



## LOFT Interiors

### Health & Safety Policy & Safety Management System

CONTROLLED DOCUMENT	
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**1. Contents**

<b>Item</b>	<b>Page</b>
<b>1.0 Introduction</b>	<b>5</b>
1.1 Review and Amendments	5
1.2 Introduction	6
1.3 Health & Safety Objectives	6
<b>2.0 Safety Management System</b>	<b>7</b>
<b>3.0 Planning &amp; Implementation</b>	<b>8</b>
3.1 Health & Safety Policy Statement	8
3.2 Organisation Structure	9
3.3 Responsibilities	9
3.3.1 The Managing Director	9
3.3.2 General Duties of Directors	10
3.3.3 Managers	11
3.3.4 Employees	11
3.3.5 Responsible Persons	12
3.4 Communication of Information to Employees	12
3.5 Co-operation and Consultation	13
<b>4.0 Do - Implementation and Operation</b>	<b>14</b>
4.1 Accidents and Incidents	14
4.1.1 Reporting and Investigating Accidents and Incidents at Work	14
4.1.2 First Aid and Emergency Procedures	14
4.1.3 First Aid Personnel	14
4.1.4 First Aid Equipment	15
4.1.5 Hazard Detection and Near Misses	15
4.1.6 Dangerous Occurrences	15
4.2 Planning and Safe Systems of Work	16
4.2.1 Risk Assessments	16
4.3 Control of Premises	17
4.3.1 Access and Egress	17
4.3.2 Welfare	17
4.3.3 Fire Safety	17
4.3.4 Emergency Plans	18
4.3.5 Signage	18

4.3.6	Smoking	19
4.3.7	Fixed Electrical Installation	19
4.3.8	Housekeeping and Maintenance	19
4.3.9	Storage of Goods	19
4.3.10	Control of Visitors	20
4.3.11	Waste Disposal	20
4.4	Employee Safety	20
4.4.1	Training	20
4.4.2	Alcohol and Substance Misuse	21
4.4.3	Stress	21
4.4.4	Violence	22
4.4.5	Lone Working	22
4.4.6	Young Persons	22
4.4.7	New and Expectant Mothers	23
4.4.8	Personal Protective Equipment (PPE)	23
4.5	Occupational Health	23
4.5.1	Manual Handling	23
4.5.2	Control of Substances Hazardous to Health (COSHH)	24
4.5.3	Legionella	24
4.6	Work Activities	24
4.6.1	Work at Height	24
4.6.2	Loading and Unloading Vehicles	25
4.6.3	Protection of Others not in Employment	25
4.7	Work Equipment	25
4.7.1	Power Tools and Portable Appliances	25
4.7.2	Abrasive Wheel	26
4.7.3	Ladders and Step Ladders	26
4.7.4	Display Screen Equipment (DSE)	26
4.7.5	Fork Lift Trucks	26
4.7.6	Compressed Gas Cylinders	27
4.8	Inspections and Enforcement	27
4.8.1	Safety Inspections/Audits	27
4.8.2	Enforcement Visits and Action	27
<b>5.0</b>	<b>Check</b>	<b>28</b>



## 1.0 Introduction

### 1.1 Review and Amendments

Below is information relating to the periodic review and amendments made to this document following its original issue.

Actions undertaken	Date	Initial
<b>Policy issued by Spectra Safety to LOFT Interiors</b>	30.01.17	C.M

## 1.2 Introduction

Contained within this document are the policy, organisation details and arrangements for the health, safety and welfare relating to LOFT Interiors work activities in the United Kingdom.

This health and safety policy has been developed to enable LOFT Interiors to comply with the statutory requirements of the Health and Safety at Work Act 1974 and associated legislation.

LOFT Interiors believe that health, safety and welfare issues rank equally with our other business objectives, and good health and safety performance is recognised within our organisation as being an integral part of overall business performance.

We take an active approach to integrate this health and safety policy within our organisation, as we realise that failing to do so could result in avoidable harm to people as well as the associated loss and damages to our organisation.

In addition to this document, arrangements may also be expanded on in other documentation such as:

- LOFT Interiors health and safety procedures
- LOFT Interiors health and safety risk assessments
- HSE Approved Codes of Practice (ACOP)
- Health and safety management system documents

## 1.3 Health & Safety Objectives

The health and safety objectives for LOFT Interiors are:

- To maintain statutory standards of health and safety performance and ensure continuous improvement.
- To avoid accidents and ensure nobody suffers ill health as a result of employment within LOFT Interiors or due to our work activities.
- To plan and manage activities so that foreseeable hazards are assessed and risks within our organisation are managed as far as reasonably practicable.
- To review and compare the results annually with the previous year's results to measure the effectiveness of controls and determine any further actions.

## 2.0 - Safety Management System

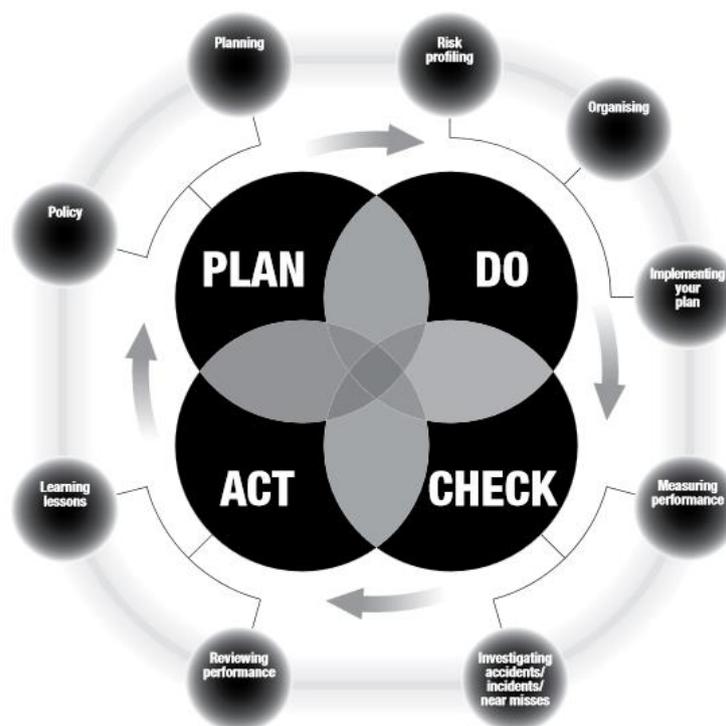
This health and safety policy forms part of the LOFT Interiors safety management system as the foundation document from which the management system can be developed and maintained.

Spectra Safety provide us with advice and guidance as per our contractual arrangements and will be consulted as required on health and safety related matters.

Our Safety Management System, including this policy and all other associated procedures, will be reviewed in light of relevant information provided to us by Spectra Safety, following any significant change within our organisation and at least every 12 months.

To help maintain the highest standards of health and safety performance and ensure continuous improvement, the Senior Management of LOFT Interiors, will establish and review annual objectives for health and safety.

The key elements of the SMS are outlined in the following illustration:



**THE PLAN DO CHECK ACT CYCLE**

### **3.0 - Planning & Implementation**

#### **3.1 Health & Safety Policy Statement**

LOFT Interiors is committed to planning, controlling and reviewing our activities in such a manner, that wherever practicable, no harm or ill health befalls employees or any other persons who may be affected by our work activities.

Towards achieving this objective:-

- the Directors will ensure adequate resources are provided in terms of finance, time and people to meet the organisation's health, safety and operational needs
- avoidance of occupational injury and ill-health will be given priority in methods of work and selection of suppliers, and will not be compromised
- there will be full compliance with legal safety requirements
- work will only be undertaken, managed and supervised by those who are competent; training will be available to all employees concerned
- all accidents, incidents and near-misses will be recorded; significant events reported, investigated, and the findings shared; in order to continually improve the health and safety performance of the organisation
- there will be a regular review and audit of the organisation's health and safety management systems
- all employees and suppliers are required to cooperate with the organisation's policies and with each other as a vital part of our strong health and safety culture
- both employees and suppliers are encouraged to contribute to the safest methods of working at all times
- breach of safety rules will be corrected, investigated and appropriate disciplinary action taken against those who create or condone unnecessary risk

The Directors recognise and value the importance of the organisation's health and safety culture and ask everyone to play an enthusiastic part in maintaining and improving on it. We must all be vigilant; quickly reporting dangerous acts or situations and striving to make our workplaces safer and better places to work.

Signed: C. A. Monument

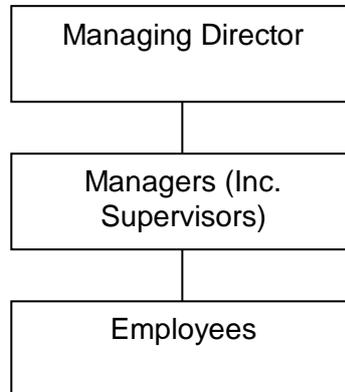
Print: Craig Anthony Monument

Date: 30.01.17

Position: Operations manager

### 3.2 Organisation Structure

Below is the organisation structure for LOFT Interiors. Responsibilities are detailed further on in this section.



### 3.3 Responsibilities

#### 3.3.1 The Managing Director

The Managing Director has the overall responsibility for health and safety throughout the business, incorporating the duties set out in the organisation's policy statements, supporting procedures and management systems, and has responsibility for ensuring that:

- all contracts are administered in accordance with the organisation's health and safety procedures
- adequate resources are available
- the effectiveness of health and safety management is monitored and reviewed and any shortcomings are identified and corrected
- any areas that require attention are reported to the appropriate Director/Manager;
- objectives and targets for the organisation are set, to achieve a reduction in accidents and occupational ill health in line with the organisation's objectives
- visits to sites/locations are carried out as required, to monitor the standards of health and safety practice
- Directors and Managers are aware of their responsibilities concerning safety management and that they receive appropriate training
- the health and safety performance of the organisation is monitored through periodic reviews of accident and incident data and that all activities receive a periodic safety audit
- annual review of health and safety performance is conducted, ensuring the policy remains in line with the organisation's objectives together with specific responsibility to advise the Directors of any matters that compromise the effectiveness of the organisational structure, procedures or systems

Issue date: 23.01.17	Health & Safety Policy and Safety Management System	
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- ensuring that there is a consistent and co-ordinated approach to health and safety throughout the organisation

### 3.3.2 General Duties of Directors

The Directors have ultimate responsibility for health, safety and welfare at LOFT Interiors.

The Director with prime responsibility is the Managing Director. He is responsible for bringing the policy to the attention of all management, employees and suppliers and ensuring compliance through monitoring arrangements.

This Policy is a live document, which needs to be reviewed from time to time to ensure that it remains current with the organisation's activities and changing legislation. It is the responsibility of the Directors, with the assistance of Spectra Safety, to assess the implications of new legislation and best practice, investigation/audit reports, monitoring systems for the organisation and to amend the policy as necessary.

Throughout the organisation, the visible and active leadership of Directors, through to first-line Managers is necessary to develop and maintain a culture that is supportive of health and safety management by promoting an interest in, and enthusiasm for, occupational health and safety matters throughout the management team and:

- will advise the Managing Director of any matters that compromise the effectiveness of the organisational structure, procedures, or systems
- will, notwithstanding their individual executive functions monitor the safety performance of their area of the business and take such steps as may be necessary to improve the performance
- will ensure that Managers within their sphere of influence are aware of their responsibilities as laid down by LOFT Interiors health and safety policy and safety management system
- will ensure that all managers under their control receive adequate and appropriate training in health and safety matters and are provided with all necessary information to enable them to carry out their duties safely. Training is to be provided in accordance with LOFT Interiors training policy
- will allocate sufficient resources to enable LOFT Interiors health and safety policy and procedures to be adhered to effectively, with particular emphasis being given to health and safety training
- will be familiar with the broad requirements of health and safety legislation
- will liaise closely with the other Directors and Spectra Safety, as required to ensure the organisation complies with LOFT Interiors health and safety policy and safety management system
- will give employees under their control the opportunity to air any concerns they may have on any health, safety, or welfare issue during team meetings

### 3.3.3 Managers

Managers have operational responsibility for health and safety and are responsible for ensuring that:

- they identify and implement risk control measures in accordance with the 'general principles of prevention'
- health and safety standards are maintained with the aim of continual improvement
- health and safety issues are given priority
- health and safety performance within their area of responsibility is monitored and corrective action is taken if standards fall below organisation expectations
- appropriate resources are allocated to the planning of all activities and they are effectively managed and supervised
- managers and supervisors are aware of their responsibilities concerning safety management and that they receive appropriate training
- the safety training and development needs of all employees under their control are appropriately met so they are competent to discharge their duties
- the reporting of accidents, occupational ill health and near miss incidents is in accordance with the organisation's procedures and ensuring that investigations are carried out
- the relevant safety management system is applied to all activities under their control
- they monitor the health and safety performance of employees and suppliers through site visits and inspections as per the requirements of the safety management system
- they set an example in safe behaviour, good management and positive leadership
- promote a positive health and safety culture
- the requirements for occupational health and sickness absence management are followed

### 3.3.4 Employees

Employees have the responsibility to:

- look after their own safety and give consideration to the safety of others
- co-operate with LOFT Interiors so far as necessary to enable successful implementation and compliance with health and safety legislation
- familiarise themselves with this document, in particular their individual responsibilities and all other relevant sections to their role to discharge duties safely and efficiently
- not intentionally or recklessly interfere with, or misuse health, safety and welfare provisions
- report any accidents, incidents, near misses or occurrences of ill health in line with the LOFT Interiors safety management system
- report any faults/defects in plant/equipment/machinery, or any hazardous situations to their Manager immediately

Issue date: 23.01.17	Health & Safety Policy and Safety Management System	
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- work in accordance to any safety instructions provided, including risk assessments and method statements, and to inform their manager if they do not feel competent to undertake a task they have been set
- use and store Personal Protective Equipment (PPE) correctly at all times in line with risk assessments and training
- report any matters that may compromise the effectiveness of the health and safety management system
- raise any concerns relating to health, safety or welfare to their Manager or to LOFT Interiors

### 3.3.5 Responsible Persons

The table below lists the details of the persons or contracted companies who have been nominated to undertake specific health and safety duties within our organisation.

Duties	Name	Details
<b>Health and safety advice</b>	Spectra Safety	0845 224 7013
<b>Fire marshal</b>	Anthony Baines	07397880857
<b>First aider</b>	Craig Monument, Ashley Mason, Piotr Radziszewski	01613009159
<b>Emergency first aider</b>	Craig Monument	07769996774
<b>Appointed person</b>	Craig Monument	07769996774

### 3.4 Communication of Information to Employees

To ensure the effective communication of health and safety information to employees, LOFT Interiors uses the following systems:

- Verbal
- Tool box talks
- Memorandums
- General notices
- Newsletters

In addition, a health and safety Law poster is displayed in a prominent location in the premises and our safety management system is made readily available.

Safety bulletins allow us to inform our employees of important and up to date health and safety information. Important communications will require receipt from employees to confirm they have read and understood the information they contain.

### 3.5 Co-operation and Consultation

LOFT Interiors ensures that all of our employees are provided with the information that they require to work safely and without risk to their health.

LOFT Interiors will consult with all relevant company personnel relating to health and safety issues which will take a variety of forms including:

- direct consultation with any appointed safety personnel or representatives
- health and safety meetings as required
- health and safety committee meetings if applicable
- issue of newsletter, safety bulletins and associated documents

LOFT Interiors require all employees to cooperate with the organisation to ensure we meet our legal and insurance requirements. Employees are made aware that they have a responsibility to cooperate with the organisation on all health and safety matters and may be subject to disciplinary action should they not adhere to company policy.

## **4.0 - Do - Implementation and Operation**

### 4.1 Accidents and Incidents

#### 4.1.1 Reporting and Investigating Accidents and Incidents at Work

It is the policy of LOFT Interiors to record all accidents and incidents that occur due to workplace activities. Accidents or incidents which fall under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), include:

- fatalities
- if an employee suffers a major injury as defined by the HSE
- if an employee has been off work or unable to perform normal duties for over 7 days
- if a member of the public is injured due to workplace activities and taken directly to hospital for treatment
- if an employee suffers a work related diseases defined by the HSE
- if there is a dangerous occurrence defined by the HSE

Following an accident or incident we will undertake the following steps:

- ensure that the correct records have been completed
- contact Spectra Safety
- complete the accident/incident investigation form
- report under RIDDOR if required
- review relevant risk assessments and implement any additional control measures required to prevent reoccurrence
- monitor controls to ensure they are suitable and sufficient

#### 4.1.2 First Aid and Emergency Procedures

We will ensure that adequate first aid provisions are identified and made available including:

- the number of first aiders and appointed persons required
- what first aid equipment is needed
- the emergency procedures that must be followed

All first aid personnel and equipment will be provided and maintained in accordance with the Health and Safety (First Aid) Regulations 1981 (as amended) and Approved Code of Practice L74, as a minimum standard.

#### 4.1.3 First Aid Personnel

All first aid personnel are either volunteers or employees who have been assessed and deemed suitable to undertake the role. Consideration has been given to ensure that there is an adequate number of personnel available at all times, including cover for holidays and sickness.

Qualified first aiders and emergency first aiders will have undertaken appropriate training in line with the Health and Safety Executive requirements and training is reviewed prior to expiration.

Appointed persons are given clear indication of their role and responsibilities, and are suitably trained to undertake their duties.

All first aid personnel are aware of the company emergency procedures.

#### 4.1.4 First Aid Equipment

First aid equipment is provided within the workplace and there are adequate supplies for the hazards present. All first aid kits contain at least the minimum supplies as required by law.

First aid kits are also supplied in all company vehicles.

All first aid equipment and the details of the first aid personnel are clearly identified with the appropriate signage around the premises. It is the responsibility of the first aid personnel to ensure that:

- all first aid kits are maintained and replenished accordingly
- all first aid supplies are within their use by date, where necessary
- there are no unauthorised supplies kept in the first aid kits, for example creams, drugs etc.

#### 4.1.5 Hazard Detection and Near Misses

LOFT Interiors employees are encouraged to report any hazards or near misses to their line manager, either verbally or in writing, to ensure a safe working environment can be maintained.

Following notification of a hazard or a near miss, appropriate investigations will be undertaken and suitable controls identified and implemented to prevent them.

#### 4.1.6 Dangerous Occurrences

In the event of a dangerous occurrence we will undertake the following steps:

- ensure the area is cleared and made safe as a priority to ensure that no persons are at risk of harm
- complete the accident/incident investigation form
- report under RIDDOR if required
- review relevant risk assessments and implement any additional control measures required to prevent reoccurrence
- monitor controls to ensure they are suitable and sufficient

## 4.2 Planning and Safe Systems of Work

### 4.2.1 Risk Assessments

LOFT Interiors is committed to ensuring the safety of employees and those who may be affected by our work activities. Through completing risk assessments we identify foreseeable hazards and necessary controls that are required to eliminate or reduce risks as far as reasonably practicable.

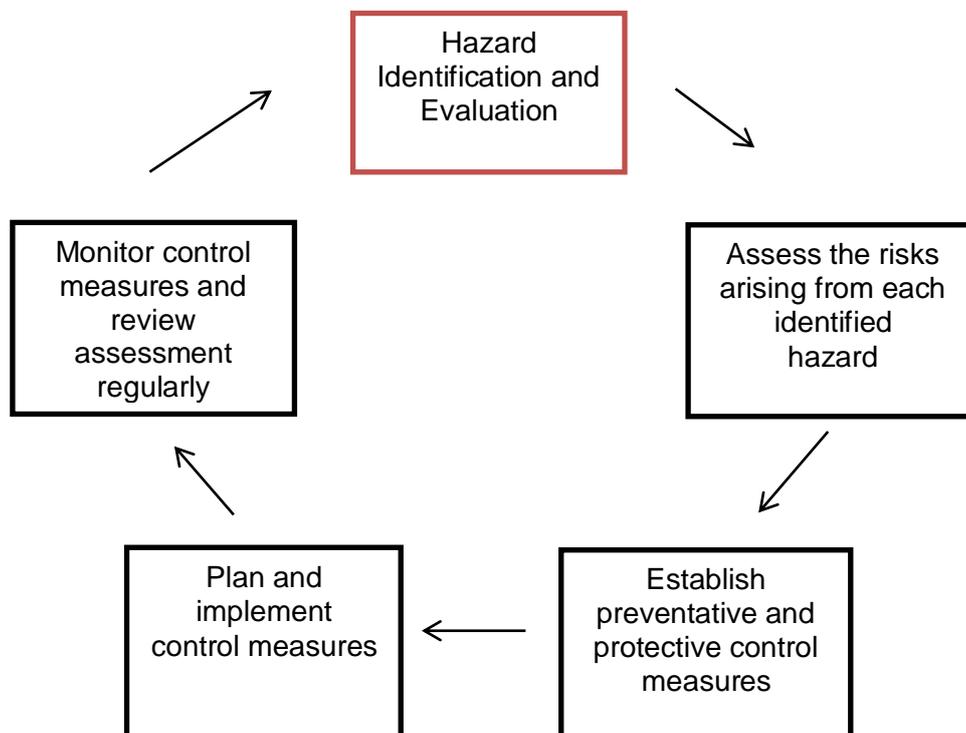
At LOFT Interiors we use a qualitative technique of risk assessment which relies upon the judgement of a competent person (or Risk Assessor). All employees appointed to undertake the role of Risk Assessor have been deemed competent by management and have received the relevant training.

All of our risk assessments are documented, communicated to relevant employees and regularly reviewed as per the requirements of the Management of Health and Safety at Work Regulations 1999.

LOFT Interiors follows a standard Risk Assessment Template to enable employees and other parties to easily understand completed assessments.

Where certain other pieces of legislation require specific risk assessments to be completed, such as Control of Substances Hazardous to Health (COSHH) and the Manual Handling Operations Regulations 1992, we will conduct the relevant assessments. Further information is contained in the relevant arrangements within further sections of this policy and in the supporting guidance for those sections.

The below cycle illustrates our key steps for undertaking a risk assessment:



### 4.3 Control of Premises

#### 4.3.1 Access and Egress

All access and egress routes in our premises are:

- in a safe and well maintained condition to prevent harm
- kept free of obstruction and subject to good housekeeping rules
- fitted with suitable handrails, floor covering, markings and lighting as required
- segregated where appropriate to separate people and vehicles/plant
- clearly identify any restrictions (such as a “do not enter” sign for restricted areas) or other relevant information
- continually monitored to ensure the above points are adhered to

#### 4.3.2 Welfare

To comply with the Workplace (Health, Safety and Welfare) Regulations we have assessed the welfare requirements for our premises and implemented the necessary facilities and controls. Our assessment has taken into consideration:

- toilets and sanitary conveniences
- workplace temperature and ventilation
- lighting
- washing and drinking facilities
- rest and break facilities
- desks, seating and workplace areas
- general workplace environment, layout and cleanliness

#### 4.3.3 Fire Safety

It is the policy of LOFT Interiors to take all necessary measures to prevent an outbreak of a fire, and to ensure the safety of all those on our premises if a fire should occur.

To ensure we are taking all steps required and comply with applicable fire safety legislation, a competent person will undertake and maintain a fire risk assessment if required which identifies the fire hazards around the premises and the controls required to ensure that the risk of harm is eliminated or reduced as far as reasonably practicable.

The following are fire precautions we adhere to in our premises:

- all employees are suitably trained/instructed in the fire procedures for the premises
- nominated employees who have been deemed suitable are chosen to undertake fire marshal training and duties for the premises
- there are sufficient number of Fire Marshals, taking into account cover for holidays and sickness

- an up to date register of employees is kept and used during fire drills to help identify if any employees are at risk of harm
- visitors are required to sign in and out of the premises and are given relevant information relating to our fire procedures
- fire marshals monitor fire routes and exits to ensure they are clearly marked, free from obstruction and not locked at any time during working hours
- the fire alarm system is tested weekly if applicable by choosing a different call point to activate each time and documents kept of the results, ensuring all call points are checked in a single rotation
- the fire alarm system is maintained in a safe and suitable condition in line with manufacturer's instructions if applicable
- all fire fighting equipment is subject to regular inspection by a competent contractor
- fire fighting equipment must not be obstructed and is monitored by Fire Marshals to ensure they are in the correct position and undamaged
- damaged or missing fire fighting equipment is repaired/replaced immediately
- damaged fire detection units are repaired/replaced immediately
- where applicable emergency lighting is subject to monthly and annual testing with all results documented and required actions undertaken
- where applicable rechargeable torches are provided in areas identified in the fire risk assessment and are regularly checked by the nominated competent persons
- a fire drill and evacuation is undertaken at least annually and the results documented
- smoking is not permitted inside the premises and is only permitted in the designated areas
- the assembly point is in a safe point away from the immediate vicinity of the premises, identified with the correct signage and its location communicated to all employees
- sources of ignition are located away from flammable liquids or vapours

All relevant checks, drills and inspections are recorded.

Detailed fire arrangements will be displayed at all company premises and communicated to employees and relevant personnel as part of the induction process or signing in procedure for visitors/contractors.

#### 4.3.4 Emergency Plans

In case of explosion, flooding, bomb threats or other emergency situations we ensure all employees and visitors to our premises are informed of our evacuation procedure and the designated assembly point.

Workplace activities that pose significant risks are risk assessed and any emergency plans required are created and documented specifically for those activities.

#### 4.3.5 Signage

Where identified by risk assessment or legislation we will ensure that all required signage is:

- placed in suitable areas and not obstructed
- easily legible, including both pictogram and text
- made of a suitable material and complies with the appropriate standards

#### 4.3.6 Smoking

LOFT Interiors do not allow any persons to smoke or use e-cigarette inside our premises or company vehicles. This policy is clearly communicated to all persons and appropriate “No Smoking” signage has been placed around the premises and in our vehicles.

A designated smoking area, with suitable means of disposing of cigarettes, is provided for smokers and is clearly identified and communicated.

#### 4.3.7 Fixed Electrical Installation

The fixed electrical installation in our premises is subject to effective monitoring as well as periodic inspection and testing to ensure it is in a safe and suitable condition in line with the Electricity at Work Regulations.

Any works, including installation, general maintenance and repair, are only conducted by competent and qualified electricians. Written records of works undertaken and monitoring are kept and provided, where required.

#### 4.3.8 Housekeeping and Maintenance

To reduce the risk of injury in our premises, LOFT Interiors ensure:

- a high standard of housekeeping is maintained around the premises and is monitored
- employees are trained and instructed to keep a high standard of housekeeping during their work activities, including the use of machinery
- suitable cleaning arrangements are in place
- effective cable management when conducting work activities in or away from the premises
- an effective maintenance schedule is in place and any maintenance/repairs are carried out safely by competent persons
- records of cleaning and maintenance activities are kept

#### 4.3.9 Storage of Goods

We provide suitable storage facilities for the materials stored on our premises, as far as reasonably practicable. All materials are clearly identifiable and stored in a way to reduce manual handling as far as possible, as well as to aid housekeeping.

Hazardous substances or materials are stored in accordance with the requirements contained in relevant legislation and regulation.

Flammable and explosive materials are stored away from sources of ignition.

Where required storage racking and facilities will be subject to regular inspections.

Issue date: 23.01.17	Health & Safety Policy and Safety Management System	
----------------------	---	---

#### 4.3.10 Control of Visitors

Any special arrangements required by visitors are ascertained, where practicable, before arrival. This may include bringing vehicles or other machinery or substances onto site, or personal needs such as coping with disability or language barriers.

All visitors must sign in to the visitor's book.

We provide all visitors with relevant information relating to our safety and emergency procedures.

The person(s) from LOFT Interiors who the visitors are meeting will take responsibility of the visitors in their care whilst they are on our premises.

If visitors require access to unauthorised, hazardous or controlled areas permission is sought from senior management before the visitors are allowed on our premises.

#### 4.3.11 Waste Disposal

It is the LOFT Interiors policy to identify waste which results from our work activities. Adequate waste disposal measures will be implemented from the results of the assessment, including the provision of suitable waste containers which will be emptied on a regular basis.

LOFT Interiors will ensure that all waste is disposed of suitably and correctly. Hazardous waste, including unknown substances, will only be removed by authorised contractors.

All waste disposal companies contracted to remove waste will be subject to competency checks and must hold the appropriate certification from the local authority, and a hard copy of all waste transfer notes will be kept for a minimum of 2 years.

Where waste can be recycled, LOFT Interiors will ensure that it is separated from general waste and disposed of correctly.

All employees are informed of our policy regarding waste disposal and the correct waste disposal techniques that they must follow.

### 4.4 Employee Safety

#### 4.4.1 Training

It is our policy that all LOFT Interiors employees undertake appropriate training to ensure the safety of themselves and others whilst at work, in line with the Health and Safety at Work Act 1974 (HASWA).

Induction training is given to all employees as a basic grounding, and from this additional training is provided taking into account each employees position, work activities, working environment and requirements under law.

All training will be delivered by competent persons, whether internal or external.

Training records are kept for each employee.

Training records are continually updated and reviewed to ensure existing training is appropriate and if any further training is required.

Training records will be reviewed:

- on a regular basis
- when there is a change to work activities
- when new plant/equipment/technology is introduced or existing plant/equipment/technology is changed
- when a safe system of work is changed, or a new one introduced

#### 4.4.2 Alcohol and Substance Misuse

LOFT Interiors prohibits the possession of, or being under the influence of alcohol or illegal substances whilst on our premises or in company vehicles. This policy applies to both employees and non-employees, such as visitors and contractors. Under the influence means having taken any alcohol or drugs in any quantity.

Employees are additionally prohibited from being in possession of, or being under the influence of alcohol or illegal substances when working away from our premises, during working hours, including when driving for business purposes or as a passenger in company vehicles.

Employees found to be under the influence of alcohol or illegal substances will be subject to disciplinary procedures. Non-employees will be asked to leave the premises immediately and relevant persons notified.

Where an employee has been issued with medicine by a medical professional that may affect their ability to work safely, they must inform their manager immediately.

LOFT Interiors will support and help employees who may have a dependency on alcohol or other substances (in line with the Company Handbook).

All of our employees are encouraged to report to their manager if they notice obvious signs of alcohol or substance abuse in a colleague.

The organisation may operate a policy of alcohol and substance testing as per the detailed Company Handbook.

#### 4.4.3 Stress

As part of our risk assessment process, it is the policy of LOFT Interiors to prevent psychological as well as physical injury by taking into account the possible risks to health arising from work-related stress.

The first step in the organisation's approach to stress management is to identify work activities which may impose unnecessarily high levels of stress upon the individual employees undertaking them. Where possible such activities will be redesigned in order to eliminate or control the causes of the stress.

The second step is to educate employees identified as being at risk from work-related stress as to the dangers to their health and to encourage them to reduce their stress levels, where possible, through participation and co-operative working. Where necessary, training will be provided in order for them to monitor and control their own stress levels.

Issue date: 23.01.17	Health & Safety Policy and Safety Management System	
----------------------	---	---

Lastly, employees identified as being in need of rehabilitation due to work-related stress may be provided, upon request, with independent and confidential counselling.

The above measures will be subject to regular monitoring and review if applicable.

LOFT Interiors encourages employees who feel that either they or other employees are subject to levels of stress which are detrimental to their health to report this, in the strictest confidence to their Manager.

#### 4.4.4 Violence

LOFT Interiors assesses the risks of violent incidents to determine the appropriate preventive measures which we must introduce. Once introduced, the measures are subject to monitor and review in order to gauge their effectiveness.

All employees are informed that they must report all incidents of a potentially violent nature to their Manager in order that the scale of the problem can be determined and the employees at risk identified.

Employees who have been subject to violent assault will, upon request, be provided with independent and confidential counselling. Employees will be trained in techniques for dealing with potentially violent situations if identified as being particularly at risk.

All violent incidents are recorded in line with the HSE guidelines.

LOFT Interiors is committed to creating a work environment free of harassment, bullying and victimisation, where everyone coming onto the premises or having contact with its employees is treated with dignity and respect. LOFT Interiors will not tolerate bullying, harassment or victimisation of any kind. All allegations will be investigated and, if appropriate, disciplinary action will be taken.

#### 4.4.5 Lone Working

Where practicable it is the policy of LOFT Interiors to avoid lone working.

Where it is not practical to avoid, LOFT Interiors will identify all employees who undertake lone working activities. All lone working activities are risk assessed, taking into account:

- task the employee will be undertaking
- environment the employee will be working in
- the health of the employee who will be lone working

Identified control measures are implemented prior to lone working activities, and monitored to ensure they remain effective. All lone workers will be provided with a means of communication and instructed on its use.

All employees are suitably trained prior to lone working activities and are instructed in the correct procedures to follow in the event of an emergency or potentially violent situation.

#### 4.4.6 Young Persons

LOFT Interiors assesses the risks posed to a young person before they are permitted to start work. Where residual risk remains that cannot be eliminated and has been

controlled so far as is reasonably practicable we will communicate this to the young person's parents/guardian and written consent will be obtained.

Young persons are not permitted to operate/drive plant equipment or work at height where they may be exposed to a risk of a fall.

Suppliers must notify the Manager before allowing young persons to work on site.

#### 4.4.7 New and Expectant Mothers

LOFT Interiors employees must inform the organisation in writing when they know that they have become pregnant. Following written confirmation, a competent person will undertake a New and Expectant Mothers risk assessment to identify risks posed to mother and child resulting from work activities.

Risks will be controlled as far as reasonably practicable and the employee informed of the controls and any residual risk that remains. The assessment will be reviewed multiple times throughout the pregnancy and following the return to work after maternity leave to ensure the effectiveness of controls and to identify if further actions are required.

LOFT Interiors encourages all new and expectant mothers to inform the organisation of any problems or concerns resulting from their work and our work activities.

#### 4.4.8 Personal Protective Equipment (PPE)

Where the provision of personal protective equipment (PPE) is identified it will be provided to employees without charge.

LOFT Interiors only identifies PPE as a valid control measure as a last resort, after all other reasonable control measures have been implemented and a residual risk remains.

A PPE register is kept to identify what PPE has been issued to employees and its issue date. Our employees have the responsibility to maintain and store their PPE correctly, and inform LOFT Interiors if they lose their PPE or it is damaged.

Failure to wear/use PPE when required will lead to investigation of Disciplinary procedures.

### 4.5 Occupational Health

#### 4.5.1 Manual Handling

We strive to eliminate or reduce the risk of manual handling injury as far as reasonably practicable. Where a work activity includes manual handling and is appropriate we will ensure that an assessment has been carried out, taking into account the:

- nature of the task
- persons ability to undertake the task
- nature of the load
- environment which the manual handling task will take place

From the assessment, we will determine and implement the necessary control measures as required.

All relevant employees will be trained in the correct manual handling techniques, receive relevant instruction and information before undertaking a task and are supervised as deemed necessary.

If one of our employees is deemed unable to perform manual handling activities for whatever reason, reasonable arrangements will be made so not to cause injury or ill health.

#### 4.5.2 Control of Substances Hazardous to Health (COSHH)

LOFT Interiors comply with the Control of Substances Hazardous to Health Regulations (COSHH) to prevent harm from chemicals and hazardous substances as far as reasonably practicable. This includes substances that are:

- directly used in our work activities
- generated from our work activities
- naturally occurring
- classed as biological agents

Where appropriate COSHH assessments will be carried out on hazardous substances and all necessary control measures implemented in line with COSHH regulations. COSHH assessments will be communicated to all relevant personnel.

All suppliers of materials are required to provide all relevant health and safety information, such as safety data sheets (SDS), relating to their products to form the basis of the COSHH assessment. All COSHH assessments are issued to relevant employees and reviewed on an annual basis as a minimum.

All relevant employees, such as those who are at risk of exposure are trained in the correct use, handling and storage of hazardous substances. First aid personnel are additionally given information about the recommended first aid treatments for each substance used or created in our work activities.

In some cases it may be necessary for LOFT Interiors to conduct health screening on employees. Please refer to the arrangement on health surveillance and screening for further information.

#### 4.5.3 Legionella

Where required LOFT Interiors enlists the help of a competent external specialist to assess the risk of Legionella in our premises and implement the necessary control measures required to reduce risk.

Where required we work to the management plan created by the competent person and ensure that all relevant documentation is maintained and updated.

### 4.6 Work Activities

#### 4.6.1 Work at Height

LOFT Interiors strives to avoid work at height wherever practicable, however on some occasions this may not be a reasonable option and work at height may be required.

Where work at height is required, it will be assessed to determine the correct control measures which need to be implemented to lower the risks as far as practicable.

Only trained employees are permitted to work at height, and can only do so when:

- the task, including the working environment and conditions, has been correctly planned, organised and assessed
- the required control measures have been implemented and have been deemed suitable by a competent person
- all work at height equipment has been suitably inspected
- the correct level of supervision is available, where required

As required company personnel will be trained in the relevant work at height activity.

#### 4.6.2 Loading and Unloading Vehicles

Only trained and competent LOFT Interiors employees are permitted to load and unload goods from vehicles. The task will be assessed and identified controls implemented prior to the task.

A competent company person will inspect all loads and pallets prior to them being loaded and unloaded to ensure they are safe and they are not likely to collapse or become unstable when being lifted.

If a load that is delivered to our premises is deemed to be unsafe then it will be rejected by the competent person and the relevant Manager will be informed.

#### 4.6.3 Protection of Others not in Employment

LOFT Interiors strives to protect not only our own employees from harm, but also those who may be affected by our work activities. Our work activities are risk assessed and take account of the controls required to protect persons who are not in our employment.

### 4.7 Work Equipment

#### 4.7.1 Power Tools and Portable Appliances

It is our policy to use 110v or low voltage battery operated hand tools wherever practicable. Where 240v hand tools are to be used they must be used in conjunction with a residual current device (RCD).

All of our employees are given suitable training and instruction prior to being permitted to use power tools. Employees are required to perform a visual check of power tools prior to use and report any defects to the Supervisor.

All portable electrical appliances are inspected and portable appliance tested (PAT) on a regular basis. The frequency of PAT testing is dependent on:

- the frequency of use
- environmental conditions
- the persons using the equipment

Issue date: 23.01.17	Health & Safety Policy and Safety Management System	
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#### 4.7.2 Abrasive Wheel

All LOFT Interiors employees are required to have completed appropriate training and hold a valid certificate before being permitted to:

- use the abrasive wheel
- change an abrasive wheel

Tasks involving the use of abrasive wheels are risk assessed and identified control measures are implemented before the task is started.

Guarding must always be in place and under no circumstances be bypassed. If a defect is identified in the machine or guard then the employees are instructed to not operate the machine and notify the Supervisor immediately.

#### 4.7.3 Ladders and Step Ladders

The use of ladders and stepladders is only permitted for short term works where other access methods are not practicable for use.

All LOFT Interiors employees are required to have completed appropriate training before being permitted to use Ladders and Stepladders. Employees are instructed that they must follow the safe systems of work relating to the task at all times.

LOFT Interiors keeps a register of all ladders and stepladders and regularly inspect their condition. Where a defect is identified, the ladder/stepladder is removed from use immediately and repaired/replaced.

All our ladders are:

- Stored in a correct manner to avoid damage
- Subject to regular maintenance
- Fit for purpose and free from defects

#### 4.7.4 Display Screen Equipment (DSE)

All of our employees who use display screen equipment (DSE) equipment for a large part of their working day are required to complete a DSE assessment. All issues raised in DSE assessments are investigated and necessary control measures are implemented to reduce the risk of harm as far as reasonably practicable.

LOFT Interiors meets the cost of an eye test for employees who are classed as a "DSE User". Further to this, if an employee requires a pair of corrective lenses for the sole purpose of using DSE equipment LOFT Interiors will meet the cost of a single basic pair of corrective glasses.

#### 4.7.5 Fork Lift Trucks

LOFT Interiors assesses the use of fork lift trucks within our work activities and implement control measures required for our organisation.

All of our fork lift trucks are subject to regular maintenance and thorough inspections as per the requirements of the lifting operations and lifting equipment regulations (LOLER).

Only trained employees are permitted to operate fork lift trucks, and their competence is continually monitored. Operatives are required to undertake a daily pre use check of the fork lift truck to ensure it is safe for use and plan all lifting activities.

#### 4.7.6 Compressed Gas Cylinders

LOFT Interiors recognises the significance of the risks to health caused by the use, handling and storage of compressed gases at work.

It is our policy to take all reasonable steps to secure the health and safety of anyone who works with compressed gases.

No work will be undertaken which is liable to expose any employees or visitors to the use, handling and storage of compressed gases unless a suitable and sufficient risk assessment has been completed.

This will include:

- Compressed Gas
- Non-liquefied Compressed Gas
- Liquefied Compressed Gas
- Compressed Gas in solution

#### 4.8 Inspections and Enforcement

##### 4.8.1 Safety Inspections/Audits

Safety inspections and audits will be undertaken as required depending upon work activities and company operations.

Safety inspections and audits will be documented and copies provided to the relevant company personnel to ensure any actions are completed as required.

We may also utilise our external consultants Spectra Safety to undertake external inspections and audits again this will be dependent on work activities and company operations.

##### 4.8.2 Enforcement Visits and Action

In the event of an enforcement visit, including visits from the Health and Safety Executive (HSE), Local Authority, Environment Agency, Fire Authority and the Police, LOFT Interiors will endeavour to provide full co-operation.

If enforcement action is taken such as a Prohibition Notice or Improvement Notice issued, then the Manager/Supervisor to whom it is issued must comply with any immediate requirements and notify the relevant persons, including Spectra Safety for further advice.

If as part of an investigation by the enforcing authorities, any of our employees are required to make a statement or interview under caution, then the organisations appointed solicitor will be present. Additionally the solicitor will be present if any employee is required to make a statement or interview under caution and the Police and Criminal Evidence Act (PACE) as part of an investigation.

## 5.0 - Check

As per our legal requirements, LOFT Interiors integrates active and reactive monitoring techniques. Monitoring is aimed primarily at the prevention of accidents, ill-health and other forms of incident which present a potential loss to both employees and to our organisation.

Our monitoring techniques include, but are not limited to:

- active monitoring - safety tours, safety inspections and safety audits
- reactive monitoring - accident and incident investigations, investigations into trends in accident and incident figures and investigations into trends in first-aid treatments

To achieve excellence in health and safety performance we regularly evaluate our performance in order to maximise learning and take appropriate action to ensure continuous improvement.

## 6.0 - Act

Our health and safety policy and safety management systems may be audited and reviewed on an annual basis by our nominated health and safety consultants Spectra Safety.

The auditing procedure encompasses all elements of the policy and safety Management System as part of a continuous drive to improve standards with the organisation.

We may also undertake periodic inspections and audits of the organisations operations, procedures and locations with formal audit and inspection documentation.

Audits and inspections may be undertaken by nominated company personnel as well as being supplemented by visits from Spectra Safety our health and safety consultant as and when required.

A written audit and inspection will be prepared by the individual undertaking the audit which will include:

- the scope of the audit/inspection
- findings and conclusions
- recommendations and remedial actions

All audits/inspections will be communicated to the relevant Manager or Director to ensure that any remedial actions are undertaken within the prescribed timescales.

The frequency of audits and inspections will vary depending upon our operations to ensure monitoring is undertaken on a regular basis as part of our risk management strategy.