



# Health & Safety Policy

R.D. DECORATING



## **PROPRIETORS HEALTH AND SAFETY POLICY STATEMENT FOR R.D. DECORATING**

My virtue of my appointment as owner and Proprietor of RD Decorating, the company invests the overall responsibility for Health and Safety within R.D. DECORATING in me. R.D. Decorating and its administrative place of work is 29 Harewood Road, Banbury, Oxon OX16 9UG.

This Health and Safety Policy Statement, which is to be observed throughout the company reflects the importance that I attach to Health, Safety and Welfare of all person's employed or sub-contracted to work by R.D. Decorating. All practical and reasonable steps are to be taken to secure these objectives and this statement sets out the manner in which they are to be achieved.

### **OBJECTIVES**

My objectives are:

- a. to comply with the Health and Safety at Work Act 1974 (HSAWA) and other statutory regulations.
- b. to provide working conditions which will ensure, so far as is reasonably practical, a healthy and safe working environment.
- c. to ensure that all places of work, including means of access and egress, substances within places of work are safe and without risk to the health of those who use them.
- d. to ensure that all personnel are competent to carry out their work safely. To ensure workforce are made aware of their responsibilities, and understands the seriousness of Health & Safety.

### **IMPLEMENTATION**

As Proprietor of RD Decorating, I am responsible for taking the lead in providing statutory arrangements for Health and Safety cooperation and coordination within R.D. Decorating.

I intend to exercise my Health and Safety responsibilities myself and through my external Health and Safety Consultant. Health and Safety is also an individual responsibility, and I look at each employee or sub-contractor to ensure that they are aware of the proper application of my Health and Safety objectives, as far as is necessary to enable compliance with the statutory provisions.

I expect my external Health and Safety Advisor to implement my policy throughout the Company. Being assisted in any way possible by the individuals working for me, in order to meet the needs of the Health and Safety at Work Acts 1974 and other statutory regulations.

I look to my external Health and Safety Advisor to put in place adequate monitoring systems to ensure that Health and Safety standards are being meet and maintained.

This statement is the framework through which I wish to achieve my objectives. I expect the department managers to make all their staff aware of the contents of the Policy Statement and

pass on any other information that may affect compliance with the statutory provisions of the Health and Safety at Work regulations.

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The essential requirement for good Health and Safety standards is the recognition that it is everyone's responsibility, and not a subject purely for experts. I look at everyone to develop an effective and proactive approach to this important subject whilst working on my sites.

Date:.....

Signed.....

Ricky Dunn

**Proprietor – RD Decorating.**

## Health & Safety at Work Act 1974

### Introduction

The Health and Safety at Work Act 1974 is an enabling act imposing general duties of care on all people associated with work activities.

### Objectives

The Act 1974 has four main objectives are: -

- a. to secure Health & Safety of people at work.
- b. to protect the public against risk to Health & Safety arising out of work related activities.
- c. to control the keeping and use of explosives or highly flammable or other dangerous substances.
- d. to control the emission of dangerous, noxious or explosive fumes into the atmosphere.
- e. to ensure that work that is carried out on site, and is done so under the guidelines of Construction, Design and Management Regulations.

The Act 1974 affects us in the same way as any other work places as we are all bonded by the rules of the Health & Safety at Work Act 1974, and any other regulations made under this act, or either of the following: -

- a. The factories Act 1961
- b. The Offices, Shops and Railway premises Act 1963
- c. COSHH 1988
- d. Noise at Work Regulations 1989
- e. Electricity at Work Regulations 1989

## **1. Duties of Employers**

In accordance with section 2 of the Act it is the duty of your employer to ensure as far as is reasonable, and practical, the health, safety and welfare at work of all his/her employees.

To achieve these criteria, there is an obligation on the employer to provide the following: -

- a. Health & Safety systems at work.
- b. Health & Safety working environment.
- c. Health & Safety premises with adequate amenities.
- d. Safe, plant, machinery, equipment and appliances and to maintain them in good working order.
- e. Safe methods of handling, storing and transporting materials and substances.
- f. Adequate instruction and training of staff to carry out their jobs safely.
- g. Adequate and trained supervision by competent personnel.
- h. All information necessary for employees to ensure his/her own Health & Safety.

## **2. Duties of Employees**

Section 7 of the Act places the following responsibilities on all employees at work.

- a. To take reasonable care for the health & safety of themselves and others who might be affected by their acts, or omissions at work.
- b. All employees are required to co-operate with their employer or their representative, whether that representative be the Foreman or Supervisor, in so far as is necessary to perform any duty, or comply with any requirement imposed as a result of any law that may be in force.
- c. Section 8 of the Act states that any employee who misuses or recklessly interferes with, any item, which is provided on the fulfilment of legal obligation and in the interest of Health & Safety, will be guilty of a criminal offence.

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These duties, like all duties created under this act, are supported by criminal sanction. Any employee who acts in such a way as to endanger either his, or other persons, Health & safety whilst at work, may be prosecuted.

A general guide to Health & Safety with R.D. Decorating environment is given in Annex A.

A general guide to the work place/machinery safety is given at Annex B.

## **Health & Safety Instructions**

### **1. Aims**

To bring to the notice of all personnel the hazard to Health & Safety and the methods used to combat these when entering this company.

### **2. General**

These instructions give the general details have Health & Safety and specific instructions to be observed by all personnel/forepersons/sub-contractors entering the companies specific work site.

### **3. Housekeeping – Office Space**

Housekeeping untidiness can cause accidents. To prevent these the following precautions must be taken: -

1. Keep gangways, aisles and corridors clear.
2. When sockets and equipment are not in use, keep switched off.
3. No stockpiles of paper/rubbish and documents are to be kept for long periods in areas where they may cause a hazard.
4. All staff to be familiar with the accident procedure and who the First Aiders are.
5. Take note of hazardous signs, carry out the action as required.
6. Keep all exits and entrances free from obstructions.
7. Ensure that when operating machinery you have a common knowledge of the equipment,
8. Use protective clothing where required.
9. Where there is a possible hazard report it to your Safety Officer (know your safety advisor)!
10. Arrange telephone cables so that they will not be tripped over or pulled.

#### **4. First Aid Box/ Accident Register and Accident Procedure**

The procedure for reporting all work accidents is: -

- a. Contact the First Aider who can be located and indicated on the foyer Notice Board.
- b. The First Aid Box and Accident Book are situated:
  1. First Aid Box with First Aider.
  2. Accident Book with Health & Safety Advisor.
- c. The procedure is:
  1. Report to the First Aider who will administer immediate First Aid and if required call in other assistance, i.e. Emergency Services.
  2. The accident, no matter how minor, will be registered in the Accident Book and then further action will be carried out through the Health and Safety Advisor if required.

#### **5. Health & Safety Advisor**

The personnel responsible for overall Health & Safety within R.D. Decorating is the Proprietor and, further responsibility is held by external Health & Safety Advisor and their locations are: -

- a. In the vicinity of the temporary office space (Portacabin) Notice Board.
- b. Proprietor, Forepersons and Contractors are in charge of their sub-sections and are responsible to the Health & Safety Advisor for implementing and retaining a high standard within their offices of Health & Safety within their division.

## **6. Fire Prevention**

- a. In the event the fire alarm goes off, all personnel will congregate in the area nominated on the notice board located in Portacabin notice board unless otherwise directed.
- b. Forepersons/Site Managers are to inform the fire officer when everyone is accounted for by name.
- c. No Smoking areas will be signposted and adhered to.
- d. The Health & Safety Advisor is also responsible for the duties of the Fire Officer and should be contacted with any queries that might require answering.

## **7. Contractors Working for R.D. Decorating**

- a. Contractors wishing to work for R.D. Decorating must report to Ricky Dunn initially before commencing work for a briefing on Health & Safety matters.
- b. In the absence of Ricky Dunn or external Health & Safety Advisor, the relevant Site Manager is to ensure that the briefing is carried out prior to work beginning.
- c. Inspection contractors are to report to the person first reported to, to ensure that the employer is satisfied with the work, a signature is to be given once the contractor has completed the job.

## **8. Office Space/Portacabin**

It is the responsibility of the Site Manager/Foreperson to ensure his/her employees are working in a clean and comfortable environment, as far as is reasonably practicable, dependent on the space and surroundings provided to carry out their daily employment.

To assist in trying to achieve this, Site Managers should accompany the Health & Safety Advisor on any inspection report carried out. From this you can rectify the problems in slow time, speed is not always the answer. Thoroughness is required to ensure safeguards for your employee's health.

## **9. Good Housekeeping in office space**

- a. Three and four draw cabinets are to be closed when not in use. Beware of TILT, signs should be displayed.
- b. Distribution of files should be carried out to limit the tilt factor. The same applies to those cupboards never looked at with odd items such as stationery cupboards or closed files.
- c. Telephone cables should be tucked and secured to the floor to avoid tripping.

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- d. Desk should be kept clear as possible to limit confusion and untidiness.
- e. All lockers are to be closed when not in use.
- f. Brightness of VDU's is to be dimmed down when not in use.
- g. Electrical appliances are to be turned off when not in use.
- h. No beverages or food are to be consumed when using VDU's or machinery in general.
- I. When using electrical equipment you must have basic knowledge. If in doubt, please ask for assistance.
- j. When using substances such as cleaning fluid, tippex, ensure that you have an individual data sheet.
- k. All substances when not in use are to be locked up.

#### **10. Visual Display Units – (if only applicable)**

- a. VDU's of various makes and sizes.
- b. The following points should be noted for Site Managers and operators: -
- c. When sitting at your VDU, you should make the following considerations:
- d. Have I got the correct furniture for the equipment, i.e. adjustable chair with back support?
- e. Is the screen facing away from direct sunlight?
- f. Is the environment right, i.e. is it situated correctly?
- g. Are the operators on the machines for lengthy periods, exceeding 2 hours in a working day?
- h. Can I move the machines into a better environment?
- i. Does this area have adjustable blinds to allow the operator to control the light into the working area?
- j. Do the operators have their eyes tested regularly (they should because of eye strain)?

If you have answered all these questions truthfully you will probably have to make a few adjustments within your workplace to get the environment right.

### **11. Operator - Adjusting to Suit You**

- a. Make sure your screen is sharp and individual characters can be read easily.
- b. The characters should not flicker or move.
- c. There should be no reflections on the screen.
- d. Use the brightness control to suit the lighting conditions in the room.
- e. Make sure there are no traces of dirt or grime, or even finger marks on the screen.
- f. If you have problems, report it to a Site Manager or Foreperson, so that the fault can be rectified immediately.

### **12. Health & Safety Notice Board – Located in Site Portacabin**

The H & S Notice Board is situated in the main site portacabin. Anyone requiring advice on Health & Safety matters should first look at the information on the notice board, as this may answer some of your questions, if this is of no further help, consult your Site Manager or Contractor.

### **13. COSHH**

COSHH Stands for Control Of Substances Hazardous to Health.

It is uncommon in the workplace, even today, for the effects of everyday working substances, i.e. Tippex Cleaning Fluid to cause ill health to employees through inhalation, the skin or ingestion. It is the job of the employers/employees, where practically possible to reduce the risks within the working environment.

Persons working with any of these substances should ensure that they have a personnel data sheet in their possession, so as to reduce the risk to health, as it will explain all safety factors appertaining to that substance.

Where new substances are introduced to the work place it must be reported to your Site Manager or Foreperson in order that it may be entered onto the register.

Any further information on this subject should be sought from your Contractor or perhaps the external Health & Safety Advisor who will endeavour to clarify any queries, or seek further advice as necessary.

#### **14. Guides to Safety**

1. Replace lids after use.
2. Do not inhale anything with a distinctive smell.
3. Wear protective clothing when required.
4. New substances, read all instructions before attempting to use.
5. If in doubt, seek advice.

#### **15. Summary**

It shall be the duty of every employee while at work to: -

- a. Take reasonable care for the H & S of himself/herself and other persons who may be affected by his/her acts or omissions at work, and
- b. As regards any duty or requirement imposed on his/her employer or any other person, or under any of the relevant statutory provisions to cooperate with him so far as is necessary to enable that duty to requirement to be performed or complied with.

## Health & Safety at Work

R.D. DECORATING - Charter of Safe Working Practices - Site

This instruction is to be read in conjunction with R.D. Decorating's Health & Safety Policy.

You are required by law to take reasonable care of your own Health & Safety at Work and that of others who might be affected by your acts or omissions. Moreover, you must cooperate with your Contractor/Site Manager in enabling him/her to meet his/her legal obligations, e.g. you must not intentionally or recklessly interfere with or misuse anything provided in the interest of Health & Safety.

### 1. A Safe Working Place

Many accidents at work are caused by falling, be on your guard against: -

- a. Worn or missing stair/scaffolding tread
- b. Missing or damaged handrails
- c. Worn floor coverings
- d. Slippery floor surfaces
- e. Broken glass/metals/sharp objects
- f. Trailing telephone or electrical leads/wires

**Bumping into things is another cause of injury. Do not leave in corridors or passageways obstructions such as: -**

- a. Machinery
- b. Boxes/Containers
- c. Building Material Obstructions

**Building Materials can cause accidents.**

Don't.....

- a. Leave your building materials laying about
- b. Position materials away from where sharp corners could cause injury

**Do not stand on scaffolding or on anything else, which is insecure.**

## **2. Fire Prevention**

Fires don't just happen! There is always a cause.

- a. Use ashtrays - not waste paper bins.
- b. Dispose of waste paper and other flammable material regularly.
- c. Switch off machines at night (unless otherwise instructed, i.e. mains, modem) and remove the plugs.
- d. Don't stand portable heaters where they can be knocked over and where they can easily set light to things.
- e. Don't place paper, towels or clothing near portable fires or on storage heaters.

## **3. Fire Precautions**

Read the Fire Instructions. Find out if not stated: -

- a. Whether you should use a Fire extinguisher (Colour Coded).
- b. The arrangements for evacuating site personnel and visitors.
- c. Alternative exit routes - should your normal one be blocked.

Should it be necessary to pass through smoke to reach an easy escape route: -

- a. Inhale as little as possible
- b. Keep low to the floor if the smoke is dense.

If your route is impossible due to very dense smoke, make your presence known by noise. If inside a confined area i.e. Portacabin, prevent smoke penetration around the door by sealing with whatever materials are available.

#### **4. Electrical Equipment**

Look out for and report:

1. Loose connections
2. Unearthed connections
3. Damaged cables
4. Defective Insulation
5. Overloaded Circuits
6. Broken switches
7. Worn and dangerous appliances
8. Trailing leads
9. Liquids which if split could cause a short circuit

**Remember don't tinker with electrical equipment!!**

#### **5. Machinery**

Read any and all operating instructions and comply with the following rules: -

- a. Don't meddle with a safety guards in order to bypass the use of the machinery.
- b. Don't clean machinery when it is in motion - always turn off at ignition/mains.
- c. Learn how to stop any electrical supply in an emergency.
- d. Guard your fingers and hands when using machinery.
- e. If machinery is faulty, ensure machinery is isolated from electrical supply, made safe and labelled up to warn of in operational use.

#### **6. Lifting & Carrying**

There is less strain when lifting heavy loads if you bend your legs and keep your back straight.

Remember:

- a. A burden shared is a burden halved.
- b. Two journeys may be better than one.
- c. Always make sure you can see over the top of the load.
- d. Mechanical handling where reasonably practical and safe.

**PLEASE SEE OVERLEAF INSTRUCTIONS ON MANUAL HANDLING.**

## **7. First Aid**

Remember to ask who is your First Aider, where he/she can be found and where your nearest First Aid Box is located.

## **8. Site Areas**

When using hand tools: -

1. Always use the correct tool for the job.
2. Ensure that the tools are in good condition.
3. Use the tool in the correct manner.

Machinery is very dangerous and can lead to a variety of accidents including fatalities. The following points should be clearly observed.

1. Never work on a machine you are not familiar with.
2. Ensure that guards and protective shields are in position before starting up.
3. Clothing must be close fitting and long hair secured out of the way.
4. Ensure that the lighting of the machine and work area is adequate.
5. Always use goggles when mixing/decanting.
6. Ensure the machine is switched off whilst carrying out maintenance, cleaning and adjustment.
7. Use barrier cream and protective clothing where necessary.
8. If the machine is designated 'NOISY' use the supplied ear defenders.

Any slight accident is to be reported to the First Aider and any treatment entered into the First Aid Accidents Book.

## **9. Forklift**

When the forklift truck is in use, this can bring various dangers to the operator. Here are some hazards, dos and don'ts:

- a. Only trained/CITB-qualified persons are to operate the truck.
- b. The truck should be driven and operated with the up most care and consideration for others.
- c. Do not smoke whilst operating the truck.
- d. Never walk behind or in front of truck whilst in motion.

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- e. Never lift any person with the forks.
- f. Ensure the route with the forklift carrying the load is clear of any obstructions and personnel.
- g. The forklift has a speed limit of 5 mph, as there is no speedometer please use your discretion and keep to this speed limit, if this speed limit is broken you will be reprimanded by site Management. These limits are set to ensure all personnel safety.
- h. Any further information on this subject should be sought from your Forklift Trainer who will endeavour to clarify any queries you may have.

### **10. Outdoor Workers/Sunburn Risk**

UV radiation should be considered an occupational hazard for people who work outdoors.

People with pale skin are most at risk of skin damage, especially those with fair or red hair, with a lot of freckles or with family history of skin cancer. People with brown or black skin are at low risk, but people of all skin types can suffer from overheating and dehydration whilst working in an outdoor environment.

As an employer you can:-

- Include sun protection advice in routine health and safety training.
- Encourage workers to keep covered up during the summer months, especially at lunchtimes when the sun is at it's hottest. They can also cover up with a long-sleeved shirt, and a hat with a brim or flap.
- Encourage workers to take their breaks in the shade, rather than staying in the sun.
- Consider scheduling work to minimise exposure.
- Site water points and rest areas in the shade.
- Encourage workers to drink plenty of water to avoid dehydration.
- Encourage workers to check their skin regularly for any unusual spots or moles that change in size, shape or colour. Get them to seek medical advice promptly if they find anything that causes them concern.
- Encourage workers to use sunscreen on any part of their body that they cannot cover up with clothing.
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**The H & S of the company is the responsibility of all the workforce, as well as**

**management, and it is in the interest of all that the company policy is read and clearly understood.**