the duration of the visit. Similarly, staff visiting an unoccupied site must take a mobile phone.
- e. Female staff working late or attending sites after 6pm will be provided with a mobile phone for emergency purposes if they do not have one.

9. Manual Handling

- a. All staff and contract staff required to lift heavy or awkward weights on a regular basis will receive suitable kinetic handling training.
- b. Risk assessments will be carried out of all regular manual-handling tasks and these will be written when the risks to staff are identified as being other than low. In these circumstances, the staff involved will be given appropriate detailed training and information.
- c. Records of manual handling and kinetic handling training records will be kept in a file at Head Office.

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10. Monitoring, Audit and Review

- a. Regular monitoring of project work will be carried out at regular intervals by management to ensure that standards are being maintained. CJ Paint Spraying Ltd realise the importance of both proactive and reactive monitoring and will undertake the following activities.
- b. Proactive monitoring includes workplace inspections carried out on a regular basis by the Safety Adviser. The frequency of inspections at sites depends on the nature of the work being undertaken and the risks involved.
- c. Risk assessments form part of the monitoring process – see below. These are undertaken as and when necessary and reviewed annually or sooner if they are no longer valid.
- d. Training is undertaken for staff on a range of issues including, Work at Height and other new legislation. Some of this training is carried out annually and all staff receive induction training on joining the company. Records of this training are kept at Head Office.
- e. Safety tours are occasionally carried out and standards and procedures are audited as part of the management review.
- f. All accidents and cases of ill health are reviewed as part of the reactive monitoring in order to identify trends and measures that can be taken to minimise the risk of further problems arising in future.

11. Personal Protective Equipment

- a. All staff that visit sites will be provided with an individual issue of protective footwear. Staff will be allowed a choice of shoes and these will be issued on an annual basis or if shoes become damaged or worn out.
- b. A supply of protective hard hats will be kept available. Staff visiting sites should take a hard hat with them even when the site is not a hardhat site. This is to ensure that the hat can be worn if circumstances dictate.

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- c. Other personal protective equipment will be issued on an 'as required basis. It is unlikely that eye protection, respiratory protection or hand protection will normally be required. However, these will be provided when necessary if the Principal Contractor does not provide this on site.
- d. All persons using cars to travel to and from sites should carry a torch, first aid box and a warning triangle. CJ Paint Spraying Ltd will provide a small travelling first aid box for all regular users of cars. Staff should provide the other items.

12. Portable Electrical Equipment

- a. A competent person will regularly test all portable electrical equipment, Equipment will be labelled as having been tested and records will be kept.
- b. Testing of equipment will be in accordance with guidance from the HSE and the IET. Equipment that fails the test must not be used and this will either be repaired or disposed of safely.
- c. Under no circumstances should staff use their own electrical equipment at work. If there is a need for the equipment, advice should be sought from the Contracts Manager.
- d. Staff should regularly have a look at their electrical equipment to ensure that it is in good condition and has not been damaged. It is essential that wiring is checked to make sure that it has not become trapped and damaged by equipment, doors, floor boxes etc.
- e. Cables should not be allowed to become tripping hazards. Cables should be tied back to desks where necessary and covered over where they become a tripping hazard such as in plant areas and on site.
- f. All faults should be reported immediately. Most fires occur as a result of poor electrical connections. The equipment should be unplugged and not used until it has been checked.
- g. All equipment that is not required should be kept switched off and isolated overnight. This is to minimise the chances of a fire occurring out-of-hours.

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- h. All portable equipment used on site will either be battery operated or 110-volt centre tapped to earth. If 240-volt equipment is required, this will be PAT tested and provided with a Residual Current Device. 240-volt equipment will not be used in wet or corrosive atmospheres.

13. Prevention of violence to staff

- a. CJ Paint Spraying Ltd recognises its responsibility to prevent violence to staff so far as reasonably practicable. This includes all staff and especially those that work alone on sites.
- b. All Directors will be responsible for the prevention of foreseeable violence, including intimidation and undue pressure, to members of staff in their areas of responsibility.
- c. A professional counsellor may be appointed, to counsel staff who have been involved in violence.
- d. Directors will be responsible for the strategy following a robbery, attack or blackmail attempt. They will be responsible for discussions with the media and police, for debriefing staff, for providing support to staff and for assistance to staff involved in court hearings.
- e. The procedures and policy with respect to the prevention of violence to staff will be reviewed and updated on a regular basis.

14. Roof work / Work at height

- a. All staff that are required to access the roof of any building will be given specific training in the safe procedures to follow. These will include action to be taken in adverse weather, lone working procedures, and the safe means of approaching an edge from which it is possible to fall. The possible risk of falling any height whether on site or in the office will be eliminated as a primary prevention measure before other control measures are considered in accordance with the Work at Height Regulations 2005.

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- b. All roof edges will be provided with suitable edge protection – where this is not available, temporary edge protection will be installed. Where this is not possible other restrictive measures such as a fall restraint harness and lanyard will be provided. Under no circumstances should a person approach an unguarded roof edge unless other suitable precautions are in place.
- c. Suitable risk assessments and method statements will be provided and staff are expected to follow the specified procedures in order to avoid a serious accident.
- d. All staff who work alone at any site are required to follow the phone-in procedures to ensure that emergency action can be taken in the event of no communication being received within the specified period of time.
- e. All staff will receive suitable training in the safe use of ladders & step ladders where appropriate in order for them to access heights safely.
- f. Care will be taken to prevent trespassers and other persons accessing roofs from scaffolds and mobile elevated working platforms by taking suitable precautions which will form part of the risk assessment.

15. Risk Assessments

- a. Written risk assessments will be provided for the following staff and/or activities.
- b. Site working – where specific hazards are known to be present, a risk assessment will be completed for the work being undertaken including work at height and work in confined spaces.
- c. Display Screen Equipment – to be undertaken by a competent person on an annual basis or when the member of staff moves workstation or new equipment is provided.

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- e. Manual Handling – these will be provided for staff that carry out manual handling tasks involving heavy or awkward weights.
- f. Expectant Mothers – to be completed when a woman announces that she is pregnant. The assessment should be agreed with the woman and it will be reviewed during the course of the pregnancy.
- g. Young Persons – to be completed when anyone under 18 years of age is employed even on a temporary basis.
- h. Chemicals – to be completed for any hazardous substance that may be used on the premises.
- i. Fire – a fire risk assessment will be completed for the office accommodation and sites in accordance with the Regulatory Reform (Fire Safety) Order 2005
- j. Work at Height – risk assessments are required for any person where there is a risk of serious injury from working at height – assessments are required for site work and for office work.

Where any assessment indicates that the risk is moderate or high, action will be taken to reduce the risk to a minimum before work commences.

16. Site Rules

- a. Staff must sign in when they arrive on site.
- b. Staff must not go anywhere on a site where they knowingly put themselves in danger of an injury.
- c. Particular care must be taken to ensure that safe access is available to all areas visited, whether on site or carrying out a survey.
- d. On no account should staff or contractors:
- e. Climb onto parapets or ledges to access or take photographs of inaccessible areas
- f. Enter onto any flat roofs unless it has been confirmed that these will support a person's weight

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- g. Enter unlit spaces without a torch or light
- h. Enter confined spaces such as manholes, tanks etc without training and a permit to work system being in operation.
- i. Attempt to climb ladders whilst carrying other items unless these are in a shoulder bag or similar carrying device to allow both hands to be free.
- j. Before ascending any ladder, ensure that it is tied and that it extends at least 1.1 metre above the working platform.
- k. Before going on scaffolding, ensure that handrails and toe boards are in place to prevent falls.
- l. If a member of staff is in any doubt about his or her safety while on site, advice should be sought from their manager.
- m. If there is a need for any materials on site to be disturbed / sampled etc a request should be made to see the asbestos register. This is a requirement of the Control of Asbestos Regulations 2012.

17. Smoking

- a. It is illegal to smoke in any enclosed workspace under the Smoke-free (Premises and Enforcement) Regulations and Smoke-free (Signs) Regulations 2007. As such CJ Paint Spraying Ltd will actively prohibit smoking in the workplace and will aim to improve the health and wellbeing of all persons on site.
- b. CJ Paint Spraying Ltd will actively encourage members of staff who wish to quit smoking and to help them break the habit. This is in line with our mission to ensure that all staff are able to be as fit and healthy as they choose.
- c. Should any person be found in breach of this policy, standard disciplinary measures as identified in other HR policies will be followed. Guests will be asked to immediately extinguish the item and warned or asked to leave site.

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18. Stress and prevention of violence to staff

- a. CJ Paint Spraying Ltd recognises its responsibility to prevent violence to staff so far as reasonably practicable.
- b. All Directors will be responsible for the prevention of foreseeable violence, including violence on sites, intimidation and undue pressure, to members of staff in their areas of responsibility.
- c. Senior Directors will be responsible for the strategy following a robbery, attack or blackmail attempt. They will be responsible for discussions with the media and police, for de-briefing staff, for providing support to staff and for assistance to staff involved in court hearings.
- d. A professional counsellor may be appointed, to counsel staff that have been involved in violence.
- e. The procedures and policy with respect to the prevention of violence to staff will be reviewed and updated on a regular basis.
- f. The Company recognises that, whilst a degree of pressure can be a positive force at work, excessive demands and pressure have a negative effect on health and on performance at work. The Company is committed to promoting good health at work; it is therefore concerned to recognise the negative impact that stress has on individual members of staff, and to provide suitable support mechanisms for members of staff suffering from stress.
- g. Through the risk assessment process, the Company will continue to identify hazards and assess all risks to mental and physical health and safety with the objective of reducing them, as far as is reasonably practicable.

19. Training

- a. All staff will receive induction training on entry to the company and at regular intervals thereafter when new technology or new processes are introduced.
- b. Chris Graham and the administrative staff, will keep records of training. The training will include the procedures specified in this document.

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- c. Suitable awareness training will be provided concerning issues that may arise.
- d. All staff will receive training in:
- e. Display Screen Equipment
- f. Emergency Procedures; Fire and Bombs.
- g. Other specific training such as Manual Handling will be done on an as-needed basis.
- h. All staff should consider their own training needs and request training in any matter that they need to fully understand to prevent an accident or ill health arising.

20. Workstations

- a. Suitable advice and training will be provided to all staff with respect to the safe use of their workstations.
- b. CJ Paint Spraying Ltd will ensure that assessments are carried out on a regular basis and that the findings are made known to the staff. If alterations are required to any item such as the chair, the computer equipment or the lighting, this will only be done after consultation with the member of staff concerned.
- c. CJ Paint Spraying Ltd have designed the layout of the office to comply with the Display Screen Equipment Regulations 1992. However, it is recognised that certain modifications may be needed to some of the workstations on account of the member of staff who is working at the workstation. An ergonomic approach will be taken when assessing the need for change.
- d. If any health problems arise when using a computer workstation, these should be reported to Chris Graham who will organise a reassessment of the workstation. However, in many instances, problems can be rectified by the member of staff reorganising the layout of the workstation, sitting at the correct height and taking periodic short breaks from in-putting.

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21. Work Equipment

- a. All work equipment will be electrically tested in accordance with the recommendations from the HSE and the IET. If problems are identified when testing equipment, the frequency of testing will be increased. A competent person will carry out the tests and records will be maintained.
- b. CJ Paint Spraying Ltd expects and require every contractor to ensure that electrical equipment is maintained in good condition, is used for the correct purpose and is subject to a PAT test or other formal examination in accordance with guidance from the HSE.
- c. All plant and equipment requiring statutory inspection such as mobile elevated working platforms, cranes, air receivers etc will be inspected and tested by the due date.
- d. A lifting plan will be written before lifting using a crane or a Mobile Elevated Working Platform is used.
- e. Staff must report any faults immediately and stop using the equipment if there is a risk of an accident occurring.
- f. Guards on machinery and equipment must always be kept in place. Damaged or broken guards must be reported, as the purpose of a guard is to prevent access to dangerous parts of machinery.
- g. Staff should make themselves aware of the operating instructions for all equipment and should not use dangerous equipment unless fully trained. Staff should never carry out repairs.
- h. If possible, all electrical equipment must be isolated at night and disconnected to avoid the possibility of a fire.

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22. Workplace

- a. All walkways must be kept free of boxes, cables, waste materials etc that could cause trips and falls.
- b. Any broken glass and sharps must be cleared up immediately and disposed of in a sharps box. If possible, the broken material should be wrapped in cardboard or paper to prevent handling injuries and a note should be affixed for the information of the cleaners.
- c. Site offices and welfare facilities will be regularly cleaned. However, all staff must endeavour to keep the areas as clean and tidy as possible to prevent accidents and illness. Food waste should be disposed of correctly to minimise the risk from rats and the diseases they bring – Weils Disease and Leptospirosis.
- d. All lighting will be maintained in a good state of repair. If tubes or bulbs need replacing, these will be done as soon as possible after the matter has been reported.
- e. The provision of heating and ventilation at Head Office is the responsibility of the building management. CJ Paint Spraying Ltd will liaise with them to ensure that the best conditions available are obtained.
- f. Interior window cleaning will be carried out at regular intervals using specialist contractors using safe systems of work.
- g. Suitable toilet and washing facilities will be provided for all staff including the disabled and these will be kept in a clean and hygienic state. Facilities will be provided for storing outdoor clothes for all staff.
- h. Regular maintenance will be carried out to ensure the workplace is kept in a good condition and free from risks to health and safety.

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23. Workplace Chemicals – Control of Substances Hazardous to Health (COSHH)

- a. All substances that may be hazardous to health and used by employees will be identified and assessed according to the requirements of the Control of Substances Hazardous to Health Regulations 2002 as amended.
- b. These assessments and the Safety Data Sheets for each item used by the Company are to be held at Head Office.
- c. All contractors are required to provide their own risk assessments for COSHH products. Details of these assessments should be kept on site for the information of their staff.
- d. All site operatives are required to have read and understood the COSHH assessments prior to using any substances hazardous to health.
- e. All staff and contract staff will be expected to wear suitable personal protective equipment as specified in the assessments/data sheets and this will be provided to staff as appropriate. Suitable training in the safe use of personal protective equipment will be provided.

24. Emergency Procedures

Description

As part of our overall Health & Safety Management plan we will create not only a safe working environment but provide a suitable and sufficient means of controlling emergency situations, e.g. rescuing or retrieving persons who may become unavoidably trapped, collapse of a structure or uncontrolled release of a substance etc.

This will not however diminish any responsibility on our part, to do all that is reasonably practicable to prevent such an event occurring in the first place.

Associated Hazards

- Fire and explosion
- Flooding
- Asphyxiation
- Working at height or in confined spaces
- Hazardous substances
- Collapse of structures and excavations
- Bomb threat

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- Spillage.

Employees Responsibilities

- Co-operate and follow directions of responsible persons in order to comply with the emergency procedures
- Attend training in the actions to be taken in the event of an emergency
- Raise the alarm on discovering an emergency situation
- Only use emergency equipment if trained and authorised to use such equipment
- Report immediately any faults, damage to emergency equipment or concerns with emergency plans.

25. Staff Supervision

The Company understands supervision to be a formal arrangement which enables each member of its staff to discuss their work regularly with another more experienced member of staff.

The more experienced member of staff, known as the supervisor, facilitates the discussion with the less experienced member of staff, the supervisee. The Company understands the aim of supervision to be to:

- a) Identify solutions to problems
- b) Improve practice
- c) Increase understanding of work-related issues
- d) Recognise lines of accountability
- e) Promote safe working practice
- f) Make any reasonable adjustments to the work carried out

All supervision should have three core functions. It should:

- a) Provide support to staff in their work
- b) Promote personal and professional development
- c) Promote Health and Safety and quality practices

The Company is committed to ensuring that:

- a) supervision is available for all employees
- b) the content of supervision sessions will be recorded by the supervisor

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c) supervision or any information revealed during supervision will not be used to assess performance or competence

d) supervisors will be selected by the senior management team and have training in the process of supervision

PROCEDURE

1. All employees must have a nominated supervisor whose name should be entered in their personal development file.

2. All employees should have at least one formal supervision session of at least one hour duration at a time and frequency agreed between the supervisor and staff member. This will include direct observation in the workplace, one-to-one meetings or group meetings

3. Supervision time must be planned, protected and uninterrupted. Sessions should be held in private and should be entirely confidential.

4. Supervision time should be taken during the working day and a time that is convenient to other employees and not affect the project working on.

5. An agreement should be agreed between a staff member and a supervisor setting out how they will conduct their supervision session

6. Any notes made should be strictly confidential and kept securely.

7. Any training needs identified will be supported by the personal development plan of the staff member

EVALUATION AND REVIEW

At the end of the negotiated period of individual supervision, the agreement should be renegotiated. Individual supervision may now take on a different form and be held less frequently. This should be discussed with the supervisor.

TRAINING

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Training will be provided for new supervisors to ensure they are aware of the supporting role required as a supervisor through a relevant course for supervisors.

26. Occupational Ill Health

INTRODUCTION

The Company recognises that staff can become ill because of the work they undertake. Occupational ill health is preventable and can be reduced by taking effective steps to control health risks at work. One of these steps is to arrange for the health surveillance of employees. This guidance gives the company advice on what is required to meet the legal duty to provide health surveillance at work and the benefits of health surveillance. It outlines the health surveillance requirements of particular regulations.

DEFINITIONS

Health surveillance is about putting in place systematic, regular and appropriate procedures to detect early signs of work-related ill health among employees exposed to certain health risks; and acting on the results. To comply with the law, this means selecting from a range of specific techniques:

- A **'pre-screening assessment'** to be completed by employees prior to starting work to identify if they have any pre-existing health problems.
- An **'initial assessment'** carried out by a competent person in conjunction with the manager. The competent person should have the skills, knowledge and experience to know the symptoms to recognise.
- An **'Occupational Health Assessment'** carried out by a qualified person, this could involve asking employees about symptoms of ill health, or inspecting or examining individuals for signs of ill health. Examples might be someone conducting a hearing test, or an occupational health nurse carrying out a lung function test where employees regularly use certain hazardous substances.
- **'Medical surveillance'** by a doctor, which can include clinical examinations, for example to look for a reaction from exposure to some chemicals.
- **'Biological and biological effect monitoring'** to measure and assess the take up of, or the effects of, exposure to substances such as lead or other chemicals, by testing blood, urine or breath samples.

WHY CARRY OUT HEALTH SURVEILLANCE

The benefits of health surveillance are that it can:

- Provide information to detect harmful health effects at an early stage, thereby protecting employees and confirming whether they are still fit to do their jobs
- Check that control measures are working well by giving feedback on risk assessments, suggesting where further action might be needed and what it might be
- Give employees the chance to raise any concerns about the effect of their work on their health

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MANAGEMENT RESPONSIBILITIES

It is the responsibility of all managers to ensure that they:

- Identify the employees that may be at risk from being exposed to any specific hazards
- (Reduce or control the risk arising from the identified hazard to such a level that it is not harmful to health (see links to other arrangements)
- Provide employees with information explaining the benefits of health surveillance, and especially how it is not in their long-term health interests to conceal symptoms
- Arrange health surveillance for employees exposed to health hazards

It is the responsibility of Health, Safety and Welfare Team to:

- Re-examine the risk assessments to decide whether to take action to protect the rest of the workforce, and introduce improved control measures if necessary
- Take appropriate action in response to the results of any health surveillance, and monitor to ensure any existing risk controls are working
- Retain individual health surveillance records for 50 years from the date of last entry
- Report any case of work related disease on the company Accident/Incident Reporting form
- Discuss any employee's occupational ill health/ incapacity with Human Resources Officer/Chief Executive

EMPLOYEES RESPONSIBILITIES

It is the responsibility of all employees to ensure they:

- Inform their line manager of any work-related health condition
- Inform their line manager of any health & safety related issues which may affect their health and safety
- Co-operate fully with any health surveillance programme, and attend any health surveillance appointments
- Use any equipment, procedures, training and/or personal protective equipment ,which is provided for their health & safety
- They complete an accident form identifying the work place disease or condition at the earliest sign of symptoms

CONTROL MEASURES / IMPLEMENTATION

2. Identify those staff likely to be exposed to risks of HAV, dermatitis, excessive noise levels, harmful substances and occupational asthma – arrange awareness-raising sessions for them, and monitor their condition on an annual basis, or more frequently, if deemed necessary
3. Monitor absence / sickness level records, to identify staff who are frequently absent, or to identify potential patterns of absence. Staff who are frequently absent or absent over consecutive 20 days to be referred to the Occupational Health Service.
4. Ensure staff use supplied PPE when exposed to risks of hazards

CJ Paint Spraying Ltd

Chris Graham

Director – CJ Paint Spraying Ltd
Date – 31/03/2024