

STORY

DECORATING GROUP

HEALTH AND SAFETY POLICY.

GENERAL STATEMENT OF POLICY.

It is the policy of **STORY DECORATING GROUP**, as far as is reasonably practicable, to comply with the terms of the Health & Safety at Work etc. Act 1974 and associated legislation, in order to provide and maintain a healthy and safe working environment for all employees, clients, visitors, contractors, temporary workers, as well as members of the public who may be affected by our activities.

STORY DECORATING GROUP will therefore endeavour to ensure that:

- ▶ Business decisions consider health and safety requirements.
- ▶ Engagement, involvement & participation in health and safety is encouraged.
- ▶ Risk Assessments are compiled and briefed to staff.
- ▶ Instruction, information, supervision & training is provided.
- ▶ Safe and healthy working conditions & environments are provided.
- ▶ Tools and equipment are provided and maintained in a safe working condition.
- ▶ Suitable & sufficient Personal Protective Equipment (PPE) will be provided and replaced.
- ▶ Safe systems of work as reviewed in accordance with best practice & legal requirements.

STORY DECORATING GROUP are committed to:

- ▶ Reducing the incidence of personal injury and occupational ill health.
- ▶ Providing adequate resource & funding to improve health and safety.
- ▶ Encouraging & supporting staff to promote health and safety improvements.
- ▶ Providing clients with competent staff with the ability to work in accordance with health and safety requirements.
- ▶ Communicating health and safety aspects at every opportunity.

Our commitment to health and safety is supported by Sanderson Safety Ltd, who provides our business with access to competent health and safety advice.

This policy will be reviewed annually, or as significant change occurs (whichever is the earlier).

Signed for on and behalf of the company:



Robert Story

Story Decorating Group Ltd
Managing Director

26th September 2019

Review date: September 2020

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HEALTH AND SAFETY RESPONSIBILITIES.

Responsibilities for health and safety have been identified within the following key roles: Please refer to current organisational chart for additional details.

Managing Director - Robert Story:

- ▶ Overall responsibility for Health and Safety within the company.
- ▶ Monitor the effectiveness of the health and safety policy & performance (including site visits).
- ▶ Provide leadership & set a personal example to promote a positive health & safety culture.
- ▶ Assign health and safety responsibilities.
- ▶ Undertake to consider health & safety when making business decisions.
- ▶ Ensure that inductions are provided to senior business appointments.
- ▶ Provide adequate resource & funding to improve health and safety.
- ▶ Organise regular meetings with staff to communicate health & safety aspects.
- ▶ Seek competent health and safety advice by engaging Sanderson Safety Ltd.
- ▶ Communicate with Clients to ensure that health and safety Key Performance Indicators (KPI) are being delivered to an acceptable standard.

Finance Manager – Angela Slack:

- ▶ Provide leadership & set a personal example to promote a positive health & safety culture.
- ▶ Provide adequate resource & funding to improve health and safety.
- ▶ Ensure that inductions are provided to staff appointed under their direct control.
- ▶ Monitor the effectiveness of the health and safety policy & performance.
- ▶ Assign health and safety responsibilities.
- ▶ Undertake to consider health & safety when making business decisions.
- ▶ Ensure that risk assessments are available & are periodically reviewed for offices (namely):
 - General office risk assessments.
 - Fire risk assessments.
 - Portable appliance testing (PAT).
 - Display screen assessments.
 - Servicing of fire alarms extinguishers.
- ▶ Liaise with Sanderson Safety Ltd to assist in the delivery of items identified above.

Health & Safety Consultant – Sanderson Safety Ltd:

- ▶ Monitor the effectiveness of the health and safety policy & performance (including site visits).
- ▶ Provide leadership & set a personal example to promote a positive health & safety culture.
- ▶ Provide competent health and safety advice to the business.
- ▶ Undertake an annual review of health and safety documentation.
- ▶ Communicate with Clients to ensure that health and safety Key Performance Indicators (KPI) are being delivered to an acceptable standard.

Quality System Manager – Suzanne Forster:

- ▶ Manage the business ISO 9001 systems.
- ▶ Support the Managing Director & Contract Managers(s) with the following aspects associated with risk assessments and method statements (RAMS).
- ▶ Set a personal example to promote a positive health & safety culture.

Contract Managers - Names are detailed on the current organisation chart:

- ▶ Provide leadership & set a personal example to promote a positive health & safety culture.
- ▶ Ensure that inductions are provided to staff appointed under their direct control.
- ▶ Monitor the effectiveness of the health and safety policy & performance (including site visits).
- ▶ Assign health and safety responsibilities.
- ▶ Undertake to consider health & safety when making business decisions.
- ▶ Ensure that adequate resources & funding are available on each project.
- ▶ Ensure that risk assessments & method statements (RAMS) are produced for each project & periodically reviewed to ensure that they are 'fit for purpose'.
- ▶ Ensure that Site Supervisors brief the contents of RAMS to Site Operatives.
- ▶ Ensure that all Site Operatives are wearing appropriate Personal Protective Equipment (PPE).
- ▶ Ensure that accidents, incidents & near misses are fully investigated in accordance with company requirements.
- ▶ Communicate with Clients to ensure that health and safety Key Performance Indicators (KPI) are being delivered to an acceptable standard.

Site Supervisors - Names are detailed on the current organisation chart:

- ▶ Provide leadership & set a personal example to promote a positive health & safety culture.
- ▶ Ensure that inductions are provided to staff appointed under their direct control.
- ▶ Ensure that risk assessments & method statements (RAMS) are briefed for each project & periodically reviewed to ensure that they are 'fit for purpose'.
- ▶ Ensure that tools & equipment are in good condition & regularly inspected and maintained.
- ▶ Conduct daily health & safety tours and return 'two documented inspections' per month to HQ.
- ▶ Conduct tool box talks and return 'two documented talks' per month to HQ.
- ▶ Ensure that all Site Operatives are wearing appropriate Personal Protective Equipment (PPE).
- ▶ Report accidents, incidents & near-misses in accordance with company requirements.
- ▶ Communicate with Clients to ensure that health and safety Key Performance Indicators (KPI) are being delivered to an acceptable standard.

All Employees

- ▶ Set a personal example by working safely (to promote a positive health & safety culture).
- ▶ Take care for your health & safety & for those who may be affected by your acts or omissions.
- ▶ Cooperate with requirements associated with health and safety.
- ▶ Avoid intentionally or reckless behaviours likely to affect health and safety.
- ▶ Only conduct activities that you have been specifically trained to carryout.
- ▶ Ensure that you have received a site induction & RAMS briefing on every project.
- ▶ Ensure that tools & equipment are in good condition & regularly inspected and maintained.
- ▶ Ensure that all you are wearing appropriate & clean Personal Protective Equipment (PPE).
- ▶ Report defects to tools, equipment and PPE to ensure that repairs/replacement is organised.
- ▶ Report accidents, incidents & near-misses in accordance with company requirements.
- ▶ Attend tool box talks, training & briefings provided in the interests of health and safety.
- ▶ Report any concerns and/or make recommendations that are likely to improve health & safety

HEALTH AND SAFETY ARRANGEMENTS

Accident Reporting

Accident reporting requirements will be conveyed to Staff during inductions & will be reminded through tool box talks, newsletters, notice boards, etc.

Accidents to employees, clients, visitors, contractors, temporary workers, as well as members of the public will be investigated to establish root cause and actions necessary to prevent reoccurrence.

Accident books complying with the Social Security (Claims & payment) Regulations will be made available in prominent locations (within offices and on projects).

Investigation reports & accident book entries will be cascaded from the responsible person to Head Office (for further involvement by the senior management team).

The senior team will involve the Health & Safety Consultant (Sanderson Safety Ltd) if deemed necessary (further advice or additional investigations, etc).

The Consultant will assist in the notification of accidents required under the RIDDOR regulations.

All accidents that are notifiable under RIDDOR will also be notified to our Insurance Brokers.

Documentation will be scanned electronically, with original documentation kept for 3 years.

Asbestos Containing Materials (ACM)

Discussions will be held with the Client regarding asbestos survey prior to commencement of works.

Where ACM are applicable, a safe system of work will be documented in Risk Assessment & Method Statement RAMS. This assessment will include whether work is within the legal capability of the business (& individuals) or if the work needs to be carried out by a licenced contractor.

In essence, the business will avoid working with/in the vicinity of ACM, unless works only involve the surface painting of the product (soffits, panels, etc).

Again, a full assessment will be carried out in association with the Client.

Asbestos awareness training is carried out for all Site Operatives utilising an interactive training material, assisted by the Health & Safety Consultant.

Asbestos requirements will be conveyed to Staff during inductions & will be reminded through tool box talks, newsletters, notice boards, etc.

Communication & Participation

The Company believes in the effective communication of information in order to promote a greater understanding Health and Safety.

It also values the comments and ideas of staff.

The Company will use the following communication methods:

- ▶ Notice Boards.
- ▶ Newsletters.
- ▶ Tool Box Talks.
- ▶ Risk Assessment & Method Statement (RAMS) briefing.
- ▶ Inductions.
- ▶ Company briefings (usually on an annual basis).

Should you have concerns or ideas to improve Health and Safety, please contact your Line Manager.

In order to be truly effective, the full commitment of everyone within the company is essential.

Contractors

All Contractors will be assessed prior to commencement of work with the organisation.

The assessment will include taking reference regarding previous work conducted and the completion of a health & safety Pre-Qualification Questionnaire (PQQ).

Upon satisfactory receipt of the questionnaire (and insurance details), Contractors will be added to the list of approved contractors.

Only Contractors on our approved list will be sent enquiry packages & permitted to tender for work.

Contractors will be required to provide details of risk assessments, safe system of work and training records prior to commencement of works.

Contractors will receive a site induction (usually carried out by the Principal Contractor) and will also be briefed on the project RAMS (and will sign as an acknowledgement of understanding).

Control of Substances Hazardous to Health (COSHH)

Material Safety Data Sheets (MSDS) will be requested from suppliers.

MSDS are thereafter scanned and uploaded into the electronic health and safety folder.

Our Health and Safety Consultant has reviewed MSDS & produced COSHH Assessments detailing control measures required for each substance.

COSHH awareness training is carried out for all Site Operatives utilising an interactive training material, assisted by the Health & Safety Consultant.

COSHH requirements are conveyed to Staff during inductions & are reminded through tool box talks, newsletters, notice boards, etc.

COSHH Assessments are included in the risk assessments & method statements (RAMS) produced for each project and are briefed to Site Operatives prior to commencement of works.

Flammable Materials (paints and thinners) will be stored in accordance with requirements that allow a dedicated storage area (usually referred to as a flame-vault), complete with suitable warning notices.

Site Management will monitor compliance in accordance with COSHH Assessments.

Display Screen Equipment (DSE)

A DSE checklist is available in our master form system & is sent to all new starters for completion.

The checklist is designed for the individual completing to identify issues concerning DSE use.

The Health & Safety Consultant reviews completed checklists (assisted by the Finance Manager) & remedial corrective actions are thereafter organised & reassessed once actions areas are complete.

The above process is repeated annually or upon significant change (change of workstation, etc).

Should a DSE eyesight test and/or corrective spectacles wholly for DSE use be required, the company will contribute to the cost (in accordance with current terms of employment).

Electrical Equipment

All electrical equipment will be supplied, installed, maintained & used in compliance with current statutory requirements.

Electrical equipment will be checked for electrical safety and repaired as required by a qualified electrician, in accordance with Portable Appliance Testing (PAT) requirements.

Maintenance & testing records will be kept at HQ for reference/future purposes (kept for 3 years).

Site Operatives are encouraged to carry out user checks prior to commencement of works & report defects in order that repairs can be carried out.

Site Supervisors will include electrical equipment within periodic health and safety checks.

Emergency Procedures

Emergency procedures will be conveyed to Staff during inductions & will be reminded through tool box talks, newsletters, notice boards, etc.

Staff working on Client sites must adhere to the emergency procedures detailed in the site induction.

Staff must familiarise themselves with the position of emergency exits, fire alarms, call points, fire extinguishers and the emergency assembly point.

The following emergency procedure (relating to fire) is provided:

On discovering a fire:

- ▶ Sound the alarm at the nearest point and/or shout 'fire, fire, fire'.
- ▶ Make an emergency call to the Fire Authority (if safe to do so).
- ▶ Only 'tackle the fire' if trained to do so & within your capabilities (no larger than waste paper basket).
- ▶ Evacuate the area and proceed to the emergency assembly point (avoid collecting personal belongings).

On hearing the alarm:

- ▶ Leave the building by the NEAREST and SAFEST route as quickly as possible.
- ▶ Do not run or stop to collect personal belongings.
- ▶ Any visitors must be escorted to the emergency assembly point.
- ▶ If possible, close doors & windows as you leave (prevent fire from spreading).
- ▶ Report to your assembly point to enable a 'role call' to be undertaken.
- ▶ Do not return to the building unless authorised to do so.

DO NOT TAKE RISKS - IF IN DOUBT – GET OUT

The fire procedure will also be followed in the event of other emergencies (bomb or terrorist threat).

Alarms are tested weekly & a full fire drill will take place at 6 monthly intervals.

Fire extinguishers are located in prominent locations and are checked annually.

Every works vehicle also contains a fire extinguisher.

Expectant Mothers (Pregnancy)

It is important to advise your Line Manager as soon as pregnancy is confirmed.

An expectant mother risk assessment will be carried out, to ensure that your workplace and indeed tasks do not present any adverse risks.

Any concerns about your ability to continue with allocated tasks whilst pregnant or returning to work after maternity leave, should be discussed with your Line Manager as soon as possible.

First Aid

First Aid arrangements will be conveyed to Staff during inductions & will be reminded through tool box talks, newsletters, notice boards, etc.

Details of First Aiders are displayed on notice boards.

First Aid Boxes are located in prominent areas and are checked monthly & refilled by an appointed First Aider (if necessary).

All vehicles are fitted with first aid boxes.

Housekeeping

Good housekeeping is the responsibility of everyone.

This includes:

- ▶ Keeping floors/walkways clear.
- ▶ Stacking items correctly.
- ▶ Ensuring there are no tripping hazards.
- ▶ Keeping fire exits/extinguishers clear.
- ▶ Not storing combustible materials near heat sources.
- ▶ Generally keeping the workplace tidy.

Should anything require further action then advise your line manager.

Periodic inspections will be carried out to ensure that a high standard of housekeeping is maintained.

Manual Handling & Lifting

Manual Handling:

- ▶ Will be avoided, as far as is reasonably practicable.
- ▶ Assessments are required as part of the risk assessment process.

Should Manual Handling be unavoidable the following aspects are advised:

- ▶ Do not attempt to lift anything that is too heavy for you (Ask for help & contact your Manager).
- ▶ Inspect the load for sharp edges, greasy patches, etc.
- ▶ Consider if gloves are required & ensure that you are wearing suitable footwear.
- ▶ Ensure the route that you are going to follow is free of obstructions.
- ▶ Always test the load before attempting to lift anything (rocking the load side to side).
- ▶ Relaxing knees allowing the feet to adjust (forming a balanced base).
- ▶ Stand close to the load & plant legs firmly apart (about 300mm).
- ▶ Squat with knees bent, keeping back straight and chin tucked in.
- ▶ Ensure a smooth movement, avoid jerking, twisting, etc.
- ▶ Allow the legs to provide the power to carry out the lift.

Notices

The following documents are displayed on Company notice board:

- ▶ Certificate of Employer's Liability Compulsory Insurance (ELCI).
- ▶ Company Health and Safety Policy (Statement of Intent).
- ▶ Health and Safety Law – what you should know'.
- ▶ Periodic newsletters/bulletins, etc.

Contact your Line Manager should you require additional advice/clarity on Notice Board information.

Noise

Unwanted sound (noise) is recognised as a hazard to health, cause of health issues & a distraction.

Activities carried out by our organisation do not produce noise levels beyond the first action level, although we may work in the vicinity of noise produced by contractors working for our client.

Actions will therefore be taken to:

- ▶ Reduce noise levels.
- ▶ Discuss noise levels with our client.
- ▶ Provide appropriate Personal Protective Equipment (PPE) to Operatives (as a final resort).

Personal Protective Equipment (PPE)

PPE will be considered as a last resort in the hierarchy of controls.

PPE will be provided to Operatives where a risk assessment has identified the need for PPE.

The following general guidance is advised to Operatives regarding PPE:

- ▶ PPE issued MUST be worn correctly.
- ▶ PPE must be maintained, cleaned and be replaced as appropriate.
- ▶ PPE must be stored to protect from contamination, dirt, damage or loss.
- ▶ Advice regarding PPE & indeed replacement PPE must be discussed with Line Manager.
- ▶ Upon leaving the Company all PPE must be returned to your Line Manager.

Note – Safety Harnesses are periodically used when working from MEWP Booms & will be referenced within RAMS.

Concerns about a manual handling task must be notified to your Line Manager.

Risk Assessments & Method Statements (RAMS)

Risk assessments will be carried out to identify control measures applicable to particular hazards.

In addition to assessing the risk, safe methods of work will be incorporated into our risk assessment to produce a RAMS document.

The RAMS document will be produced by Project Managers with additional support if necessary, from the Health & Safety Consultant.

In addition to forwarding a copy of RAMS to Clients, this document will be briefed to Operatives, and will be periodically reviewed to reflect process change, etc.

Occasionally it may be necessary to follow permit to work systems required by our Client.

Smoking

Smoking is not permitted anywhere within buildings or in company vehicles.

Restrictions & designated smoking areas will be detailed during inductions.

Training

The Organisation recognises the need to provide suitable and sufficient training in order that activities can be carried out safely and competently.

All Employees have a duty to attend relevant training where this has been identified.

Training will vary, but will include topics such as asbestos awareness, safe working at height, mobile elevated working platforms, first aid, manual handling & the safe use of hazardous substances (some of which may be incorporated within other accredited training such as IOSH courses).

Training will be provided using different methods including formal accredited and non-accredited courses held away from the workplace, inductions, use of DVDs/videos, on the job training as well as tool box talks on specific topics.

Training records will be maintained to identify the need for refresher training prior to the expiry of current certificates.

Advice on training requirements can also be obtained from the company Health & Safety Consultant.

Waste

Waste disposal will be identified in site specific risk assessments.

Receptacles (skips, bins, etc) will be prominently displayed & instructions provided during inductions.

All waste will be disposed of by registered waste carriers in accordance with current legislation.

Welfare Facilities

The Company will provide adequate welfare facilities for the use by staff members or visitors.

The Company will liaise with Client/Principal Contractor prior to work commencing to identify welfare arrangements that will be available for staff members and visitors.

Concerns regarding the provision of welfare facilities, must be reported to your Line Manager in order that rectification measures can be addressed.

Work Equipment

The company will comply with the Provision & Use of Work Equipment Regulations (PUWER).

Equipment will be inspected & maintained in accordance with statutory, industry practice & Client requirements (evidence recorded), to ensure that equipment is safe & suitable for use.

Operatives will be provided with information, instruction & training to enable safe use of equipment.

Equipment will not be permitted to leave Company premises unless authorised by a Line Manager.

An operator's checklist is available for equipment & must be completed at the start of every shift.

Working at Height (including Ladders)

This is the most dangerous type of work undertaken by the company.

Any work undertaken at height off the floor is considered working at height.

The Work at Height Regulation require:

- ▶ Avoid work at height where possible.
- ▶ Where working at height cannot be avoided, consider the hierarchy of control measures.
- ▶ All work at height to be properly planned, organised & supervised (see RAMS section).
- ▶ Work at height takes account of weather conditions that could endanger health & safety.
- ▶ Those involved in work at height to be trained and competent.
- ▶ Equipment for work at height to be appropriately inspected and maintained.
- ▶ The risk from fragile surfaces to be suitably controlled.
- ▶ The risks from falling objects to be appropriately controlled.
- ▶ Emergencies rescue is considered.

All ladders must be:

- ▶ Professional class (Industrial or Trade).
- ▶ Be used in accordance with the HSE Guidance on “Safe use of Ladders & Stepladders.”
- ▶ Where possible Mobile Access Towers will be used for prolonged work.
- ▶ Ladders and Towers must be thoroughly inspected before for signs of wear or damage.

Young Persons at Work (including Apprentices)

Anyone wishing to bring Young Persons (those under 18 years of age) onto site must obtain permission of the Project Manager.

Risk assessment must be produced for all the Young Persons who are to work on site.

The Young Persons risk assessment will consider the following:

- ▶ Lack of experience & maturity.
- ▶ Workplace environment.
- ▶ Work equipment & work activities/process.
- ▶ Training requirements.
- ▶ Supervision needed.
- ▶ Working time restrictions.

STORY

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