



Domax Interiors Limited

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Health & Safety Policy 2009

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GENERAL POLICY STATEMENT OF DOMAX INTERIORS LIMITED

It is the Company’s firm intention to ensure that the highest practicable standards of Health, Safety and Welfare are achieved in respect of its operations.

The Company accepts in full its obligations to work to the requirements of all legislation and codes of good practice relating to Health, Safety and Welfare.

Management and staff have the duty and responsibility for implementing this policy in a manner, which ensures that Health, Safety, and Welfare considerations are always given priority.

The effectiveness of the Company’s Health and Safety Policy relies heavily on the co-operation of Company employees and the competency of those persons engaged by the Company. Domax Interiors Limited will ensure through its training policy the competence of employees and it is their duty and responsibility to do everything possible to prevent injury to themselves and to others visiting the premises.

The Company has an excellent record for Health and Safety at its places of work. It recognises that this is achieved through the active participation, of both management and those employed by the Company, in identifying hazards and risks and then taking positive action to control them.

The Company has appointed Mr. Daniel Domala as the person with overall responsibility for Health, Safety and Welfare.

Signed..... Mr. Daniel Domala
Domax Interiors Limited

Dated: March 2009

This Policy will be reviewed on an annual basis or:
If there is reason to suspect that it is no longer valid; or
If there has been a significant change in the matters to which it relates.

ORGANISATION FOR THE ACHIEVEMENT OF SAFE WORKING PLACES

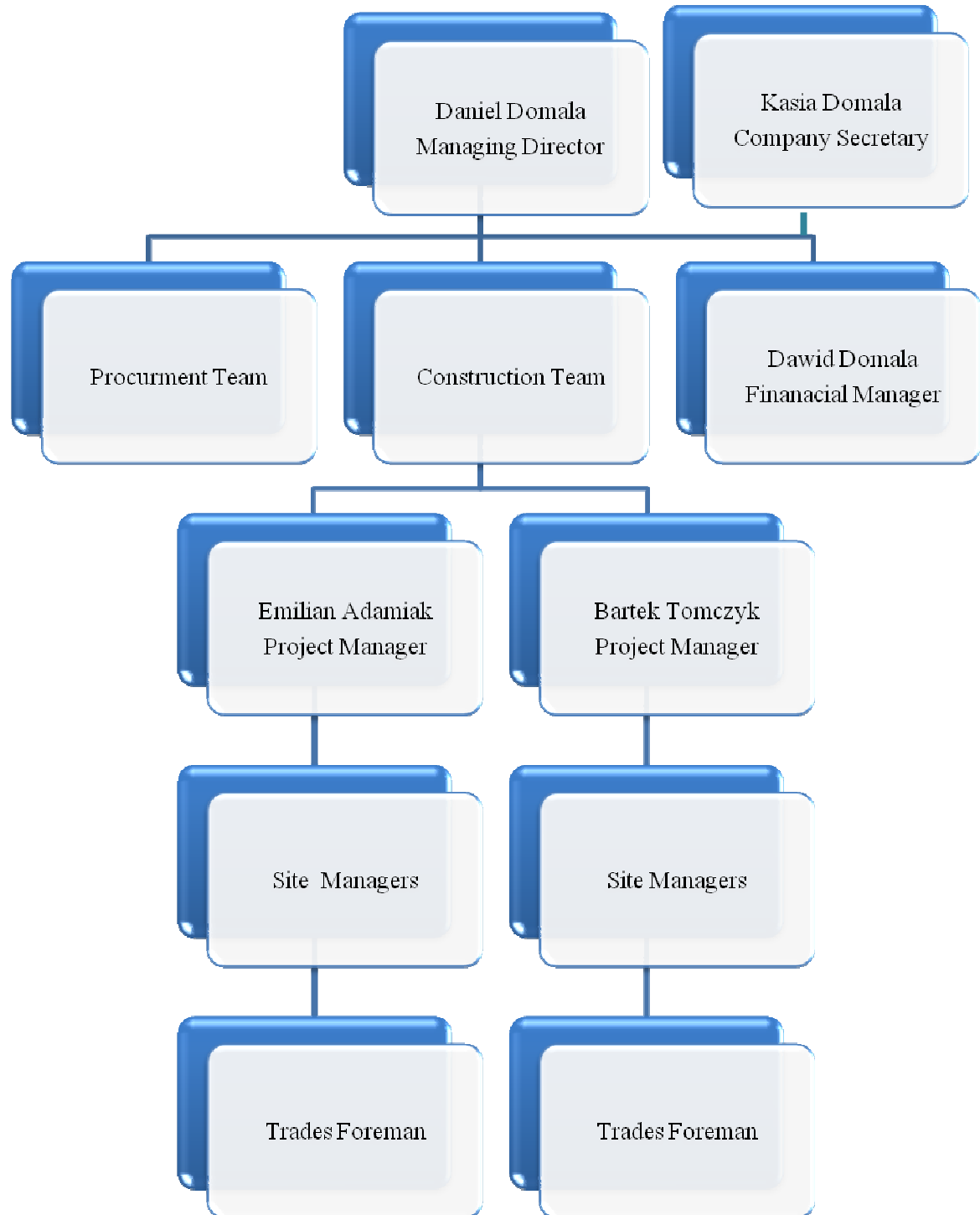
The effectiveness of the Safety Policy is dependant on the people who are responsible for ensuring that all aspects of work are carried out with due consideration for safety and with minimum risk to health. Domax Interiors Limited will ensure that this Policy is applied and is adopted by all Personnel and visitors to their premises and sites of operations. In order that this can be achieved Domax Interiors Limited has a management structure as outlined below with individual responsibilities detailed on the following pages.

Each individual person has a duty of care to themselves and other persons who may be affected by their actions.

Any recognised breach of any Health and Safety Legislation or any potential hazard observed while at work is to be reported.

Employees are to pay due regard to any duty or requirement imposed on the Company or other person by or under any of the relevant statutory provisions and to co-operate with the employer so far as is practicable to enable that duty or requirement to be complied with and are to act with all reasonable haste on advice and instructions given on matters of Health, Safety and Welfare.

COMPANY STRUCTURE AND ORGANOGRAM



THE RESPONSIBILITIES OF MR. DANIEL DOMALA **(DIRECTOR)**

The overall responsibility for Health and Safety rests with the Director, Mr. Daniel Domala. Specific duties are delegated to others according to their experience and training. Each individual person has a duty of care to himself as well as to all those they come into contact with during any part of the working day. Mr. Daniel Domala as the Director responsible for Health and Safety will ensure that this Policy is applied throughout the whole company as well as being adopted by all operatives, sub-contractors and visitors to premises where contracts are undertaken.

Under his guidance effective accident prevention and safety training programmes are developed and procedures introduced to bring about a safe and healthy working environment. He also ensures that management are trained in these policies and play their part in promoting Health and Safety. All new employees will be trained in the company Health and Safety requirements. Training received by all employees/subcontractors will be entered in their personal training record file and will be reviewed. Each individual person has a duty of care to himself as well as to all those they come into contact with during any part of the working day. A Director has a duty to;

- Initiate the Company's Policy for Health and Safety to prevent injury, ill health, damage and waste and to set targets for the reduction of accidents and to initiate the Company Health and Safety Policy for safe places of work.
- Ensure that the Company's Employees are aware of their responsibilities and that each administers and promotes with enthusiasm the requirements of this Policy throughout the entire company.
- Communicate with our Independent Safety Advisors to ensure new safety legislation is conveyed through all levels of employees.
- Sanction the necessary resources for adequate welfare facilities and equipment, to allocate adequate time for training and all matters of Health and Safety to meet the requirements of the Company Policy and to ensure that the Company Health and Safety Policy is fully implemented.
- To ensure that at the outset of every project, the correct Health and Safety procedures are established.
- To ensure that Health and Safety training needs amongst Domax Interiors Limited staff are identified and fulfilled.
- To create and maintain a strong positive Health and Safety culture throughout the Company.
- To implement, co-ordinate and control the administration of Health and Safety matters within the Company.
- To discipline any employee who fails to comply with his / her individual responsibilities towards achieving safe places of work.

- To stay abreast of developments in Health and Safety legislation and good working practices and to ensure that any new developments are communicated both quickly and effectively to all Company staff.
- To set a good personal example for others to follow.
- To ensure that all accidents, dangerous occurrences and near misses are investigated thoroughly and that suitable remedial measures are introduced to prevent a similar situation in the future.
- To ensure that all employees are kept fully up to date on all matters relating to Health and Safety. This includes new legislation, good working practices, risk assessments and COSHH data.
- To pay particular attention to ensuring that Health and Safety matters are effectively communicated.
- To undertake positive vetting of the Health and Safety policies and practices of contractors whom the Company may employ to ensure their competence.
- To ensure that in the event of an accident that requires the Health and Safety Executive to be notified that such notification is given without delay and the causes thoroughly investigated.
- Promote that the Company safety culture is a serious one and that Health and Safety is paramount at all times. Know, understand and implement the Company Health and Safety Policy with the objective of ensuring a safe workplace.
- Ensure that risk assessments/method statements are issued or otherwise related to employees throughout the Company. Check that those who need to be aware of them understand. Never assume or leave Health and Safety matters to chance. Be pro-active and prevent accidents from happening.
- Take steps to prevent horseplay and reprimand those who fail to consider their own well being and that of others around them.
- Undertake positive vetting of the Health and Safety procedures of other contractors whose services Domax Interiors Limited proposes to employ and to provide feedback in the event that policies and practices are found to be unsatisfactory.
- At the outset of every project ensure that the correct Health and Safety procedures are established and that supervisors provide a briefing on Health and Safety issues to those engaged to undertake the works. Ensure that any operatives who join projects at a later date are similarly briefed. Frequently update operatives and sub-contractors on Health and Safety matters.
- Ensure that personal protective equipment is available and that suitable time is allocated for the completion of tasks in a safe manner. PPE provided must be worn when appropriate and replaced as necessary.

- Ensure that each project under your control has adequate emergency procedures, fire fighting equipment and first aid kit (and a trained First Aider or appointed person where required by law or specified by the Principal Contractor).
- Provide a briefing/induction to all those engaged within the office environment, supplying details of first aid, welfare, emergency arrangements together with all hazards that may arise and controls available.
- To monitor, control and correct the Health and Safety actions of employees under your jurisdiction particularly in the office environment to ensure that Health and Safety is given top priority and that the Company Health and Safety Policy is fully understood.

Mr. Daniel Domala will also determine at the planning stage:

The most appropriate order and method of working.

That competent persons are available to undertake the work.

The amount of time and resources to be allocated with adequate allowance for unplanned eventualities.

The provision of adequate lighting, signage means of evacuation and method of electrical distribution to ensure the safety of persons in occupied premises.

That you have planned for emergency procedures, fire fighting equipment and a first aid kit and a trained First Aider / Appointed persons where required.

The availability of welfare facilities, fire precautions and First-Aiders where not supplied by others.

Any particular training or instruction required for specific tasks.

That all information available regarding the location of services to any premises worked on are known.

That written instructions are provided for unusual situations not covered by Company Policy & to establish working methods and sequences to outline potential hazards at each stage and indicate precautions to be adopted. Make assessments available to persons on site and discuss them fully.

Ensure, so far, as is reasonably practicable, that work, once started is carried out so as to ensure the safety of all persons on the site or premises.

THE RESPONSIBILITIES OF THE HEALTH AND SAFETY CONSULTANTS

The responsibility of the independent Health and Safety Consultants is to monitor, revise all modifications or amendments and requirements that are deemed necessary to comply with the existing and/or new legislation. In order to assist in discharging the employer's duties (Regulation 7 of the Management of Health and Safety at Work Regulations), M. E. L. (Health & Safety) Consultants Limited will help to develop the company Health and Safety culture and enhance the Health and Safety knowledge retained by employees.

In addition the Health and Safety Consultant will undertake to perform those duties laid out below when requested or should the necessity arise:

- To advise Domax Management on the implementation of Health and Safety, i.e. relevant legislation, Codes of Practices and guidance material, fire precautions, the suitability of safety equipment and accident reporting procedures.
- To monitor by inspection of the workplaces the Health and Safety performance of employees and to report back to the Director on such inspections.
- To advise on and prepare, if requested, Health and Safety documentation.
- To prepare statistical analysis in accidents and causation classification, with recommendations on preventative measures to be implemented.
- To investigate and report major injuries, notifiable dangerous occurrences, other accidents and incidents and to attend and report on legal proceedings in which Domax Interiors limited may be involved.
- To promote good working relations with the Health and Safety Executive and other Enforcing Authorities and to strive at all times to achieve with the co-operation of the Management, compliance with current legislation.
- To advise on fire precautions, signage and best practices with regards to fire prevention.
- To assist in the choice and suitability of safety equipment and methods of training in its use and storage etc.
- Give guidance on the correct reporting procedure with regards to accidents at work in accordance with RIDDOR 95.
- To give guidance on training required ensuring continued competency and, if requested, producing and undertaking training programme.
- Undertake noise surveys when requested to ensure the compliance with the Control of Noise at Work Regulations 2005.
- Arrange for Portable Appliance Testing.
- The Health and Safety Consultant or his nominee is also empowered during an inspection to prevent any activity or system of work, which he considers presents hazards to the operators or to other personnel.

- Take steps to restrain persons from taking unsafe risks, prevent horseplay and reprimand those who fail to consider their own well being and that of others around them.
- Assist Mr. Daniel Domala to ensure that accidents and incidents are fully investigated and causation discovered and to ensure that in the event of an accident that requires the Health and Safety Executive to be notified that such notification is given without delay.

Above all else understand and accept that those whom you oversee are likely to have or be involved in accidents if you personally do not take positive steps to prevent them. In this respect your responsibility to others is considerable. Be safe rather than sorry. Failure to establish, maintain, monitor and control Health and Safety matters within your remit is regarded as extremely serious by the Company.

THE RESPONSIBILITIES OF THE SITE SUPERVISORS

There is a general understanding that due to the size of projects and the fluctuations in work load within the company there will be situations whereby Supervisors will become operatives within the parameters of this Policy. Lines of communication with regards to Health and Safety will be clearly defined and responsibilities suitably apportioned and delegated. Persons undertaking a role are to be made familiar / become familiar with their Health and Safety responsibilities. The responsibilities of the supervisors/foremen will be to:

- Develop a strong concern for the safety of those that the company engages on its sites and for those who may be affected by the activities of the Company. Understand that the Company safety culture is a serious one and that Health and Safety is paramount at all times. Know, understand and implement the Company Health and Safety Policy with the objective of ensuring a safe workplace.
- Ensure that all employees and sub-contractors engaged on sites under your control have a good understanding of the risks associated with their activities and the materials they handle. Ensure that risk assessments and COSHH data information is issued or otherwise related. Check that those who need to be aware of it understand it. If not implement and re-check. Never assume or leave Health and Safety matters to chance. Be pro-active and prevent accidents from happening.
- At the start of every project provide a briefing on Health and Safety issues to those engaged to undertake the works. Ensure that any operatives who join the project at a later date are similarly briefed. Frequently update operatives and sub-contractors on Health and Safety matters as information is received i.e. from the Site Manager.
- Ensure that adequate personal protective equipment is provided and worn when appropriate, replaced when damaged and is stored in an orderly fashion.
- Stop any unsafe or potentially unsafe working practices immediately and notify any Director, of any personnel who persistently breach Health and Safety rules.
- Ensure that a tidy workplace and storage areas are maintained and materials not needed are removed or stored in an orderly fashion.
- Always prevent obstruction of access and egress routes by the safe delivery, stacking and storage of materials.
- Ensure that each project under your control has adequate emergency procedures, fire fighting equipment and first aid kit (and a trained First Aider or appointed person where required by law). Whether it is to be supplied by Domax Interiors Limited or the Principal Contractor.
- Work equipment is to be maintained in a fit state. Equipment requiring repairs must remain safely out of use until such time as repairs that may be required are completed by a competent person.
- If for any reason, you are unable to fully attend to Health and Safety responsibilities at a particular site due to your absence wherever possible take responsibility for fully briefing whoever takes over your position on any safety matters or issues particular to the sites concerned. Take responsibility for sites, inducting your replacement if necessary.

- Never, under any circumstances, allow works to proceed in an unsafe manner and report any accidents to the Director immediately after they happen. Ensure that any accidents are fully documented without delay.
- Ensure that all records and registers in the Site Safety Folder are kept up to date.

The Site Supervisor must also determine at the contract stage:

That a tidy work and storage area is maintained and areas of works barriered and adequate signage erected where areas of works may present a hazard.

The delivery and safe stacking of materials to prevent obstruction of access and egress routes.

Those arrangements are made between employees, sub-contractors and others at the premises to avoid confusion about areas of responsibility for Health, Safety and Welfare.

That adequate supply of personal protective equipment is available.

Ensure that any accident on site, which results in an injury to any person, is reported in accordance with RIDDOR if applicable, and entered into the accident book.

Where applicable that all hazardous materials are properly used and stored, as outlined in the COSHH assessment.

Above all else understand and accept that those whom you observe are likely to have or be involved in accidents if you personally do not take positive steps to prevent them. In this respect your responsibility to others is considerable. Be safe rather than sorry. Failure to establish, maintain, monitor and control Health and Safety matters within your remit is regarded as extremely serious by the Company.

THE RESPONSIBILITIES OF OFFICE PERSONNEL

Those persons working within the office environment will be relied upon to:

- Understand the Company's Health and Safety Policy. Ensure that systems of work are planned in accordance with its requirements and that it is regularly examined to establish if improvements or additions should be made.
- Monitor, control and correct the Health and Safety actions of any persons under your control to ensure Health and Safety is given top priority and that the Company Health and Safety Policy is fully understood and implemented.
- Ensure that those that you report to are kept fully up to date on any matters relating to Health and Safety.
- Pay particular attention to ensuring that Health and Safety matters are effectively communicated to those at work sites.
- Assist in the maintenance of a comprehensive head office accident log for the Company and ensure that in the event of an accident occurring the circumstances are fully and accurately documented without delay.
- Maintain a pro-active role in the assessment of risk and to familiarise themselves with the broad requirements of Health and Safety legislation within their environment.
- Ensure there is perseverance towards the continual improvement in the company's Health and Safety performance and those that the company employs.
- Ensure that the office is kept clean and tidy and that escape routes are kept clear at all times.
- Become aware of emergency & safety procedures.
- Ask for and expect to promptly receive assistance and guidance on any matter that relates to Health and Safety at work.
- Always consider how your acts or omissions may impinge on the Health and Safety of others.
- Report any incidents that may, if not corrected be able to cause harm to others.
- Regularly inspect your general working environment and remove hazards when possible or highlight those hazards to the Director in order that they be removed or controlled.
- Provide Mr. Daniel Domala with details of any areas where the Company Health and Safety Policy and actual Health and Safety practice differ and to highlight those areas where up to date refresher training may be required.

THE RESPONSIBILITIES OF THE OPERATIVES & LABOUR ONLY CONTRACTORS

All employees of the Company are to comply with their individual duties under Section 7 & Section 8 of the Health and Safety at Work etc. Act 1974 and Regulation 14 of the Management of Health and Safety at Work (Amendment) Regulations 2006. That is to ensure their own safety and the safety of others and to generally co-operate with their Employer so as to enable the Employer to carry out his Health and Safety duties towards them. Failure to comply with Health and Safety duties and regulations on the part of the Employee, may lead to dismissal from employment.

To ensure that the locations where work is undertaken remain safe places of work, all operatives and contractors are requested to:

- Read and understand the Company Health and Safety Policy, and comply with its requirements.
- Develop a personal concern for the safety of yourself and others who may be affected by your activities,
- Obtain a good understanding of the risks associated with your activities. Risk assessments or method statements will have been produced for any activity involving a significant risk. Ensure that they are seen, read and fully understood. In the event of any uncertainty stop work and ask for guidance.
- Regard Health and Safety information and training as your right. Do not start work until you are satisfied as to your competency. Ask for and expect to receive a toolbox talk on any work or Health and Safety matters you feel unsure about.
- Never, under any circumstances, work in an unsafe manner. If you feel you have been asked to do so – don't! Contact the Director immediately.
- Wear personal protective equipment when necessary or when instructed by personnel with authority but regard its usage as a means of last resort. Work to eliminate or control the risk first.
- Not use plant and equipment for work for which it was not intended, or if you are not trained or experienced to use it and report any damaged pumps, plant or equipment. Keep all tools, plant and PPE in good condition inspect them frequently and do not use them if they are damaged or inadequate for the job.
- Be aware that site emergency procedures exist. They are for your benefit. Find out what they are and establish the location and how to use fire-fighting equipment. Find out where First Aid equipment is kept and who the site First Aider is if it is not your supervisor.
- Keep the work place tidy at all times to make it a safer and healthier place to work. Be aware of trip hazards and when possible remove any hazards observed i.e. nails protruding from timber and pieces of plastic or banding left lying around.
- Do not play dangerous practical jokes or partake in "horseplay".

- Report any injury to yourself, which results from an accident at work, even if the injury does not stop you working.
- Work in a safe manner at all times. Do not take unnecessary risks, which could endanger yourself or others. Suggest safer methods of working and to ensure that you and the general public are not put at any risk. Warn any other persons sharing the workplace of particular known hazards.

Falls account for almost exactly half of all construction deaths and serious injuries. You have a clear role to play in ensuring your own safety. Most accidents involving falls could have been prevented if the right equipment had been provided and properly used. Domax Interiors Limited has provided the equipment & training in its correct use and will endeavour to supervise. Ensure you use it correctly!!

The attention of all employees is drawn to their responsibilities under the Law. E.g. the Health and Safety at Work Etc. Act 1974: -

- It shall be the duty of every employee while at work to take reasonable care for the Health and Safety of himself and of any other persons who may be affected by his acts or omissions while at work.
- As regards to any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is reasonably practicable to enable that duty or requirement to be performed or complied with.
- No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of Health, Safety and Welfare in pursuance of any of the relevant statutory provisions.
- Employees are reminded here, that a breach of safety procedures could possibly result in disciplinary action being taken by the Company, and that provision is made in the Health and Safety at Work etc. Act 1974 for certain breaches to be actioned by the Health and Safety Executive.
- All equipment should be fitted with safety devices or cut outs and these should never be bypassed. All equipment has been tested and supplied in accordance with the current legislation. Defects in plant, equipment and tools must be reported immediately.
- Do not attempt to repair or maintain any plant or equipment unless you have been properly trained to do so, particularly when it may involve electrical devices or the removal of safety guards. Ensure that the guard protection is always in place where required for the safe use of equipment.
- All faulty equipment is to be isolated immediately and warnings given to others who may be at risk. Inform the Supervisor and ensure that no work is carried out with the faulty equipment until such time as the hazard has been cleared.

THE RESPONSIBILITIES OF SUBCONTRACTORS AND THEIR EMPLOYEES

- All Subcontractors will be expected to comply with the Company Health and Safety Policy of Domax Interiors Limited and must submit their own Health and Safety documentation to Domax Interiors for verification. This will include as a minimum, risk assessments, method statements, COSHH assessments, Health and Safety Policy, Insurance details and any details of training undertaken by operatives.
- Contractors are expected to read this Health and Safety Policy and will be expected to be fully aware of what is required of them whilst working on sites.
- All work must be carried out in accordance with the relevant statutory provisions taking into account the safety of others whom may be present in the work area and comply with any safety instruction given to them by Domax Interiors Limited.
- All plant and equipment brought into a work area by Subcontractors must be safe and in good working condition, fitted with any necessary guards and safety devices. All operatives must be adequately trained in the use of such equipment and where appropriate have available any certificates of competence.
- All electrical equipment is to be regularly tested and suitable for the conditions in which it is to be used or provided.
- Any injury sustained or damage caused by Subcontractors employees must be reported immediately to Mr. Daniel Domala.
- Subcontractors when informed of any hazards or defects will be expected to take immediate action to implement given controls.
- Welfare facilities will be available at sites together with fire extinguishers and first aid personnel, in circumstances where this is not provided by the main contractor, Domax Interiors Limited will make alternate arrangements with contractors.
- Domax Interiors Limited will provide COSHH assessments for any material or substance supplied for use on site and these will be available to all operatives. Contractors are to provide COSHH assessments for additional materials provided for their own use.
- Subcontractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc. cleared as work proceeds.
- It is the Policy of Domax Interiors Limited that all operatives, contractors, subcontractors and persons within the works area wear the protective clothing or equipment appropriate to the works being undertaken. Subcontractors are to provide appropriate protective clothing and safety equipment and are to ensure that their employees use both clothing and equipment at all times when required by the PPE assessment.
- Subcontractors are required to ensure that copies of all risk assessments, method statements, COSHH assessments and any other Health and Safety documentation are available for inspection by Domax Interiors Limited. Such assessments must be provided before work is due to commence and in sufficient time to allow consideration of the controls implemented.

GENERAL ARRANGEMENTS

HEALTH AND SAFETY OVERVIEW

Under the Environmental Protection Act 1990 and the Health and Safety at Work etc. Act 1974, the Secretary of State is empowered to make regulations for a number of purposes, which are listed in the Schedules to the Acts. The environmental Agency and the Health and Safety Commission may approve and issue Approved Codes of Practice and although failure to observe such a code would not in itself be illegal, it may be referred to in criminal proceedings to show that the failure to comply with the code or any provision of it, constitutes a contravention of any particular requirement or prohibition of the Act. All Acts, Orders, Regulations and ACOP's remain in force until they are modified or repealed.

ENFORCEMENT

This is the responsibility of the Environmental Agency and the Health and Safety Executive appointed by the Commission, with the proviso that responsibility may be transferred in certain cases to local authorities. Enforcement Officers operate along the lines of the old Factory Inspectors but have considerably more power. If an inspector is of the opinion that a person is contravening a statutory provision or is likely to repeat a contravention, he may serve on that person an Improvement Notice requiring specified remedial action to be taken within a specified time. If the inspector considers that the contravention involves a risk of serious injury, they may serve a Prohibition Notice having immediate effect if considered necessary, directing that the specified activities must not be carried on until the specific matters have been remedied. If an Improvement Notice or Prohibition Notice is not complied with, persons responsible are liable to imprisonment for up to six months (3 months under the Environmental Protection Act 1990) and a fine of up to £20,000.00. Either of these notices may (but need not) include directions as to the measures to be taken, except where a Notice has immediate effect it may be withdrawn by the inspector before the date specified, or on the other hand, the period specified may be extended. An inspector may seize any plant, article or substance he finds on any premises, if they consider it to be a cause of imminent danger

An inspector may give to persons employed (or their representatives), factual information obtained by them relating to the premises and anything undertaken there and inform them of any action they are taking in connection with the premises.

A person found guilty of an offence under the Acts is liable, on indictment for certain offences, up to two years imprisonment, and / or an unlimited fine. Continuation of an offence for which a person has been convicted constitutes a further offence and that person is liable to a fine for each day on which the contravention continues.

The Health and Safety (Offences) Act 2008 increases the penalties and provides courts with greater sentencing powers for those who flout health and safety legislation. The Act raises the maximum penalties that can be imposed for breaching health and safety regulations in the lower courts from £5,000 to £20,000, and the range of offences for which an individual can be imprisoned has also been broadened.

Domax Interiors Limited accepts that the level of fines for some health and safety offences has previously been too low and takes health and safety management responsibilities very seriously in order to prevent accidents and incidents of ill health at all levels within the organisation. Employees are encouraged to act in accordance with the statutory provisions

placed upon them and are warned of the consequences that could result if they fail to adhere to our safe systems of work.

ACCIDENT INVESTIGATION

Domax Interiors Limited together with our Independent Health and Safety Consultants will undertake a thorough investigation of accidents. Accidents will be investigated to ensure that suitable controls are implemented and safe systems of work are implemented with the aim of preventing recurrence, removing the hazard and reducing the risk.

ACCIDENT PROCEDURE AND RIDDOR

In recognition of its duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), the Company has instituted a system for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive. In the first instance Domax Interiors Limited will, so far as is reasonably practicable, provide and maintain a safe place of work, a safe system of work, safe appliances for work and a clean, safe and healthy working environment. Provide such information, instruction, training and supervision as may be necessary to ensure the Health and Safety at work of its employees and to promote awareness and understanding of the Environment and Health and Safety throughout the workforce.

The Company will also as part of its day to day arrangements:

- Ensure the safety and absence of health risks in connection with use, handling, storage and transport of articles and substances,
- Make risk assessments available to employees,
- Take appropriate preventive/protective measures,
- Appoint only competent personnel to undertake tasks.

Where the Principal Contractor does not provide First Aid Facilities, Domax Interiors Limited will undertake risk assessments and ensure that there are sufficient competent trained First Aiders to meet the first aid requirements and also that there are well maintained First Aid facilities in accordance with The Health and Safety (First Aid) Regulations 1981.

Risk assessments in accordance with The Health and Safety (First Aid) Regulations 1981 will examine:

- The number of employees,
- The nature of the work in which they are involved,
- The size of the operation,
- How widely employees are distributed across the site,
- The location of the site and its proximity to medical treatment.

The first aid kit and its location shall be known by all personnel and its contents replaced as they are used or when an expiry date is exceeded. A regular check is to be made of the contents to ensure this. One person holding a current First Aid certificate or an "Appointed Person" certificate will be responsible for the proper use and maintenance of the first aid box.

Arrangements may be made with the Principal Contractor at projects for the shared usage of such facilities.

All accidents are to be reported to management and entered into the accident book, where applicable, the statutory requirement to report under RIDDOR 95 must be complied with. Records will require as a minimum:

- Name and address of injured person(s)
- Date, time and place of accident(s)
- A full explanation of the circumstances leading to the accident(s)
- Name of injured person(s) employer(s).

ALCOHOL, DRUGS & SMOKING

Anyone found under the influence of or in possession of alcohol or narcotics will be dismissed from the areas of work and may be subjected to appropriate disciplinary measures, which could include dismissal for serious offences. Anyone found smoking in a designated 'No Smoking' area will be instructed to extinguish the cigarette immediately with repeat offences being subject to disciplinary measures.

Domax Interiors Limited will ensure that the appropriate statutory signs are in place at the entrance to every place of work to comply with the prohibition on smoking in the workplace and company vehicles.

ASBESTOS - DEALING WITH UNIDENTIFIED ASBESTOS

The owners of buildings have a duty to investigate and make safe any areas where the presence of Asbestos is known or suspected. However the presence of Asbestos is not always obvious. The HSE have advised that it is sensible to assume that any building constructed or refurbished before the 1980s will contain asbestos materials. I.e. insulation boards, corrugated roof sheets, cement guttering and boilers and associated pipe work and lagging.

No work should be carried out which is likely to expose employees to asbestos unless an adequate assessment of exposure has been made.

If asbestos, or what is suspected to be asbestos, which was not identified during the initial assessment of the building is discovered, **STOP WORK**, staff are not permitted to handle asbestos products without prior training and the appropriate PPE.

The Client / Principal Contractor must be informed and they must protect the area from any further damage and release of fibres. Then they must call in a competent person / specialist analyst to assess the material to confirm if it is asbestos.

If asbestos is confirmed then a Licensed Contractor will be employed to protect and remove the asbestos to a specified tip that is licensed by the local waste disposal authority.

Once the asbestos has been made safe clearance certificates will be checked before Domax Interiors Limited will commence work. Domax Interiors Limited will then continue with caution, in case any further un-identified asbestos is found.

COMMUNICATION

Domax Interiors Limited sees communications between workers as an essential part of effective Health and Safety management and will endeavour to communicate to employees their commitment to Safety and to ensure that employees are familiar with the contents of the Company's Health and Safety Policy. Communication with employees will be in the form of directions and statements, in writing, by way of the Policy Statement and by example.

Domax Interiors Limited aim to work with their Client's and Principal Contractors Health and Safety representatives and other employers to ensure that all information and documentation is shared regarding Health and Safety matters and that it is communicated to relevant employees in order to ensure safe working of all parties at all times.

Contractors when used are required to ensure that copies of all risk assessments and safe working documentation together with insurance details are available for inspection by Domax Interiors Limited when requested. Such assessments should be provided before work is due to commence and in sufficient time to allow submission to the Principal Contractor if required.

COMPLAINTS PROCEDURE

Should an employee consider that they have a valid complaint on any issue while at work they are to speak directly to the Site Manager. In circumstances where this action may not be appropriate or they consider that the situation has not been rectified adequately they are to outline their complaint in a letter and forward it directly to Mr. Daniel Domala for his consideration whereby a meeting will be arranged to offer appropriate action and controls.

CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2007

Domax Interiors Limited will always undertake the role of contractor under a principal Contractor but will when requested in accordance with CDM supply details of the below to the Principal Contractor:-

Domax Interiors Limited Method Statement.

At tender stage Domax Interiors Limited will have produced method statements giving details of any foreseeable hazards, these will be delivered to the Principal Contractor for inclusion in the Health and Safety Plan.

Management of the Works.

Domax Interiors Limited will not be acting as the Principal Contractor, so they will ensure the following:

- Plan, manage and monitor the work and the workers,
- Check the competence of all of their appointees and workers,
- Train their own employees,
- Provide information to their workers,
- Comply with the specific requirements set out in Part 4 of the Regulations,

Ensure that there are adequate welfare facilities for their workers,

Ensure that every contractor whom they appoint or engage to work on the project is informed of the minimum amount of time which they will be allowed for planning and preparation before they begin work on site,

Provide workers under their control (whether employed or self-employed) with any necessary information, including about relevant aspects of other contractors work, and site induction (where not undertaken by the Principal Contractor) which they need to work safely, to report problems or to respond appropriately in an emergency.

Site Accommodation and Welfare Facilities.

The Principal Contractor shall provide details of the following:

Arrangements for Domax Interiors Limited operatives:

- Location and number of facilities.
- How electricity, water and drainage will be provided.
- Accident, Emergency Procedures and First Aid Facilities.
- Should the above not be available through the Principal Contractor suitable arrangements will be made by Domax Interiors Limited.

Emergency Procedures.

Domax Interiors Limited will provide details of the following should they not be available through the Main Contractor:

- The emergency procedures that will be applicable to the contract.
- Details of any arrangements made with the Emergency services.
- The arrangements of provisions of first aid on site.
- The arrangements of fire and fire fighting on site.
- The arrangements for reporting accidents and dangerous occurrences.

Fencing and Security.

Domax Interiors Limited shall provide details of the following when requested by the Principal Contractor but will assess the risk and provide or advise on suitable provision to:

- Make arrangements for enclosing the site and working areas.
- Provide out of hours arrangements for security.
- Make arrangements to prevent unauthorised persons especially children accessing the work areas.
- Make arrangements to safeguard members of the public.

Manual Handling and Lifting Operations.

Domax Interiors Limited shall provide details of the following when applicable:

- Manual handling arrangements in accordance with the Manual Handling Operations Regulations 1992.

- To minimise the need for manual handling.
- Mechanical lifting arrangements to reflect the requirements of the Lifting Operations & Lifting Equipment Regulations 1998.

Personal Protective Equipment.

Domax Interiors Limited will provide Personal Protective Equipment to all employees on site as required by the Regulations together with suitable training on its use. An assessment will be carried out by Domax Interiors Limited to identify the level of Equipment required in accordance with The Personal Protective Equipment Regulations. 1992.

Training.

Domax Interiors Limited will provide details of the following when requested:

- Proof of Skills training where relevant.
- Recent Health and Safety Training undertaken by supervisors and operatives

Site Tidiness.

Domax Interiors Limited will provide details of proposals to maintain the site accommodation, storage areas and working areas in a clean and tidy manner.

CONSULTATION WITH EMPLOYEES AND CONTRACTORS

The Company will ensure that there is regular consultation with all employees to achieve and maintain an effective Health and Safety culture within the Company's operations. The Company will consult with the employees or their representatives, before the introduction of new procedures or technology that may affect employees and their working practices.

Consultation will also occur after the introduction of new statutory information, new or modified work equipment or systems of work and when new technology or when new substances are to be used. The consultations will be undertaken on a formal and informal basis according to the matters being relayed. Where necessary the company will keep records of the consultations.

CONTROL OF HAZARDOUS SUBSTANCES

Due to the type of operations undertaken by Domax Interiors Limited, very few hazardous substances are used, however, we will endeavour through our purchasing policy to purchase only those substances that are not hazardous to health. Substances that may be hazardous will be reduced to the lowest level reasonably practicable. The use of those substances purchased will be assessed under the COSHH (Amendment) Regulations 2004, restricted and strictly controlled.

CONTRACTORS

All Contractors will receive a copy of the Company Health and Safety Policy Statement upon request and a list of Safety Rules and Requirements. The following paragraph may be inserted into contracts to Contractors.

“Please see a copy of our Company Policy Statement for Health, Safety and Welfare and a list of Safety Rules and Requirements for contractors on this Company's sites and Clients Premises. Your acceptance of this contract will be deemed to include acceptance

of the requirements of our Company Policy. Please contact Domax Interiors Limited for any information on any matter in connection with Health, Safety or Welfare.”

COOPERATION & CARE

If we are to build and maintain a Clean, Healthy and Safe working environment it is essential that there is co-operation between all employees. Employees are expected to co-operate and accept their duties contained in this policy. Employees have a duty to take all reasonable steps to preserve and protect the Environment and the Health and Safety of themselves and all other people affected by the Company's undertakings.

CORPORATE MANSLAUGHTER AND CORPORATE HOMICIDE ACT 2007

An offence will be committed where failings by an organisation's senior management are a substantial element in any gross breach of the duty of care owed to the organisation's employees or members of the public, which results in death. The maximum penalty is an unlimited fine and the court can additionally make a publicity order requiring the organisation to publish details of its conviction and fine.

In considering the liability of an organisation under the Act, a jury must consider any breaches of health and safety legislation and may have regard to any health and safety guidance. In addition to other health and safety guidance, this guidance could be a relevant consideration for a jury depending on the circumstances of the particular case.

The new law:

- Does not require organisations or businesses to comply with new regulatory standards
- Makes it easier to prosecute companies and other large organisations when gross failures in the management of health and safety lead to death.
- Removes a key obstacle to successful prosecutions because, until now, a company could only be convicted of manslaughter if a “directing mind” (such as a director) at the top of the company was also personally liable.
- Means that both small and large companies can be held liable for manslaughter where gross failures in the management of health and safety cause death, not just health and safety violations
- Does not apply to individual directors, senior managers or other individuals: it is concerned with the corporate liability of the organisation itself (but where there is sufficient evidence, individuals can already be prosecuted for gross negligence manslaughter and for health and safety offences and the Act does not change this position)

DISPLAY SCREEN EQUIPMENT

The use of display screen equipment is not generally a high risk activity, but failure to meet the minimum requirements may lead to serious muscular or other physical problems, eye strain, fatigue and stress.

The company will undertake assessments to check that the DSE is properly installed in an acceptable environment. DSE users are to co-operate with the company in the assessment and efficient use of their workstation and report any difficulties or defects, which could potentially contribute to a health hazard.

Employees who are required to use DSE for substantial work will receive advice so that they are aware of the hazards and health risks and are able to arrange and adjust their equipment and workstation for safe and efficient working. Employees who carry out substantial work at a display screen will be entitled to the following eye tests, before commencing work on DSE or as soon as is practical, at regular intervals afterwards or when visual difficulties are experienced.

Where tests show that eyesight correction is needed to carry out work on DSE corrective spectacles required solely for DSE will be obtained for the user.

DISCIPLINARY PROCEDURE

When there are issues of non-compliance of Health and Safety Regulations the Company will investigate them. Mr. Daniel Domala will collate any information and this will be reviewed and the appropriate corrective action taken to ensure that there are controls implemented and that the employees are made aware of the situations which are causing concern. If subsequently, the problems persist then the Company will apply further measures to ensure the Health, Safety and Welfare of all employees and others who may be affected by the actions of those who are not complying with the Health and Safety Regulations.

The employee's attention will be drawn to a situation, which is causing concern in order to give the employee the opportunity to explain and to improve a position. If subsequently, the problem persists then further, more stringent measures may be necessary.

Where the Company is dissatisfied with an employee or sub-contractors performance on Health and Safety grounds they will arrange a formal interview, where the employee can be accompanied by a fellow employee or trade representative. After considering the details an appropriate admonishment, oral warning, written warning, suspension or dismissal will be issued. Records of the disciplinary actions will be maintained by the Company and available for any appeals or legal actions arising from the issues of non-compliance of Health and Safety legislation.

The following contraventions will result in the offending individual being suspended from work pending an inquiry, which will be supervised by Mr. Daniel Domala.

- Failure by supervisors to notify and explain to operatives over whom they have charge the controls in force for projects and associated risks and the procedures established for their protection and safety.
- Working in a manner where safety management controls and requirements are disregarded to such an extent that the activity or action is considered life threatening to the individual themselves or to others.
- Malicious misuse of or damage to any items which have been provided to assist in maintaining Health, Safety or Welfare standards, including
 - Personal Protective Equipment
 - First aid provisions and facilities
 - Welfare facilities

- Safety notices, instructions or signs
- Consumption of or being under the influence of alcohol or other substances during the course of employment.

DOCUMENTATION

The office will ensure that a complete copy of, or where appropriate, relevant extracts from the Company Health and Safety Policy are made available to clients when requested for reference. A copy of the current Employers Liability Insurance Certificate will also be made available on request and displayed when practicable on site and in the Site Safety Folder.

Each major project shall be supplied with the following:

- A safety folder containing method statements, insurance and safety notices.
- Safety signs and notices.
- Records of safety talks and meetings.

ELECTRICAL POWER TOOLS

Power tools are used during the works of Domax Interiors Limited so when required they will be tested at 3 monthly intervals compliant to HSE guidance note HS(G)141. Staff will be properly trained only to use equipment after they have given it a visual inspection to identify damage or defects, and to use it only for the purposes for which it is intended according to the safe systems of working. Where equipment is found to be faulty repairs and re-testing will be carried out before the equipment is re-issued.

EMERGENCY PROCEDURES

The company will establish and where necessary provide appropriate procedures to be followed in the event of serious and imminent danger to persons working for them. The prime objective will be to ensure that no employee, sub-contractor or visitor can access any area where an emergency or possible danger may or has occurred without first receiving adequate Health and Safety instruction.

The company will inform workers about the potential dangers, the controls and the emergency procedures. The Emergency Procedures will then provide adequate safeguards to avoid a return to the work area until the risk of danger has been cleared. Where procedures have been implemented by the Principal Contractor these will be adopted by Domax Interiors Limited.

ENVIRONMENTAL CONSIDERATIONS

Domax Interiors Limited recognises its Duty of Care under The Environmental Protection Act 1990, the Environmental Protection (Duty of Care) Regulations 1991, Hazardous Waste Regulations (England and Wales) 2005 and other associated statutory provisions.

“Hazardous Waste” will only be released to a licensed “Registered Carrier” after proof (original only) has been produced by an “authorised person” has been seen and a copy retained. All parts of the “Waste Transfer” note will be suitably completed with a copy remaining with Domax Interiors Limited and a record of the “Hazardous Waste” disposal is to be retained for 3 years after deposit of the waste.

Where over 200kg of “Hazardous Waste” is produced over a 12 month period on our site/premises, Domax Interiors Limited will register that location with the Environment Agency, annually after the first notification.

All waste will be suitably packed to ensure the safety of others during storage and carriage, and have a unique consignment code consisting of letter, numbers or symbol. This packaging must also prevent spillage, leakage, waste blowing or falling or the pilfering of contents by third parties.

The Principal Contractor will be relied upon to ensure that all waste carriers are competent as outlined above.

Domax Interiors Limited will comply with the requirements of the Site Waste Management Plan (SWMP) prepared by the Principal Contractor.

FIRE SAFETY

Operatives are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous the employee should raise the alarm and evacuate the building or site immediately. In this situation operatives are to meet at the pre-determined muster point. A procedure for dealing with any fire will be prepared and effective steps taken to ensure that all employees are familiar with the procedure.

Where procedures have been implemented by the Principal Contractor these will be adopted by Domax Interiors Limited and communicated to employees.

Within the office environment fire fighting equipment is located at strategic points throughout the premises. Employees within the office are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous the employee should activate the alarm, and evacuate the building immediately to wait at the pre-determined assembly point for a “head count”.

In accordance with the Regulatory Reform (Fire Safety) Order 2005 Domax Interiors Limited has appointed a ‘Responsible Person’ to undertake the following specific duties:

- Ensure that general precautions are in place to protect Employees from the risk of fire.
- Ensure that a fire risk assessment is prepared and regularly reviewed.
- Ensure the effective planning, organisation, control, monitoring and review of the preventive and protective measures.
- Ensure that specific arrangements are made for the safe handling, storage and transport of dangerous substances and waste containing dangerous substances.
- Ensure that appropriate steps are taken to reduce the risks of ignition or have taken steps to limit the spread, growth and impact of a fire.
- Ensure that adequate and suitable means are provided, giving warning in the event of a fire, for the escape from a fire and for fire fighting.
- Any equipment, fixed or portable, used for fighting fires must always be kept in an operational condition.

- Ensure that identified risks and safety precaution information is passed onto employees and others that may be affected.
- Ensure that employees are adequately trained in relation to fire safety.

HOUSEKEEPING AND SITE TIDINESS

Site tidiness will be considered at all stages of the work and good co-operation is expected between Domax Interiors Limited and other contractors. Waste material, especially combustible material or material that presents a health and safety hazard i.e. through trips and falls will be controlled and either deposited in an agreed area, or removed from site.

Provision will be made by the Principal Contractor for the safe and defined stacking of materials and equipment. Debris and materials will not be thrown or dropped from scaffolds or buildings but will be removed by mechanical means or chute. Pallets of plaster will not be stacked more than 2 pallets high on a level base and should scaffolds become soiled with excess materials time will be allocated in clearing the work area to reduce the hazard of slips, trips and falls.

INSURANCE

In recognition of its statutory and common law duties, the Company has taken out Employers liability insurance with an approved insurer. The certificate of insurance will be prominently displayed so as to be available for inspection at all reasonable times by employees and regulatory authorities i.e. the Health and Safety Executive Inspectors within the main office and at large projects.

LADDERS

Ladders will only be used for very light work of a short duration, with a risk assessment completed to justify their use, and there will be three points of contact with the ladder at all times. Ladders over three meters in length will be footed by a third person to ensure stability. The use of ladders on uneven ground will not be permitted. Operatives on site will ensure compliance i.e. that the ladder remains footed at all times & that the ladder is used in the correct manner.

Operatives and contractors will have adequate training and information to ensure their competence in the inspection and use of the equipment i.e. that ladders are not twisted or damaged in any way and that only one person climbs a ladder at one time.

It will be recommended to the Principal Contractor that all ladders will be removed to storage at the end of the working day to prevent their use for intrusion by trespassers etc.

MANUAL HANDLING OPERATIONS

STANDARDS REQUIRED.

The following regulations apply to the manual handling or lifting of materials:

The Manual Handling Operations Regulations. 1992.

PLANNING.

All work will be tendered for or negotiated taking into account the above Regulations.

Operatives will ensure that materials are landed as close as possible by machine or truck to the area of works. Where the use of a machine is available to handle any heavy or awkward loads, instructions must be issued to site on the handling of these loads.

A manual handling assessment will be undertaken in all situations in which a risk remains after the implementation of controls in accordance with The Manual Handling Operations Regulations 1992.

All supervisory staff will be given training in the correct methods of handling and lifting loads as part of their normal safety training.

SUPERVISION.

Operatives will be instructed in the correct handling and lifting of loads when mechanical means are not practical and staff will ensure that there is a supply of suitable gloves available for issue as required for the handling of materials, which may cause injury to hands.

Safety footwear will be worn at all times on site and supervisory staff will caution any employee or sub-contractor wearing unsuitable footwear.

The supervisor will not require any operative, particularly a young person to lift without assistance, a load which is likely to cause injury. Domax Interiors Limited must reiterate that in the first instance mechanical means must be used to lift all materials and loads.

SAFE SYSTEM AT WORK.

The main injuries associated with manual handling and lifting are:

- Back strain, slipped disc
- Hernias
- Musculoskeletal disorders
- Lacerations, crushing hands or fingers
- Tenosynovitis
- Bruised, or broken toes or feet
- Various sprains, strains etc.

The selection of persons to carry out manual handling or lifting tasks will be based on the training given, age, physical build etc. Where loads have to be manually handled, the need to ensure that access and egress are safe is especially important. The training provided should be based on the physical structure of the body and the effect of attempting to handle loads in various positions.

Manual handling operations will be avoided as far as is reasonably practicable i.e. by delivering work equipment, as close to the area of intended works and by the use of lifting devices, but where a risk of injury still exists it will be reduced to the lowest level possible.

Where an avoidance of a manual handling task is not possible an assessment of the operation will be made taking into account the task, the load, the working environment and the capability

of the individual to perform the task in hand. An assessment will be reviewed if there is any reason to suspect that it is no longer valid. In the first instance all possible steps will be taken to reduce the risk of injury to the lowest level possible throughout the workplace.

NOISE SURVEYS & THE NOISE AT WORK REGULATIONS

Domax Interiors Limited recognises the risks to health of noisy operations, therefore all operations involving excessive noise will be subject to a “Operative Noise Assessment”

All Operative Noise Assessments will be kept in the Health and Safety Folder and will be available for reference by our employees given reasonable notice.

All employees will be given ear protection where required, together with full instructions on the wearing and maintenance of such protection. Failure to wear the supplied ear protection when required will result in disciplinary action being taken.

All employees must conduct themselves in an orderly manner and, wherever possible, shall not make a noise that would be detrimental to others.

All operations will be carried out with full regard to the following:

The Control of Noise at Work Regulations 2005.

It is now law that in any activity where the noise levels exceeds 85dB(A), the operator must wear ear protection when the noise cannot be contained. Any activity where noise levels exceeds 80dB (A), the operator is not legally obliged to wear ear protection but it must be available for their use if they request it.

EAR PROTECTION IS ONLY ANY GOOD WHILST IT IS BEING USED. IF PROTECTION IS ONLY WORN FOR HALF THE EXPOSURE TIME THEN ONLY 10% PROTECTION IS GAINED, IF WORN FOR 7.75 HOURS OUT OF 8 HOURS EXPOSURE THE PROTECTION IS STILL ONLY 75%.

MINIMUM WORKING TIMES DUE TO EXPOSURE WITHOUT HEARING PROTECTION – (If 80 dBA (Lep.d) is not to be exceeded)

Average Noise Level	Max Exposure in 1 Day
80	8 Hours
83	4 Hours
86	2 Hours
89	1 Hour
92	30 Minutes
95	15 Minutes
98	7.5 Minutes
101	3.75 Minutes

Noise Assessments

ACTIVITY	WITHOUT PROTECTION		WITH PROTECTION	
	DBA At plant / at 1 metre	Max. Exposure Period	DBA At plant/at 1 metre	Max Exposure Period
Vibrating Roller	98/90	7.5 mins / 50 mins	81/75	7 hrs
Wacker Rammer	97/93	10 mins / 25 mins	83/79	4 hrs
Compressor (start up/shut down)	95/n/a	15 mins	77	8 hrs
Compressor (Running)	76 (at 1 metre)	8 hrs	69	8 hrs
Pneumatic Hammer Drill	92/90	30 mins / 50 mins	74/71	8 hrs
Pneumatic Road Breaker	100/98	5 mins / 7.5 mins	76/77	8 hrs
Excavator	93/90	25 mins / 50 mins	78/71	8 hrs
Floor Saws Power Saws	100/98	5 mins / 7.5 mins	76/81	8 hrs
Core Drill	98/95	7.5 mins / 15 mins	78/77	8 hrs
Portable Generator	93 (at 1 metre)	25 mins	77	8 hrs
Portable Grinder	102/98	2.5 mins / 7.5 mins	87/77	140 mins
Percussion Drill	110/107	30 secs / 1 min	87/86	140 mins

Sound Advice

We live in a noisy world, unfortunately some of the noise may damage your ears.

Noise Control

Wherever possible noise will be reduced or eliminated by modifying machinery. You can play your part by maintaining equipment in good operation and reporting noisy equipment to your supervisor when it needs attention.

Hearing Protection

Hearing protection can be very effective but only if it fits properly and is worn correctly. The more careful you are in selecting and wearing your hearing protection the higher the protection will be. Hearing protection may initially feel uncomfortable but give yourself a chance to get used to it, even a new pair of shoes takes time to be comfortable.

Ear Plug Fitting Tips

Description – These are compressed into shape prior to insertion. The most popular types are of expandable slow recovery foam. One size will fit almost everyone. Once in the ear foam plugs expand to provide a snug and secure fit.

How to use – Slowly roll and compress foam into a thin cylinder shape, while compressed insert well into the ear canal. Fitting is easier if you reach around the head to pull the ear outwards and upwards during insertion.

Care and Cleaning – Keep the plugs clean and free from materials that may irritate the ear. They may be washed in warm water and a mild detergent, squeeze excess water from the plugs and air dry. Discard the plugs if they become hard or do not expand to their original size.

They may be cleaned with warm soapy water washed and dries thoroughly. Alcohol or solvents must not be used. Cushions should normally be replaced twice a year or more when they become stiff or cracked or no longer seal. Earmuffs should not be modified in any way. They should not be stretched or abused, as this will reduce protection.

Fitting Tips

When either muff or plug is correctly fitted the sound of your own voice should change, becoming deeper, hollow or muffled. If you can't hear the change or if it doesn't sound the same in both ears then a proper fit and acoustic seal hasn't been obtained.

Your Hearing, Why and When To Protect It

Hearing loss forms part of the natural ageing process and will gradually decline with age. It affects the ability to hear high-pitched sound clearly. With hearing damage you may have trouble listening when background noise is present.

You don't get "Used To Noise"

Noise does not have to be uncomfortably loud to cause damage. You may even think your ears are used to the noise, but what has probably happened is that hearing loss has already begun. How quickly hearing loss takes place depends on the intensity of the noise, how long it lasts and how often you are exposed to it.

As a guide, when you feel you need to shout to be heard three feet away, the noise levels are such that ear protectors are recommended.

PERSONAL PROTECTIVE EQUIPMENT

PPE identified as necessary after an assessment of the various activities will be supplied free of charge by the Company. Staff will be fitted with equipment, trained in its use and maintenance, advised of the possible results of non-use and the reporting procedures for faulty equipment.

Domax Interiors Limited will operate an on-going policy of monitoring equipment use. It will be a disciplinary matter if staff do not adhere to the use of PPE and the associated controls that are to be implemented as part of the risk assessment. It will be mandatory that employees shall wear a safety helmet and safety boots or safety shoes at all times. Other PPE may be required according to the risk assessment & in accordance with the site rules.

Personal Protective Equipment - Visitors to Site.

Official visitors to site will be required to wear a safety helmet and safety boots. Other PPE such as a high visibility waistcoat should be considered and used when required. Visiting

managers, supervisors or contractors will be reminded that they should set a good example by wearing the appropriate protective clothing at all times whilst on site.

PROTECTION OF PERSONS IN WORK AREAS

All necessary measures required for the protection of others will be allowed for and planned, taking into account Section 3 of the Health and Safety at Work etc. Act 1974. Consideration will be given at the planning stage to ensure the protection of others and when necessary, barriers, screens etc will be requested / provided to ensure the protection of third parties.

PURCHASE POLICY

Domax Interiors Limited has a purchasing Policy that not only takes into consideration the quality of an item in comparison to the cost but also considers the suitability of the item against a number of underlying criteria. e.g.

Substances used at work:

- Least hazardous to employees and the environment but performs the task to an acceptable standard.
- Office furniture / equipment: Ergonomics, fire rating, sustainable resources.
- Machines: Noise, vibration, usability, ergonomics, suitability for the task, adequate guarding and ease of maintenance.
- P.P.E.: Suitable for the individual, adequate protection, compatible with other PPE, complies with standards.

The above list is just an outline of considerations, and is not meant to be exhaustive.

RISK ASSESSMENTS

The company will carry out on-going risk assessments for operations in accordance with The Management of Health and Safety at Work (Amendment) Regulations 2006 and other relevant Regulations. The risks and controls to be implemented will be communicated to all staff. This procedure will be continuous and assessments will be updated as required by situations or statutory requirements.

RISK MANAGEMENT

Risk management is the basis of the Company's objective of achieving safe working places. The risk management procedures the Company adopts are as follows: -

- 1. Identification of the risks.**
- 2. Assessments of the risks.**
- 3. Identification of methods and practices of working to reduce the risks.**
- 4. Implementation of controls to reduce risk.**
- 5. Assessment of the reduced risk levels.**
- 6. Monitoring and control of risk and risk reduction procedures.**

SAFETY INSPECTIONS

Random inspections of work sites may be undertaken with results recorded to ascertain that all activities are undertaken in a controlled safe manner with due regard for statutory obligations and Approved Codes of Practice. Our Safety Consultants will be called upon to undertake inspections to cross-reference with those undertaken by Domax Interiors Limited. If at any time a Health and Safety Audit is deemed to be required this will be undertaken by M.E.L. (Health and Safety) Consultants Limited at the request of the Director.

SCAFFOLDS & MOBILE TOWER SCAFFOLDS

STANDARDS REQUIRED

The Work at Height (Amendment) Regulations 2007 gives requirements for construction and use of mobile tower scaffolds. Mobile Tower Scaffolds constructed from tubular steel scaffolding will be erected in accordance with recommendations of British Standard Code of Practice 5973 1993.

Prefabricated aluminium mobile tower scaffolds will be erected and used in accordance with manufacturer's instructions. Prefabricated towers will be constructed to BS 1139 Part 3 1983 (1991). Any other type of mobile tower scaffold will be erected and used in accordance with supplier's instructions.

PLANNING

The site Forman/supervisor will ensure that mobile towers are used safely and efficiently taking into account floors, ceiling heights, roof members, type of work, etc. Training will be provided to supervisors required to carry out inspections and operatives required to erect, alter, or dismantle mobile towers.

SUPERVISION

Trained operatives under direct supervision of competent persons will erect all mobile towers. No person is permitted to erect, alter or dismantle any mobile tower scaffold unless competent to do so. All mobile towers provided for company employees will be checked before use by the site supervisor/foreman or a competent person to ensure they are in accordance with the above standards.

Operatives required to use mobile tower scaffolds will be instructed in safe use and movement of scaffolds. Mobile tower scaffolds will be inspected at 7-day intervals if they remain in the same position, by site supervisors and records of inspection made in a register, which will be kept on site.

SAFE SYSTEM AT WORK

The following precautions will be complied with:

- Towers will be vertical and will be tied to building where required.
- Towers will not be used in adverse weather conditions.
- Scaffold towers must not be used or moved on sloping, uneven or obstructed surfaces.
- Towers will always be moved from ground level & no person will remain on the platform while it is being moved and materials and tools will be removed or

secured. The safe working load of the platform will not be exceeded. When moving scaffold towers the height will be reduced to 1 ½ times the minimum base dimension to ensure stability.

- The working area in which the scaffold will be used will be checked for openings, ducts, steps etc and for overhead obstructions particular overhead electricity cables. All bracing members and guard rails/ toe boards will be fitted with wheels locked into position while the platform is in use and outriggers or stabilisers extended where applicable. Heights of the towers will not exceed 3 ½ times the height to effective minimum base dimension when used internally and 3 times the height to effective minimum base dimension when used externally.
- Operatives erecting, altering, dismantling or working around the base of mobile tower scaffolds will wear safety helmets.

SUPPLIERS

The following paragraph may be inserted on all orders to suppliers or hire companies providing any article or substance for use at work.

“In accordance with Section 6 of the Health and Safety at Work etc. Act 1974 we would be pleased to receive your confirmation that the article or substance to be supplied is safe and without risk to health when properly used. Also, in accordance with the above, please supply details of any tests of examinations carried out and full instructions for the safe use of the article of substance. Reference should also be made to the Provision and Use of Work Equipment Regulations 1998.

All information received from suppliers will be passed to the Supervisor for implementation and reference by operatives.

SYSTEM AUDITS AND MONITORING OF PERFORMANCE

The Company will conduct a review of Health and Safety performance during site meetings and “in house”. Any corrective actions advised or suggested will be investigated and appropriate actions implemented. All supervisors are responsible for collating Health and Safety concerns from the employees and subcontractors and actioning them on site when possible or when not referring them to the Director. External Health and Safety Consultants may be used by Domax Interiors Limited and their Site Safety Audit reports monitored by the Directors.

Mr. Daniel Domala is the recorded RIDDOR person and monitors any accidents and compiles the supporting documentation for the authorities and keeps records should an accident occur on site or within the office.

When there are reportable accidents that require notice to the HSE in accordance with RIDDOR 1995 these are reviewed by the external consultant, when necessary, to see what corrective or preventive action, if any is required to prevent a similar accident occurring again.

Health and Safety matters to be monitored by the Company during a project are:-

First Aid	First Aider, First Aid Box (es)
Welfare	Clean and Satisfactory
Fire Precautions	Adequate escape measures, equipment and Instructions
Housekeeping	Access and Egress, materials properly stored
General hazards	Created by bad practices, material or substances.
Documentation	Relevant Health and Safety paperwork, notices and information.
Safety Equipment	Personal Protective Equipment
Access Equipment	Scaffolding, Ladders, Steps
Plant and Machinery	Suitable and safe, also well maintained
Training	Suitably trained staff and supervision for the task.

If there are any corrective or preventive actions required on the project, these will be undertaken promptly to protect the Health and safety of all those involved where appropriate the Company will issue revised instructions to personnel and amend written procedures to take account of any new or perceived hazard to Health and Safety within the project. Actions when necessary will be communicated to the Principal Contractor.

TRAINING

All employees are to be trained in accordance with the Management of Health and Safety at Work (Amendment) Regulations 2006 and other relevant Regulations. Where operatives are required to carry out key tasks they will be provided with the necessary training.

The Company will ensure that all trades employed are competent and trained to an acceptable level required to undertake their job in a safe manner. Additional Health and Safety training will be provided.

On recruitment and when exposed to new or changed risks refresher training will also be given as appropriate. On site Tool Box talks will cover all aspects of Safe Site Working Procedures and specific Contract requirements.

The Company undertake to provide Induction training for general education and additional training for specific jobs as they occur and any additional specialised courses or staff training as is appropriate and necessary for the requirements of their duties. All training deemed to be beneficial to employees will be provided and paid for by Domax Interiors Limited. In the interests of Health and Safety, training will be mandatory with records of training being kept within the main office.

The company has a firm commitment to the training of its employees in matters relating to Health, Safety and Welfare. The objectives of these are to ensure that the obligations of the company in these matters are fully complied with.

Training and improvements in the understanding and application of Health, Safety and Welfare matters is seen as a continuous process. There is no defined training agenda but rather a flexible approach whereby training is provided in whatever areas are required by individual employees.

Training is provided in both a formal and informal manner and all employees are encouraged to positively identify to their supervisors any areas where they feel they require training or retraining in Health and Safety matters.

On site training will be provided in the form of induction courses and toolbox talks. This instruction will, where necessary, include familiarisation with the place of work e.g. welfare facilities, provision of and explanation of any information contained in risk assessments or method statements and it will also deal with the use of any personal protective equipment together with instructions on maintenance of the equipment.

VIOLENCE TO STAFF.

The Company will assess the risks and evaluate the work and the work places of the staff to identify possible “at risk” staff and to implement effective procedures and precautions to protect them from possible violence whilst at work. Staff will be trained in any specific procedures required and will familiarise themselves with all arrangements outlined by clients to reduce the possible risk of violence and follow them as appropriate to each situation where violence may occur.

Where there are known risks, a preventative strategy will be invoked before undertaking any work, these will differ in each case, the Supervisor and operatives will agree on how to handle the situation and use appropriate safeguards.

Where there is any suspicion that violence may occur, the operatives will contact the Director and seek assistance before undertaking any work or compromising their position. All violence or abuse towards staff i.e. verbal or physical intimidation, threat or assault by other contractors or a member of the public, in circumstances arising out of or in the course of their employment, will be investigated by the Company and as appropriate reported to the Police and local authorities.

VIBRATION

It is the buying policy of Domax Interiors Limited to ensure that the noise and vibration produced by work equipment is considered together with the price when new purchases are made with a view to lowering the risk when equipment is used. Domax Interiors Limited will endeavour to purchase equipment that is advanced in technology and equipped with vibration absorbing features.

It is recognised that a common cause of hand-arm vibration is the prolonged use of rotating hand tools for cutting and grinding together with percussive hand tools used for riveting, chipping hammering and drilling.

To ensure that operatives are aware of the effects of hand arm vibration they will be provided with adequate information on the hazard and controls and given information in order to reduce the risk.

It may be appropriate to use the information provided by manufacturers on vibration values for some types of work equipment. Where hand-arm vibration values supplied by the manufacturer of the work equipment exceeds the daily exposure limit value is $5 \text{ m/s}^2 \text{ A(8)}$ or the daily exposure action value is $2.5 \text{ m/s}^2 \text{ A(8)}$ Domax Interiors Limited will ensure that a suitable risk assessment is prepared, this may include the use of vibration monitoring equipment.

Vibration values in m/s ²	Exposure time required to reach action level 2.5m/s ² A (8)	
	In minutes	In hours
2.5	480	8.00
3.0	333	5.55
3.5	245	4.08
4.0	188	3.13
4.5	148	2.47
5.0	120	2
5.5	99	1.65
6.0	83	1.38
6.5	71	1.18
7.0	61	1.02
7.5	53	0.88
8.0	47	0.78
8.5	42	0.7
9.0	37	0.62
9.5	33	0.55
10.0	30	0.5
10.5	27	0.45
11.0	25	0.42
11.5	23	0.38

WELFARE FACILITIES, SITE ACCOMMODATION

On larger projects any site accommodation and temporary buildings required by Domax Interiors Limited will be agreed with the Client or Principal Contractor before being placed on site. When permanent welfare facilities are not available for some or all of the contract duration, then by agreement of the interested parties suitable sanitary facilities and water supply are to be supplied. That is portable water, washstand and chemical type closet unit and temporary office / canteen facility.

Welfare arrangements will be provided as agreed in the contract document, or as an absolute minimum, as required by CDM 2007. Facilities will include the provision of shelter, toilets and washing facilities. Fire extinguishers of an agreed type (i.e. AFFF, water, dry powder or carbon dioxide) will be provided and maintained.

They will be positioned in an appropriate position and be kept free of obstruction and available for use at all times. At each site, there will be facilities readily available for summoning assistance from the emergency services (i.e. telephone or mobile phone).

WORKING AT HEIGHT

Operatives of Domax Interiors Limited will often be required to work at height therefore due to the hazardous nature of the activity e.g. in construction, 50% of all serious accidents are due to falls.

A further 20% occur due to the fall of materials onto operatives. Any work at height is to be restricted and only allowed in accordance with the hierarchy of the Work at Height (Amendment) Regulations 2007.

Consideration will be given at all times to:

- Keeping third parties out of the identified danger zone.
- The displaying of appropriate signage.
- Preventing materials falling from any structure.
- Establishing controls for the placement of materials onto loading bays.
- Identifying other controls to ensure the safety of other personnel.

In situations whereby the responsibility is with the Principal Contractor to supply such controls operatives will highlight to the Contractor if they are required and are not present.

SCAFFOLDING

Only personnel who are properly trained and competent shall be allowed to erect, alter or dismantle scaffolding. All scaffolding will conform to the Working at Height (Amendment) Regulations 2007.

Stepladders will be either class 1 or BSEN131 when used on site as class 3 are for domestic use only. Equipment will be checked before use to ensure that it isn't defective.

Steps need to be solid when opened out and placed on a firm footing. Stepladders must not to be used on scaffolding or towers to gain extra height or where a fall would take you over a leading edge e.g. a stairwell or roof.

All working platforms must be at least 600mm wide or three scaffold boards and the span must not exceed 1.5 metres. Care will also be taken not to overload the platform.

Supervision and competence of operatives will certify that they are not overloaded and are correctly used. Work will be undertaken facing the ladder while the top two steps will not to be used as a working platform.

WORK EQUIPMENT

Domax Interiors Limited will ensure that work equipment is maintained in an efficient state, in working order and in good repair. Where the equipment has a maintenance log this log will be kept up to date. Domax Interiors Limited will endeavour to provide work equipment that complies with the statutory provisions contained within the Provision and Use of Work Equipment Regulations 1998.

All work equipment within the workplace shall be visually inspected to ensure it is safe and suitable for the purpose for which it is to be used and will be maintained in good working order. The Company will also provide adequate supervision, information, training and instruction to ensure that there is compliance with safety procedures.

Work equipment if faulty must be isolated and other operatives warned of the fault to prevent its reuse until a competent person has made repairs. Should a question be raised as to the safety or adequate functioning of a machine STOP WORK and call the Director for Safety.

WORKING IN OCCUPIED PREMISES

Where the Company is involved with work in occupied premises or at a shared location, care will be taken for the Health and Safety of others whilst the work is in progress. Domax Interiors Limited will operate within the conditions of the Client's Contract and liaise with the occupier and advise them on the work to be carried out and an approximate time scale for the contracted works.

Company Operatives will wear any security / ID card required by the Client. The Operatives will be competent to undertake all tasks required in an occupied property and will adopt all emergency procedures put in place by the Client or Occupier.

During the work the Operatives should not leave any materials or debris where it could be a trip hazard. All reasonable precautions will be taken to obviate the impact when carrying out dusty, noisy and "wet" operations and at all times they will be carried out with care and consideration.

The operatives will ensure that the property is left tidy during the works, to reduce the risks of injury to the occupier and the general public. All barriers and screens will be utilised and occupants made aware of any changes to hazardous areas throughout the working day.

Particular emphasis will be placed upon:

- The position and location of fire fighting equipment
- Emergency evacuation procedures
- Special circumstances relating to the personnel working within or visiting the premises.
- Safety plans specific to the building or any part of the building.
- Maintaining fire compartmentalisation standards.
- Any special requirements in relation to the overall project works or any part of the work.
- Permit to work conditions.

YOUNG PERSONS

When the Company employs people under the age of 18, it will complete explicit risk assessments in respect of the young workers. The assessments will address the specific factors identified for the safety of the young persons and the other workers who may be affected by the work of the young persons.

Persons to whom the risk assessments refer will be notified of all controls taken to lower any risk to their Health, Safety and Welfare and they will be notified of safe systems of work.

MONITORING OF THE POLICY

Employees are encouraged to bring to the attention of the Director, areas, which in their opinion this policy appears inadequate. All such comments will be passed to our Independent Safety Advisors for their consideration and review.

This Policy and Arrangements will be reviewed on at least an annual basis, provision will also be made to undertake a review in the event of the introduction of new, or the amendment of existing legislation, codes of practice or guidance notes.

DATE OF POLICY	BRIEF DESCRIPTION	NEXT REVIEW DATE
MAR 2009	New Health and Safety Policy	MAR 2010