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Health, Safety, and Welfare Policy

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Contents:

1. Introduction
2. General Statement of Intent
3. Organisational Arrangements
4. Responsibilities
5. Review and monitoring
6. Arrangements
7. Fire Risk Assessment
8. First Aid
9. Training
10. Welfare
11. Accident and Incident
12. Accident Investigation
13. Slips, trips, and falls
14. Noise
15. Hand arm vibration
16. Lone working
17. Subcontractors
18. CDM



INNERSPACE

CHESHIRE

19. Occupational health
20. Hazard reporting
21. Consultation
22. PPE
23. COSHH
24. Risk assessment
25. Manual handling
26. Display screen equipment
27. Work on or near asbestos
28. Portable Electrical Equipment
29. Plant and equipment
30. Nail guns etc.
31. Abrasive wheels
32. Work on or near a public highway
33. Public safety
40. New and expectant mothers
41. Young persons
42. General and office safety



INNERSPACE

CHESHIRE

Introduction

This Health, Safety and Welfare Policy has been published for the information of all Innerspace Cheshire employees, any subcontractors we may use, clients as appropriate; in pursuance of the duty imposed on them by the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other subsequent legislation.

It is the responsibility of both management and their employees to know and understand the contents of this policy so that it may be implemented in its entirety.

This policy details individual responsibilities, safety rules, emergency procedures and monitoring methods. Monitoring methods are intended to measure the overall effectiveness of the safety systems and procedures that have been introduced and are contained within this policy.

Innerspace Cheshire has put in place systems to provide advice, guidance, and assistance in relation to all health, safety and welfare matters as is necessary, this includes accident investigations, documentation, and procedures.

Procedures are also in place for the implementation of risk assessments and training as necessary to enable the company to carry out its operations in a safe and healthy manner.

Innerspace Cheshire has the advice available of a competent person to assist and advise in matters of health and safety to comply with Regulation 7 of the Management of Health and Safety at Work Regulations 1999 (competent health and safety assistance).

Health and Safety Assistance provided by Paul Brough BSc (Hons) TechIOSH MIIRSM IMAPS BOHS
Health and Safety Advisor and CDM Consultant

This Health, Safety and Welfare Policy and its procedures combined with the monitoring procedures comply with BS 18004:2008



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Innerspace Cheshire Ltd

Health, Safety and Welfare Policy

General Statement of Intent

Innerspace Cheshire recognises and accepts its responsibilities as an employer to provide a safe and healthy workplace and working environments for all their employees, subcontractors, clients, and others.

The company shall; so far as is practicable take any actions necessary to meet their statutory obligations (as a minimum) and will pay attention to the provision and maintenance of:

1. Plant, equipment, and systems of work that is safe.
2. Safe arrangements for the use, handling, storage and transport of all articles and substances that are used during any of their undertakings.
3. Sufficient information, instruction, training, and supervision to enable all their employees to avoid hazards and contribute positively to their own health, safety, and welfare.
4. A safe place of work and safe access and egress to and from it.
5. A healthy working environment.
6. Adequate welfare facilities.
7. The development and maintenance of a positive safety culture.
8. The provision of adequate resources, including time, finance, and effort to ensure that the objectives of this policy, our work and the customer/client needs are met.

Innerspace Cheshire also recognises its obligations for the health, safety and welfare of its visitors and neighbours by having in place measures to protect them from the company's acts and/or omissions.

Without detracting from the primary responsibilities of the management for ensuring safe and healthy conditions of work, the management of Innerspace Cheshire shall provide competent technical advice on all health, safety and welfare matters where it is necessary to assist management in this task.

Name: Ian David Lamb

Signed: Ian Lamb

Position: Managing Director

Date: 01 01 24

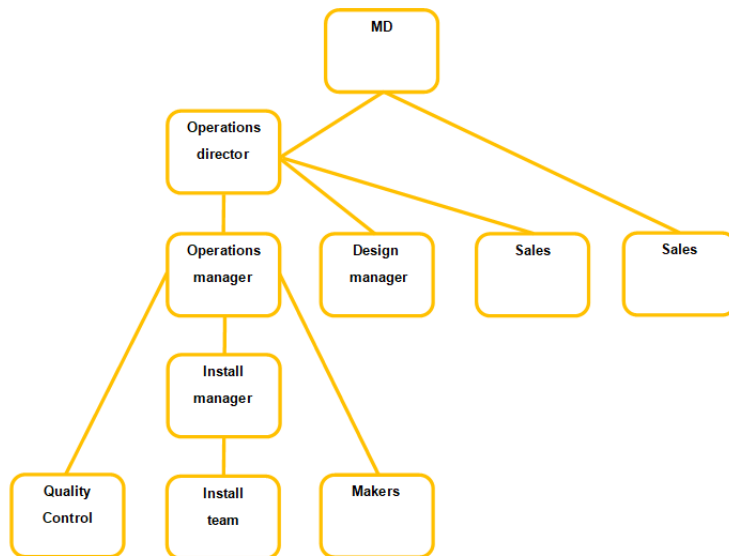


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Organisational Arrangements

Structure for health and safety



Responsibilities of the Managing Director

- The Managing Director has overall responsibility for ensuring that the contents of this policy are adhered to, carried out and amended when necessary. The Managing Director has other duties that include:
- The adequate provision of materials and financial resources to enable the objectives of this policy to be met.
- That all levels of employee know and understand their duties regarding their health, safety, and welfare and that of others who may be affected by their acts and/or omissions.
- The provision of adequate training to all level of employee to enable them to maintain competency in the maintenance of their own health, safety, and welfare.
- The provision of adequate supervision always.
- The adoption of a positive safety culture and that it is maintained by all Innerspace Cheshire employees, their subcontractors, and visitors.
- The setting of a good personal example always e.g. wearing all recommended personal protective equipment where necessary and adherence to all safety systems and procedures.

Responsibilities of the Operations Director

The Operations Director is directly responsible to and on behalf of the Managing Director; in their absence, for ensuring that the contents of this policy are adhered to/carried out, as necessary. The Operations Director has other duties that include:



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- The responsibility (after consultation) for the identification of all the company's health, safety, and welfare training requirements.
- The responsibility to ensure that the contents of this policy are brought to the attention of all company employees, subcontractors, and visitors to the premises.
- When identified, make aware the Managing Director and of any deficiencies/shortfalls in training, protective equipment, special provisions etc. required to enable all works to be carried out in a safe and healthy manner.
- The hearing of all requests for training/educational course about health, safety, and welfare; all requests will be decided on merit and reasons given for agreement or refusal.
- The provision of advice and support and when required provide additional support, training, or education to allow all nominated persons to carry out their health, safety, and welfare duties competently and confidently.

Responsibilities of the Workshop Manager

The Workshop Manager is responsible to the Operations Director for ensuring that the work is undertaken in a safe manner. The Installation Manager shall be responsible for reporting any health and safety concerns to the directors. Site Foremen shall also be responsible for:

- Ensuring that nominated persons regarding health, safety and welfare carry out their stated duties to the best of their abilities
- Ensuring the introduction and implementation of suitable and sufficient risk assessments, method statements and safe systems of work.
- Be responsible for all health, safety, and welfare on site.
- The setting of a good personal example always e.g. wearing of all recommended personal protective equipment when necessary and adherence to all safety systems and procedures.
- Ensuring that suitable and sufficient site rules are produced and implemented.
- The production of suitable method statements as necessary and to ensure that such method statements are adhered to during that phase of the project.
- Where hazards on the project have been identified that suitable control measures are implemented where such hazards cannot be eliminated.

Responsibilities of Installations Team Leader

The installation Manager is responsible to the Operations Director for ensuring that the work is undertaken in a safe manner. The Installation Manager shall be responsible for reporting any health and safety concerns to the directors. Site Foremen shall also be responsible for:

- Ensuring the working methods detailed in the health and safety arrangements and procedures are adopted on site.
- Undertake dynamic risk assessments as required on site.
- Arrange for the distribution of health and safety documentation and information consistent with Innerspace Cheshire policy to all subcontractors, if necessary.
- Ensure that all identified hazards and standards are considered when ordering or specifying materials.
- Ensure that all contractors working on their site obtain the induction and skills necessary to safeguard their health and safety and that of others whom their work activities may affect.
- Ensure that adequate health, safety, and welfare on site are provided.
- Ensure the safe access and egress from all workplaces.
- Ensure that, so far as reasonably practicable, a healthy and safe working environment that is free from significant risk.
- Ensure that Innerspace Cheshire employees comply with all client site rules, procedures and safe systems of work.
- Ensure that good housekeeping is carried out.
- Act immediately upon any health and safety breach by Innerspace Cheshire employees.



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- Encourage employees of Innerspace Cheshire to report any perceived hazard.
- Report all accidents or dangerous occurrences.
- Identify any training needs and discuss them with the directors.
- Ensure systems are in place to prevent unauthorised access to the site so far as this relates to Innerspace works.
- The setting of a good personal example always e.g. wearing of all recommended personal protective equipment when necessary and adherence to all safety procedures and systems.

Employees Duties.

- To take reasonable care of your own health and safety.
- If possible, to avoid wearing jewellery or loose clothing if operating equipment.
- If you have long hair, or wear a headscarf, make sure it is tucked out of the way as it could get caught in equipment.
- To take reasonable care not to put other people i.e. fellow employees, client staff and members of the public at risk by what you do or do not do during your work.
- To co-operate with the management, making sure you get proper training and you understand and follow the company's health and safety policies.
- Not to interfere with or misuse anything that has been provided for your health, safety, or welfare.
- To report any injuries, strains, or illnesses you suffer because of doing your job, management may need to change the way you work.
- To tell the management if something happens that might affect your ability to work, like becoming pregnant or suffering an injury.
- If you drive or operate machinery, you have a responsibility to tell your employer if you take medication that makes you drowsy.
- They shall co-operate with the management of Innerspace Cheshire to enable the company to carry out its statutory obligations under the Health and Safety at Work etc. Act 1974 and subsequent legislation.
- Comply with all parts of this policy, ensuring complete awareness of the relevant sections that apply to their field of work.
- Observe all company safety rules, procedures, safe working instructions and emergency procedures both office and site based.
- Ensuring the wearing of the recommended personal protective equipment always and the use of the correct tools and equipment when undertaking any given task in relation to their work.
- Report to management as soon as possible any known or suspected defects to any items of plant, equipment, or protective clothing.
- No attempt shall be made to operate an item of plant or equipment that is known or suspected to have a defect.
- No attempt shall be made to operate any item of plant or equipment unless trained, competent and authorised to do so.
- Ensure that all personal tools, appliances, and equipment are kept in good working order and are subject to regular maintenance.
- Make full use of any cleaning products and welfare facilities provided.

Employee involvement, responsibilities, cooperation, and consultation

Innerspace Cheshire recognises that no Health, Safety and Welfare Policy will be successful unless it has the full support of all employees and as such shall actively seek to involve all level of employee in its formulation and operation.

All level of employee shall be consulted on changes to policies, systems, and procedures etc. Methods of informing employees shall include informally, orally and email and formally by letter and notice board.



INNERSPACE

CHESHIRE

It is expected that all level of employee cooperates with each other and management to ensure the arrangements in this policy and safety of themselves and others during our works are not put at harm.

The management of Innerspace Cheshire Ltd welcome suggestions and ideas by employees regarding any deficiency and/or improvement to the safety management system that they identify.

Drugs shall be permitted under the instruction of a Doctor of Medicine and do not influence how the work is carried out.

Review and monitoring procedures

Performance measurement is an essential means of monitoring the extent to which this policy and its objectives are being met.

Proactive measures of performance that monitor compliance shall include periodic observation of work and behaviour and by regular safety inspections. These shall be conducted by the Operations Director or other person deemed competent.

Reactive measures of performance that monitor compliance shall include accident/incident investigation and the monitoring of instances of ill health.

This policy, its procedures and safe working practices shall be reviewed on an annual basis or as circumstances and legislation dictate. This shall be carried out by the Operations Director in conjunction with the nominated Person for Health and Safety (external source).

Arrangements

Action Plan/Emergency procedures (office-based staff)

If you discover a fire (no matter how small, or suspect the presence of fire) immediately raise the alarm by breaking the nearest fire alarm call point or by any other means at your disposal, then proceed as detailed below for persons hearing the fire alarm.

On hearing the fire alarm

- Do not panic
- Do not run
- Leave the building by the nearest exit
- Do not stop to collect personal belongings
- Report to the assembly point situated on the car park

Do not re-enter the building unless given the all clear and instructed to do so by the Fire and Rescue Service or senior person on site. In case of emergencies: telephone 999

Fire Risk Assessment

A Fire Risk Assessment shall be carried out in compliance with the Regulatory Reform (Fire Safety) Order 2005, Article 6. This assessment shall be reviewed at least on an annual basis or when circumstances, process's, workforce, or procedures dictate.



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CHESHIRE

Any amendments to the fire risk assessment shall be brought to the attention of all employees and others who may require the information.

A Fire Risk Management Policy shall be produced to ensure that the required standards are met, maintained and as circumstances change, improved upon. This policy shall be reviewed on an annual basis and amended, as necessary.

Copies of the buildings Fire Risk Assessment and Fire Risk Management Policy will be able to be reviewed upon request to the management.

First aid

First aid kits are in the administration office, company vehicles also carry first aid kits; these will be replenished as and when necessary by the Operations Director.

Company vehicles shall also carry suitable fire extinguishers.

If used, subcontractors shall carry first aid kits and fire extinguishers on their vehicles.

Training

All new employees shall receive induction training at the commencement of their employment.

Ongoing training shall continue for all level of employee when new systems, processes or equipment are introduced or as deemed necessary by the Operations Director.

Training needs and future training requirements shall be identified and implemented by the Operations Director.

All level of employee shall receive both “on site and office-based training” as required.

When required; employees shall have to produce a valid certificate of competence/training before carrying our tasks.

Suitable, sufficient, and accurate records of all training shall be maintained by the company.

Welfare facilities

Where Innerspace Cheshire is not the main contractors on site permission shall be sought for the use of welfare facilities on site.

If Innerspace Cheshire are the main contractor on site then suitable welfare facilities shall be provided, facilities shall include the provision of hot and cold running water, soap, towels, toilet, suitable place to eat and drink. Welfare facilities provided by Innerspace Cheshire shall comply, where possible with Schedule 2 of the Construction (Design & Management) Regulations 2015.

Accident and incident reporting

Employees who have had an accident or incident whilst at work shall ensure that the details are recorded in the company's accident book. The accident book shall be kept in the administration office.



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CHESHIRE

Upon notification of an accident or incident the site shall be preserved, and the Operations Director shall investigate to determine the cause and to instigate remedial action as required. The investigation may be carried out by an external source.

Where an accident occurs to a person at work that results in death, major injury or an injury lasting that meets the criteria for reporting to the Health and Safety Executive as specified in the Reporting of Injuries, Diseases, Dangerous Occurrences Regulations 2013 (RIDDOR13) and included members of the public, the Managing Director and the Health and Safety Executive (HSE) must be notified immediately.

Upon notification to the HSE form F2508 (in the case of disease 2508A) must be completed. This is a statutory duty of all employees under health and safety legislation.

Accident investigation

Innerspace Cheshire recognises the duty to undertake accident and near miss investigations so that we can prevent a re-occurrence of the same incidents. The findings shall be documented, and any remedial actions and controls shall be instigated.

The measures shall include:

- The identification of the cause/s of the accident/near miss.
- Investigating each occurrence to identify the causes and control measures to prevent a re-occurrence.
- Ensuring that all relevant accidents and near misses are reported and investigated.

Slips, trips, and falls

Innerspace Cheshire recognises their duty to ensure that the premises they occupy and work at must be maintained and cleaned to an acceptable standard. This shall be carried out by the implementation of a good housekeeping regime. This is to ensure that situations do not arise that may cause slips, trips, or falls.

To ensure the premises occupied and workplaces are maintained and cleaned Innerspace Cheshire shall instigate control measures. These measures shall include:

- The monitoring of premises and identification of any necessary actions.
- Assess the risk involved and the control measures that need to be put in place.
- Ensure that safe working practices are developed and implemented.
- The provision of information, instruction and training to all persons who may be affected.
- Provide suitable and sufficient signage to indicate the presence of a hazard.



INNERSPACE

CHESHIRE

Noise

Innerspace Cheshire recognises that situations may arise whereby noise levels rise above the recognised accepted legislative standard. They also recognise the requirement to control the exposure of their employees to high noise levels. When this situation arises, Innerspace Cheshire shall instigate control measures.

These measures shall include:

- The identification of the areas and tasks that may pose risk of hearing damage.
- The undertaking of a full and comprehensive noise assessment.
- The assessment of the risk involved, and the control measures required.
- The implementation of the control measures identified in the risk assessment to either remove or control the risk.
- Issue of personal protective equipment to all persons involved.
- Training in the use of personal protective equipment.
- The provision of health surveillance when necessary.

Any employee showing signs or symptoms of hearing loss or similar complaint shall be referred to an Occupational Health Practitioner and at the full expense and time of the company.

Hand arm vibration

Innerspace Cheshire recognise the risk that their work may pose a risk of hand arm vibration syndrome, when this arises, they shall instigate control measures.

These measures will include:

- The identification of all tasks where vibration transmitting tools or materials are used.
- The assessment of the risk involved and the control measures that are required.
- Ensuring that the tools used are maintained to a high standard.
- Ensure that employees are not exposed to vibration that exceeds the current recommended exposure levels.
- Ensure that employees are provided with facilities to keep their hands warm.
- Ensure that employees understand the reporting procedure, to enable them to report any medical condition that may affect their health and ability to undertake their work activities.
- Appoint the services of an Occupational Health Practitioner if deemed necessary.
- Issue appropriate safety equipment to personnel involved.
- Suitable and sufficient training in the use of personal protective equipment.

Any employee showing signs or symptoms of vibration caused injuries/disease shall be referred to an Occupational Health Practitioner and at the full expense and time of the company.



INNERSPACE

CHESHIRE

Lone working

Whenever possible working alone shall not be permitted but it is understood that sometimes this situation will be unavoidable. When this arises, suitable control measures shall be instigated.

These shall include:

- The assessment of the risk involved and the control measures that needs to be put in place.
- The establishing of emergency contact procedures.
- Ensure that regular contact is made with the lone worker.
- Implementation of the control measures.
- Ensure that safe working practices are produced and implemented.

Subcontractors

Subcontractors who may carry out work on behalf of Innerspace Cheshire shall be supplied with a copy of this policy.

Subcontractors shall bring the contents of this policy to the attention of their employees who are to work on Innerspace Cheshire projects.

Subcontractors shall; always follow the safety rules and working practices as laid down in this policy. Where applicable subcontractors shall provide Innerspace Cheshire with copies of their current:

- Health and Safety Policy
- Employers Liability insurance
- Public Liability insurance

**This list is not exhaustive.*

Subcontractors risk assessments shall be completed to a suitable and sufficient standard applicable to the works.

Before any subcontractor is employed, they must be able to demonstrate an awareness of current health and safety legislation and good practice through the completion of a comprehensive questionnaire with supporting documentation.



INNERSPACE

CHESHIRE

Supervision and monitoring of contractors.

Subcontractors shall be subject to supervision and monitoring by:

- Regular site visits by the Managing Director, Operations Director, or Installation Manager.
- The provision of method statements, systems of work as applicable.
- Provision of any training records.
- The auditing of subcontractors on site.
- The regular auditing of contractor documentation.
- Innerspace Cheshire shall be informed of any accidents or incidents occurring on site and of the results of any subsequent investigation and remedial action.
- Regular and scheduled meetings with Innerspace Cheshire with a set agenda and any other business.

Subcontractors will not be permitted to further subcontract the works unless by prior agreement with the Operations Director.

CDM

Innerspace Cheshire Ltd may act as Principal Contractor for some projects. To comply with their duties under the CDM Regulations 2015 they shall:

- Ensure the Client is aware of their duties.
- Ensure the construction phase is properly planned, managed, and monitored.
- Ensure the project is adequately resourced.
- Ensure that all duty holders are provided with information about the project.
- Ensure safe working, coordination, and cooperation between all duty holders.
- Ensure that a suitable construction phase plan is prepared.

Occupational health

Innerspace Cheshire recognises the duty to ensure the health and wellbeing of anyone who may be affected by their work activities.

Where a risk assessment has deemed it necessary, procedures will be introduced to monitor employees who are, or may be, exposed to health and wellbeing risks whilst carrying out their work.

It is also recognised that employees may require referring for health screening as part of a health surveillance programme.

Control measures shall be instigated to ensure the health and wellbeing. These measures include:

- Hazards that have the potential to cause ill health to employees or anyone who may be affected by the work activities are identified in the risk assessments.
- The appointment of an Occupational Health Practitioner.
- Ensure that employees understand the reporting procedure, to enable them to report any medical condition that may affect their health and ability to undertake their normal work activities.
- The assessment of the risks involved and the control measures that needs to be put in place.
- The issue of appropriate personal protective equipment to employees involved.



INNERSPACE

CHESHIRE

- The provision of suitable and sufficient training in the use of personal protective equipment and other safety devices.

Hazard reporting

To encourage a proactive approach to health and safety Innerspace Cheshire have implemented a hazard reporting procedure to enable employees to raise awareness of hazardous situations which may cause harm. Control measures shall be instigated to enable the procedure to be implemented.

The measures include:

- The establishment of how hazards that occur can be formally reported.
- The provision of information and where necessary training for all employees to enable them to identify hazards that occur and be able to report them.
- Ensure that all hazards are brought to the attention of the line management concerned.
- Ensure that hazards are promptly and properly dealt with.

Consultation

The management of Innerspace Cheshire shall hold regular discussions with employees in the form of on the job talks and by pre-arranged formal meetings. Employees will be encouraged to voice any concerns either verbally or in writing.

The job talks and meetings shall:

- Be on an informal and formal basis.
- Be documented.

Personal protective equipment (PPE)

All employees shall wear or use any item of clothing or equipment supplied and deemed as a control measure; this shall include members of the management team.

Where an employee feels that a different control measure or more suitable item of PPE is needed then this shall be brought to the attention of the management as soon as practicable.

All employees shall receive adequate information, instruction, training, and supervision regarding the storage, use and maintenance of all such PPE.

PPE shall be stored, maintained, and replaced in accordance with the manufacturer's instructions.

PPE shall be of the correct type, size and fit and must satisfy the appropriate British or European standard.



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Control of substances hazardous to health (Coshh)

All products or materials bought for use by employees on company premises or sites that may contain a substance that is hazardous to health or has a control limit under HSE EH40 shall be assessed before being put into use, as in accordance with current legislation.

All employees shall, prior to commencing work with the company be subject to a "Face Fit Test" for face/dust masks, ori-nasal masks, and powered respirators. The management shall ensure that suitable and sufficient training is provided on all respiratory protection.

All employees shall be subject to regular refresher training on respiratory equipment. Repeat "Face Fit Tests" shall be carried out, as necessary.

Coshh assessments shall be recorded and made available for viewing.

No product or material that may be subject to a Coshh assessment shall be used until a full and comprehensive Material Safety Data Assessment sheet has been supplied by the manufacturer or supplier of the said product or material.

If a product or material contains a substance that is deemed as hazardous then whenever practicable a safer alternative shall be used.

No employee shall use a substance that is hazardous to health without referring to the Material Safety Data Assessment sheet and Coshh assessment and then employing all recommended safety precautions as stated.

No hazardous substance shall be used until all risks have been reduced to an acceptable level or eliminated altogether.

Control measures shall comply with the Control of Substances Hazardous to Health Regulations as a minimum.

Risk assessment

An assessment of risk shall be carried out on all works to comply with the Management of Health and Safety at Work Regulations 1999. These assessments shall be carried out by the Operations Director or other person deemed competent.

Risk assessments shall be of a standard that is suitable and sufficient for the work.

When findings of risk assessments are deemed as significant then those assessments shall be recorded.

All necessary action shall be taken to eliminate or reduce to as low as practicable any risk to person, property, plant, or material.

Where PPE is required as a control measure, selection shall be made in consultation with the individual concerned and advice sought from the Operations Director.

PPE shall only be used as a "last resort" or in conjunction with other control measures.



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Manual handling

The Operations Director shall ensure that the requirement for manual handling is reduced so far as is practicable.

The potential for injury from manual handling tasks that cannot be avoided shall be assessed and any hazard identified by such assessment will be reduced so far as practicable.

Each employee has been or shall be instructed on the correct way to lift, move, or carry objects.

Whenever practicable to do so manual handling shall be eliminated or reduced to the lowest possible level using mechanical means or team handling.

Employees shall ensure they follow all appropriate systems of work as recommended by assessment.

Employees shall make full and proper use of equipment provided to them as aids to manual handling and co-operate with the management of Innerspace Cheshire during any introduction of new equipment or systems for manual handling.

Display screen equipment

To secure the health, safety and welfare of employees so far as reasonable and practicable the Managing Director shall ensure that members of staff who are deemed as “display screen users” receive sufficient information, instruction, training and supervision to enable them to carry out their work effectively and safely.

Arrangements for securing the health and safety of display screen users:

- An assessment of each workstation shall be carried out, considering the display screen equipment, furniture, the working environment, the task, and the user.
- All necessary measures shall be taken to remedy any risks identified because of assessment.
- Measures shall be introduced to incorporate changes of task within the working day to prevent intensive periods of onscreen activity.
- When necessary, computer software shall be reviewed to ensure that it is suitable for the task and is not unnecessarily complicated.
- The management shall arrange for the provision of free eye and eyesight tests for all employees who are deemed as “users” of display screen equipment, at regular intervals and when a visual problem has been encountered.
- The management shall arrange for the supply of free corrective lenses and frames where these are required specifically for working with display screen equipment.
- The management shall advise existing employees and all persons applying for employment that may entail use of such equipment of the potential risk to their health and safety and how they can be avoided or controlled.



INNERSPACE

CHESHIRE

Working on or near asbestos

A review of the Clients premises Asbestos Survey will be reviewed prior to work commencing in accordance with HSG264 Asbestos: A Survey Guide, if deemed necessary the client will be requested to carry out an asbestos survey to establish if asbestos is present and in what form.

All work with asbestos insulation, fillers, board products etc. shall be carried out by a licensed asbestos removal contractor.

The company has developed an "Emergency Procedure in the Event of Asbestos Discovery". All employees shall receive a copy of this procedure.

Portable Electrical tools and equipment

- Before any electrical item is put into service it shall first be checked to see that there is a valid safety inspection label attached.
- On agreement with management all electrical tools, equipment, and appliances, including office equipment shall be inspected both visually and electronically and have a valid safety inspection label attached before being returned to service.
- Whenever practicable battery-operated tools and equipment shall be used.
- Where impracticable to use battery operated tools and equipment then a centre tapped step down transformer shall be used to reduce the voltage to 110.
- Electrical tools and equipment that is the property of employees and used during their work shall be inspected both visually and electronically and have a valid inspection label attached.
- Portable tools that are in use and powered by a 240v supply shall be fitted with a 30 ma Residual Current Circuit Device (RCCD) for shock protection.
- 240v equipment shall only be used with the express permission of the management of Innerspace Cheshire.
- Electrical items that have or are suspected to have a fault or defect shall be taken out of service with immediate effect; a report will be made to the relevant manager. No item that has a fault shall be used until it has been repaired by a person deemed competent and has a valid safety inspection label attached.

Plant and work equipment

Any items of plant or equipment that are used shall be visually inspected for damage before any work is carried out.

All items of plant and equipment shall undergo a thorough formal inspection on an annual basis (as a minimum) and by a person deemed competent for the purpose.

Formal inspections shall be recorded with all relevant details e.g. type of plant, plant number, person carrying out inspection and date.

No employee of Innerspace Cheshire shall drive or operate powered equipment under the influence of alcohol or any illegal substance. If an employee feels incapable of driving/operating because of ill health, the effects of medication or for any other reason then, no attempt shall be made to carry out this operation, the Operations Director shall be informed immediately.



INNERSPACE

CHESHIRE

Drivers of company vehicles shall ensure that all materials, tools etc. are securely loaded and fixed. No vehicle shall be driven that is or appears to be overloaded, unstable or un-road worthy.

All items of plant and equipment shall be kept in a good state of repair, clean and stored properly at the end of each working day.

Any items of plant or equipment found to have a defect or suspected defect shall be taken out of service with immediate effect until a repair can be carried out or the item has been disposed of.

Guards and/or fencing shall not be removed from any type of plant or equipment without prior consultation and agreement with the Site Foreman.

Before any guard or fencing is removed it shall be electrically or mechanically turned off and locked off.

Locking off must be carried out by each person who may be working on the plant or equipment.

Never remove a guard or fence until the safety of the situation and equipment has been verified.

Nails guns etc.

Only low-key velocity indirect action cartridge tools shall be used. The tool shall be kept clean, well maintained and along with the cartridge kept in a lockable secure box. When in use, all appropriate PPE shall be used.

Abrasive wheels

Only employees who have received the adequate training and instruction and are deemed as competent shall use or change the abrasive wheel discs. All guards shall be inspected and fitted correctly, and all necessary PPE provided and used.

No guard shall be removed, or disc changed until the power source has been disconnected.

Working on or near the public highway

The following shall apply always:

- The Installation Manager shall employ every precaution practicable to protect the public and employees on site by ensuring that relevant notices are displayed, hoardings etc. erected. Special attention shall be paid to children.
- The setting out of road signs, traffic cones, barriers etc. shall be carried out by a person deemed competent for the purpose, the setting out shall, always conform to Chapter 8 of the Roads and Street Works Act.
- At all times whilst working on or near the public highway high visibility clothing shall be worn. The grade and standard of clothing shall be in accordance with the type of highway.



INNERSPACE

CHESHIRE

Work in confined spaces

No employee shall enter a confined space until they have been classed as competent through training and hold the relevant certificate.

Before entering a confined space, all required safety equipment shall be at hand, as identified by risk assessment. A comprehensive method statement and emergency action plan shall also be formulated before entry.

Working at height

The Operations Director and Installation Manager shall ensure that when work at height is necessary all works conforms to the Work at Height Regulations 2005, they will also ensure:

- Precautions shall be taken always to prevent persons and objects falling.
- Tower/access scaffolding is erected to the correct standard.
- Tower/access scaffolds shall only be altered or moved by a qualified person holding a PASMA Certificate.
- The Installation Manager shall ensure that no tower/access scaffold is overloaded.
- At the beginning of each working day the work platform shall be visually inspected.
- No ladder, including stepladders shall be used unless it is of sound construction, correct length and secured or footed by a second person.
- Extension ladders are permitted for short duration works only.
- Ladders of all types of shall be inspected for defects before each use and shall be taken out of service if defects are found.
- Ladders of all types shall be formally inspected on an annual basis and the findings recorded.

Public safety

- Visitors shall be accompanied always while on the premises.
- In the event of an emergency evacuation of the premises whenever possible visitors shall be escorted out of the building and accounted for at the assembly area.
- No unauthorised visitors are allowed on any project sites. Authorised visitors must be provided with suitable PPE while on projects sites.
- Visitors must be informed of the evacuation procedure and the assembly area for the site.
- Visitors shall be informed of any safety procedures required to be followed before entry to the site is given.
- Care shall be taken during the positioning of any waste skips, welfare facilities etc. Each shall be illuminated at night.
- Suitable warning signs shall be erected at all project sites to warn members of the public of any hazard that may be present on site.



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New and expectant mothers

Innerspace Cheshire recognise their legal duty to undertake a specific individual assessment of the tasks undertaken by new and expectant mothers, so far as not to expose them to hazards that may cause harm. When the situation arises, control measures shall be instigated.

The measures will include:

- The assessment of the risks involved and the introduction of control measures that arise from the assessment.
- The implementation and monitoring of the control measures.
- The provision of adequate facilities for rest during the pregnancy.
- The monitoring of the employee through the development of the pregnancy.
- The provision of adequate facilities for new nursing mothers.

Young persons

Innerspace Cheshire recognises their legal duty to undertake a risk assessment of the tasks undertaken by young persons.

When this situation arises, control measures shall be instigated.

These control measures will include:

- The assessment of the risks involved and the control measures that needs to be put in place.
- Ensuring that the control measures identified are put into place and implemented.
- Restricting the work activities of young person's where failure to do so is likely to result in injury.
- Ensuring that all relevant persons are informed of the activity and risks involved.
- Ensuring that the young person is supervised by persons who are trained and competent.
- The provision of information, instruction, and training to all relevant persons.

General and office safety

- All work with display screen equipment shall be assessed at regular intervals, to include the user, workstation, soft wear, and environment. Assessments shall also be carried out in the light of any changes to work practices, processes, personnel, or legislation.
- All areas used for storage shall have clear passageways and sufficient lighting always.
- During the storage of items heavier items are to be placed at a lower level than lighter items.
- Drawers or doors of cabinets shall not be left open and unattended.
- Spillage of any liquid or substance shall be cleaned up immediately.
- Flammable or hazardous items shall be kept in a lockable cabinet and clearly marked with appropriate signs; signs are to comply with the Safety Signs, Safety Signals Regulations 1996.
- Items, processes, or work practices that are or appear to be hazardous are to be reported to the Operations Director as soon as practicable.
- A good standard of housekeeping shall be maintained always.
- Never misuse any welfare facilities or equipment provided; deliberate misuse may result in disciplinary action being taken.
- Items of safety equipment provided shall be used always.
- Temporary, casual, young employees and pregnant women are more vulnerable and may require additional information, instruction, training, and supervision to enable them to carry out their work safely.