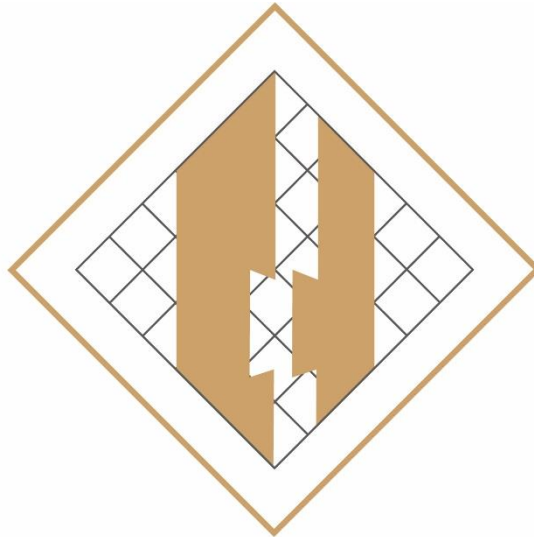


# OCCUPATIONAL HEALTH & SAFETY POLICY



# SPECIALIST GROUP

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**We are specialist**

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## 1.0 HEALTH, SAFETY and WELFARE POLICY STATEMENT

Specialist Group Holdings Ltd incorporates Specialist Joinery Fittings Ltd, Specialist Joinery Overseas Ltd and Specialist Glass which trade under Specialist Group (SG) which is referred to throughout this policy statement.

In accordance with the Safety, Health and Welfare at Work NI Order 1978 and Safety, Health & Welfare at Work Act 2005 (Section 20) and all other relevant, subordinate and associated legislation, Specialist Group will prepare and will revise and update at regular intervals this Safety Statement to demonstrate our commitment to Health and Safety in the workplace.

1. Specialist Group (SG) as employers are fully aware of the common hazards our personnel are exposed to daily in the workplace and on sites which can be considered to be dangerous working environments.
2. Specialist Group (SG) as employers will provide a working environment, which will be, as far as reasonably practicable, non-hazardous for the benefit of all employees, other contractors, visitors and the general public. We will do this by the continuous development of an effective Health and Safety culture.
3. We are committed to applying our Health and Safety standards to all projects we undertake as Contractors – we consider Health and Safety to be paramount and we are dedicated to raising our standards as our organisation progresses.
4. Through on-going risk assessments, the company has identified both factory and site specific and details of remedial action are detail in (appendix 1).
5. For use on site, Method Statements are detailed showing any preventative and protective measures. Specific procedures in the case of emergency are included. Site Rules will be relayed to site personnel and implemented during project.
6. All employees, both factory and site, are made aware of their duties and responsibilities regarding health and safety at work. This begins with first day inductions and training and refresher training as and when required. For factory employees, on-going machine training is also carried out. No factory employee can use machines without training and sign-off by their team leader. A training matrix is in place.
7. All safety assessments will be carried out and safe systems of work will be established, reviewed and updated as necessary. SG will ensure the Health and Safety Policy is put into practice. We acknowledge this requires the cooperation of management, all personnel and subcontractors, where applicable.
8. SG has the practical objective of ensuring effective management of Health and Safety by:
  - Gaining support for all concerned to realise health and safety is implemented
  - Motivation, education and training so that all concerned may recognise and correct hazards
  - Controlling hazards by implementing strong criteria on design and purchasing
  - Implementing inspections, tabulating to provide feedback and acting upon findings
  - Devising and introducing controls based on risk assessments
  - Compliance and implementation of regulations to achieve and improve standards of Health and Safety
9. SG will ensure that all our work areas have regular safety inspections. We will have regular Health and Safety Committee meetings which will be attended by all sectors of the company.
10. All subcontractors will have to supply their own safety statement and RAMS
11. Emergency Procedures: SG have in place procedures to follow in the event of an emergency. These will be communicated to all employees during Induction and will be tested on-going.

As stated above the Health and Safety Policy and Procedures will be regularly reviewed and updated to ensure compliance with relevant changes in Health and Safety Legislation, both EC and Domestic.



01.06.2022

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Mr C O'Hagan – Managing Director  
Specialist Group Ltd

## **2.0 ORGANISATION RESPONSIBILITIES**

### **RESPONSIBILITIES**

Specialist Group (SG) is committed to Health, Safety and Welfare through its hierarchy of management from the Managing Director through Directors to Operations/Contracts Directors/Managers; Production Managers/Supervisors; Site Managers/Team Leaders; Employees/Site Operatives; Subcontractors and Visitors. All members of the Company shall be committed through involvement and in order to establish, operate and maintain operational structures and systems the company will:

- Develop a positive culture – by ensuring managers lead by example.
- Encourage cooperation – between management, subcontractors and employees.
- Secure effective communication – by providing information about hazards, risks and preventive measures.
- Ensure competence – by assessing the skills needed to carry out all tasks safely and then by providing the means to ensure that all employees (including temporary) are adequately instructed and trained.

### **2.1 THE MANAGING DIRECTOR**

Mr Ciaran O'Hagan, Managing Director has overall responsibility for health, safety and welfare in Specialist Group.

Consultation on all health and safety matters within this company is the responsibility of Mr Ciaran O'Hagan, Managing Director, who will:

1. be directly responsible for the effective implementation and operation of the company's Health, Safety and Welfare Policy and accountable for adherence to health and safety legislation;
2. ensure that responsibility is properly administered and accepted at all levels;
3. make provisions for the necessary finance and labour to establish and maintain health, safety and welfare standards;
4. will ensure that this policy is applied to all contractors and subcontractors;
5. shall keep under review the necessity for further measures to improve health, safety and welfare to reduce the number of accidents or incidents occurring on sites and to employees;
6. ensure that the working environment is safe and without risk to health;

Further, the Managing Director will liaise and consult with employees on all matters pertaining towards health and safety and welfare in order to:

1. Keep under review the measures taken to ensure the health, safety and welfare at work of the employees.

2. Promote co-operation between the company and employees in instigating, developing and carrying out measures to ensure the health, safety and welfare at work of all employees
3. Study accident statistics and trends, and proposed legislation so that corrective measures can be imposed.
4. Look at safety audits, safety reports, risk assessments and inspectors reports with a view to suggesting and implementing remedial actions.
5. Arrange health, safety and welfare training and in-house publicity to promote a safer and more healthy working environment.
6. Review safety rules, work systems, risk assessments and company policy.
7. Look at proposed changes in the workplace and consider the health and safety aspects.
8. Consider and plan for health, safety and welfare.
9. COVID-19: Specialist Group response to the coronavirus pandemic is being led by the managing director and the business leadership team.

With advice from guidelines issued by our government in Stormont and London, Public Health Agency (PHA) and The Construction Leadership Council SG has written a Covid-19 Policy which is attached as appendix 1. This policy is on the Notice Board and has been issued to all staff, both at Head Office and on sites.

## **2.2 SALES/ESTIMATING/CONTRACTS DIRECTORS SHALL:**

1. Report to the Managing Director on health, safety and welfare issues.
2. See that tenders are adequate to cover sound methods of working and determine at the planning stage:-
  - ▣ Reasonable welfare facilities.
  - ▣ The provision of adequate lighting
  - ▣ Basic fire precautions
  - ▣ Allocation of responsibilities with subcontractors and others
  - ▣ Hazards which might rise from overhead or underground power lines and other situations which might lead to unnecessary improvisations on site
3. Provide written instructions to establish a working method, to explain the sequence of operations, to outline potential hazards at each stage and indicate precautions to be adopted.
4. Liaise with others on the working methods and precautions before work starts and ensure protective equipment and clothing is available where necessary.
5. Carry out regular inspections, assessments, audits and reviews.
6. Ensure that all personnel are familiar with the company/client's procedure for fire and evacuation and that there is adequate means of access and egress.
7. Ensure that all machinery and equipment under his control is properly maintained and safe to use and that all safety devices and protective equipment are correctly used.
8. Keep himself informed of any incidents or accidents that have occurred and shall implement any necessary precautions to prevent the recurrence.

9. Record all accidents and near misses in the official accident book/matrix.
10. Stop someone working in an unsafe manner and demonstrate the correct procedure.
11. Set an example on site visits by wearing the appropriate protective equipment.
12. Ensure that adequate protection for the safety of the public is planned for and implemented.
13. Ensure that all employees receive adequate induction instructions, including explanation of risk assessments and safe working practices and other relevant documentation that will assist them in doing their work safely and without risk.
14. Continuously develop practices in their areas to ensure as far as possible the health, safety and welfare of personnel under his control.

### **2.3 CONTRACT/PRODUCTION MANAGER / SUPERVISORS / TEAM LEADERS**

Managers, team Leaders and supervisors shall be responsible to the Managing Director for the effective implementation of the Company Health, Safety and Welfare Policy within their sections or area of control.

1. Shall assist in the investigation of all accidents and potential hazards incidents in the area under their control, which have been reported to him either formally or informally.
2. Shall inspect the area under their control, with regard to identifying and controlling hazards and reducing risks.
3. Shall instruct those under their control, precisely and clearly, on their duties with regard to the safety of themselves and others by appropriate means.
4. Shall institute or initiate as appropriate, additional safety measures or remedial measures deemed to be necessary from his investigations, inspections or information that is obtained in the course of the above duties.
5. Shall inform employees of any hazards to health and safety encountered in the course of their work and the precautions taken and of their duties to safeguard their health and well-being.
6. Will ensure that all persons under their control are given precise working instructions in relation to safe working methods and, in particular, ensure that the persons under their control do not take unnecessary risks.
7. Shall ensure that persons under their control appointed to operate plant and machinery have had sufficient training to operate them safely and will ensure that safety instructions are incorporated and followed.
8. Will ensure that all plant, equipment and tools in the area of responsibility remain in good repair, are serviced and maintained and are without defect.
9. Shall ensure that the area under their control is kept clean and tidy at all times.
10. Shall ensure that protective clothing and equipment is issued as and when required and further, ensure that such allocated equipment is used and worn.
11. Shall set a personal example to those who come under their control.

12. Shall be familiar with the legislation affecting health and safety at work and endeavour to ensure the company's compliance.
13. Shall ensure that new employees, particularly those under 18 years of age and new and expectant mothers will have a risk assessment carried out.

## **2.4 EMPLOYEES / SITE OPERATIVES**

The employees of the Company have certain basic duties and responsibilities with regard to health, safety and welfare at work. These duties are enshrined in legislation. Some of these duties are:

1. Take reasonable care, not only of their own health and safety but also the health and safety of other persons who may be affected by their actions or lack of action.
2. To comply with statutory regulations and co-operate with the management in ensuring that the company's responsibilities are discharged in accordance with legislation.
3. To conform to rules and guidance and observe safety rules at all times.
4. To familiarise themselves with the safety practices established within the company and in particular within their own area of work and make suggestions to improve health and safety.
5. To wear appropriate safety equipment and to use provided safety devices at all times.
6. To be responsible for good housekeeping within their own work area.
7. To report all hazards or defects in equipment to their immediate supervisor / team leader / manager and keep all hand tools and other equipment in good condition.
8. Ensure that all accidents, dangerous occurrences and "good catches" (near misses) are reported to the management.
9. To notify management of possible situations or practices which might lead to injuries or ill health?
10. To conform to instructions from those with health and safety duties.

**No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.**

## **2.5 SUB - CONTRACTORS**

All Sub-contractors shall/will as part of their contract: -

1. Provide the company with the necessary information required by the company to fulfil its legislative obligations and meet its requirements regarding health, safety and welfare good practice.
2. Abide by the company's Health, Safety and Welfare Policy and other policies in place.
3. Be expected to observe safe systems of work and have the relevant and appropriate insurances in place.



4. Comply with appropriate rules and regulations governing the Company and their own work activity.
5. Be legally responsible for their own workforce and for ensuring that their work is carried out in a safe manner and that all the plant and equipment brought on site meets with legislative requirements and the company's policy.
6. Plant and machinery owned by or under control of the Company is not to be used by persons other than our company employees.
7. Be responsible for returning the work site to a safe and satisfactory condition, clean and tidy upon completion of the task; removing all waste, materials, tools and equipment.
8. The company will ensure that the subcontractor is aware of all relevant policies and procedures within the company. The subcontractor and all persons in their employment are required to observe these policies and procedures and to cooperate with the company in its legal duties.
9. The subcontractor has a legal duty as an employer to ensure the health and safety of their own employees and others who are not in their employment but may be affected by what they do or fail to do.

## **2.6 VISITORS**

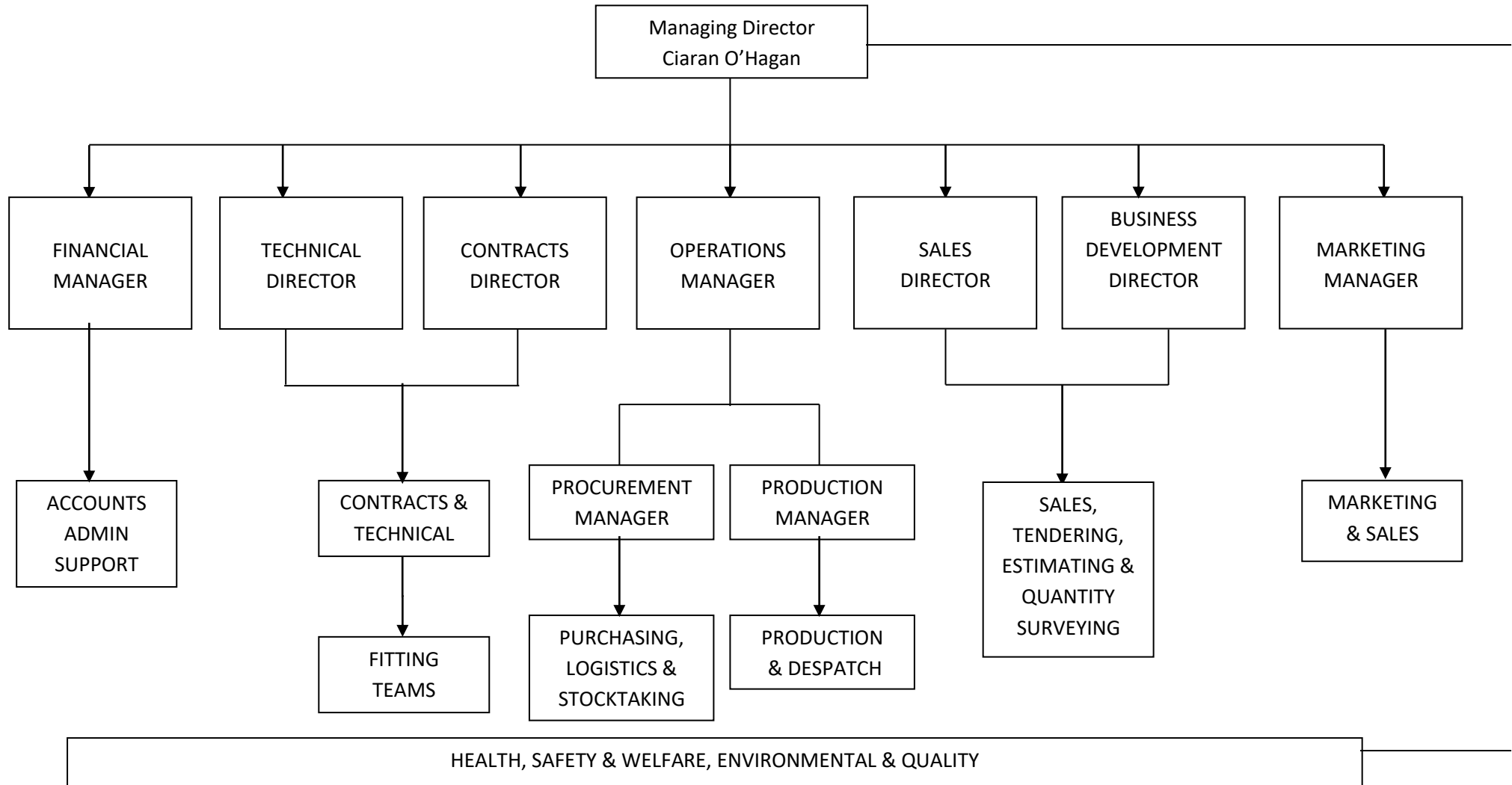
The company will assume that visitors to the company's premises / sites will not be aware of hazards, which may be present. Therefore, to ensure their health and safety, the following procedure will be applied:

1. All visitors must report to reception / site entrance on arrival and sign 'in', in the visitor's register
2. They must then wait until collected by the appropriate member of staff.
3. They must be accompanied within the company property / site at all times and not allowed to wander freely.
4. The member of staff will be responsible for the visitor whilst on site and must inform them of any dangers / hazards or procedures that may apply.
5. Visitors will not be allowed to access areas where personal protective equipment is mandatory, unless the company can supply this.
6. On completion of business, the visitor shall be escorted back to reception / site entrance and sign 'out' in the visitor's register.
7. COVID-19: Refer to Covid-19 Policy, attached as appendix 1.

## 2.7 SAFETY MANAGEMENT STRUCTURE

Persons responsible directly or by formal delegation for:

- The effective implementation of the policy ensuring that their areas of responsibility are run in accordance with the policy.
- Ensuring that subordinate Directors, Managers or Supervisors are trained to manage the implementation of the policy.



## **3.0 ARRANGEMENTS**

### **3.1 TRAINING**

It is the policy within the Company that managers ensure all staff under their control are given sufficient training to enable them to carry out their work activities in a safe and efficient manner.

#### **Induction Training**

All employees shall receive health and safety training upon commencement of employment and on a regular basis thereafter or otherwise if deemed necessary. This training shall include: -

- a) emergency procedures and fire drill
- b) names and locations of first-aiders and first aid stations
- c) name of the persons with health and safety responsibilities
- d) names of employee Health and Safety Representatives
- e) any major risks or hazards
- f) accident reporting procedures

Subsequent job instructions to new employees shall include: -

- a) explanation and demonstration of safe systems of work and precautions necessary and reasons for it.
- b) explanation of legal responsibilities of employees to ensure safety of themselves and of others who may be affected by what they do.
- c) identification of potential dangers and hazards at work.
- d) accident prevention and legal requirements.

#### **Continuous Training**

The company recognises that training in health and safety is a continuous process and must be ongoing to ensure awareness and understanding of health and safety procedures.

Continuous training will be provided in the form of toolbox talks and additional training will be provided to meet specific needs as they arise. Such training may be carried out in-house or at an appropriate outside venue/with an appropriate outside competent agency.

These include:

- Manual Handling
- Competency in use and inspection of plant and equipment
- First Aid
- Fire Warden and Equipment Training
- Fork Lift Truck Skills
- Chemical Awareness / chemical emergencies.

Specialist training shall be provided to employees where identified by risk assessments or legislation or specific hazards. All training shall be fully documented and records held.

### **3.2 HEALTH & SAFETY COMMITTEE**

SG has a staff led Health and Safety Committee which meet quarterly. The committee is made up of employee representatives from different areas within the company together with two members of the managerial staff.

**Purpose of the Committee:**

It is a joint committee made up of worker and employer representatives consulting in a cooperative spirit to identify and resolve safety and health problems in support of a planned occupational safety, health & welfare program in the place of employment.

**Duties and Functions of the Committee:**

- a) Identify situations that may be unhealthy or unsafe for workers and advise on effective systems for responding to those situations.
- b) Consider and expeditiously deal with complaints relating to the occupational health and safety of workers.
- c) Consult with workers and the employer on statistics regarding accident records, ill health and sickness absence.
- d) Make recommendations to the employer and the workers for the improvement of the occupational health, safety and welfare of workers and compliance with the regulations, and monitor their effectiveness.
- e) Ensure that incident investigations and regular inspections are carried out as required by the Regulation.
- f) Participate in inspections of the workplace by enforcing authorities, management or employee health and safety representatives.
- g) Emergency procedures and changes in the workplace affecting the health, safety and welfare of employees.
- h) Carry out any other duties and functions prescribed by the Health and Safety at Work Order (Section 2(7)).

**Records:**

The committee will keep accurate records of all matters that come before it. The committee will maintain copies of its minutes for a period of at least 2 years from the date of the health and safety committee meeting to which they relate.

**Meetings:**

- a) The committee will meet quarterly.
- b) Special meetings, if required, will be held at the call of the co-chairs
- c) A quorum shall consist of a majority of members from different areas of the company.
- d) The committee will add procedures it considers necessary for the meetings.

**Agendas and Meeting Reports:**

- a) An agenda will be prepared by the co-chairs and distributed to members prior to the meeting.
- b) A report of the meeting will be prepared as soon as possible after the meeting and will be made available to the employer, committee members and employees.
- c) Minutes of the previous meeting will be read out and actions taken will be recorded.
- d) Set time and date for next meeting

**3.3 FIRE PRECAUTIONS**

The Company shall ensure that: -

- a) risk assessments concerning potential fire hazards shall be carried out;
- b) fire action instructions are displayed and that a fire drill shall be held at least twice a year;
- c) that fire exits and escape routes are kept unobstructed and clearly marked;
- d) that all employees are trained in evacuation procedures and assembly points;

- e) fire alarms and other such equipment are maintained and tested;
- f) sufficient fire-fighting equipment shall be installed at appropriate locations and sufficient employees trained in its use;
- g) precautions shall be taken in the handling and storage of flammable material and chemicals;
- h) all necessary and legal precautions shall be taken in order to prevent gas or electrical supplies becoming a fire hazard.

**Employees shall: -**

- a) be expected to familiarise themselves with the evacuation procedures and assembly points and call points;
- b) not obstruct fire appliances, exits or escape routes;
- c) report any possible fire hazard immediately their Supervisor;
- d) cooperate with precautions and procedures that have been laid down;
- e) cooperate with fire drills / evacuations and treat them seriously.

**One day they may be for real**

**ACTION ON DISCOVERING FIRE**

- ◆ Raise the alarm
- ◆ Switch off machinery / processes and cut off power / fuel only **if it is safe to do so.**
- ◆ Leave the area, closing any doors behind you only **if it is safe to do so.**
- ◆ Go to Assembly point.
- ◆ Never re-enter the building unless directed to do so by the fire brigade.
- ◆ Get out. Stay out. Get the Fire Brigade out.

**IF THE FIRE IS ANYTHING OTHER THAN A SMALL FIRE**

**DO NOT ATTEMPT TO TACKLE IT**

**3.4 EMERGENCY PROCEDURES**

Emergency procedures are designed to give warning of imminent danger and to allow personnel to move to a place of safety.

The site manager/supervisor is responsible for ensuring that all employees and visitors within the area under his control are informed of, and are fully conversant with, emergency procedures.

COVID-19: Refer to Covid-19 Policy, attached as appendix 1.

**3.5 ACCIDENT REPORTING and PROCEDURES**

The names of qualified first-aiders appointed and trained by the company shall be displayed on notice boards for the attention of all employees.

Employees **shall at all times** follow the advice and instructions of a first-aider when they take charge of a situation.

**Advice for employees**

- a) Never ignore an injury. -----Have it treated.

- b) Remember ---the First –aider’s skills are limited.
- c) Report any skin complaint, or other problems to the Company.
- d) Treat all chemicals, dusts carefully. Know what you are working with and how to use it.
- e) Ensure that all accidents, injuries, skin complaints and “**near misses**” are reported and recorded in the official accident book.
- f) Pay attention to personnel hygiene. Use the facilities provided.
- g) Always remove contaminated clothing at the end of a shift.

Immediate and proper examination and treatment of injuries are essential to reduce pain and help the injured. Neglect or inefficient treatment of an apparently trivial injury may lead to infection or ill health. The First aider should be notified of all injuries or illness, no matter how trivial.

COVID-19: Refer to Covid-19 Policy, attached as appendix 1.

### **Accident Reporting**

The official accident book must be completed for any accident that occurs and treatment given. This will include details of the accident, details of the injury and a description of what happened. The accident book will be returned to management for recording and if necessary reporting to the statutory authorities, under the regulations.

The place of an accident should as far as possible be left undisturbed until an investigation has been carried out. This is not to find ‘blame’ but to find and eliminate the cause of the accident to prevent a re-occurrence.

Under legislation, the company are required to keep records and report certain accidents, diseases and dangerous occurrences to the relevant statutory authorities. The company will make these reports using the appropriate forms.

It is company policy to keep the likelihood of accidents / injuries to a minimum, ensuring a safe and healthy working environment for our employees. To this end, accident investigation is a major tool and the findings of such investigation will be conveyed to all employees.

## **3.6 FIRST AID**

1. Should an accident occur, immediately call your trained “first aider” or “emergency first aiders” who are:-

Names of all first aiders are listed on Notice Board and on all First Aid Boxes

- 2. If necessary phone 999 for emergency services.
- 3. If the casualty is unconscious loosen clothing around the neck and roll them onto their side (the recovery position) – this will help prevent choking should they vomit. This action must only be taken if it is safe to do so.
- 4. **DO NOT** attempt to move a casualty if there is any risk of cracked or broken bones unless it is necessary to remove them from exposure to further injury e.g. fire, etc – reassure the casualty.
- 5. Keep the injured person warm until help arrives and continue to reassure.
- 6. Get to know the location of the first aid kits in your workplace.
- 7. If you use any of the contents of your first aid kit always inform your Line Manager/Supervisor to ensure it is restocked as soon as possible

COVID-19: Refer to Covid-19 Policy, attached as appendix 1.

### 3.7 SAFE SYSTEMS OF WORK

SG is dedicated to providing safe systems of work for all its workers and for all activities where hazards exist in the workplace.

Many hazards can be overcome by physically separating people from them (e.g. by using machine guards). A safe system of work is needed when hazards cannot be physically eliminated and some element of risk remains. Team Leaders/site managers/supervisors and staff have to work together in providing a safe system of work for those tasks which have this element of risk. The following five point plan should be followed:-

1. **ASSESS THE TASK –**  
Assess all aspects of the task and the risk(s) which it presents.
2. **DENTIFY THE HAZARDS**  
Highlight the hazards and weigh up the risks. Where possible the hazards should be eliminated and the risks reduced.
3. **DEFINE SAFE METHODS**  
A safe system of work can be defined orally, by simple written instructions or by a permit to work scheme.
4. **IMPLEMENT THE SYSTEM**  
The safe system must be understood and applied by Team Leaders, Supervisors and employees.
5. **MONITOR THE SYSTEM**  
The system must be monitored and changed if necessary e.g. change equipment, process or legislation.

### 3.8 PROVISION AND USE OF WORK EQUIPMENT

1. The company policy shall ensure that new equipment meets the requirements of the CE Directive and the highest standards of safety and maintenance;
2. The company will consult with employees when planning to purchase new equipment and ensure working conditions and hazards are taken into account when selecting equipment;
3. The company will give adequate information, instruction and training to employees on all aspects of the equipment;
4. All work equipment hired by the company will come with the proper documentation and certification legally required.

#### Existing equipment / machinery

- a) The company shall ensure that all equipment is suitable, properly adapted, adequately maintained and can be used without risk to health or safety;
- b) where specific hazards are likely to be involved, access to equipment shall be restricted to those employees given the task of using it;
- c) where work equipment cannot be made totally safe, all measures shall be taken to minimise the risk;
- d) all equipment shall meet minimum safety requirements.

## Advice to Employees

### Check: -

- a) you know how to stop a machine in an emergency situation before you start it.
- b) all fixed guards are fitted correctly and all mechanical guards are working properly.
- c) all materials to be used are clear of working parts of the machine.
- d) the area around the machine is clean, tidy and free from obstruction.
- e) you are wearing the appropriate protective equipment / clothing.
- f) report immediately to your Team Leader/Supervisor any fault, defect, damage, or malfunction in any machinery, plant, equipment, tools or guards.

### Never: -

- a) use a machine unless you have been trained and are authorised to do so.
- b) attempt to clean a machine whilst it's still in motion. Switch it off first, and shut it off at the mains.
- c) use a machine that has a "danger sign" or "do not use" sign attached.
- d) never remove or by pass machine guards or inter locking systems.
- e) wear dangling chains, loose clothing, long hair, gloves or rings that could get caught in moving parts.
- f) distract other employees who may be operating machines.
- g) attempt electrical / machine repairs. This should only be done by competent, authorised persons.

## Electrical equipment

The main hazards arising from the use of electrical equipment are:

1. Electrical shock or burns due to current flowing through the body.
2. Fire caused by overheating
3. Explosion due to a spark in a flammable atmosphere.

The company will ensure that the electrical supply and plant are examined, inspected and tested according to guidance and good practice.

Portable Appliance Testing (PAT) will be carried out when guidance recommends. Portable electrical equipment is any piece of equipment that can be attached to the electrical supply by means of a plug. This means anything from a computer to a nail gun. All such equipment will carry a unique identification number.

### Employee guidance:

- a) If a machine develops a fault, switch it off at the main switch and report it immediately. Suspect / faulty equipment should be taken out of use until attended to by a competent person.
- b) Never use unapproved adaptors or extension leads.
- c) Look for:
  - Loose wires.
  - Blackening around the plug and socket outlets.
  - Trailing flexes.
  - Signs of overheating.

**No person shall intentionally or recklessly interfere with or miss-use any piece of equipment provided in the interests of health or safety**



### 3.9 THE WORKPLACE

SG is committed to providing all staff with a comfortable, defect free workplace and will ensure that the following is acceptable:-

- General maintenance and housekeeping
- Work equipment
- Ventilation, temperature and lighting
- Work space and traffic routes
- Welfare facilities – i.e. toilets, mess rooms and drying rooms
- Storage of materials

If you discover a defect in the workplace or on your site you must bring it to the attention of your supervisor to enable him to isolate it and/or repair it.

### 3.10 CONTROL OF NOISE

Noise levels vary throughout the workshop depending on which machinery is operating and what activities are being carried out. SG employ an external company to carry out noise assessments

Hearing protection is available for operatives both in the workshop and on site.

Noise can cause hearing loss, stress and be a serious barrier to communication in the workplace.

When in the workshop or on site you must wear suitable hearing protection e.g. ear plugs or ear defenders.

Noise monitoring is carried out by the external occupational health nurse as part of SG's staff welfare programme. Any noise issues discovered during assessment are followed up with individual machine risk assessments.

### 3.11 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

Some of the substances used by employees may be potentially harmful. These substances may cause harm in several different ways:

- a) Inhaled
- b) Swallowed
- c) Skin contact

The harmful effects may result from just one exposure to the substance or from repeated exposure over a prolonged period.

The Company recognises its duty to protect employees and others who may be affected by the hazards associated with such substances and will endeavour to eliminate or substitute hazardous substances identified.

**In this respect the Company shall:**

- a) obtain a Safety Data Sheet for all products prior to its use and complete a substance register;

- b) undertake a C.O.S.H.H. assessment for all chemical products handled in the workplace prior to them being used for the first time;
- c) continuously monitor the risks associated with any hazardous substances used and prevent or control any identified risks;
- d) inform, instruct and train employees about any risks and the necessary precautions;
- e) Skin monitoring is carried out by the external occupational health nurse as part of SG's staff welfare programme. Any skin issues discovered during assessment are followed up with risk assessments on materials used and any necessary modifications will be adopted.

#### **Advice to Employees:**

Care should be taken when working with any substance; a safe storage system used and a safe method of working should be practised. All chemicals and substances used within the company shall have been assessed and your attention shall be drawn to safety, handling and first aid precautions.

No chemical or substance can be brought into use without prior permission of the company.

#### **Protecting you from chemical exposure:**

- Read labels and inspect all packaging / containers for damage before handling them.
- Use all mechanical safeguards and wear the recommended personal protective equipment.
- Clean spillage's immediately using the correct procedure.
- Wash up before eating, drinking or going home.
- Keep work gear and personal protective equipment separate from normal work clothes.
- Report all accidents / incidents immediately.
- Never mix incompatible substances, e.g., acids and alkalis.

If you are dealing with a new or unknown substance, err on the side of caution, never assume it's identify. Make sure that you have the relevant information **before** handling or **before** exposure.

### **3.12 PERSONAL PROTECTIVE EQUIPMENT (PPE) INCLUDING RESPIRATORY PROTECTIVE EQUIPMENT (RPE)**

All equipment shall be supplied in accordance with the Provision and Use of Personal Equipment Regulations, that is: -

- a) It shall be selected and supplied in consultation with the workers and their Representatives.
- b) It shall give protection against the risks.
- c) It shall be suitable for the employees, including fitting correctly and comfortably.
- d) It shall be compatible with the work and it shall comply with any relevant EEC or British standards, provisions on designs and manufacture.
- e) All employees shall be instructed and trained in the proper use and maintenance of any personal protective equipment supplied including Face Fit Testing for RPE.
- f) Face fit testing will be conducted at induction and re-tested every two years or should the individual loose or gain weight; undergoes any substantial dental work or develops any facial changes around the face-seal area. RPE will be selected to suit the individual.
- g) All employees shall sign for PPE and RPE issued.
- h) COVID-19: Refer to Covid-19 Policy, attached as appendix 1.

#### **Advice to Employees:**

1. Always use PPE where provided by the Company and store and maintain such equipment in the approved manner.
2. Always store reusable masks in the clam shell provided.
3. Report any damage or loss or unsuitability of PPE or RPE immediately to the Supervisor.
4. Refer to training on when to replace RPE and filters.

### 3.13 MANUAL HANDLING

Manual handling includes not only the lifting of loads, but also lowering, pushing, pulling, carrying, or moving them, whether by hand or other bodily force.

#### Advice to Employees:

- a) Always assess the item to be handled, e.g. weight, size, balance, etc.
- b) If the load is too heavy or awkward. Seek assistance and adopt team lifting techniques.
- c) Use mechanical handling devices where possible.
- d) If the item can be handled safely, use the correct lifting technique.
- e) If moving chemicals ensure that protective clothing is worn and the chemicals are stored in a safe manner. Take precautions when moving flammable liquids. If possible use mechanical means.
- f) Do not stack gas cylinders on top of each other and store in a designated area.
- g) Inspect pallets, containers and racks regularly for damage
- h) Do not exceed the safe loading limits of racking.
- i) Stack palletised goods vertically on a level floor so they shall not overbalance
- j) Do not allow items to protrude from stacks or bins into walkways.
- k) Stack heavy items at low level.
- l) Do not climb racking or shelves. Use the appropriate access means provided.
- m) In manual lifting it is the leg muscles that should be used and **never** the back.

#### The Correct Lifting Technique:

- a) Get down to the load.
- b) Bend the knees
- c) Keep the back straight
- d) Keep the load as close to the body as possible
- f) Use the leg muscles for the lifting
- g) When turning do not twist your body. Use your feet to turn

### 3.14 WORKING AT HEIGHT

Working at height applies to **anyone, anywhere** and at **any height**, from an office to a building site. It means at any height above or below ground. So working along-side a hole in the ground could be classed as working at height and the working at height regulations will apply.

1. **Avoid** – working at height should be avoided if possible and another way of carrying out the activity should be explored.
2. **Prevent** - If work at height has to be done then everything possible must be done to prevent a fall. There is a range of equipment for safe use for example Towers, Podiums, personnel lifts, roof anchors, MEWPS. Ladders are fine for temporary access and for short duration low risk work. Podium Steps are more stable when used correctly
3. **Minimise** – If the risk of a fall cannot be prevented then steps must be taken to minimise the consequences of that fall and the distance.

In choosing the right equipment, the company will give consideration to:

- ▣ The work environment and ground conditions, the job and how long it will take to do and how often access is needed.
- ▣ How high is the work face and can it be reached with ease?
- ▣ How far a person could fall and what risk is involved when erecting or dismantling the equipment.

If roof work is involved, the company will:

- Identify any fragile areas and implement protective measures
- When working on roofs / other heights, ensure protective barriers are in place to prevent a fall or other adequate precautions are in place.
- Having selected the right equipment, the company will ensure that it is used properly.

All equipment, especially scaffolding and towers will be erected **only** by competent persons. Always follow the manufacturer's assembly guides and / or the hire companies hand over instructions.

In the case of towers or trestles, guardrails and toe boards etc will be fitted and they will be inspected every time they are brought into use or modified.

For ladders you need to be extra careful. The Ladder is no longer the 'general purpose' tool. They are not banned and are acceptable for temporary, low risk access and short duration tasks.

If you have to use a ladder, put it at the right angle, secure it and keep three points of contact on it.

### **3.15 ELECTRICAL EQUIPMENT and PORTABLE ELECTRICAL APPLIANCES**

#### **THE DANGERS**

1. The main dangers which lead to electric shock are:-

- (a) The earth wire pulls out of its plug terminal due to a loose cord grip and touches the live terminal.
- (b) Wires are wrongly connected to the plug or the machine/tool terminals.
- (c) The earth wire has become disconnected causing a short circuit.

2. Damaged or missing covers on fuse boxes, sockets, outlets and terminal boxes.

3. Flexible cables are damaged when they are dragged over sharp surfaces or run over by heavy vehicles, exposing live conductors. Anyone who touches the cable or stands in a pool of water next to it may receive an electrical shock.

4. Makeshift repairs to flexible cables fail because they are not strong enough.

#### **EARTHING**

If electrical tools or equipment are not double or all insulated, metal parts should be properly earthed. The effectiveness of the earth is crucial to prevent injury. Make sure that there is a good electrical connection at each joint of the earthed system.

#### **CABLES**

Replace damaged cables with new ones **AS SOON AS POSSIBLE**. If a cable repair is attempted special measures are necessary to make sure that the insulation, conducting, protection and physical strength properties of the cable are not released.

Insulating tape alone IS NOT ENOUGH

## CABLE DRUMS

Always ensure that cables on cable drums are fully unwound to prevent overheating and fires.

## 3.16 MOBILE PHONES

The company have made the decision to ban the use of mobile phones in the workshop.

Any urgent and / or emergency phone calls to employees should be directed via the switchboard. Mobile phones may be only used during official break times.

### WHEN DRIVING:

#### Hand held phones/sat nav:

It is **illegal** to use a hand-held mobile phone/sat nav while driving. It is also an offence to cause or permit a driver to use a hand held mobile phone while driving.

The company holds the view that staff who drive for work should:

- **Never** use a hand held mobile phone while driving any vehicle. It is illegal and against company policy
- Put your hand held mobile onto answer phone before you start your journey and return calls when you reach your destination.
- Plan long journeys so they include rest stops when messages can be checked and calls returned

#### Hands free phones:

As stated above, it is illegal to hold a phone or sat nav while driving. You must have hands-free access, for example, use a:

- Blue-tooth headset
- Voice command
- Dashboard holder or mat
- Windscreen mount
- Built-in sat nav

Important: The device must not block your view of the road and traffic ahead.

The Police may check phone records when investigating fatal or serious accidents to determine if use of the phone contributed to the crash. Depending upon the individual circumstances, drivers could be charged with failing to have proper control of their vehicle.

In more serious cases, the use of **any type** of mobile phone could result in the driver being prosecuted for careless or dangerous driving.

The company holds the view that staff that drive for work and have **hands free phone** should:

- Avoid making or taking calls whilst driving as they can be distracting
- Pull the vehicle safely off the road first.
- In the event that you must answer a call whilst driving, say that you are driving, keep the conversation brief and advise that you will return the call when it is safer to do so.

### 3.17 LONE WORKING

NEVER WORK ALONE IN THE FOLLOWING SITUATIONS:-

- In confined spaces
- On live electrical equipment
- In derelict or dangerous buildings

IF POSSIBLE, AVOID WORKING ALONE IN THE FOLLOWING SITUATIONS:-

- In empty buildings
- Near demolition work

IF YOU HAVE TO WORK ALONE:-

- Plan your work, carry out a risk assessment and identify what hazards might be present
- Communicate – leave details of where you are going – phone in at regular intervals and phone in when you're finished and off site
- Carry a personal alarm
- Take a small personal First Aid Kit with you

### 3.18 HEALTH SURVEILLANCE

SG employ an external company, Independent Occupational Health, who in turn supply health surveillance for our employees.

Assessments are carried out occupational health nurse, who carries our health surveillance in the following 4 areas:

- Audiology
- Respiratory
- Skin
- Hand Arm Vibration

### 3.19 OCCUPATIONAL HEALTH

1. Occupational health anticipates and prevents health problems which are caused by the work which people do in their job. Health hazards often reveal their effects on the body only after the passage of time; many have cumulative effects, and in some cases the way this happens is still not fully understood. Because the effects are often not immediately apparent, it can be difficult to understand and persuade others that there is a need for caution and control. Good occupational hygiene practice encompasses the following ideas:-

- **Recognition** of the hazards or potential hazards
- **Quantification** of the extent of the hazard – usually by measuring physical/chemical factors and their duration, and relating them to known or required standards
- **Assessment** of risk in the actual conditions of use, storage, transport and disposal of substances
- **Control** of exposure to the hazard, through design, engineering, working systems, the use of personal protective equipment and biological monitoring
- **Monitoring** change in the hazard by means of audits or other measurement techniques, including periodic re-evaluation or work conditions and systems

### 2. HEALTH HAZARDS

Health hazards can be divided into four broad categories: physical, chemical, biological and ergonomic. Examples of the categories are:-

- **Physical** – Air pressure, heat, dampness, noise, radiant energy, electric shock
  - **Chemical** – Exposure to toxic materials such as dusts, fumes and gases
  - **Biological** – Infection, e.g. tetanus, hepatitis and legionnaire’s disease
  - **Ergonomic** – Work condition, stress, man-machine interaction
3. ALWAYS wear the proper Personal Protective Equipment and always ensure it is in good repair – if it is damaged inform your team leader/site supervisor then have it replaced.
  4. Pay particular attention to personal hygiene – use the welfare facilities provided by SG or if you are site based use those provided by the principal contractor or client.
  5. If you feel you are being exposed to any of the Health Hazards listed above (or any other hazard) at your workplace INFORM YOUR TEAM LEADER/SITE SUPERVISOR IMMEDIATELY.
  6. If you have a heavy cold, flu or chest infection, try not to cough or sneeze over other people to avoid spreading infection.
  7. If you use tissues, dispose of them down a lavatory or in plastic bags – NOT IN THE WORKPLACE WASTE BIN.
  8. Always wash your hands before eating, drinking, smoking. Always wash your hands after using the toilet.
  9. Any cuts and wounds, no matter how small, should be covered by a sterile, waterproof dressing immediately and recorded in the Accident Book as soon as possible.
  10. If your job involves working with sewage, refuse or any substance which is classed as hazardous, ensure you wear the appropriate protective clothing provided.
  11. COVID-19: Refer to Covid-19 Policy, attached as appendix 1.

### **3.20 HEALTH and SAFETY EXECUTIVE PENALTIES and ENFORCEMENT**

ENFORCEMENT and PENALTIES

POWERS OF INSPECTORS

An appointed Inspector can:

1. Gain access without a warrant to a workplace at any time
2. Employ the Police to assist in the execution of his/her duty
3. Take equipment or materials onto premises to assist his/her investigations
4. Direct that a location remain undisturbed for as long as he/she sees fit
5. Take measurements, photographs and samples
6. Order the removal and testing of equipment
7. Take articles or equipment away with him/her for examination or testing
8. Take statements, records and documents
9. Require the provision of facilities he/she needs to assist him/her with his/her enquiries
10. Do anything else necessary to enable him/her to carry out his/her duties

ENFORCEMENT

If an Inspector discovers what he believes to be a contravention of any part of the order or Regulations he can:

1. Issue a prohibition notice, with usually immediate effect. This prohibits the work described in it if the inspector is of the opinion that the circumstances present a risk of serious personal injury. This notice is effective until the steps he may specify have been taken to remedy the situation.
2. Issue an improvement notice, which specifies a time period for the rectification of the contravention of a statutory requirement. Appeal can be made to an industrial tribunal within 21 days; this has the effect of postponing the notice until its terms have been confined or altered by the tribunal.
3. Prosecute any person who contravenes a requirement or fails to comply with a notice as above..
4. Seize, render harmless or destroy any article or substance which he considers to be the cause of imminent danger or serious personal injury.

## PENALTIES

Successful prosecution under order or any Health and Safety Statutes attract a maximum penalty of a fine of up to £5,000 and/or up to 6 months imprisonment.

For breaches of the general duties Articles of the Order penalties of up to £20,000 were introduced in early 1992, for those dealt with in the Magistrate's Court.

Offences heard on indictment in the Crown Court attract unlimited financial penalties and up to 2 years imprisonment.

Penalties for breaching prohibition notices are normally the largest, as are those resulting from fatalities. The financial consequences of receiving prohibition and improvement notices are often severe, because of work delays and disruption.

## 4.0 GENERAL BEHAVIOUR

### 4.1 HORSEPLAY

Horseplay and practical jokes can sometimes result in serious injury and even fatalities. **DO NOT PLAY JOKES**; especially with compressed gases, chemicals, electricity or vehicles.

### 4.2 ALCOHOL and DRUGS

**Drug abuse** refers to the **use** of illegal drugs and the **miss use**, whether deliberate or unintentional, of prescribed drugs and substances such as solvents.

Drugs are taken for various reasons and can affect the body and mind in a number of ways. The effect of some drugs may be prolonged and extend beyond recreational time into working time.

**Company statement** It may be difficult for employees to admit to themselves or others that they have a problem with alcohol or drug abuse. The Company state, that if such employees come forward, their



problem will be treated as a health problem, rather than an immediate cause for disciplinary action. All such discussions or subsequent treatments will be under the strictest of confidence. Such employees have the same rights to confidentiality and support as if they had any other medical condition.

Any employee found under the influence of alcohol or drugs will be removed from their workstation, not as punishment, but so that they and other employees may have a safe working environment.

### **Employee guidance**

The consumption of alcohol or the taking of illegal substances on the Company premises is strictly forbidden. The disciplinary procedure will be implemented in such an incident.

Any employee who is under medical supervision or on prescribed medication which may have known side effects or temporary physical disabilities which could hinder or affect their work performance and which may endanger themselves or their fellow workers should notify management in complete confidence.

In this event the Company will assign appropriate tasks for that employee in the interim

**Note: Please refer to the Alcohol & Drug Policy SG 017**

## **4.3 SAFETY EQUIPMENT and NOTICES**

These are provided for your protection but they are only effective if used properly. You must follow the guidance of any safety instruction fully. Look after and maintain any item of safety equipment given to you. If a piece of the equipment is defective.

## **4.4 HOUSEKEEPING**

Keep your workplace tidy at all times. Store tools and equipment in their proper place and make sure any sharp or pointed items are not left anywhere they can give rise to injury.

## **4.5 SMOKING**

You must comply with SG's Smoking Policy and you must only smoke in non-enclosed, designated smoking areas.

## **4.6 ENTRY and EXIT**

When at work always ensure that passageways and exits are kept clear of obstructions – this will ensure safe access/egress to the work area and more importantly a means of escape in an emergency.

## **5.0 SAFETY PROCEDURES**

### **5.1 PAINTING and SPRAYING**

**Many paints, varnishes, stains and thinners used in the wood working industry give off vapours which are readily ignited and are also hazardous to health.**

Store highly flammable paints etc in the dedicated store outside the workshop.

To minimise spillages, decant over a tray. Soak up spillages immediately with absorbent material and dispose of safely.

Spray only in mechanically ventilated booths.

Ensure that all potential ignition sources e.g. naked flames, unprotected light fittings, electrically powered hand tools etc are excluded from the spray area.

You must ensure that all necessary PPE (especially respiratory protection) is used when spraying.

## 5.2 WORKING with WOODWORKING MACHINES

**Records show there are more accidents at woodworking machines than any other type of workplace machine. Woodworking machines generally have high speed cutters which cannot be totally enclosed. Most accidents happen at circular saws, planing machines, vertical spindle moulding machines and band saws.**

You **MUST ONLY** operate those workshop machines that you are trained, competent and authorised to do so.

You **MUST** ensure that all guards and other safety devices are provided and used.

You **MUST NOT** remove any guard (except for maintenance work) or over-ride any safety device.

- Use power feeds whenever possible.
- If hand feeding, use suitable push sticks or some suitable alternative safety device.
- Ensure that machine controls are conveniently positioned and well maintained.
- Switch off machine when not in use.
- Isolate machine from power supply before changing cutters or carrying out maintenance work.
- Keep working areas around machines clear of obstructions and floors free from loose materials such as chippings and waste wood.
- Report any defective lighting.
- Report any defects to the dust collection system

## 5.3 STACKING and HANDLING of TIMBER and BOARD

**Many fatal accidents in the woodworking industry involve works transport, falls from timber stacks or the collapse of stacks of timber or board. These accidents have highlighted the need to observe sound principles when constructing stacks and to devise and observe safe methods of working when unstacking or removing selected pieces of timber or board.**

Always ensure that the floor area where timber or board is stacked is defect free and clear of debris.

Materials must be stacked in such a way to ensure stability and stacks should be checked periodically with particular attention being paid to spacers and supports that are in use.

## 5.4 DISPLAY SCREEN EQUIPMENT

Working with computers has certain problems, which can cause ill health and has led to the creation of specific Regulations for Display Screen Equipment.

Under these Regulations the Company shall:

- a) Assess the workstations and reduce any risks discovered.
- b) Ensure that the workstation layout meets at least the minimum of requirements.
- c) Plan work so that there are adequate breaks or changes of activity.
- d) Shall upon request from operators provide eye and eye sight tests.
- e) Shall provide information and training to employees.

The workstation includes things like desk layout, chair, keyboard, screen, environment and other office equipment.

## **6.0 CHECK SYSTEMS**

### **6.1 MONITORING**

Effective monitoring requires that regular checks be made to ensure the systems remain appropriate for the needs of the task, and to ensure that standards are maintained and policy complied with. Procedures and systems not complied with are not safe systems.

To this end, constant monitoring shall be to determine: -

- a) Do the employees find the system workable?
- b) Are the procedures laid down being carried out?
- c) Are the procedures and systems still effective?
- d) Has there been any change in legislation or technology, which requires the policy or systems or procedures to be revised?

### **6.2 INSPECTIONS**

A valuable asset to ensuring a good healthy and safe working environment is to have a good system of regular inspections of the workplace, backed up by regular health and safety audits of the whole system. Team Leaders/Supervisors and management have the added responsibility of the workers in their care and therefore as part of their normal day's activities, they will check their area of responsibility to ensure that:

- (i) All safe systems and procedures are being followed.
- (ii) All guards and control systems are being correctly used.
- (iii) All fire exits and fire points are free from obstruction.
- (iv) There are no new hazards identified.

The company will conduct reviews of the systems and procedures in place at regular intervals to ensure continued compliance.

### **6.3 RISK ASSESSMENT**

The company will carry out suitable risk assessments of the health, safety and welfare of their employees and others affected by the work activities. As part of this process the Company will:

1. Identify all hazards with a potential to cause harm to the employees or other persons.
2. Assess the risks associated with these hazards.
3. Analyse the options for eliminating, reducing or controlling the risks and then take the appropriate action.
4. Review the assessment periodically and particularly where they may no longer be valid or where there have been significant changes in work activities, work practices, new equipment or procedures, etc.
5. Involve the employees in these assessments and keep them up to date with the results.

## 7.0 APPENDX 1

### Covid-19 Policy

#### 1.0 Policy Statement

Specialist Joinery Fittings Ltd, Specialist Joinery Overseas Ltd and Specialist Glass trade under Specialist Group (SG) which is referred to throughout this policy statement

SG is closely monitoring the ongoing coronavirus (COVID-19) situation and taking prudent measures regarding the safety and well-being of its employees and associated clients to restrict the risk posed by COVID-19. Our response is being managed by our business leadership team, which is attending weekly virtual meetings. We are updating our policies in line with government advice and taking additional precautions where appropriate. Communications have been prioritised, and all employees are receiving updated guidance as new information arises.

We are following the procedures set out in SG's business continuity plan (BCP). We also have a series of contingency measures that will be applied to minimise the business impact and risk to individuals' well-being during this pandemic.

Our policies and protocols related to COVID-19 supplement our existing SHEQMS.

#### 2.0 Scope

The policy applies to the entire SG group and its operations, but it is specifically associated with managing the response to COVID-19. SG has operations in mainland UK, Republic of Ireland, Northern Ireland and Europe and measures are being taken in each country to follow official guidelines.

#### 3.0 Business Continuity Plan (BCP)

SG's BCP outlines its effective response to actual or anticipated incidents affecting its business continuity. Specifically, the plan focuses on SG's ability to continue functioning as normal.

BCP procedures are being applied to the COVID-19 outbreak.

The objectives of the plan are to:

1. provide a framework through which the key tasks for business continuity management and recovery can be achieved
2. identify reasonable steps to protect and preserve the health, safety and welfare of employees and others involved throughout activities
3. maintain an acceptable level of service and operational capability from the perspective of our customers or other interested parties
4. assign responsibilities for actions in the event of a major incident affecting operations
5. provide a structure for communication with employees and others regarding operational capability and recovery efforts.

The BCP sets out the roles and responsibilities of SG staff relating to the plan.

#### 4.0 Hygiene

We have enhanced hygiene requirements at all RSK facilities, including fieldwork locations, and are providing information and advice to employees.

All offices have been provided with hand sanitiser to keep at main entrances and other welfare areas, such as canteens. The factory has been zoned and each area has a welfare station. The Logistics department drivers follows risk assessment guidelines.

Specific guidance regarding hand hygiene has been communicated to all employees and includes:

- thoroughly washing your hands with soap and hot water for at least 20 seconds, including when you start and finish work, after working with dirt, dust or chemical substances, after using the toilet, before eating or handling food, after coughing or sneezing, after using a disposable tissue, before applying make-up, and before and after smoking.

Employees and visitors to SG are also reminded to avoid physical contact when greeting each other. This includes handshaking, hugging and kissing.

## **5.0 Social Distancing**

All SG activities, including site operations, follow the relevant country specific government advice on social distancing. This includes, but may not be limited to:

1. Keeping a minimum distance of 2 metres from other people;
2. Avoiding contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or new and continuous cough;
3. Avoiding non-essential use of public transport where possible;
4. Avoiding gatherings of more than two people by staggering rest and meal breaks; and
5. Prevention of employees travelling together in the same vehicle unless social distancing can be maintained.

## **6.0 Working from home**

Where practical, employees who can work from home, should do. Measures have been taken to ensure that this is safe and practical for as many employees as possible, including adapting roles and providing technical support.

We have well-established means of electronic communication to keep our workforce connected and working as normal, e.g., Microsoft Teams, Skype, email and Zoom conference calls.

## **7.0 Travel and meetings**

SG is keeping employees up to date with relevant travel restrictions issued by the authorities.

All non-essential business travel is halted. Employees are advised to restrict face-to-face meetings and use video and teleconference options whenever feasible. If meetings are essential, take the necessary precautions and follow government advice.

Anyone who leaves the UK and Ireland for the foreseeable future, must self-isolate upon return and not come to work for 2 weeks – this will be unpaid leave and will be reviewed over the coming months.

## **8.0 Clean desk policy**

Where homeworking is not possible, individual employees are responsible for keeping their work areas clean and tidy. Workstations must be cleaned and left in a hygienic state at the end of every day, i.e., clean them with cleaning products. Additional cleaning materials have been made available in all offices.

## **9.0 Enhanced cleaning protocols and decontamination of premises**

SG's offices, factory and other working areas, will be consistently cleaned. Newly formed deep cleaning teams have been provided with protocols, effective cleaning supplies and suitable PPE.

## **10.0 Self-isolation**

Following government guidance, the following must be applied:

**STAY AT HOME FOR 14 DAYS** – If you're told you've been in contact with a person who has coronavirus:

- Stay at home (self-isolate) for 14 days from the day you were last in contact with the person – it can take up to 14 days for symptoms to appear
- Do not leave your home for any reason
- Do not have visitors in your home, including friends and family – except for essential care
- Try to avoid contact with anyone you live with as much as possible

IF YOU GET SYMPTOMS OF CORONAVIRUS – High temperature, a new continuous cough or a loss or change to your sense of smell or taste:

- Get a test to check if you have coronavirus as soon as possible
- Anyone you live with must self-isolate until you've been tested and received your result

What to do when you get your result – If you test negative (the test did not find coronavirus):

- Keep self-isolating for 14 days from when you were last in contact with the person who has coronavirus – as you could get symptoms after being tested
- Anyone you live with can stop self-isolating if they do not have symptoms

If you test positive (you have coronavirus):

- Self-isolate for at least 10 days from when your symptoms started – even if it means you're self-isolating for longer than 14 days
- Anyone you live with must self-isolate for 14 days from when your symptoms started

#### CORONAVIRUS TESTING

To find your nearest Test Centre log onto: <https://covid-19.hscni.net/testing>

The following protocol will be applied to anyone self-isolating:

- The employee will notify their line manager and provide details about their recent (last 72 hours) business-related movements, including who they have been in contact with and which surfaces (e.g., workstations, shared office space, vehicles, equipment, etc.) they contacted.
- The line manager will immediately notify the Operations Director or Health & Safety Dept. or, if in case of site, the site manager who will in turn notify Paul Hamill/Sean O'Hagan
- The office manager/team leader will cordon off a 2-m area surrounding the person's workstation. Our deep cleaning team will disinfect the areas following the agreed protocols.
- If decontamination is required on-site, the site manager/Paul Hamill will contact the relevant client to organise the response team.

#### 11.0 Mental health support

SG acknowledges that this may be a challenging time for many of its employees; so, it has measures in place to support each individual through the duration of the COVID-19 outbreak.

SG work in conjunction with CCO, a highly skilled company who are experienced in working in major organisational settings supporting the workforce in areas concerning anxiety and stress This internal support network is available to employees who are self-isolating or working from home.

You can contact CCO via the Group Managing Director & Group Operations Director P.A. Employees are also signposted to external support services.

This policy is subject to change in line with government guidelines.

Signed:  \_\_\_\_\_ Date: 01.06.2022

Mr Ciaran O'Hagan  
Managing Director