

CARTER CABIN HIRE LTD SAFETY POLICY – GENERAL STATEMENT OF INTENT

Carter Cabin Hire Ltd is fully committed to meeting its responsibilities under the Health & Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1992 and associated legislation, both as an employer and as a Company.

It has a stated intent of making health and safety an integral part of the working ethos of the Company, through identification of hazards, risk assessments, implementation of procedures, provision of adequate resources, monitoring and review together with appropriate education and training.

Carter Cabin Hire Ltd ultimate goal is to continually improve health and safety so that accidents and ill health are eliminated and work forms part of a satisfying life for the benefit of both the individual and the organisation.

Carter Cabin Hire Ltd acknowledges people as our most important asset and will provide safe and healthy working conditions for our employees, both direct and self-employed, and will ensure that the conduct of our work does not endanger anyone including members of the public. We will operate and co-ordinate with other employers, with occupiers and the self employed as necessary in pursuit of our policy.

Carter Cabin Hire Ltd have arrangements for employer / employee consultation and accept the need to consult employees before giving them health and safety responsibilities and acknowledge the Company's obligations in the provision of relevant health and safety information.

Further more it is our policy to account for capabilities of employees as regards to health and safety when entrusting work to them and to undertake to provide adequate information and training on work and workplace risks and precautions accompanied by competent supervision.

The company will engage competent persons to discharge our legal duties and afford them the necessary resources to fulfil their responsibilities.

One or more persons will be appointed to provide assistance in health and safety matters and the Company will seek external advice as and when necessary to identify significant risks and precautions and to provide relevant information and instructions.

In addition, Carter Cabin Hire Ltd has a continuing commitment to reduce all adverse aspects of our Company's activities on the environment, consistent with the circumstances of our operations.

These objectives will be achieved through control systems, secured by co-operation based on clear lines of communication and will be implemented by competent individuals throughout the company.

ORGANISATION

Carter Cabin Hire Ltd acknowledges the need to integrate health and safety management into all aspects of their operations through proactive management, communication and co-ordination. The Company's objective is to fulfil its obligation

under the Health and Safety at Work Regulations 1992, Construction (Health, Safety and Welfare) Regulations 1996 and related legislation.

MANAGING DIRECTORS

The Managing Directors have ultimate responsibility for ensuring that the Company fulfils its legal responsibilities, that policy objectives are achieved and that effective management systems are in place for the achievement of the policies concerned with health, safety, welfare and environmental protection. They will also ensure that Company policies are reviewed as appropriate in order to secure continuing compliance with existing policies, current legislation and any changes in the law. To these ends, they will ensure the allocation of the resources necessary to maintain sound and efficient health and safety arrangements.

A systematic approach is integral to the health and safety management within the company and clear responsibilities with direct lines of communication are established to enable the appropriate culture to be integrated into all aspects of our business.

Furthermore the Managing Directors are intent on ensuring that a pro-active health and safety management culture is achieved through visible and active support, strong leadership and the commitment of senior managers. This is fundamental to the success of the organisation.

DIRECTORS

All directors will ensure that all arrangements for the health and safety of their staff, employed within their function, are made known, maintained and reviewed whenever there is a change of operation or location. Darren Arnold is the Director responsible for health and safety matters and will direct Company strategy and resources towards the attainment of an effective pro-active health and safety culture in consultation with external health and safety consultancy sources where necessary.

It is he who exercises overall control for the health and safety strategy within the organisation. He retains responsibility for the updating of the Company's Health and Safety Policy as well as implementing an ongoing programme of education and training, which is fundamental to the Company's long term pursuit of excellence.

Darren Arnold has responsibility for preparing plans to implement the health and safety policy and for ensuring that hazard identification and risk assessment are undertaken for all activities based on the concepts of appropriateness and the minimisation of paperwork in order to achieve suitable and sufficient safe systems of work.

Darren Arnold is also the liaison between the Company and outside organisations. He is responsible for disseminating health and safety information to the Company's managers and supervisors and is the communication link for information to come into the organisation to flow within and to go out of the organisation. He is also charged with identifying the training needs of staff and operatives in conjunction with the management team.

Darren Arnold is responsible for:

- Ensuring the Company is aware of statutory obligations and recommended Codes of Practice.

- Advising management of their responsibilities for accident prevention and avoidance of Health Hazards.
- Interpreting and keeping management and employees informed of new and developing legislation and other standards.
- Advising where improvements in health and safety standards or practices are appropriate, through line management and supervision.
- Regular health, safety and housekeeping inspections which cover buildings, plant, equipment, services and fire arrangements, to ensure conformity with regulations and Company policies.

CONTRACTS MANAGER

Contracts Managers are accountable to their Director for implementing the Company's Health and Safety Policy, encouraging and assisting in developing safety procedures and ensuring that established rules and safe working practices are adhered to. They must also ensure that foremen are properly trained and receive the support they need to meet their duties.

Contract Managers are also appointed as site safety supervisors and are responsible for the health and safety of all employees for whom they have an operational responsibility.

The Contracts Manager, Mr Kevin White will:

- Be responsible for the appropriate Director for strict observance of the Company Safety Policy and all Company rules.
- Ensure preparation of the Construction Phase Health and Safety Plan and the issue of it to all relevant parties.
- Hold regular site progress meetings and ensure the continued development of the Construction Phase Health and Safety Plan.
- Ensure that necessary consideration is given at all times to the requirements of the Company Safety Policy and, in particular to the following:
 1. Risk assessment strategies
 2. Suitable and sufficient safe methods of working
 3. Induction training including health and safety matters
 4. Welfare facilities
 5. Fire precautions
 6. Hazards arising from the use of noxious substances, or exposure to noise, dust or fumes.
 7. Carry out workplace inspections and advise as and where necessary to improve methods of working.
 8. Investigate accidents and dangerous occurrences and recommend means of preventing recurrence in close liaison with Safety Officer.
 9. Advise and assist with safety training of personnel.

In addition to the responsibilities outlined above, the Contracts Manager will be specifically responsible for ensuring that:

- All activities carried out by the Company employees will not create a risk or hazard to customers, customer's property, and / or their employees.
- No operation carried out by contractors will place employees or members of the public at risk.
- All employees are adequately trained and competent to carry out the work allotted to them without risk.

- Health & Safety training needs are identified and arrangements for training made as appropriate.
- All company procedures are adhered to at all times.
- Close liaison with any contractors interfacing with the company is maintained in all matters regarding health and safety.

FACTORY MANAGERS

The factory manager has responsibility for:

- Maintaining statutory safety records and making statutory safety returns in addition to maintaining health and safety records required by the Company.
- Advising on possible hazards when considering the introduction of new machinery, new material's, new process, or changes in existing ones.
- Overseeing and reviewing all accident investigations and preparing statistics to assist in monitoring health and safety performances.
- Identifying health and safety training needs and advising on suitable training programmes.
- Ensuring that any raw materials used in manufacture of the Company's products conform to statutory health and safety requirements and are subject to corresponding risk assessments.
- Ensuring that all necessary risk assessment required by legislation are carried out.
- Arranging for the provision of appropriate PPE based on risk assessment.
- Arranging for the development and, where necessary, use of permit to work procedures.
- Arranging for the provision of written safe systems of work.
- Ensuring the provisions of first aid, fire/safety and emergency procedures.
- Ensuring the appointment of competent persons in accordance with legislative requirements.

FOREMEN

Carter Cabin Hire Ltd will appoint one competent person to assist in undertaking the measures required to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

A person shall be regarded as competent when he has sufficient training and experience or knowledge and other qualities to enable him to properly assist in undertaking the measure referred to above.

All foremen are responsible for the strict observance of health and safety arrangements in the field. Each is charged with the day to day liaison on health and safety matters and with the co-ordination between Carter Cabin Hire Ltd operators and the interface with the ongoing undertakings of the main contractor, associated sub-contractors and / or client. Each foreman is responsible for the implementation of relevant aspects of the Principal Contractors Health and Safety Plan, where contracts are undertaken to the requirements of the CDM regulations.

They are also charged with ensuring that all operatives and self-employed are in

possession of relevant abstracts of health and safety information including method statements and that they have full awareness of any hazard's associated with the

working environmental and are working in respect of all control systems that have been introduced.

The foreman also ensures that competent personnel supervise all work so that all employees and sub-contractors are able to work in a safe placed of work with systems of work. Foremen will be responsible for ensuring that:

- Manual Handling Assessments
- COSHH assessments
- Risk Assessments specific to the task

Are received from the Safety Officer and / or Factory Manager and issued to the appropriate employees.

EMPLOYEES

No employee will commence employment with Carter Cabin Hire Ltd without undergoing an induction course corresponding to the Company's work procedures in relation to the establishment of safe systems of work, compatible with the content of risk assessments as undertaken by the foreman. The induction will be site specific and will highlight the circumstances of the contract / environment in relation to the health and safety management issues.

Each employee must discharge his own responsibilities and shall:

1. Be fully conversant with the Safety Handbook and Rules
2. Co-operate with the employer as far as maybe necessary to enable the Company to carry out their legal duties in health and safety matters.
3. Exercise reasonable care for the health and safety of themselves and others that may be affected by their acts or omissions.
4. Not intentionally or wilfully interfere with anything provided in the interests of health, safety and welfare of the company.
5. Co-operate with the company on matters of health and safety and proactively inform others of relevant health and safety issues.
6. Take adequate regard to risk assessments and method statements so provided.
7. Ensure all accidents, dangerous occurrences and near misses are immediately reported to the supervisor.
8. Ensure familiarity with all fire procedures applicable to the area in which they are working.
9. Ensure all equipment provided for personal safety shall be used and maintained in a condition fit for that use and any defects reported immediately to management.
10. Immediately report to their supervisor any condition or situation which in his / her opinion is hazardous.

SUB-CONTRACTORS

All sub-contractors will be assessed for health and safety management competence prior to invite to tender.

Prior to the letting of the contract, all sub-contractors will be assessed to ensure they are adequately resourced for health and safety management.

At all times sub-contractors will co-operate with instructions given by Carter Cabin Hire Ltd Contract Manager in respect of all health and safety matters.

The Company's Contracts Manager will ensure that health and safety risks are appropriately and effectively managed by all sub-contractors through the formulation and implementation of appropriate RISK ASSESSMENTS.

Each sub-contractor will receive the Company's Safety Handbook and Rules and the relevant abstracts of the Construction Phase Health and Safety Plan for projects that comply with the construction (Design and Management) Regulations 1994 and will be subject to Carter Cabin Hire Ltd site specific induction programme before entering site.

Sub-Contractors in fulfilment of obligations imposed by the Construction (Design & Management) Regulations 1994 shall:

- Co-operate with the principal contractor
- Promptly provide the principal contractor with information relevant to health and safety management.
- Comply with directions given by the principal contractor
- Promptly provide the principal contractor with information corresponding to obligations under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- Promptly provide information relevant to the completion of the Health and Safety File.

SAFETY OFFICER

The Safety Officer works closely with the Factory Manager and advises on matters of health and safety. He / She will keep the management informed of appropriate regulations and codes of practice.

The Safety Office will maintain full records of all aspects of health and safety and report matters of importance at formal meetings with the Factory Manager and Director of Health and Safety.

The Safety Officer also maintains the COSHH records and carries out the risk assessments.

He / she is here to make everyone's job safe and is available to talk through concerns that you may have.

CARTER CABIN HIRE LTD – TRAINING POLICY

It is the policy of Carter Cabin Hire Ltd to ensure that all staff are trained adequately to carry out work at which they are employed in a safe manner. Training requirements are assessed at regular Management Meetings and needs identified and formally recorded in the minutes. All training given is recorded on individual training record sheets. The Directors consider training of the utmost importance for the future success of the Company and are committed to implementing training needs identified.

Managing Director

Managing Director

DUTIES OF EMPLOYEES

The following extracts are taken from the Health and Safety at Work Act 1974. These are legal duties that apply to everybody.

Section 7

“It shall be the duty of every employee while at work –

- a. to take reasonable care of the health and safety of him / herself and of other persons who may be affected by his / her acts of omissions at work and
- b. As regards any duty or requirements imposed on his / her employer or any other persons by or under any of the relevant statutory provisions, to co-operate with him / her so far as is necessary to enable that duty or requirement to be performed or complied with”

Section 8

“No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare...”

Employees who knowingly and wilfully act in a way that endangers themselves or other persons are guilty of an offence for which they may be prosecuted and fined by the courts.

DISPLAY SCREEN EQUIPMENT

Most office machines use VDU's. If used for long periods of time, it is important to take certain precautions to avoid eye strain and physical discomfort.

DO ensure you have the correct level of lighting. Overhead lights must be louvered category 2 type.

DO adjust seating so that you are comfortable and supported.

DO use filters on your screen.

DO change your posture from time to time.

DO rest wrists on purpose designed wrist rest.

DO adjust screen brightness and position to suit your needs.

DO NOT work on screen without a break – do some filing.

DO NOT work in a dark room.

DO NOT rest wrists on keyboard or desk.

ELECTRIC HANDTOOLS

Most electric hand-tools will be either 110 volts or cordless thus reducing the danger from electric shock. However, with careless handling accidents will occur.

DO check that the tool has been electrically checked in the last 12 months.

DO check tools for damage before use.

DO ensure all cables and plugs are in good condition.

DO always fully unwind extension cables.

DO always unplug tools when not in use and at the end of the working day.

DO wear protective equipment.

DO NOT trail cables across areas of work.

DO NOT carry out maintenance unless the machine is unplugged and or battery removed

DO NOT change blades / bits unless unplugged.

DO NOT store tools in damp or wet areas.

NOTE – Disc cutters must only be used by people who are trained in both their use and the fittings of the discs.

FIRST AID

Carter Cabin Hire Ltd has a First Aid Room and a trained First Aider. On site there will be a nominated First Aider. The Office also has a first Aider. Make sure you familiarise yourself with the location of First Aider and First Aid room where applicable.

In the event of an accident, if you have been taught first aid, then use it, remembering your ABC – AIRWAY, BREATHING, CIRCULATION.

If you have not been taught,

DO Keep Calm

DO Send for the First Aider and if the injuries are obviously serious, send for an ambulance

DO reassure casualty and cover with a coat or a rug to keep warm

DO place casualty in the recovery position, if unconscious but no broken bones present or suspected

DO reduce bleeding by pressing a surgical pad directly on the wound. If bones are broken or material embedded then press around the wound.

DO cool burns and scalds as quickly as possible either under cold running water or immerse in cold water until the pain is relieved. Then cover with clean, not fluffy material.

DO prevent broken bones from moving.

DO NOT move casualty unless in immediate danger

DO NOT give casualty anything to drink, eat or smoke

DO NOT leave unconscious casualties on their backs – move into the recovery position.

FORKLIFT TRUCKS

Forklift trucks are operating continually in our depot. Only trained drivers are authorised to operate forklift trucks.

DO always sound the horn when entering or leaving the depot and where vision is restricted.

DO always keep your speed down.

Do avoid obstacles or indentations in the road surface

DO allow enough space to brake

DO drive with the forks lowered – approx. 150mm from ground level.

DO stop people walking under the load.

DO have forks facing uphill when loaded travelling down a slope.

DO immobilise truck when not in use, brakes on, keys removed and forks lowered.

DO NOT operate a forklift truck unless you have been trained to do so.

DO NOT leave keys in the ignition when you leave the truck.

DO NOT drive the truck if you are on medication or if you feel unwell.

DO NOT carry passengers.

DO NOT use forklift trucks as access towers for personnel.

DO NOT run over cables or pipes.

DO NOT pick up loads where there is danger to other people.

DO NOT stock or de-stock on an incline.

DO NOT drive a forklift with alcohol in your system.

HOUSE KEEPING

A lot of hazards are created due to an untidy workplace. By keeping the areas of work clean and tidy, accidents caused by slipping and or tripping can be eliminated.

DO stack all off cuts of material in the designated place.
DO clean up any spillage's.
DO remove any packaging, straps etc, from the factory floor.
DO put equipment back after use.
DO tidy up cables and airlines.
DO have a general tidy up before going home.
DO remove rejects from the work area.
DO keep sites tidy.
DO use skips on site for rubbish.

DO NOT leave off cuts and tools on the factory floor.
DO NOT put rubbish on the floor - put it in the bins.
DO NOT obstruct access routes.
DO NOT leave rubbish against buildings.
DO NOT burn rubbish in skips on site.
DO NOT stack materials in a way that may cause collapse or danger to other people.

IN THE EVENT OF A FIRE

It is the smoke and the gases from fires that kills, so it is incredibly important that you get out into the fresh air as soon as you are able. The depot has its own emergency procedures. Please familiarise yourself with these.

If you discover a fire:

DO raise the alarm and call 999.
DO if safe, and if you have acceptable means of escape, use a fire extinguisher on the fire.
DO close all windows and doors.
DO leave the room / area immediately.
DO report to the fire assembly point

If you hear the alarms:

DO close the windows and doors.
DO switch off all machinery if possible.
DO leave the building by the shortest route.
DO report to the fire assembly point.

DO NOT re-enter the building.

Make sure you familiarise yourself with the full fire procedures posted in the office or those on site. If you ever see a fire exit or appliance blocked in, report it without delay.

LADDERS

Ladder accidents occur for two reasons – 1. Defects in the ladder itself and 2. Misuse by employees. By acknowledging and following the advice below, all ladder related accidents will be prevented.

DO inspect ladders before using them. Check for splits and missing, loose or damaged rungs and fittings. Report any faults to your supervisor.
DO wear sensible footwear – light with rubber soles.

DO secure ladders, if possible near the top.
DO ensure that the ladder is placed at an angle of one unit out to four up i.e. 75 degrees.
DO place ladders on a firm base, not sloping.
DO ensure sufficient overlap between stages of extension ladders. Three rung minimum.
DO secure all tools so that both hands are free for climbing.
DO secure firmly on vehicles.
DO store them under cover, horizontally and make sure they are adequately supported.
DO not hang them by the stiles.
DO keep ladders clean at all times.
DO NOT use ladders where rungs are broken or missing.
DO NOT alter the ladders in any way.
DO NOT allow more than one person on the ladder at any one time.
DO NOT allow one man to erect a ladder of 15ft or more alone.
DO NOT tie the ladder to gutters.
DO NOT erect a ladder in a high wind.
DO NOT erect a ladder in front of a door or fire exit that may be opened.
DO NOT reach, lean out or straddle from a ladder.
DO NOT paint ladders – only varnish or linseed oil.
DO NOT use aluminium ladders near to overhead power lines.

If a ladder is damaged it must not be used and the damage must be reported.

LIFTING BY CRANE, GANTRY OR HOIST

DO make sure that all personnel wear hard hats.
DO check crane or gantry is suitable for weight to be lifted.
DO check slings for damage
DO check that the spreader beams and slings are certified.
DO make sure the crane is stable on the ground.
DO use a Banksman where the crane driver's visibility is obscured.
DO lift slowly, checking the stability of the crane.
DO ensure that the slings are correct fixed with safety hooks or shackles.
DO fix tag lines to the load to stop it spinning. Lines should be as short as possible.
DO ensure slings for building sections are long enough. Minimum for standard 3-metre section is 12 metres.

DO NOT let unauthorised personnel operate cranes or gantries.
DO NOT walk under loads during lifts.
DO NOT lift a weight in excess of crane capacity.
DO NOT use a crane to pull the load sideways.
DO NOT use damaged equipment.
DO NOT use any crane or gantry for self-transport.
DO NOT allow any person under the age of 18 years to use a gantry or crane.

MACHINERY

Carter Cabin Hire Ltd use several specialised machines which must only be operated by trained and authorised personnel. All fixed machines carry a maintenance record card and are serviced and checked for safety on a regular basis.

DO always check the position of stop buttons before operating a machine.
DO check all guards are in place.
DO ensure extraction system is operative.
DO wear recommended personal protective equipment.

DO always ask for help if you are in any doubt.

DO NOT use unguarded machinery
DO NOT use a machine for which you have not been trained.
DO NOT use a machine with any loose / bare wires.
DO NOT leave a machine running unattended.
DO NOT try to repair or un-jam a machine whilst it is running.

Any fault with any machine must be reported to the Foreman immediately.

MANUAL HANDLING

Otherwise known as kinetic handling, manual handling is something everyone does in some form every day.

Sprains and strains from lifting are all too common and can be avoided if the correct methods are employed. By following the pointers below, you will avoid unnecessary injuries.

DO size up the job, watch for sharp edges and protruding nails.
DO get down to the load by flexing the hips, knees and ankles.
DO grip the load with palms of the hands bending fingers at the roots.
DO keep arms close to body.
DO spread the feet slightly apart, one in advance of the other.
DO raise the load by means of the leg muscles.
DO raise the load slowly.
DO keep chin tucked in.
DO use body weight.

DO NOT use the back for lifting.
DO NOT try to lift an unreasonable weight.
DO NOT snatch a heavy load.
DO NOT lift an awkward position.
DO NOT try and lift above chest height.

These directions will make lifting far safer and more easy but they will not turn anyone into a weightlifter!! So, DO NOT try to show off. If it needs two people, use two people.

NOISE

Prolonged exposure to excessive noise can damage your hearing permanently. Carter Cabin Hire Ltd has a policy where hearing protection must be worn when working in the depot.

Hearing protection must also be worn on site when noisy machines are in operation.

DO always wear hearing protection in area where signs indicate protection is required.
DO ensure your fellow workers are wearing hearing protection
DO keep equipment clean and replace if damaged.

DO NOT wear ear protectors around your neck
DO NOT wear damaged protectors or plugs

PERSONAL PROTECTIVE EQUIPMENT

Specific personal protective equipment is issued for your protection when working in designated areas. To not wear the recommended protection is a disciplinary offence.

DO read the risk assessment for your task before commencing work
DO check the equipment required for your area of working
DO also check the equipment is in good condition
DO wear the equipment in the correct manner
DO always wear hearing protection when working on specific machines
DO always wear hard hats on building sites and designated areas.
DO ensure visitors are protected
DO store equipment so as to avoid damage
DO always wear steel toe capped boots on site and in the designated areas.

DO NOT work without personal protective equipment
DO NOT use damaged equipment
DO NOT abuse equipment
DO NOT leave equipment in direct sunlight – especially hard hats

All personal protective equipment issued free remains the property of Carter Cabin Hire Ltd.

REPORTING OF ACCIDENTS & DANGEROUS OCCURRENCES

It is a legal requirement that all accidents, however minor and indeed near accidents (dangerous occurrences) are reported and recorded. If recorded then we can identify any problems and take the necessary action to prevent them from happening again. After any casualty has been attended a reporting procedure has to be followed. This is laid out in the regulation known as RIDDOR 95.

It is essential that you follow the basic rules below:

DO call a First Aider if an injury has occurred
DO make notes whilst the facts are still fresh in your mind
DO take statements from witnesses or at least note their names for future statements
DO inspect any of the equipment involved and where possible take the equipment out of use so that further inspections can be made
DO make a sketch or take a photograph of the scene
DO report to the Safety Officer or Contracts Manager
The Safety Officer/ Contracts Manager will record the accident in the accident book (located in the kitchen of the main office).

DO NOT throw away any damaged equipment

RIDDOR 95

Definition: Death or major injury
 An accident at work where anyone suffers a major injury or is killed. Also included is any member of the public who has been taken to hospital.

Action The enforcing authority must be informed immediately by telephone giving brief details of our business, the injured person and the accident.

This verbal report must be followed up with a written report on Form 2508 within the next 10 days

- Definition** Over 3 day injury
This is an injury that although not major results in the person being unable to do their normal work for 3 days or longer. This includes non-working days.
- Action** An accident report must be sent to the enforcing authority within 10 days on Form 2508.
- Definition** Disease
If a doctor advises you that an employee is away due to a work-related disease a report must be submitted to the enforcing authority. This must be made on Form 2508A. If in any doubt about diseases that qualify please consult one of the Company Directors.
- Definition** Dangerous Occurrence
If something happens which does not result in a reportable injury but clearly could have done, then it is a dangerous occurrence.
- Action** The dangerous occurrence must be reported immediately by telephone to the enforcing authority. This must be followed by a written report within 10 days on Form 2508.
- It is generally the Safety Officer or Contracts Manager who will complete the reporting and who is aware of the definition of each type of injury and/or disease.

RISK ASSESSMENT

Under current legislation, every employer is required to make an assessment of the risks of their employees to Health and Safety. The aim of this legislation is to make employers aware of the potential risk areas, identify them and where possible reduce/eliminate the risk factor.

It is essential that you understand what a Risk Assessment entails.

This is what we must carry out:

Initial Survey.

We must identify all potential hazards in the workplace. This includes all machinery, plant and site work. Hazards can include a wide range of items from moving parts to noise or dust.

Frequency:

Having identified all the hazardous areas, we must assess how often the hazard might occur. We rate ours as:

1. Hardly ever
2. Possibly
3. Infrequently
4. Frequently
5. Regularly

6. Very Often (commonly)

Severity:

We then must assess the consequences of the hazard. Again we rate our as:

1. Insignificant
2. Minor
3. Major isolated injury
4. Major minor injury
5. Death – single
6. Death – multiple

Risk Assessment

To calculate the risk, you multiply the frequency factor by the severity factor. This gives you the Risk Rating.

Carter Cabin Hire Ltd Assessment Risk Ratings are defined as follows.

- 1-6 Risk negligible
- 7-12 Acceptable low risk – not precautions before undertaking activity
- 13-18 Moderate risk identified and considered acceptable if all recommended precautions taken.
- 19-24 Risk identified as medium and acceptable / unavoidable for our business. All employees must be specially trained before undertaking any activity in this risk rating band.
- 25-30 High risk activity to only be undertaken where no other options available by suitable trained personnel.
- 31-36 Very high risk activities not acceptable. In the event that an activity in this band is required, it must be carried out by specialists and monitored by the Senior Manager.

It is important that you have seen and understood the Risk Assessment for your work activity. If you are in any doubt, please consult your superior.

RULES FOR SUB-CONTRACTORS WORKING AT CARTER CABIN HIRE LTD DEPOT

At times some sub-contractors are required to work at our depot. These people will not be familiar with our depot and our procedures. Therefore it is important that they follow the basic guidelines shown below:

- DO always report to the Foreman.
- DO check on which areas you are permitted to work.
- DO familiarise yourself with all emergency exits.
- DO wear personal protective equipment as required in your area of work.
- DO report when leaving the premises
- DO familiarise yourself with the Safety Handbook before commencing work.
- DO employ competent and trained personnel
- DO make sure the work that you do does not put others at risk

- DO NOT bring any hazards e.g. Chemicals or Naked Flames into the depot
- DO NOT start work without first reporting to the Foreman.
- DO NOT operate machinery on which you have not been trained.

Sub-contractors who do not comply with the above requirements of Health and Safety will be made to leave the depot and will not be entitled to payment.

SAFETY ON SITE

There are many hazards on site and under CDM Regulations, these should have been documented. However, something may not have been recorded.

DO ask to see the site Health and Safety Plan before you commence work.
DO always follow the method statements for safe working.
DO report to the contracts Manager or Site Foreman on arrival.
Do wear appropriate personal protective equipment. A minimum requirement will include a hard hat and steel toecap boots.
DO check for any special rules that apply to the site.
DO check any equipment before using it. If in doubt, ask.
DO obtain permit to work before using naked flamed or hot air welder.
DO ensure that any weed killers (herbicides) or pesticides are only used in accordance with manufacturers instructions.

DO NOT drink alcohol or take unprescribed drugs.
DO NOT smoke where signs prohibit it or near naked flammable materials.
DO NOT use machinery or equipment in which you have not been trained.
DO NOT run on building sites.
DO NOT leave rubbish about-it can cause a trip and fire hazard.
DO NOT play practical tricks on sites.

SAFETY IN OFFICES.

Accidents can and do occur in offices and these are usually due to laziness or carelessness by the victim or another employee in the office. By following the suggestions below, accidents can be almost completely eliminated.

DO obtain help to move heavy items of office equipment or furniture.
DO insure that filing cabinets are positioned so that they cannot be easily tipped over and that only draw is open at one time.
DO use stepladders of sufficient height to reach the top of cupboards.
DO make sure that guards are on office guillotines.
DO store 'office' flammable liquids properly in fire resistant cupboards.
DO treat all heating appliances with care, with special consideration for any gas heater used- ensure there is sufficient ventilation.
DO make sure you know the fire drill, emergency exits, assembly points, the locations of fire extinguishers and how to use them.
DO ensure that fire doors are kept closed.
DO dispose of rubbish regularly.
DO keep passages and stairs clear of obstruction and well lit.

DO NOT walk around the office with a pen or pencil in your mouth.
DO NOT use any faulty electrical appliances or any other office equipment that could cause injury in use-e.g. faulty chairs etc.
DO NOT place office machines near the edges of tables, cabinets or desks.
DO NOT leave filing drawers extended
DO NOT stand on chairs or stools to reach high places.
DO NOT overload electrical sockets. One plug to one socket is the safest way to ensure this.

DO NOT run in offices or corridors.
DO NOT smoke in the offices.
DO NOT leave wires, telephone cables, etc on walkways.

When you leave the office at the end of the day:
SWITCH OFF ALL APPLIANCES NOT REQUIRED OVERNIGHT.
UNPLUG ALL LEADS TO ELECTRICAL EQUIPMENT, E.G. TYPEWRITERS, COPY MACHINES, WORD PROCESSORS ETC. MAKE SURE ALL WINDOWS AND DOORS ARE CLOSED.

SCAFFOLDING AND TOWERS

Never assume a scaffold or tower is safe without first inspecting it. Scaffolds on site must be inspected and the inspection must be recorded in the Record of Inspection Register.

DO inspect foundations. Are these base plates and, where necessary, sole boards?
DO check that fittings are secure.
DO make sure these are adequate bracing.
DO make sure that the whole scaffold is tied-in to the building, except in the case of independent scaffolds.
DO check that all ladders are tied.
DO inspect all scaffold boards for defects.
DO make that all openings have guard rails.
DO check that guard rails are between 3' and 3'9" high.
DO check that the toe boards are at least 6" high and inside the standards.
DO check that gin wheels are properly secured.
DO make sure that scaffold in roadways is lit at night with suitable lamps.
DO make sure that the height of external mobile scaffold towers does not exceed three times the base dimension.
DO make sure that wheels brakes on mobile towers are 'on' when towers are in use.

When leaving the site, make sure that all access from the ground is removed or boarded up.

DO NOT use partly erected or partly scaffold.
DO NOT use scaffold if the tubes are bent, cracked or very corroded.
DO NOT use scaffold if fittings are unsuitable. E.g. putlog couplers used for ties.
DO NOT use painted scaffold boards.
DO NOT use scaffold, which is supported on brick or similar materials.
DO NOT over load the working platform.
DO NOT use scaffold boards as ramps on the ground.
DO NOT attempt to move a mobile tower whilst on the platform, always push or pull at the base.

If in doubt about any aspect of a scaffold or tower, please seek further advice from your Supervisor/Manager.

USE OF CHEMICALS

Hazardous chemicals have been eliminated from our production process but all chemicals must be treated with care. Remember that cleaning fluids contain chemicals. Under the COSHH Regulations, all chemicals used are recorded and technical data

sheets available. The data sheets contain information on action to be taken if exposed to the chemical.

DO before using any of the chemicals check the data sheet.
DO wear recommended personal protective equipment.
DO remove splashes from the skin immediately as recommended in the data sheet.
DO clean up any spillage's immediately.
DO dispose of materials used for cleaning up in a safe manner. If in doubt check with the Safety Officer.
DO if you swallow chemicals, take plenty of water or milk and seek medical advice.
DO dispose of chemical containers as recommended by suppliers.

DO NOT dispose chemicals down the drains.
DO NOT use the chemicals in which you have not seen the data.
DO NOT leave chemicals out-always re-seal containers.

USE OF COMPANY MOTOR VEHICLES.

If you have to use a company vehicle, you are responsible for checking its roadworthiness before driving it. You must have a full valid driving licence that has been inspected by your Manager before driving a motor vehicle.
These few basic rules will contribute to a safer journey.

DO check the brakes-try them.
DO check the oil level.
DO check the tyre depths-minimum 1.6mm.
DO look at the tyres for inflation- if in doubt check them.
DO check the road tax disc is displayed and not expired.
DO check the windscreen wash level and that wipers work.
DO check lights and indicators.
DO make sure that the number plate is not obscured.
DO check for any damage to the vehicle before use and record it.

DO NOT drive a vehicle without authority.
DO NOT overload the vehicle.
DO NOT drive recklessly or over the speed limits.
DO NOT drive any vehicle if you have been drinking alcohol or taking drugs.

COMMERCIAL VEHICLE SPEED LIMITS.

For your information, these are the commercial vehicle speed limits:

ORDINARY ROAD

| | |
|---------------------------------------|----------------|
| Gross vehicle weight over 7.5 tonnes | 40m.p.h |
| Gross vehicle weight under 7.5 tonnes | 50m.p.h |

DUAL CARRIAGEWAYS.

| | |
|---------------------------------------|----------------|
| Gross vehicle weight over 7.5 tonnes | 50m.p.h |
| Gross vehicle weight under 7.5 tonnes | 60m.p.h |

MOTORWAYS

| | |
|---------------------------------------|----------------|
| Gross vehicle weight over 7.5 tonnes | 60m.p.h |
| Gross vehicle weight under 7.5 tonnes | 70m.p.h |

The above speed limits apply throughout Great Britain and are subject to individual road restrictions, e.g. built-up areas 30m.p.h and any special regulations the government may set up at the time.

CHECK YOUR VEHICLE DAILY AND IT WILL NOT LET YOU DOWN.

VISITORS RULES

The definition of visitors is people who are visiting our premises but not sub-contractors working in the factory. They will be unfamiliar with our premises and special care must be taken to ensure that their visit is a safe one.

- DO ensure your visitor report to Reception and is entered in the Visitors book.
- DO make sure the visitors wear the required personal protective equipment if entering the factory.
- DO accompany visitors at all times in the factory.
- DO take your visitor/s to the assembly point if the fire alarm sounds.
- DO if the visitor has to spend time in the factory, show them the fire escape routes.
- DO warn them of any higher risk areas e.g. forklift truck routes.
- DO if you have a group of visitors get help from other staff to escort them 6 adults visitors to one staff maximum, 4 children to one staff maximum.

- DO NOT leave visitors unaccompanied.
- DO NOT allow visitors too close to machines or allow them to touch them.
- DO NOT let visitors stand too close to any loading/unloading operations.
- DO NOT allow visitors to park vehicles that will obstruct the yard.

WELFARE, HEALTH AND HYGIENE.

These are general good practice actions that will reduce the danger of illness and the spread of infections. Our offices, factories and sites offer toilet facilities and a suitable place to rest and eat. Please observe these basic guidelines to ensure your health.

- DO always wash your hands after using the toilet.
- DO wash your hands before eating.
- DO have all cuts and abrasions cleaned and covered.
- DO report any feeling of illness to the First Aider.
- DO eat food in the canteen area.
- DO have your eyesight checked every 2 years if you don't wear glasses.
- DO if handling paints oils or chemicals, wash your hands before going to the toilet.

- DO NOT work machinery if you are taking medication unless it has been specially approved.
- DO NOT leave food about on site or the factory floor.
- DO NOT come to work if you have an infectious disease.

If in doubt about your health, consult your doctor for early attention.
If you think you have a work-related illness report it immediately to the Safety Officer or Contracts Manager.

GROUP RULES.

In order for people employed by the group to avoid any misunderstanding, the following headings have been supplied. There are two categories:

1. Serious breaches of conduct which could result in dismissal and/or suspension during investigation include;
Breach of Group Safety Policy.
Dishonesty.
Drinking and abusive use of drugs during working hours.
Violence.
Concealment of any ill health that might affect the safety of others.
Carrying out unauthorised jobs and using company.
Materials/equipment without permission.
2. Offences which could result in disciplinary action and if continued, dismissal include;
Poor time keeping
Abusive language
Disobedience to a reasonable request by a superior.
Poor workmanship.
Damage to group image.
Poor production compared to mutually agreed targets.
Unauthorised use of company equipment or materials.
Working for another employer or running own business without the consent of the company.

It should be noted that wages may be withheld when an employee is absent without leave, if the employee does not advise his/her superior and/or cannot provide a valid sickness certificate.

GRIEVANCE

If an employee has any grievance about a decision made at local level, then he/she may put the grievance in writing to the Company Secretary in order that it will be reviewed.