

## Health & Safety Policy

### Statement of Intent

As a Director of CJ Drylining Ltd, it is my duty to manage a company that carries out work of the highest standard without causing harm to our employees, other contractors, the public or the environment.

CJ Drylining activities include manual handling, work at heights and other hazards that could cause significant injuries if not managed. Our work is completed by many skilled craftsmen on multiple sites and I need to be confident that we have systems in place to prevent harm.

To help achieve this aim, the Directors of CJ Drylining Ltd have enlisted a competent advisor and have developed this health and safety policy. The policy is deliberately without excessive jargon for clarity and together with our risk assessments, we should have the tools required to reduce risk.

The aims of the policy are:

- To provide and maintain a safe place of work.
- To develop and implement working practices that are safe and without risk of harm.
- To ensure plant and equipment is in a safe working condition.
- To ensure the safe use, handling, storage and transport of substances and articles for work.
- To provide the necessary information, instruction, training and supervision to all personnel working for the company.
- To provide welfare facilities that are suitable and clean.
- To consult with and involve all staff in matters that effect their health and safety.

Risks associated with all the company's activities will be assessed to enable safe working practices to be devised. Risk assessments and method statements must be followed by all staff and contractors and these will be monitored and reviewed regularly. Activities undertaken by company employees will be monitored to ensure compliance with recommended safe working practices and relevant health and safety legislation.

To enable this policy to be carried out, responsibilities are assigned to designated personnel throughout the organisation.

This policy will be reviewed at least annually and amended as required to take account of new legislation and improved working practices. Any amendments will be brought to the attention of all employees.

The goals and objectives identified in the September 2021 policy review include:

- Making all staff and contractors aware of this revised health and safety policy.
- Implementing audits, inspections and ongoing toolbox talks to support the effectiveness of our procedures.

**Signed:**



Shaun Jones  
Owner

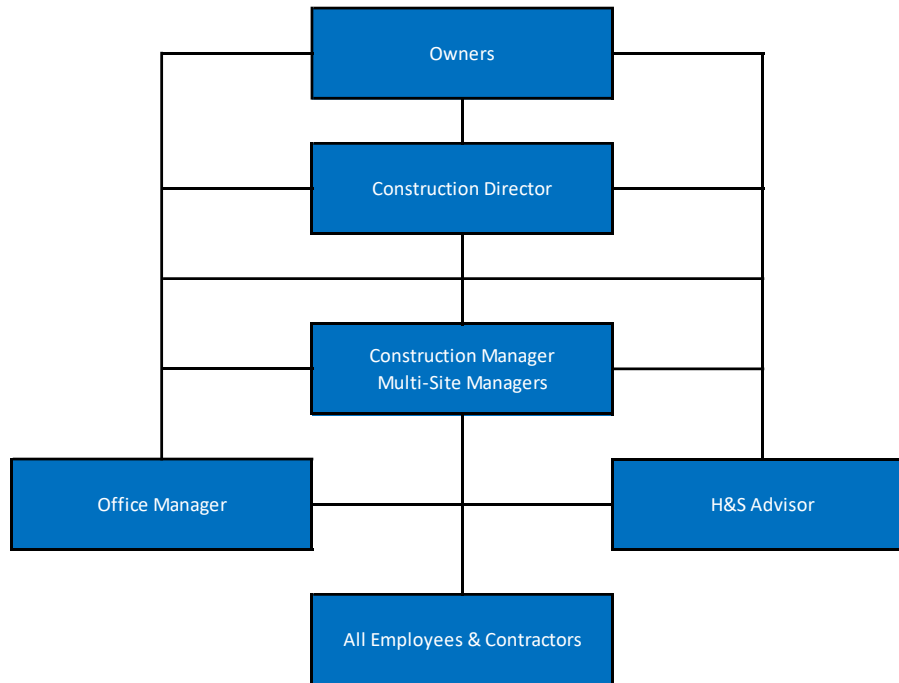


Ian Campbell  
Owner

**Date:** 17 October 2021  
**Planned review:** 17 October 2022 or sooner if required.

## Organisation for Health and Safety

CJ Drylining Ltd



Personnel to whom responsibilities in the management of health and safety have been allocated include:

**The Owners** have full and final responsibility for safety, health and the environment.

**The Construction Director** has the delegated responsibility to ensure that our policies and procedures are followed on a day-to-day basis.

**The Construction Manager & Multi-Site Managers** have the delegated responsibility to ensure that our policies and procedures are followed on a day-to-day basis on all site(s).

**The Office Manager** has the delegated responsibility to ensure that our clients, employees and contractors have the most relevant, up to date policies and risk assessments for projects that being undertaken.

**Our Health & Safety Advisor** is responsible to give clear, up to date and relevant advice wherever it is required in the company.

**All Employees & Sub-Contractors** completing work for the Company are responsible for:

1. Only completing work for which they are competent.
2. Taking reasonable care of their own and other people's health and safety.
3. Co-operating with the Company on health and safety matters.
4. Reporting to management if they think the work or inadequate precautions are putting anyone's health and safety at risk.
5. Reporting any accident, incident, near miss or work-related illness as soon as possible.
6. Carrying out a visual check before using any tools and reporting any defects.
7. Reading and complying with our health and safety policy.

## **Arrangements for Health and Safety**

### **COVID-19 Arrangements**

Whilst it is hoped that the pandemic is a temporary situation, we have reviewed the advice from government, the HSE and Public Health England and put in place procedures to protect our staff and customers.

The procedures include enhanced hygiene measures, social distancing and training.

When we are subcontracting, COVID will be considered as a hazard and a Covid-19 RAMS will be prepared. Where we are the principal contractor, we will manage the site to reduce the risk of infection with the use of sanitising and hand wash facilities, one-way systems, restriction of visitors, restricted use of facilities and all other necessary measures.

Government and Public Health England advice is being monitored and procedures are under continual review.

### **Health & Safety Advice.**

We are currently using the following company for competent safety advice:

GM Safety  
1 St Marys Close  
Marston Moretaine  
Bedfordshire  
MK43 0QY

Phone: 01234 767767  
Mobile: 07557 732939  
Email: [contact@gmsafety.co.uk](mailto:contact@gmsafety.co.uk)

If at any time we are dissatisfied with the service provided by this company, we will find an alternative safety specialist.

### **Risk Assessments.**

The company carries out risk assessments of all activities that present a risk to employees, contractors, visitors or any others that may be affected by our activities.

As there is a limited number of activities make up the majority of our work, we have developed generic risk assessments for our regular tasks.

Risk assessments for projects are prepared by our office manager for standard tasks or by our safety advisor for any work or site that requires special consideration.

Our directors have reviewed the generic risk assessments and are satisfied with the controls.

Any changes to generic risk assessments, site specific risk assessments or controls must be authorised by a director before work is started.

Employees and sub-contractors are made aware of the risk assessments before work is started.

All employees and sub-contractors have a legal duty to stop work and report to management if they think the work or inadequate precautions are putting anyone's health and safety at risk.

### **Manual Handling.**

Manual handling must be avoided or reduced to a minimum with the use of mechanical aids where possible.

Any loads which are awkward, large or too heavy will be lifted with mechanical aids or by team lifts.

The safest method for lifting materials single lift, team lift or letterbox will be decided on a site-by-site basis.

All employees and sub-contractors hold CSCS cards or equivalent and have been deemed competent with regards to safe manual handling procedures.

All employees and sub-contractors have a legal duty to stop work and report to management if they think the work or inadequate precautions are putting anyone's health and safety at risk.

### **Tripping and Slipping.**

Slips and trips are the most common accidents in UK workplaces.

Tools and materials must be stored away from traffic routes and walkways.

Work areas must be kept as tidy as possible.

Electrical cables and hoses must be run with care to avoid trip hazards.

Any spills must be cleared up immediately.

### **Access and Egress.**

Walkways and access doors to plots must be without obstacles.

Most of our clients have well managed sites with safe walkways, access and egress points.

All employees and sub-contractors have a legal duty to stop work and report to management if they think the work or inadequate precautions are putting anyone's health and safety at risk.

### **Work at Height.**

Work at height must be avoided if possible. Where work at height cannot be avoided, suitable equipment and controls must be in place to prevent falls. Where the risk of falling cannot be avoided, equipment is to be provided to minimise the likelihood, distance and consequences of a fall.

Hop-ups of no more than 600mm high or plastering stilts can be used for access to a height of 2.7m. Areas within a stairwell may require either an Oxford Safety system or a scaffold bird cage to allow safe means of work. Tied scaffold may also be used.

All employees or sub-contractors are required to carry out a visual check of any equipment before it is used. Any equipment found to be faulty or dangerous is replaced or repaired before use.

Stepladders, hop-ups and stilts must only be used where absolutely necessary, they must be inspected at regular intervals and not used if damaged.

If an Oxford landing safety system or a scaffold bird cage are required, they will be assembled, inspected and used by employees or a contractor who has had specific training on the equipment.

Where access is gained by tied scaffold including guard rails and toe boards, it must be erected by competent scaffolders.

Scaffold must be formally inspected by a competent scaffolder before it is used for the first time and then every 7 days, until it is removed.

Wherever possible the facilities provided by the main contractor will be fully used e.g. bean bags, scaffolding etc.

Only competent employees holding CSCS cards or equivalent are authorised to work at height.

All employees and sub-contractors have a legal duty to stop work and report to management if they think the work or inadequate precautions are putting anyone's health and safety at risk.

#### **The Use of Hand and Power Tools.**

All employees and contractors using portable appliances and handheld tools are experienced, competent and aware about the importance of pre use inspections. Any equipment found to be faulty or dangerous must be replaced or repaired before use.

All employees and contractors must wear all relevant PPE where required including gloves (EN388 cut level 3), high impact goggles (EN166), face fitted or powered respiratory protection, protective footwear and overalls.

#### **Working with Sharps.**

All sharps must be used and stored with care.

Stanley knives must be stored with the blades retracted. Always cut away from your body.

#### **Electricity.**

The use of 110V portable electrical appliances must be kept to a minimum by using battery operated tools where practicable.

All corded power tools and electrical appliances used on site must be tested for safety at least every 3-months (PAT by a trained contractor).

All employees and contractors using portable appliances and handheld tools are experienced, competent and aware about the importance of pre use inspections. Tools must be inspected before use and any equipment found to be faulty or dangerous must be replaced or repaired before use.

#### **Vibration.**

Our safety advisor has completed vibration analysis for all regularly used tools and vibration has not been considered as a serious risk to date.

If any employee or contractor experiences discomfort that may be linked to vibrating tools, they should stop work and report it to management or our safety advisor for investigation and appropriate action.

#### **Noise.**

Our safety advisor has completed a noise exposure analysis for all regularly completed tasks and noise has not been considered as a serious risk to date.

If any employee or contractor experiences discomfort, a ringing in the ears or hearing loss, that may be linked to workplace noise, they should stop work and report it to management or our safety advisor for investigation and appropriate action.

### **Dust.**

Dust can cause respiratory and skin disorders.

A face fitted, FFP3 or powered dust mask must be worn throughout the mixing process of any dry powders. The powder bags must be opened using a Stanley knife and poured slowly into a suitable mixing container to reduce the raising of dust.

All powered cutting and sanding tools must be fitted with a dust extractor to reduce dust at source.

Dust must be dampened down before sweeping.

### **Hazardous Substances.**

We define a hazardous substance as being any substance that has a significant risk to health. This can include cleaning materials, dust, liquids, aerosols and powders. We do not include liquid paper, toners and other commonly used office products.

Before any substance can be used in the company the manufacturer's data sheet must be forwarded to our safety advisor. From the data sheet, the hazards, risks and required controls will be identified. This will include safe use of the substance, relevant emergency procedures as applicable as well as safe and ethical disposal of containers. Recommendations are then sent to an owner or director for approval.

When an owner or director is confident that the controls are in place and known by the user then the substance can be used.

A list of hazardous substances and all relevant information is provided for each job in the associated RAMS.

### **Using a Screed or Render Pump.**

Pumps are hired and checked by a competent supplier before delivery.

Pumps must be positioned in a location agreed with the site management ensuring that the machine is located away from the building to avoid exhaust fumes entering the building.

All employees and contractors are CSCS card holders and are experienced and competent at using screed and render pumps.

Pump hoses must be run by a minimum of two operators using safe manual handling techniques. They must be routed and secured carefully to avoid falls from height and trip hazards

On completion of the day or work, the pumps and hoses must be washed out thoroughly with clean water in a location agreed with the site management.

### **Information, Instruction, Training and Supervision.**

All employees and sub-contractors hold CSCS cards or equivalent and have been deemed competent with regards to the safety procedures on sites.

All employees, contractors and visitors are provided with information on the significant findings of any risk assessments relevant to their particular activity/workplace. This includes information on the hazards and relevant control measures.

A health and safety law poster is displayed in the office.

Refresher training will be delivered by the most appropriate means as required. This may be classroom courses, toolbox talks or online training.

### **Consultation with Employees and Sub-Contractors.**

When there are significant changes to our procedures or the law and prior to the start of a significant project, the relevant personnel will be consulted.

Consultations may be in the office, on site or by phone whichever is most appropriate.

### **Managing Contractors.**

In the first instance, the company ensures that only competent contractors are selected. As a minimum, copies of CSCS cards or equivalent are taken as proof of H&S competence and NI numbers are recorded to ensure that contractors can legally work in the UK.

For bona fide sub-contractors, copies of their relevant insurances are also obtained. Our Office Manager calls and obtains updates when these insurances expire.

When first employed, contractors are used on sites with other employees or known, long term contractors until we are confident with their abilities.

Competence of contractors is assessed by an owner, director or manager.

Any problems or hazards arising from the activities of contractors should be reported to an owner or director as soon as possible.

Any changes to company policies, practice or the law that effect the safety and welfare of sub-contractors is communicated on site through toolbox talks. See also Consultation with Employees and Sub-Contractors

### **Personal Protective Equipment.**

Wherever possible, risks will be controlled by means other than PPE however, it is recognised that PPE is sometimes the only practical control measure and at other times it is required in addition to other control measures.

Protective footwear with toe and sole protection that provides good grip must be worn on all sites. High visibility jackets, hard hats and other PPE must be worn to comply with site regulations as directed on the site induction.

It is the employee's or sub contractor's responsibility to take reasonable care of the PPE and to use it in a way that offers maximum protection. All employees and sub-contractors hold CSCS cards or equivalent and have been deemed competent with regards to the safety procedures on sites.

Where required, relevant PPE of a suitable standard is issued to employees without charge. Any defects, damage or loss of PPE must be reported to our office manager or our safety advisor as soon as possible so that replacement can be authorised and arranged.

COSHH assessments are reviewed at least annually to ensure that controls are still valid and adequate. Suitable gloves, respiratory masks & eye protection must be worn where specified.

## **Employee Health Surveillance**

### **Noise**

We consider noise as a hazard in all risk assessments. If a procedure or equipment is to be used, the noise hazard is first measured and the risk determined using the HSE, noise exposure calculators. In addition:

1. **PPE.** Suitable ear protection is supplied without charge to any employees who need to work in a noise hazard area.
2. **Training.** All site employees have passed the CSCS health and safety test and are aware of the dangers of exposure to high noise levels. Experienced staff and contractors are aware of the importance regarding the selection wearing and care of suitable hearing protection. If less experienced people are employed, our risk assessment will take into account their possible lack of understanding and additional controls will be employed.
3. **Health surveillance.** Employees are encouraged to attend periodic audiometric testing to ensure that controls are working. Any reasonable and authorised costs associated with periodic audiometric testing will be met in full by the Company. The Company requires the results of these tests for consideration in the periodic review of risk assessments.
4. **Review.** The risk assessment is reviewed at least annually and will be considered alongside any evidence from audiometric testing or staff illnesses associated with noise.
5. **Review.** Noise is measured as part of routine workplace inspections and a report is made to be considered in the risk assessment review process.

### **Dermatitis & Respiratory Health**

The Company has not experienced any issues with dermatitis or respiratory illnesses to date. We are aware however that substances and dust may cause issues in the future and as such have adopted the following strategy:

1. **COSHH.** The data sheets for all substances used are investigated, COSHH assessments are completed and all recommended precautions are taken.
2. **Asbestos.** As our office was built post 2000 and all of our work is on new build properties, we do not consider asbestos as being a relevant hazard.
3. **Training and consultation.** All site employees have passed the CSCS health and safety test, are made aware of the findings of risk assessments and the associated control being adopted. Staff consultation is held periodically, normally on-site visits by owners, directors, managers or our safety advisor. All staff are encouraged to discuss issues and ideas regarding events, hazards and controls.
4. **PPE.** Whilst Personal Protective Equipment is a last resort in control measures, all employees are supplied with good quality gloves and dust masks without personal cost.
5. **Health surveillance.** If any employee has concerns about skin or respiratory issues that may be linked to work processes, they are encouraged to attend a medical check-up with their own GP. Any reasonable and authorised costs associated with these medical examinations will be met in full by the Company. The Company requires the results of these tests for consideration in the periodic review of risk assessments.
6. **Review.** The risk assessment is reviewed at least annually and will be considered alongside staff suggestions and any medical evidence from check-ups or staff illnesses associated with dermatitis or respiratory issues.



### ***Vibration***

The Company considers vibration as a hazard in all risk assessments. If a procedure or equipment is to be used, the vibration is measured and the risk determined using the HSE, hand-arm vibration exposure calculator. In addition, the Company has adopted the following strategy:

- 1. Training and consultation.** All staff are made aware of the findings of risk assessments and the associated controls adopted. All employees are encouraged to discuss issues and ideas regarding events, hazards and controls.
- 2. PPE.** Whilst Personal Protective Equipment is a last resort in control measures, all employees are supplied with good quality gloves to keep their hands warm at no personal cost. Experienced staff and contractors are aware of the importance regarding the selection wearing and care of suitable PPE. If less experienced people are employed, our risk assessment will take into account their possible lack of understanding and additional controls will be employed.
- 3. Health surveillance.** If any employee has concerns about pains or discomfort that may be linked to work processes, they are encouraged to attend a medical check-up with their own GP. Any reasonable and authorised costs associated with these medical examinations will be met in full by the Company. The Company requires the results of these tests for consideration in the periodic review of risk assessments.
- 4. Review.** The risk assessment is reviewed at least annually and will be considered alongside any staff suggestions and evidence of staff issues or illnesses associated with vibration.

### ***Drugs and Alcohol***

No drugs or alcohol are permitted on site.

Anyone found to be under the influence of drugs or alcohol will be dismissed from working for the company.

Any employee that has issues with drugs or alcohol can contact our safety advisor in complete confidence for advice or assistance.

### ***Stress in the Workplace***

Workloads and environmental factors are reviewed with employee stress in mind. The Company is committed to providing a low stress environment for staff to work in and will investigate any absence or illness that may be stress related.

Any concerns about workloads, environmental factors or any other factors that are causing an employee stress can be reported in complete confidence to a director, the office manager or our safety advisor who will then investigate and seek to remedy the situation.

### ***Accidents and Work-Related Ill-Health***

All accidents, incidents, near misses and work-related illnesses are recorded and investigated to determine the cause and to decide if any additional controls are required.

Any accident, incident, near miss or work-related illness must be reported on site to the responsible person and with our director, office manager or our safety advisor as soon as possible. Most if not all sites inform our employees and sub-contractors how to report these events as part of the site induction.

***RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.***

All reportable incidents, as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 will be reported to the enforcing authority within the relevant timeframes by a director, our office manager or our safety advisor. The following types of work-related incidents or accidents need to be reported:

- Any death.
- Major Injuries e.g. broken bones, dislocations, amputations, loss of sight etc.
- Any accident resulting in absence for more than seven consecutive days.
- Any non-employee being taken directly to hospital.
- Certain types of disease e.g. dermatitis, asthma, upper limb disorders, TB etc.
- Certain types of dangerous occurrence, even when no one is injured e.g. scaffold collapse, overturn of lifting equipment, electrical fires/explosion etc.

***First Aid***

All employees and sub-contractors will make themselves aware regarding the first aiders and facilities on each site that they are working. Most if not all sites inform our employees and sub-contractors about first aid arrangements as part of the site induction.

If we are ever the principal contractor on a project, we will ensure that there are suitable arrangements for first aid. All workers on the site will be informed about site first aid and accident reporting procedures before they are allowed to start work.

***Construction (Design and Management) Regulations 2015.***

The Company understands and will comply with our duties under the Construction (Design and Management) Regulations 2015.

We will plan, manage and monitor construction work under our control so it is carried out without risks to health and safety.

For projects involving more than one contractor, we will coordinate our activities with others in the project team and in particular, will comply with directions given to us by the principal designer or principal contractor.

If we are ever the principal contractor on a project, we will prepare a construction phase plan and will plan, manage, monitor and coordinate health and safety during the construction phase.

***Young People, Inexperienced Workers and Other Vulnerable Groups.***

Anyone inexperienced (Regardless of age) will be buddied up with a skilled and experienced worker as a supervising buddy.

Use of higher power tools and working unsupervised will be prohibited until the worker has been judged as confident and competent by an owner, director, manager or authorised experienced worker.

### **Welfare Facilities.**

As a minimum, the following must be available:

- Hot (warm) and cold running water and soap with a means of drying hands.
- A covered rest area including a suitable table, chairs and a means of boiling water i.e., electrical point and a kettle.
- Drinking water and suitable cups available at all times.
- Separate men's and ladies toilet facilities. If this is not possible one toilet that has a means of locking the door from the inside will be sufficient.
- A route that can be used to get to and from any workplace safely.
- Adequate lighting and ventilation by means of natural and artificial lighting and ventilation.

These facilities should be kept clean and tidy at all times.

If at any time employees or contractors do not have access to these basic welfare facilities, they should inform an owner, director, manager, office manager or our safety advisor so that either the situation can be rectified or the work postponed.

If we are ever the principal contractor on a project, we ensure that adequate welfare facilities are provided and available before work is started.

### **Display Screen Equipment.**

The Company are aware that employees who regularly use display screen equipment are at risk of deteriorating eyesight as well as painful repetitive strain injuries.

Employees are encouraged to request a workstation risk assessment when their desks are moved or if any discomfort is experienced. Adjustments and controls will be undertaken to minimise the risk of harm.

Employees are encouraged to attend periodic eye testing to ensure that all controls are working. Any reasonable and authorised costs associated with periodic eye testing will be met in full by the Company. The Company requires the results of these tests for consideration in the periodic review of risk assessments.

### **Monitoring Health & Safety Performance.**

The company will use proactive and reactive data to monitor and continually improve safety performance.

At least twice a year our safety advisor will visit a busy site with the sole purpose of inspecting workplace conditions, welfare facilities and company practices. Anything unacceptable is dealt with immediately and all significant findings are recorded for employee consultation and annual review.

At least annually, the director(s), the office manager and our safety advisor review the risk assessments, employee health surveillance data, accident data, lost time data and workplace inspection reports to decide if the current controls can be improved.

## **Emergency Procedures – Fire and Evacuation.**

### ***In the office***

#### ***Action to be taken on discovering a fire***

The objectives on discovering a fire are:

1. To raise the alarm immediately
2. To evacuate the building and reduce the risk of injury or death
3. To call the emergency services as quickly as possible
4. To extinguish the fire if it is safe to do so

A fire action plan has been decided and designed. This will be reviewed annually and edited as required.

The fire action plan is as follows:

#### ***On discovering a fire***

1. Raise the alarm immediately by shouting “FIRE, FIRE, FIRE”
2. Extinguish the fire if it is safe to do so and if it does not put you at risk
3. Evacuate the building by the nearest safe exit and meet at the assembly point

#### ***On hearing the alarm.***

4. Evacuate the building by the nearest safe exit and meet at the assembly point

#### ***At the assembly point.***

5. An owner, director or the office manager will
  - a. Call the emergency services as quickly as possible giving the address and any information known about the fire as clearly as possible.
  - b. Check that all people who were in the building are present
  - c. Liaise with the fire services on arrival and tell them:
    - i. If anybody is still in the building
    - ii. Any details about the fire if known
    - iii. The location of the main electricity distribution panel

### ***On Site***

In the event of an emergency, all employees and sub-contractors must raise the alarm and evacuate without putting themselves at further risk.

All employees and sub-contractors will make themselves aware regarding the fire and evacuation procedures on each site that they are working. Most if not all sites inform our employees and sub-contractors about fire and evacuation as part of the site induction.

When we are the principal contractor on a project, we will ensure that there are suitable arrangements to evacuate the site in an emergency. All workers on the site will be informed about site emergency procedures before they are allowed to start work.