

2009

Health & Safety Policy

Policy & Procedures

john watson
high performance doorsets & windows

Prepared on behalf of John Watson Joinery Ltd by Astute Solutions KO Ltd
(Specialists in Human Resource Management)

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SECTION 1: HEALTH AND SAFETY MANAGEMENT SYSTEM

Health and Safety legislation requires the employer to make effective arrangements for the planning, organisation, implementation, monitoring and review of the preventive and protective measures for health and safety.

The commitment of John Watson Joinery Ltd to health and safety is demonstrated by the development of a robust Health and Safety Management System. The purpose of the management system is to support all levels of management and employees in delivering and maintaining a high standard of health and safety throughout the organisation. All employees will play a part in the management system and resources will be made available to achieve and maintain the necessary safety culture based on risk assessment.

The management system includes and promotes common standards for health and safety, and comprises of the following elements:

- a clear policy on the management of health and safety;
- comprehensive guidance on the range of health and safety issues and legislation relevant to John Watson Joinery Ltd;
- the provision of other policies and procedures to aid compliance with health and safety standards;

All staff, including the extended construction family and those working voluntarily or under contract to John Watson Joinery Ltd must be aware of, and are required to comply with, all relevant policies, procedures and any applicable associated guidance.

This policy will apply to:

- all employees;
- all visitors;
- none employees who may interact with John Watson Joinery Ltd i.e. contractors etc as appropriate;

The Health and Safety Review Panel will monitor the effective implementation of this policy. The policy document will be reviewed annually by a health and safety advisor unless prompted to do so by legislative changes or significant feedback.

SECTION 2. HEALTH AND SAFETY STATEMENT

John Watson Joinery Ltd is committed to ensuring, as far as is reasonably practicable, the health, safety and welfare of employees, individuals affected by our activities and those who may resort to our premises for whatever reason.

The Senior Management are fully committed to the Health and Safety Management System. It is recognised that health and safety is a management responsibility of equal importance to all other aspects of work, and that effective control of health and safety is achieved through co-operative effort at all levels within John Watson Joinery Ltd.

Adequate resources both financial and physical will be provided to support the health and safety policy. The provision of expert advice will be provided where required.

Health and Safety can positively influence business performance by ensuring a good public image and a motivated workforce to ensure quality and consistency of service. It also benefits John Watson Joinery Ltd employees by reducing injuries and ill health, as well as preventing unnecessary business losses.

John Watson Joinery Ltd recognises that accidents, near misses and ill health may not necessarily be the fault of individual employees, but may be symptomatic of weaknesses of the management systems and controls.

The managing director and Senior Managers acknowledge the duty placed upon them by the Health and Safety at Work Act 1974 and all other relevant statutory provisions and recognised codes of practice. It is recognised that legislation provides an absolute minimum acceptable standard and where reasonably practicable, John Watson Joinery Ltd will set and aim to achieve higher standards of health and safety.

John Watson Joinery Ltd recognises that its employees are its primary asset, and are fully committed to their protection. John Watson Joinery Ltd will, so far as is reasonably practicable, maintain a safe place of work, safe working practices and safe access and egress in accordance with the requirements of Section 2 of the Health and Safety at Work Act 1974.

John Watson Joinery Ltd acknowledges and accepts a responsibility to persons who are not employees but may be affected by its activities, as required by Section 3 of the Health and Safety at Work Act 1974.

It is recognised that every contractor and subcontractor selected to undertake work on behalf of John Watson Joinery Ltd has a duty to comply with all current health and safety legislation and meet recognised professional health and safety standards.

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John Watson Joinery Ltd seeks the co-operation of all employees and recognises the contribution that employees can make to the implementation of this policy. John Watson Joinery Ltd undertakes to ensure that effective arrangements for consultation with its employees are sustained through formal and informal channels including meetings, training and other sources of information. Adequate facilities and arrangements will be developed and maintained to enable employees and their representatives to raise issues of health and safety at work.

All employees will receive the necessary training, information and instruction in order to achieve and maintain competence.

The health and safety policy will be reviewed annually, with amendments undertaken where necessary to reflect changes in legislation or significant feedback.

John Watson Joinery Ltd will undertake an assessment of risks and establish relevant control measures which are suitable and sufficient for all activities.

John Watson Joinery Ltd requires all employees to comply with the policy and to accept and carry out their responsibilities under Section 7 and 8 of the Health and Safety at Work Act 1974, to take reasonable care for their own safety and that of colleagues with whom they work, and to co-operate with John Watson Joinery Ltd in order that the statutory responsibilities of John Watson Joinery Ltd may be carried out. Further to the above, employees are required to comply with all health and safety regulations made under the aforementioned Act.

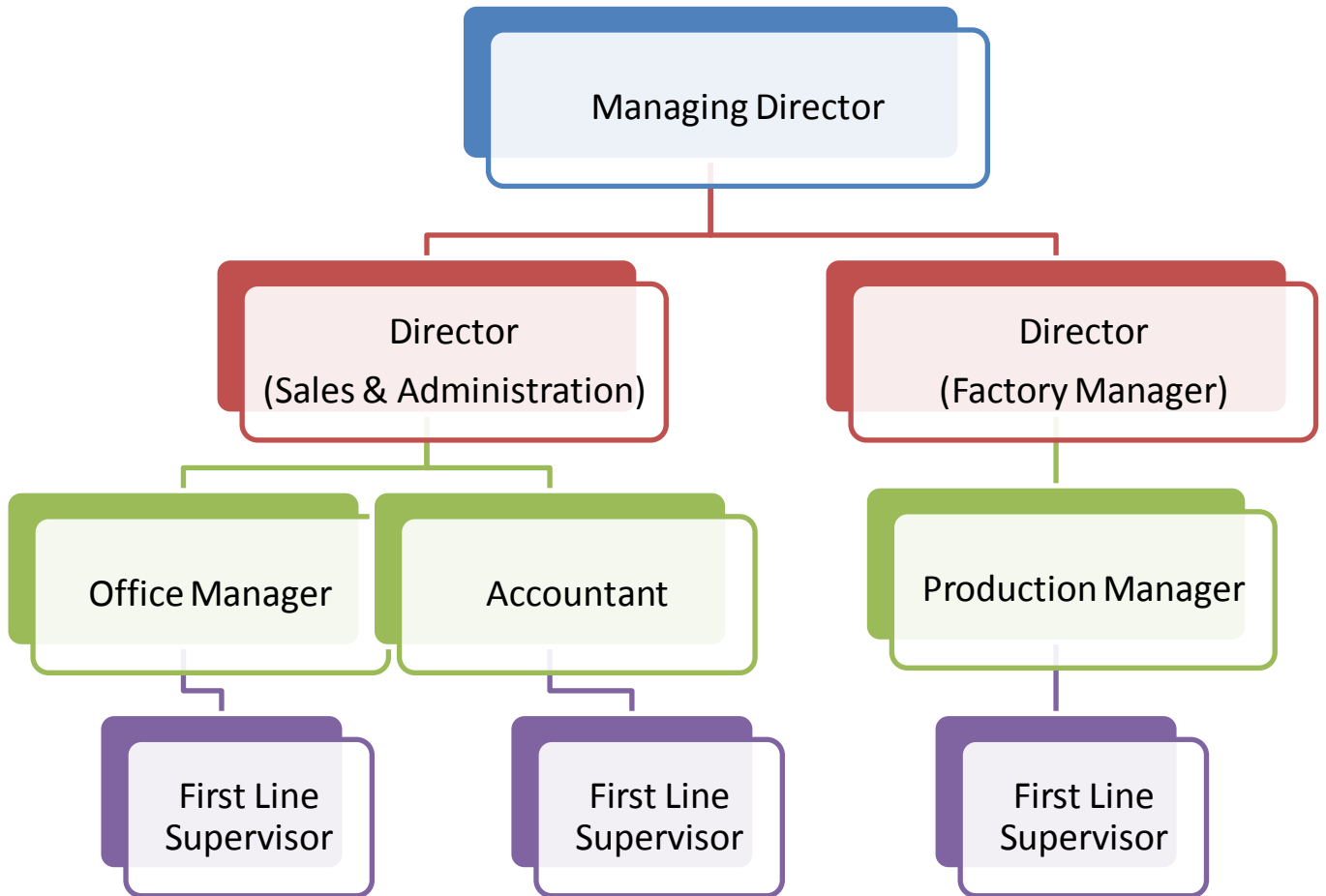
Authorised by:

Managing Director, John Watson Joinery Ltd.

Date: _____

Review Date: _____

SECTION 3: ORGANISATIONAL MANAGEMENT STRUCTURE



SECTION 4 RESPONSIBILITIES

A) Managing Director responsible for Safety – Mr John Watson

The Managing Director carries overall responsibility for the discharge of the legal obligations applicable to John Watson Joinery Ltd, as an employer in all areas of health and safety.

In particular:

- approving the health and safety management system by signing the health and safety statement which forms part of this health and safety policy;
- facilitate the promotion and development of effective health and safety risk management practices across the organisation;
- ensuring that adequate resources are allocated to enable the implementation and support of the policy;
- to consider and, where necessary, act upon any representations made or advice given by the senior management, enforcing authorities, specialist advisors or health and safety committees;
- ensuring approval and authorisation of new or revised policies and procedures;
- require managers to set in place appropriate measures to ensure compliance with health and safety standards and procedures;
- promote health and safety throughout John Watson Joinery Ltd, both within the working environment and when working off site;
- monitor the performance of John Watson Joinery Ltd by obtaining relevant information on all health and safety proactive and reactive indicators, including accident and ill-health statistics ensuring they are properly reported and appropriately actioned;
- will ensure that all levels of staff, within respective area of control, receive adequate and appropriate training in all relevant subjects pertinent to Health and Safety;
- by personal example, promote a general awareness and interest for Health and Safety throughout the company;
- shall appoint personnel to carry out first aid duties and arrange the relevant training;
- ensure there is an independent audit of the health and safety management system carried out periodically;

B) Contract Managers/Appointed Supervisors

Main duties and responsibilities:-

- To establish and organise operations under their control to ensure that work is carried out in a safe manner and to acceptable standards with minimum risk to all persons, property, equipment and materials.
- To be aware and observe the requirements of the health and safety policy, construction health and safety plans, the Health and Safety at Work Act 1974, construction regulations, other statutory requirements, Approved Codes of Practice, Guidance Notes and safety procedures appropriate to the operations under their control, seeking guidance and assistance from senior management and safety personnel as deemed necessary.
- Implement the company risk assessment procedure using the generic assessments and the formulations of safe working procedures required by the COSHH Regulations 2002 (as amended) and the Management of Health and Safety at Work Regulations 1999. Record these assessments and procedures and ensure that employees are made aware of them and take whatever steps may be necessary to comply with them. Ensure the requirements of the Health and Safety Policy is brought to the notice of employees and other relevant parties.
- Carry out regular inspections (or as required by regulations) of operations under their control with particular reference to safety procedures. Keep records of each inspection as deemed necessary, ensuring that statutory registers and record are completed accurately as required by regulations and other instructions. Arrange for any remedial or improvement work to be carried out without delay.
- To ensure that at places of work under their control, employees and others authorised to be at that place, or in connection with it, receive adequate working instructions, in particular to ensure arrangements for safe working, the prevention of accidents and risk avoidance or reduction and the requirements of the Health and Safety Policy, are carried out.
- Implement and maintain arrangements with subcontractors and other employers to ensure that they and their employees observe adequate safety procedures and statutory regulations and to review any confusion concerning areas of responsibility.
- Plan and maintain safe access to and around places of work, including safe access for emergency response vehicles and personnel. Establish and maintain a system of security to prevent, so far as is reasonably practicable, entry to the workplace by unauthorised persons, damage, theft and injury, including periods when the workplace is unattended. Ensure the emergency evacuation procedure from buildings and/or site is made known to all employees and others working on behalf of the company. Identify or designate the location of emergency assembly points, where applicable, and ensure these locations are made known to all appropriate personnel.

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- To arrange for fixed and mobile plant and equipment to be positioned safely and to ensure that all machinery including power and hand tools are maintained in good condition, is suitable for the work being carried out and operated in a safe manner only by persons competent to do so.
- To ensure that protective clothing and equipment is available and issued where appropriate and that such clothing and equipment is used and maintained in a proper manner and as required by statutory regulations. Ensure that adequate records are maintained for the issue and return of such equipment, using issue registers or other appropriate record system as appropriate.
- To ensure that arrangements for first-aid, as required by the Health and Safety (First Aid) Regulations 1981, are available and that the location of equipment is known to employees, and that such equipment and provisions are kept as complete as possible. To ensure that proper care is taken of casualties and to establish a procedure to be followed in the event of serious injury including the means of obtaining medical and ambulance services. Comply with the requirements of the policy for the reporting and recording of accidents or incidents.
- Report ALL accidents involving injury to persons or damage to property and other dangerous occurrences and 'near misses', to the office administrator as soon as possible after the occurrence. Assist in establishing the cause of ALL such incidents and thereafter if appropriate carry out improvements to prevent recurrence and instruct employees and others accordingly.
- Establish a site procedure to enable consultation with the work force; to receive safety queries raised by employees or other relevant source and to respond in the most appropriate way to meet the policy objectives.
- Make reasonable enquiries to determine that appropriate and adequate training of subcontractor employees is undertaken; and that the subcontractor disseminates relevant information on risks to their employees.
- Accompany H.M. Factory Inspectors (Health & Safety Executive) on site visits where possible and act upon their reasonable recommendations. Report all such visits to the managing director noting any observations made, as soon as possible after the visit. In the event of a prohibition or improvement notice being imposed or any indication that legal proceedings are to be initiated, the managing director must be advised without delay.
- Co-operate with the company and client's safety personnel and act upon their reasonable recommendations.
- Encourage the observance of safety procedures by personal example and ensure that arrangements for the health and safety of persons and property are carried out, including the implementation of disciplinary procedures as necessary.

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- Conduct personnel and visitors health and safety induction and ensure subcontractors' personnel, are aware of the requirements of this policy, the health and safety plan, and the requirements for safe working.
- Comply with the company's policy on COSHH and noise and ensure all employees have access to the appropriate information for healthy working and know how the information is to be used.
- Where necessary implement changes to working practices, to ensure safe working and maintenance of standards.
- Maintain in a proper state all reference documents issued by the company to assist in compliance with this policy.
- Ensure that adequate fire fighting equipment is available and that appropriate fire precautions have been taken.

C) All Employees

All employees have a key role within the policy. Effective health and safety cannot be achieved without their complete involvement when undertaking work related activities and providing feedback on health and safety issues.

Due regard must be taken by all employees of the duties placed on them by sections 7 and 8 of the Health and Safety at Work 1974 and all health and safety regulations made under the aforementioned Act. It shall be the duty of every employee whilst at work.

- to take reasonable care of their own health and safety and of other persons who may be affected by their acts.
- to co-operate with John Watson Joinery Ltd, so far as is necessary, so as to ensure that John Watson Joinery Ltd can comply with statutory obligations;
- not to interfere with, abuse or misuse anything provided to secure health and safety;
- to use equipment, machinery, materials and substances provided by John Watson Joinery Ltd in accordance with any information, instruction and training;
- to advise their supervisor within the limits of their training and instruction, of any situation that represents a serious and immediate danger;
- to notify their supervisor, within the limits of their training and instruction, of any shortfalls in any of the health and safety protective measures;

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Employees are responsible for:

- taking precautions identified in relevant risk assessments;
- following John Watson Joinery Ltd procedures and safety rules, and the instructions of supervisors;
- complying with personal protective equipment (PPE) requirements;
- ensuring that vehicles used in the pursuance of company business are fully road worthy, safe, properly maintained and documented. Staff undertaking business shall ensure that all vehicles are suitably taxed, insured and each member of staff has a current, valid driving licence
- ensuring that prior to the commencement of site visits, visiting staff report to the person in control of the site, where appropriate;
- behaving in a responsible manner;
- identifying and reporting hazards and other health and safety concerns;
- reporting accidents and incidents to the production administrator
- being aware of action to be taken in cases of emergency, particularly:
 - fire;
 - injury or illness;
- suggesting improvements to health and safety arrangements;

D) Contractors / Sub-Contractors

Contractors, or persons working on behalf of John Watson Joinery Ltd will be required to conform to all Health, Safety, Welfare & Environmental Legislation and company instructions, applicable to the work being undertaken and ensure that their employees and Sub-contractors also conform. John Watson Joinery Ltd will give a full induction as to the company rules/regulations & safe working practices to be followed.

Contractors, or persons working on behalf of John Watson Joinery Ltd will provide the company or its representative with any specific safety instructions relevant to the work being undertaken and, where applicable, a copy of the Company Policy regarding the implementation of Health and Safety and any other documentation i.e. risk assessments, method statements that have been produced in respect of safety and use of substances and materials, must be made available to the company representative, prior to work commencing.

E) Manufacturers

Manufacturers and suppliers to John Watson Joinery Ltd must ensure that all plant, machinery, equipment and appliances are so designed and constructed, as to be safe and without risk to Health and Safety.

Manufacturers and suppliers to John Watson Joinery Ltd must provide adequate operating/handling instructions and information about any conditions necessary to ensure that the product will be safe and without risk to health, when properly used for its intended purpose & disposal requirements for waste materials.

SECTION 5 HEALTH AND SAFETY ARRANGEMENTS

General Information

This section outlines the arrangements for ensuring the implementation of the health and safety statement contained in section 2. To support these arrangements, other policies, procedures and guidance have been produced.

The guidance covers a wide range of health and safety subjects and provides an outline of the legislative position. Guidance may be further supported by policies and procedures that provide advice on the tools, techniques and documentation required to complete the tasks related to that subject.

All managers and supervisors are to ensure that arrangements are in place to cover the risks to health and safety arising at their workplace. These arrangements must form an integrated part of the day-to-day management of effective policies, planning, implementation, organisation, control, monitoring, reviewing and auditing of the preventive and protective measures for health and safety.

Risk Assessment

All John Watson Joinery Ltd work activities are required to be risk assessed in accordance with relevant regulations. These assessments must identify the significant hazards and implement control measures to eliminate, reduce or control the risks.

The following types of risk assessment will be utilised:

Model Risk Assessments

These deal with risks that are common to most premises. All locations must implement the precautions detailed in the assessments. An index of current model risk assessments is attached to this document, which will be amended on the distribution of new information.

Generic Risk Assessments

These deal with risks relating to generic activities. All employees must be familiar with the contents of assessments applicable to them. An index of current generic risk assessments is attached, which will be amended on the distribution of new information.

All risk assessment detailed above are to be reviewed at regular intervals by the Health & Safety Review panel or when significant changes to operational processes are made. Any amendment must be communicated to appropriate managers who are responsible for implementing changes.

A) Procedure in case of accidents

The location of the nearest hospital Accident and Emergency/Casualty dept is:
University Hospital of Hartlepool

.....

The location and telephone number for the nearest doctor's surgery is:

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.....
The First Aid Box (s) is located in:
The factory production office and the administration office.
.....

The person responsible for keeping this up to date is:
.....

The accident book/forms are kept with this file. This must be completed whenever an accident occurs.
.....

Any accident must be reported to the member of the management team responsible, who is:
Mr Edward Watson or Mrs June Maley
.....

The person responsible for completing RIDDOR forms and reporting accidents is:
Mr. Edward Watson
.....

The following major injuries or incidents must be reported on RIDDOR forms:
.....

-
- fracture, other than to fingers, thumbs or toes
 - amputation
 - dislocation of the shoulder, hip, knee or spine
 - loss of sight (temporary or permanent)
 - any penetrating injury to the eye (including chemical)
 - injury from electric shock/burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours
 - any other injury leading to hypothermia, heat-induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours
 - unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
 - acute illness requiring medical treatment or loss of unconsciousness arising from absorption of any substance by inhalation, ingestion or through skin

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- acute illness requiring medical attention which may have resulted from a biological agent or its toxins or infected material

Relevant examples of reportable dangerous occurrences include:

- electrical short circuit or overload causing fire or explosion
- collapse or partial collapse of a scaffold over 5m high
- unintended collapse of a building under construction or alteration, or of a wall or floor
- explosion or fire

If a report is required to be completed to the Health and Safety Executive the necessary report should be completed and forwarded to the below address.

Incident Contact Centre

Caerphilly Business Park,
Caerphilly, CF83 3GG.

Tel: 0845 300 9923

Fax: 0845 300 9924

E-mail: riddor@natbrit.com

Website: www.riddor.gov.uk

Further advice can be sought from the Health and Safety Executive

Contact HSE info-line on 0845 345 0055

Accident Book information

Under Data Protection requirements accident books should not enable people to read personal information from previous accident records. Accident books should consist of single record sheets, which can be detached from the book once completed and kept in a secure place. Record sheets should be numbered in sequence and the accident book should include an index sheet showing which numbered sheets have been completed and removed for safekeeping. In this way the Health & Safety Review panel will be able to show a record (in the index) of how many accidents have occurred and in what order, which they can link up with the completed accident record sheets which they are holding separately for safe keeping.

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B) Information required on accident report form, please complete as much detail as possible and circle where appropriate.

General details of incident/accident

- Date of incident..... Time of incident.....
- Exact location of incident.....

Person who had the accident

- Full name.....
- Age..... Sex: Male Female
- Address.....
- Exact Nature of injury (state left or right as appropriate).....

Status of injured person (please give details of injured person including contact details)

Position held
Organisation
Description of how accident/incident occurred
.....
.....

What was injured person doing at time of incident...

.....
.....
.....

(if applicable) Was this something they were authorised to do? Yes No

(if applicable) Were they authorised to be where the accident occurred? Yes No

When was the incident reported? Date.....time.....

By whom was it reported?

Was the incident witnessed by someone else? Yes No

Witness details:-

Was first aid treatment given on site? Yes No

Details.....

Was hospital/medical treatment obtained? Yes No

Details.....

Anticipated absence from work (employees):

No time lost Less than 3 days 3 days or more

Any further details of accident:-
.....
.....

Investigation - Action required to prevent recurrence:-
.....
.....

Signed by: Date:

Employee Safety Rules

- Keep your work area clean and tidy, particularly from things likely to cause a person to slip or fall.
- Always use equipment the right way as per instructions.
- Always wear the right personal protective equipment and clothing.
- Follow the safety procedures and rules from the risk assessments and ask if you are ever uncertain.
- Never interfere with equipment, electricity or any safety features.
- Report any defects or damage to any part of the premises, equipment or machinery.
- Do not put yourself or others at risk by misusing articles and substances.
- Any employee who notices a hazard must report it immediately. The Company encourages suggestions from employees to improve Health and Safety standards.
- It is a requirement of employment for employees to abide by Health and Safety rules and any employee found to have breached safety rules will receive a written warning in the first instance. A second offence can lead to dismissal.

Health and Safety Review Panel

The H&S Review Panel is chaired by Director (Sales) this will provide a forum to discuss Health and Safety issues. It will consist of the following membership:

- Director (Sales) Chair
- Factory Manager
- Production Office Manager
- Office Manager
- Accountant

The Health & Safety Review Panel will be responsible for:

- ensuring a co-ordinated approach to health and safety management and make recommendations where appropriate or necessary changes to working practices as a result of legislative changes or significant feedback;
- monitoring and reviewing the performance of John Watson Joinery Ltd in relation to health and safety;
- directing and controlling John Watson Joinery Ltd health and safety activities;

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- ensuring all relevant information is communicated to relevant parties;
- assisting in the development of local risk assessments and safe systems of work;
- monitoring and reviewing performance of the organisation in relation to health and safety issues, via accident statistics and inspection / audit reports and ensure remedial action where necessary;

The Health & safety Review Panel will meet on a quarterly basis with invitations, agendas and minutes forwarded to all members and published internally.

Manual Handling Aid Memoir

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Manual handling assessments should take into account the **Task, Individual, Load** and **Environment** when an activity cannot be avoided:

Task assessments should take into account any bending, twisting, stretching, lifting and reaching movements.

It is also necessary to consider the **Individual**, their physical capability, skills or any disability, pregnancy or health problems.

The **Load** should be assessed through weight, stability, centre of gravity, physical size, content e.g. hot, sharp, or otherwise potentially hazardous and ease of grasping, e.g. people lifts.

Key issues with the **Environment** include obstacles, lighting and space, floor condition and weather conditions.

GENERAL RULES FOR SAFE LIFTING

Stop and think - Never attempt to lift anything beyond your capability. If in doubt, get help.

Plan the task before carrying it out - This can include the route, if doors need to be opened, or if you need a clear surface to put the item on.

Avoid lifting - Decide if manual handling of the object can be avoided or if mechanical aids such as wheel barrows, sack trucks or other suitable equipment is available.

Assess the weight of the load - Gently assess the weight of the load by tipping it from side to side. The heaviest side of the load should be closest to your body before you lift.

Get help - Decide if you need help moving the load.

Work as a team - If more than one person is involved, you must work as a team. Agree who will lead and give instructions. Communication is paramount.

Assess the need for protective clothing – Should you be wearing gloves to protect your hands or suitable protective footwear, etc?

Remove items - Anything which may get caught, which includes jewellery, should be removed.

Change your grip - For a long lift, such as floor to shoulder height, consider somewhere to rest the load midway on a table so you can change your grip.

Seek guidance - If you're unsure of the handling operation, seek guidance from a supervisor

Personal Protective Clothing and Clothing

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The Company will provide free of charge all necessary PPE for employees who must use it where instructed and trained to do so. PPE will be to European and British Standards and provided in line with the result of the risk assessment. (See appendices).

Safety boots and protective clothing must be worn at all times, defects to be reported immediately for replacement.

The Company will treat the misuse or non-use of PPE as a breach of contract and employees will be subject to disciplinary procedures.

Appropriate storage for PPE will be provided to all employees in accordance with the relevant statutory duty.

The Company aim to fulfil the requirements of the Personal Protective Equipment at Work Regulations.

SECTION 6: MONITORING

The Health and Safety Review Panel will monitor the effective implementation of this policy.

Members of the Health and Safety Review Panel will continually measure the health and safety performance through the scrutiny of safety sampling, workplace inspections, ill health cases and accidents.

All accidents, incidents and near misses recorded via accident reports will be monitored and analysed by the responsible person(s) with a view to identifying trends, eliminating their causes, and therefore reducing incidences.

The measurement and monitoring of health and safety performance will highlight any failures and weaknesses in the system, equipment, procedures, training, provision of information and other risk controls. Early identification of any such failures or weaknesses will allow for appropriate action to be taken.

SECTION 7: AUDIT

A detailed safety audit should be undertaken by health and safety advisors annually.

Upon completion of the audit a report shall be prepared and submitted to the Managing Director. Recommended actions and areas for improvement will be detailed in the report. An action plan should be devised with recommended actions and designated responsibilities to be overseen and implemented by the Health & Safety Review Panel

During the audit if an unsafe condition is identified then advice should be given during the audit to alleviate the issue.

SECTION 8: CONTINUOUS DEVELOPMENT

John Watson Joinery Ltd is fully committed to continuous development and improvement of health and safety performance. To meet this commitment, all health and safety documentation will be reviewed annually, unless prompted to do so earlier by legislative changes or significant feedback.

The policies, procedures, guidance and forms which form the Health and Safety Management System, will be subject to review. Any changes to the policy will be endorsed by the Managing Director:

- as a result of changes to existing, or the introduction of new, legislation;
- as a result of changes in technology;
- as a result of changes to the organisation of John Watson Joinery Ltd;
- as a result of significant learning following operation of the arrangements;
- as a result of the findings of a major accident investigation;
- as a result of agreed actions from internal or external audit;
- at the request of the Health and Safety Executive;

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It will be the responsibility of the responsible person(s) to:

- assess any requests for a review of the policy, procedures or guidance;
- consult with stakeholders on the required change;
- undertake the review and update the policy, procedures or guidance etc as required;

All records of changes to the Policy will be retained for future reference and subject to audit as required.

SECTION 9. MODEL RISK ASSESSMENTS – Contents

- 1. FIRE**
 - 1.1 General
 - 1.2 Fire evacuation routes
 - 1.3 Fire detection and alarms
 - 1.4 Emergency lighting
 - 1.5 Fire evacuation procedure
 - 1.6 Fire evacuation drills
 - 1.7 Fire fighting equipment
 - 1.8 Fire prevention

- 2. ACCIDENTS & OTHER EMERGENCIES**
 - 2.1 First aid
 - 2.2 Recording of accidents and incidents

- 3. VISITORS & CONTRACTORS**
 - 3.1 Access control
 - 3.2 Accounting for visitors & contractors
 - 3.3 Selection & management of contractors

- 4. ACCESS (INTERNAL & EXTERNAL)**
 - 4.1 Internal access
 - 4.2 External access
 - 4.3 Ladders and stepladders
 - 4.4 Monitoring of access

- 5. OFFICE, KITCHEN & GARAGE EQUIPMENT**
 - 5.1 General
 - 5.2 Moving parts
 - 5.3 Electrical Equipment

- 6. SERVICES**
 - 6.1 Fixed electrical installation
 - 6.2 Gas installation and equipment
 - 6.3 Boilers
 - 6.4 Air conditioning equipment and water systems

- 7. HAZARDOUS SUBSTANCES (inc. Asbestos)**
 - 7.1 General
 - 7.2 Office materials
 - 7.3 Cleaning materials
 - 7.4 Asbestos-containing materials (ACM)

- 8. MANUAL HANDLING**
 - 8.1 Stationery, printed materials and records
 - 8.2 Storage areas
 - 8.3 Higher risk activities
 - 8.4 Unusual or high risk tasks

- DISPLAY SCREEN EQUIPMENT**
 - 9.1 Eye tests and corrective spectacles
 - 9.2 Display screen equipment standards
 - 9.3 Work at DSE workstations
 - 9.4 DSE workstation assessments
 - 9.5 Use of laptop computers

ESSENTIAL THAT THE 'LOCAL ARRANGEMENTS' DETAILS
IN THIS MODEL RISK ASSESSMENT ARE COMPLETED (or marked as 'not applicable')

1. FIRE

DETAIL OF RISKS	EXPECTED PRECAUTIONS	LOCAL ARRANGEMENTS
<p>A fire could break out at any time within the premises. personnel would be at risk, together with any visitors, contractors or members of the public present on the premises.</p>	<p>1.1 GENERAL</p> <p>The Regulatory reform fire safety order replaces the requirement for fire certificates. It places a duty on the responsible person to manage fire risk.</p> <p>All premises will be subject to a Fire risk assessment. This assessment will pay particular attention to:</p> <ul style="list-style-type: none"> - fire detection equipment (smoke or heat detectors) - fire warning systems (adequacy of break glass points & sounders) - fire evacuation routes (adequacy of provision, signage) - emergency lighting (where applicable) - evacuation arrangements (procedures, assembly points) - fire fighting equipment - fire prevention (control of smoking and other ignition sources, chemical/paint storage, testing and maintenance of electrical equipment including CNC M/C and housekeeping). <p>A record of the most recent Fire risk assessment should be available in the premises concerned.</p> <p>However, these periodic risk assessments must be supported by ongoing maintenance of equipment, together with local procedures and arrangements, and these matters are dealt with in the rest of this section.</p>	<p>Last Fire risk assessment dated:</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>kept by & Where</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>

1. FIRE

DETAIL OF RISKS	EXPECTED PRECAUTIONS	LOCAL ARRANGEMENTS
	<p>1.2 FIRE EVACUATION ROUTES Fire evacuation routes must be available whenever the parts of the premises they serve are occupied. Suitable signs must be provided to indicate fire exit routes and doors where these are not obvious.</p> <p>If security measures require fire exit doors in some parts of premises to be locked at certain times then appropriate systems must be introduced to ensure they are unlocked when necessary e.g. an individual given clear responsibility to unlock each morning.</p> <p>Self-closing fire doors must not be wedged open (apart from short periods when someone is in attendance). Suitable signs should normally be in position on self-closing doors.</p> <p>All parts of fire evacuation routes must be kept free of obstructions and flammable/combustible materials.</p> <p>Periodic checks should be made on fire evacuation routes by a nominated person as part of the local health and safety inspection programme.</p> <p>1.3 FIRE DETECTION AND ALARMS A central contract should be in place for the maintenance and repair of fire detection and alarm equipment on the premises.</p> <p>The fire alarm system must be tested weekly, using different call points in rotation. Records must be kept of the date of the test, the call point(s) used and the condition of the alarm. (A suitable record form is provided at the end of Section 1, although a separate Fire log book may be used, if available.)</p>	<p>Alarm maintained by: <input data-bbox="1736 1070 2096 1142" type="text"/></p> <p>Alarm tested and records kept by: <input data-bbox="1736 1246 2096 1318" type="text"/></p>

1. FIRE

DETAIL OF RISKS	EXPECTED PRECAUTIONS	LOCAL ARRANGEMENTS
	<p>1.4 EMERGENCY LIGHTING (If applicable) A central contract should be in place for the maintenance and repair of emergency lighting on the premises.</p> <p>The emergency lighting must be tested regularly. Where a frequency is not specified in the Fire risk assessment, tests must be carried out at least every six months. Records of the date of each test must be kept which include the date and details of any faults found. (A suitable record form is provided at the end of Section 1).</p> <p>1.5 FIRE EVACUATION PROCEDURE</p> <p>The fire evacuation procedure must be posted prominently around the premises and must be drawn immediately to the attention of all new personnel (inc. any temporary and agency personnel and visitors etc).</p> <p>The procedure must contain the following elements :</p> <p>ACTION ON FINDING A FIRE</p> <ul style="list-style-type: none"> • Immediately raise the alarm • Fight the fire only if you are trained and competent to do so. <p>ACTION ON HEARING THE FIRE ALARM</p> <ul style="list-style-type: none"> • Evacuate the premises immediately by the nearest exit route • Report to the fire assembly point 	<p>Emergency lighting maintained by: <input data-bbox="1736 392 2096 464" type="text"/></p> <p>Emergency lighting tested and records kept by: <input data-bbox="1736 560 2096 632" type="text"/></p> <p>Our Fire Assembly Point is: <input data-bbox="1736 1078 2096 1150" type="text"/></p>

1. FIRE

DETAIL OF RISKS	EXPECTED PRECAUTIONS	LOCAL ARRANGEMENTS
	<p>1.5 FIRE EVACUATION PROCEDURE (contd.)</p> <p>Local arrangements should also be developed for:</p> <ul style="list-style-type: none"> • Calling the Fire Service (if this is not done automatically by the alarm system) • Informing the relevant management <p>A Chief Fire Warden (and a deputy) should be appointed for the premises. They are responsible for:</p> <ul style="list-style-type: none"> • Conducting the roll call at the fire assembly point (including accounting for visitors and contractors) • Liaising with the Fire Service <p>Other fire wardens may be appointed to</p> <ul style="list-style-type: none"> • Check that designated areas have been evacuated • Assist in carrying out the roll call <p>Special arrangements must also be made for evacuating any personnel with disabilities or any disabled visitors known to be on the premises. These will vary according to the nature of the disability.</p>	<p>The Fire Service will be contacted by:</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>Our Fire Wardens are:</p> <p>Chief:</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>Deputy Chief:</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>Others:</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>

1. FIRE

DETAIL OF RISKS	EXPECTED PRECAUTIONS	LOCAL ARRANGEMENTS
	<p>1.6 FIRE EVACUATION DRILLS</p> <p>Fire evacuation drills must be held regularly. Where a frequency is not specified, drills must be held at least every six months. Records must be kept of the date of the drill, the time taken to confirm that all occupants have been safely evacuated and any other relevant points. (A suitable record form is provided at the end of Section 1).</p> <p>Advance notification must not be given of the times of the drills.</p> <p>Drills may be made more realistic by simulating the unavailability of one route, as may be the case in a real fire.</p>	<p>Fire Drills initiated and records kept by:</p> <div data-bbox="1738 437 2096 507" style="border: 1px solid black; height: 44px; width: 160px;"></div>

1. FIRE

DETAIL OF RISKS	EXPECTED PRECAUTIONS	LOCAL ARRANGEMENTS
	<p>1.7 FIRE FIGHTING EQUIPMENT An adequate supply of fire extinguishers must be positioned around the premises</p> <p>Fire extinguishers were previously coloured to indicate their type. All new extinguishers are now coloured red but should carry a label which uses the previous colour code which is detailed below.</p> <p>Water (colour code red) - suitable for fires involving paper, cloth, wood etc. NOT electrical fires or flammable liquids.</p> <p>Carbon Dioxide (black) - suitable for electrical fires and fires involving flammable liquids.</p> <p>Dry Powder (blue) - suitable for fires involving flammable liquids, also effective for electrical fires, paper, cloth, wood etc.</p> <p>Foam (cream) - suitable for fires involving flammable liquids, also effective for paper, cloth, wood etc. NOT electrical fires.</p> <p>Some extinguishers carry symbols indicating the types of fires for which they are suitable.</p> <p>A central contract may be in place for the recharging or replacing of fire extinguishers and for the inspection of all fire fighting equipment on an annual frequency. Inspections will normally be recorded on stickers on individual items of equipment.</p> <p>Personnel should be made aware that they should only fight fires if they are confident that they can do so without endangering themselves. The training of personnel in the practical use of fire extinguishers is encouraged.</p>	<p>Fire fighting equipment inspected annually by:</p> <div data-bbox="1733 1161 2096 1232" style="border: 1px solid black; height: 44px; width: 100%;"></div> <p>Monthly location and gauge check carried out by:</p> <div data-bbox="1733 1340 2096 1420" style="border: 1px solid black; height: 50px; width: 100%;"></div>

1. FIRE

DETAIL OF RISKS	EXPECTED PRECAUTIONS	LOCAL ARRANGEMENTS
	<p>1.8 FIRE PREVENTION</p> <p>All personnel are expected to follow sensible fire prevention measures such as :</p> <ul style="list-style-type: none">- complying with 'no smoking' rules- disposing carefully of cigarette ends etc. in areas where smoking may be permitted- maintaining good standards of housekeeping- disposing of rubbish carefully- not storing combustible rubbish in areas where it may create risks from arson- careful consideration and separation of chemicals/materials in suitable containers or flam cabinets- Removal and reporting of door wedges	

2. ACCIDENTS & OTHER EMERGENCIES

DETAIL OF RISKS	EXPECTED PRECAUTIONS	LOCAL ARRANGEMENTS
<p>Accidents or illness needing first aid treatment might occur to personnel on John Watson Joinery Ltd premises or elsewhere.</p> <p>Visitors, contractors or members of the public may also request first aid treatment</p> <p>There may be added risk because of the use of various types of machinery within the premises. Emergency first aid procedures must be in place for serious injury etc.</p>	<p>2.1 FIRST AID</p> <p>All premises must be provided with an adequate supply of first aid equipment. <u>At least</u> one first aid kit must be available with minimum contents of:</p> <ul style="list-style-type: none"> - 20 individually wrapped sterile adhesive dressings (plasters) - 2 sterile eye pads - 4 individually wrapped triangular bandages (preferably sterile) - 6 safety pins. - 6 medium (approx. 12 cm x 12 cm) individually wrapped sterile dressings - 2 large (approx. 18 cm x 18 cm) undedicated wound dressings. - one pair of disposable gloves - 1 resuscitation aid - a guidance card or leaflet <p>(Tablets or medicines must not be kept with first aid equipment.)</p> <p>At least two trained First Aider will normally be available at a premises where more than 20 persons may be at work at any one time.</p> <p>Any smaller premises without a First Aider must have at least one 'appointed person' to take charge of situations of accidents or illness. 'Appointed persons' should have received at least a four hour 'Emergency First Aid' training course.</p>	<p>First aid equipment is available at:</p> <div data-bbox="1711 437 2074 847" style="border: 1px solid black; height: 257px; width: 100%;"></div> <p>Our First Aiders are:</p> <div data-bbox="1711 975 2074 1114" style="border: 1px solid black; height: 87px; width: 100%;"></div> <p>Appointed persons are:</p> <div data-bbox="1711 1182 2074 1321" style="border: 1px solid black; height: 87px; width: 100%;"></div>

2. ACCIDENTS & OTHER EMERGENCIES

DETAIL OF RISKS	EXPECTED PRECAUTIONS	LOCAL ARRANGEMENTS
	<p>Details of first aiders (or appointed persons) must be prominently displayed</p> <p>2.1 FIRST AID (Contd.) An individual must be made responsible for checking and restocking first aid equipment at least every month.</p> <p>Personnel should be encouraged to inform first aiders (or the appointed person) about any illnesses or disabilities they have or if they are taking special medication.</p> <p>2.2 REPORTING OF ACCIDENTS AND INCIDENTS John Watson Joinery Ltd has a procedure for the investigation of all accidents, injuries and near miss incidents. Full details are available in the arrangements section of the health and safety policy document. Completion of the report form required under this procedure will provide the necessary information to ensure reporting of RIDDOR incidents.</p>	<p><input data-bbox="1413 408 1771 480" type="text"/> is responsible for checking and restocking first aid equipment each month.</p>

3. VISITORS & CONTRACTORS

DETAIL OF RISKS	EXPECTED PRECAUTIONS	LOCAL ARRANGEMENTS
<p>Official visitors and contractors may also present a risk to personnel (and others) through their activities whilst on John Watson's premises premises.</p> <p>Personnel working alone are particularly vulnerable. Areas include working alone for periods of time in the premises or away from the premises on sites etc.</p>	<p>3.1 ACCESS CONTROL</p> <p>Access to the premises for members of the public, visitors and contractors should be limited to routes controlled by a reception area</p> <p>Contractors should normally be expected to provide suitable identification.</p> <ul style="list-style-type: none"> - Lone working - external doors to the premises must be kept locked to prevent access of unwanted persons. - only those visitors and contractors known to be 'bona fide' must be admitted. - ensure a contact person (colleague, supervisor etc) is aware of lone working - arrange to keep in touch by phone with their contact person - inform the contact person when they have left the premises. - Complete lone worker checklist below 	

CHECKLIST FOR LONE WORKING

JOHN WATSON JOINERY Ltd
Health and Safety Policy

Questions	Y/N	Action Required	Target Date for Action	Person Responsible for Action
Has staff received adequate training to carry out their duties when working alone?				
Has staff been provided with adequate means of communication?				
Can staff be readily contacted?				
Is staff physically able to undertake their duties?				
Where applicable have staff been provided with suitable protective equipment and/or clothing?				
Have all tools, machinery and equipment been regularly maintained and checked before use?				
Is access to first aid facilities readily available				
Is staff aware of the correct incident reporting procedures? They should also be encouraged to report any hazards.				
Are arrangements in place for staff to 'phone in' after out of hours visits to sites?				
Has the risk assessment been reviewed in the last year and is it still applicable to the current working arrangements?				

3. VISITORS & CONTRACTORS

DETAIL OF RISKS	EXPECTED PRECAUTIONS	LOCAL ARRANGEMENTS
<p>Visitors and contractors will also need to be accounted for in case of evacuation of the premises.</p>	<p>3.2 ACCOUNTING FOR VISITORS & CONTRACTORS</p> <p>The premises should have a system of signing visitors and contractors in and out of the location including workshop floor.</p> <p>Systems of visitor's passes may be introduced to enable authorised visitors to be quickly identified.</p> <p>The signing out of visitors and contractors is important in identifying who must be accounted for in the case of emergency evacuation of the premises.</p> <p>Arrangements for utilising the signing in and out system must be incorporated within the fire evacuation procedure.</p> <p>Contractors and any visitors who are to be left unaccompanied must be made aware of the fire evacuation procedure and particularly the fire assembly point.</p>	

3. VISITORS & CONTRACTORS

DETAIL OF RISKS	EXPECTED PRECAUTIONS	LOCAL ARRANGEMENTS
<p>Work by contractors may create risks to personnel and others. Contractors may need to be made aware of risks within the building or provided with information about its facilities.</p>	<p>3.3 SELECTION & MANAGEMENT OF CONTRACTORS</p> <p>The quality of contractors' health and safety precautions and their technical competence to carry out work of a satisfactory standard must be important factors in selecting contractors to carry out work on John Watson's premises. Contractors are should be approved for health and safety purposes via the Managing Director</p> <p>The Managing director should designate a personnel member as the main contact for contractors at each the premises. This person is responsible for supervising health and safety (and other) aspects of their work.</p> <p>The possible risks to personnel and others from the contractor's activities must be considered and suitable precautions taken e.g. risks such as:</p> <ul style="list-style-type: none"> - blocking of access routes - presence of cables or other tripping hazards - use of hazardous substances - fire risks - electrical risks - activities within ceiling voids or attics - work involving asbestos-containing materials - vehicle movement where pedestrian routes are in place 	<div data-bbox="1711 884 2074 954" style="border: 1px solid black; height: 44px; width: 162px; margin-bottom: 5px;"></div> <p>is normally responsible for supervising contractors.</p>

3. VISITORS & CONTRACTORS

DETAIL OF RISKS	EXPECTED PRECAUTIONS	LOCAL ARRANGEMENTS
	<p>3.3 SELECTION & MANAGEMENT OF CONTRACTORS (contd.)</p> <p>It may also be necessary to provide the contractor with relevant information about the building and its facilities e.g.</p> <ul style="list-style-type: none">- locations of electrical isolation points- details of known or presumed asbestos-containing materials- presence of other hazardous materials including paints/dusts etc- non-load-bearing surfaces or areas of loose stones/gravel etc <p>Where contractors do not take sufficient account of the safety of others (or even themselves) they must be asked to leave the premises and the Managing Director must be informed.</p>	

4. ACCESS (INTERNAL & EXTERNAL)

DETAIL OF RISKS	EXPECTED PRECAUTIONS	LOCAL ARRANGEMENTS
<p>Staff, visitors, contractors and members of the public are at risk of falling and of colliding either with static objects or each other, if satisfactory access is not maintained both inside and outside the premises.</p> <p>In external areas there is also the risk of accidents involving vehicles either driven by contractors or others visiting the premises.</p>	<p>4.1 INTERNAL ACCESS</p> <p>Clear access routes must be maintained through corridors and open plan offices. Provision should be made for safe access by personnel or visitors with disabilities.</p> <p>Satisfactory access must also be maintained within smaller offices and kitchen areas Particular attention should be given to the dangers from trailing cables etc Cable covers should be used where appropriate and prompt maintenance attention should be given to faulty socket covers.</p> <p>Maintaining clear access within storage areas and shop floor is particularly important. Areas in front of shelves, racks, machinery and paint spraying areas must be kept clear and the shelving and racking must be capable of supporting the loads involved.</p> <p>Suitable signs or clearly visible markings must be in position in areas where there is low headroom e.g. low doorways, pipes or conduits.</p> <p>All floor surfaces and coverings must be maintained in good condition.</p> <p>Suitable artificial lighting must be provided for all buildings in regular use.</p>	

SNOW CLEARANCE / GRITTING RECORD

Location _____ Date: _____

Zone	Time gritting undertaken (sign box as cleared / gritted)											
	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00

Comments: (conditions / equipment used / staff involved etc.)

4. ACCESS (INTERNAL & EXTERNAL)

DETAIL OF RISKS	EXPECTED PRECAUTIONS	LOCAL ARRANGEMENTS
	<p>4.3 LADDERS & STEPLADDERS</p> <p>All fixed ladders, portable ladders and stepladders must be maintained in a satisfactory condition and inspected by a suitable member of personnel at least annually and suitable records of inspections must be kept..</p> <p>The condition of all portable ladders and stepladders must be checked before use. Ladders rated as class 3 domestic/DIY use (BS2037) must not be used at work. The minimum standard for ladders used at work is to BS EN131 standard (light trade/DIY).</p> <p>Where portable ladders are used they must be properly secured in position (or footed by a second person).</p> <p>4.4 MONITORING OF ACCESS</p> <p>All personnel have a responsibility for monitoring the condition of access routes and access equipment, and reporting defects where appropriate.</p> <p>The condition of access routes and access equipment should be checked during health and safety inspections.</p>	<p>Ladders are inspected by:</p> <input data-bbox="1711 391 2074 461" type="text"/> <p>Records are kept by:</p> <input data-bbox="1711 521 2074 592" type="text"/> <p>Access defects should be reported to:</p> <input data-bbox="1711 995 2074 1066" type="text"/>

5. OFFICE, KITCHEN & OTHER EQUIPMENT

DETAIL OF RISKS	EXPECTED PRECAUTIONS	LOCAL ARRANGEMENTS
<p>All powered equipment with moving parts presents risks of nips and cuts (particularly to the fingers) and also of entanglement.</p> <p>Since most equipment is electrically powered there are also risks of electric shock and electrically-based fires.</p>	<p>5.1 GENERAL</p> <p>All equipment must be maintained in a satisfactory condition.</p> <p>Personnel are expected to visually check the condition of equipment before using it. Where they identify defects they should draw this to the attention of the relevant person (see below) and, if appropriate, take steps to ensure the equipment cannot be used e.g. with a temporary sign.</p> <p>Central maintenance and repair contracts are in place for a number of specialist types of equipment..</p> <p>An individual should be clearly identified as being primarily responsible for arranging maintenance and repair of equipment and personnel should report defects to this person.</p> <p>Risk Assessments are in place for the use of machinery</p> <p>5.2 MOVING PARTS</p> <p>Where powered moving parts present risks then access to them should be prevented by:</p> <ul style="list-style-type: none"> - fixed guards (requiring tools to remove them) - restricted openings (e.g. the narrow feeds into shredders) - interlock devices which prevent movement when guards are open (e.g. those on access panels to most photocopiers) 	<p>Responsibility for maintenance and repair of equipment is with:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

5. OFFICE, KITCHEN & GARAGE EQUIPMENT

DETAIL OF RISKS	EXPECTED PRECAUTIONS	LOCAL ARRANGEMENTS
	<p>5.3 ELECTRICAL EQUIPMENT</p> <p>A central contract should be in place for the annual inspection and testing of earthed electrical equipment to be carried out by a competent person. This should include equipment such as kettles, dishwashers, fridges, ovens, other kitchen equipment, vacuum cleaners, floor cleaners, power washers, desk-top computers, VDU monitors, photocopiers, faxes, shredders, assorted machinery and associated cables and plugs.</p> <p>Double-insulated equipment need only be subject to formal visual inspections (not testing). Equipment less than 50 Volts AC (e.g. telephone equipment) and battery-powered equipment less than 20 Volts need not be subject to such inspection and testing.</p>	

6. SERVICES

DETAIL OF RISKS	EXPECTED PRECAUTIONS	LOCAL ARRANGEMENTS
<p>The fixed electrical installation, any gas supplies and any central heating or hot water boilers all present possible risks to personnel and others on the premises.</p>	<p>6.1 FIXED ELECTRICAL INSTALLATION</p> <p>The fixed electrical installation (distribution boards, isolators, circuit-breakers or fuses, cables and conduits and socket outlets) in each office must be inspected by a competent person (e.g. an electrician) <u>at least every 5 years.</u></p> <p>Distribution boards, isolators, circuit-breakers and fuses should be labelled as appropriate.</p> <p>Access to isolator switches should be kept readily available (where it is important to keep isolators secure, keys to locked rooms or cupboards should be kept in glass-fronted boxes or otherwise available for emergency access).</p> <p>6.2 GAS INSTALLATION & EQUIPMENT</p> <p>A contract is in place for the maintenance and repair of gas installation and equipment.</p>	<p>Inspection of the electrical installation was last carried out by:</p> <div data-bbox="1711 475 2074 547" style="border: 1px solid black; height: 45px; width: 100%;"></div> <p>on:</p> <div data-bbox="1711 608 2074 679" style="border: 1px solid black; height: 45px; width: 100%;"></div> <p>Maintenance and repairs of gas equipment are carried out by:</p> <div data-bbox="1711 1043 2074 1115" style="border: 1px solid black; height: 45px; width: 100%;"></div>

6. SERVICES

DETAIL OF RISKS	EXPECTED PRECAUTIONS	LOCAL ARRANGEMENTS
	<p>6.3 BOILERS Contracts are in place for maintenance and repair of central heating and hot water boilers by a competent organisation.</p> <p>An adequate number of personnel must be able to operate the controls of boilers and related equipment.</p> <p>6.4 AIR CONDITIONING EQUIPMENT & WATER SYSTEMS Currently JWJ does not have any air conditioning equipment with open cooling arrangements on the condensers; therefore there is at present no significant risk of legionella bacteria being dispersed.</p>	<p>Boiler maintenance and repairs are carried out by:</p> <div data-bbox="1711 435 2074 504" style="border: 1px solid black; height: 43px; width: 162px;"></div> <div data-bbox="1711 687 2074 756" style="border: 1px solid black; height: 43px; width: 162px;"></div>

7. HAZARDOUS SUBSTANCES (inc. ASBESTOS)

DETAIL OF RISKS	EXPECTED PRECAUTIONS	LOCAL ARRANGEMENTS
<p>A range and quantity of hazardous substances are likely to be used by personnel. Larger quantities, possibly of more hazardous substances, will be in use for spraying and preparing materials etc. Such substances may present risks to personnel, contractors and visitors to the premises.</p>	<p>7.1 GENERAL</p> <p>Personnel should study labels on or leaflets accompanying all substances in use, taking due note of the supplier's recommendations. (COSHH assessments)</p> <p>Particular note should be taken where substances bear orange and black symbols indicating that they are toxic, corrosive, harmful or irritant.</p> <p>Contents of manufacturers' safety data sheets may need to be consulted in most cases.</p> <p>Advice should be sought where there is any concern about risks from any substance or its methods of use from the supplier or competent health and safety advice sought.</p> <p>7.2 OFFICE MATERIALS</p> <p>Most substances in use present no hazard or minimal hazard, either because of the nature of the substance or the small quantities used.</p> <p>Substances which <u>may</u> present some slight risk are photocopier toner and plan printer toner. Skin contact with these substances should be avoided - use of suitable gloves may be necessary for cleaning up spillages. Inhalation of dust or vapour from these sources should be avoided.</p>	<p>COSHH register is held at:</p> <div data-bbox="1720 448 2085 544" style="border: 1px solid black; height: 60px; width: 100%;"></div> <p>Gloves for cleaning spillages are available from:</p> <div data-bbox="1720 1121 2072 1190" style="border: 1px solid black; height: 43px; width: 100%;"></div>

7. HAZARDOUS SUBSTANCES (inc. ASBESTOS)

DETAIL OF RISKS	EXPECTED PRECAUTIONS	LOCAL ARRANGEMENTS
<p>Many premises contain materials which are known or are presumed to contain asbestos. asbestos containing materials (ACM) were previously commonly used as thermal insulation, for fire protection and may be present in many other applications such as ceiling tiles, floor tiles etc. Asbestos cement was also widely used as a building material.</p> <p>Asbestos becomes a danger to human health when its fibres become airborne and are inhaled. Fibres can become airborne because of damage to ACM or work being carried out on ACM such as drilling or cutting, particularly if powered tools are involved.</p>	<p>7.4 ASBESTOS CONTAINING MATERIALS (ACM)</p> <p>Surveys should have been carried out of the premises to determine the presence of ACM. In some cases materials have been confirmed as ACM and in others they have been presumed to be ACM.</p> <p>Records of these surveys should be held with the premises and should also be available locally. This is particularly important in respect of possible building or maintenance work which may disturb ACM. Information about ACM must be readily available to the contractors concerned in association with the Control of Asbestos at Work Regulations</p> <p>Regular inspections of known and presumed ACMs are also carried out - the frequency reflecting the quantity and condition of the ACM and the potential for it being disturbed.</p>	<p>Records of asbestos containing materials are kept locally by:</p> <div data-bbox="1711 619 2074 691" style="border: 1px solid black; height: 45px; width: 100%;"></div> <p>Records of ACM inspections are kept by:</p> <div data-bbox="1711 791 2074 863" style="border: 1px solid black; height: 45px; width: 100%;"></div>

8. MANUAL HANDLING

DETAIL OF RISKS	EXPECTED PRECAUTIONS	LOCAL ARRANGEMENTS
<p>Manual handling activities are the cause of a large proportion of workplace accidents.</p> <p>Within JWW premises there may be risks associated with the handling of :</p> <ul style="list-style-type: none"> - stationery - printed materials - office furniture and equipment - other equipment - records - water bottles <p>Handling of large and/or heavy items</p> <ul style="list-style-type: none"> - over long distances - at high or low levels - congested areas <p>introduces additional risks</p>	<p>8.1 STATIONERY, PRINTED MATERIALS & RECORDS</p> <p>Pressure should be put on suppliers of stationery and printed materials to supply these in manageable quantities</p> <p>Suppliers should be encouraged to deliver items directly to or close to storage areas.</p> <p>Records should be stored in manageable sizes of box (preferably box-file size and, in any case, not normally heavier than 20 kg).</p> <p>Use should be made of wheeled trolleys or mechanical aids to reduce the amount of manual handling.</p> <p>8.2 STORAGE AREAS</p> <p>Heavy items should be stored, as far as possible, on shelves or racks between knee and shoulder height.</p> <p>Good access should be maintained, especially in front of shelves and racks.</p> <p>Lighting should be adequate to see the item being handled and any possible obstructions.</p> <p>Congestion within storage areas may be relieved by storing items to which access is only needed infrequently at another location.</p>	<p>Other precautions should include personnel awareness in that heavier items should be reduced to manageable sizes. Items should not be lifted if individual believes through their own assessment that the item is too heavy. Help may be required.</p> <p>Handling aids available:</p> <div data-bbox="1711 774 2087 944" style="border: 1px solid black; height: 100px; width: 100%;"></div>

8. MANUAL HANDLING

DETAIL OF RISKS	EXPECTED PRECAUTIONS	LOCAL ARRANGEMENTS
<p>Some tasks may only be carried out infrequently and other high risk tasks may not have been covered adequately in this 'model' risk assessment.</p>	<p>8.3 HIGHER RISK ACTIVITIES Major movements of equipment, furniture should normally be carried out by trained staff who are familiar with correct lifting and handling techniques.</p> <p>Minor movements of equipment and materials should only be carried out by personnel identified as capable for the purpose.</p> <p>Team-lifting should be utilised where necessary - all personnel should be aware that assistance should be sought if they are in any doubt.</p> <p>8.4 UNUSUAL OR HIGH RISK TASKS Any unusual or high risk tasks should be referred to managing director or contracted professional health and safety advice who will arrange for a specific risk assessment of the task to be carried out (a Specific manual handling risk assessment pro-forma is attached in the appendix)</p>	

9. DISPLAY SCREEN EQUIPMENT (DSE)

DETAIL OF RISKS	EXPECTED PRECAUTIONS	LOCAL ARRANGEMENTS
<p>Lengthy periods of work at display screen equipment (VDU's etc.) may be the cause of problems such as :</p> <ul style="list-style-type: none"> - pains in the back, shoulders or neck - pains in the hands, wrists or arms - tired eyes or headaches - boredom or frustration <p>if appropriate precautions are not taken.</p>	<p>9.1 EYE TESTS & CORRECTIVE SPECTACLES</p> <p>Where personnel use display screen equipment for a significant part of their working day, arrangements will be made at the organisations expense for:</p> <ul style="list-style-type: none"> - them to have an eye test; and - provision of corrective spectacles (to a stipulated maximum cost), if necessary for their DSE work. <p>Tests should normally be offered immediately to new employees. Existing employees are entitled to repeat eye tests every two years or if they are experiencing visual difficulties related to DSE work.</p> <p>Managers and supervisory personnel are responsible for identifying those who use DSE to a significant extent.</p> <p>9.2 DISPLAY SCREEN EQUIPMENT STANDARDS</p> <ul style="list-style-type: none"> - Every effort will be made by personnel responsible for purchasing display screen equipment to ensure that it complies with the requirements of the relevant regulations. This is particularly important in the purchase of chairs for DSE work. <p>-</p>	

9. DISPLAY SCREEN EQUIPMENT (DSE)

DETAIL OF RISKS	EXPECTED PRECAUTIONS	LOCAL ARRANGEMENTS
	<p>9.3 DSE WORKSTATIONS Personnel are encouraged to take frequent short breaks away from their DSE screen and to periodically focus their eyes on different distances.</p> <p>They should also do all they can to ensure that their workstation is satisfactory including:</p> <ul style="list-style-type: none"> - adjusting their chair and screen to a comfortable position, normally eyes level with the top of the screen, forearms approximately horizontal, and positioned so that the screen is directly in front of the user - keeping enough space under the desk - asking for a footrest, if their feet do not rest comfortably on the floor - changing their posture regularly - keeping space in front of the keyboard to rest their hands and wrists - using a soft touch on the keyboard, not bending the hands up at the wrist. - using a document holder, where appropriate - finding the best layout for equipment, documents etc - avoiding reflection from artificial or natural light - using blinds or curtains when necessary - adjusting the brightness or contrast controls if appropriate - cleaning their screen as necessary 	

9. DISPLAY SCREEN EQUIPMENT (DSE)

DETAIL OF RISKS	EXPECTED PRECAUTIONS	LOCAL ARRANGEMENTS
	<p>9.4 DSE WORKSTATION ASSESSMENTS (Appendix 1)</p> <p>A "Self-Assessment" checklist is attached on page 62 of this document and are to be used by personnel to carry out assessments of their own workstation. Completed checklists must be submitted by personnel to their supervisor or nominated person. Completion of the self-assessment should be an integral part of the induction of new personnel.</p> <p>Where issues cannot be resolved an assessment should be requested via the organizations Health and Safety provision.</p>	

9. DISPLAY SCREEN EQUIPMENT (DSE)

DETAIL OF RISKS	EXPECTED PRECAUTIONS	LOCAL ARRANGEMENTS
<p>Extended use of laptop computers is particularly likely to result in postural problems and also may result in visual difficulties because of the smaller screen.</p>	<p>9.5 USE OF LAPTOP COMPUTERS</p> <p>Staff may on occasion use laptop computers for extended periods. Where this is the case, personnel should be particularly aware of the need to:</p> <ul style="list-style-type: none"> - position the laptop at a suitable height (avoiding excessive stooping) - take regular breaks away from the screen (allowing adequate time for the body and eyes to recover) <p>Where laptops must regularly be worked with in the office suitable 'docking stations' should be provided.</p> <p>Laptop computers should not be used in place of conventional keyboards and monitor screens.</p>	

APPENDIX 1. John Watson Joinery Ltd - DSE SELF ASSESSMENT CHECKLIST

Location & Staff member.....

1	LIGHTING & WORK ENVIRONMENT	COMMENTS
1.1	Is artificial lighting adequate?	
1.2	Does it cause any reflection or glare problems?	
1.3	Any reflection or glare problems from sunlight?	
1.4	Are suitable blinds available (if necessary)?	
1.5	Are temperature and ventilation satisfactory in summer and winter ?	
2	SCREEN & KEYBOARD	
2.1	Is your screen set at a suitable height?	
2.2	Stable image with clear characters?	
2.3	Brightness and contrast adjustable?	
2.4	Screen swivels and tilts easily?	
2.5	Cleaning materials available?	
2.6	Is your keyboard tiltable?	
2.7	Have you sufficient space in front of it?	
3	DESK & CHAIR	
3.1	Is your desk size adequate?	
3.2	Is there sufficient legroom under it?	
3.3	Do you have a suitable document holder (if required) ?	
3.4	Is your chair comfortable and stable?	
3.5	Can you adjust your seat height?	
3.6	Can you adjust the height and tilt of your chair back?	
3.7	Do you have a footrest (if required)?	
4	HAVE YOU HAD SIGNIFICANT EXPERIENCE OF PROBLEMS WITH:	
4.1	Your back shoulders or neck?	
4.2	Your hands, wrists or arms?	
4.3	Tired eyes or headaches?	
4.4	The suitability of the software you use?	
4.5	Other problems?	
<u>ANY OTHER PROBLEMS OR COMMENTS?</u>		
WOULD YOU LIKE A MORE DETAILED ASSESSMENT OF YOUR WORKSTATION?		YES / NO
SignatureDate.....		

GUIDANCE ON COMPLETING THE DSE WORKSTATION SELF-ASSESSMENT

LIGHTING & WORK ENVIRONMENT

- 1.1 Artificial lighting should be adequate to see all the documents you work with.
- 1.2 Recessed lights with diffusers shouldn't cause problems. Lights suspended from ceilings might.
- 1.3 There may be problems in the early morning or afternoon, especially in winter when the sun is low.
- 1.4 Blinds provided should be effective in eliminating glare from the sun.
- 1.5 Strong sunlight may create significant thermal gain at times.

SCREEN & KEYBOARD

- 2.1 The top of your screen should normally be level with your eyes when you are sitting in a comfortable position and the screen positioned directly in front of user.
- 2.2 There should be little or no flicker on your screen.
- 2.3 You should know where the brightness and contrast controls are.
- 2.4 The screen should swivel and tilt so that you can avoid reflections.
- 2.5 You should know where to get cleaning items for your screen (and keyboard, if necessary).
- 2.6 Small legs at the back of your keyboard should allow you to adjust its angle.
- 2.7 Space in front the keyboard allows you to rest your hands and wrists when not keying in.

DESK & CHAIR

- 3.1 Your desk should have sufficient space to allow you to have your screen and keyboard in a comfortable position and accommodate documents, document holder, phone etc.
- 3.2 There should be enough space under the desk to allow you to move your legs freely.
- 3.3 If you are inputting from documents, using a document holder helps avoid frequent neck movements.
- 3.4 Chairs with castors must have at least five (four is very unstable).
- 3.5 You should be able to adjust your seat height to work in a comfortable position (arms approx. horizontal and eyes level with the top of the screen).
- 3.6 The angle and height of your back support should be adjustable so that it provides a comfortable working position.
- 3.7 DSE users who are shorter may need a footrest to help them keep comfortable when sitting at the right height for their keyboard and screen (see 3.5).

POSSIBLE PROBLEMS

- 4.1 Problems with back, shoulders or neck might indicate your screen is at the wrong height,
an incorrectly adjusted chair or need for a document holder.
- 4.2 Problems with hands, wrists or arms might indicate incorrect positioning of the keyboard or a poor keying technique. Hands should not be bent up at the wrist and a soft touch should be used on the keyboard, not overstretching the fingers.
- 4.3 Tired eyes or headaches could indicate problems with lighting, glare or reflections. They may also indicate the need to take regular breaks away from the screen. Persistent problems might need an eye test - request one via your Manager.
- 4.4 The software should be suitable for the work you have to do.

DISCUSS ANY PROBLEMS WITH YOUR SUPERVISOR.

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APPENDIX 2. MANUAL HANDLING ASSESSMENT FORM

	YES	NO
SECTION A – PRELIMINARY (TICK AS APPROPRIATE)		
1. Do the operations appear to involve a significant risk of Injury?		
If YES or in doubt, go to question 2. If NO you need go no further		
2. Can the operations be avoided, mechanised or automated at a reasonable cost?		
If NO go to section B. if YES, go to section D and record any corrective actions that are necessary.		
SECTION B - ASSESSMENT		
The Load – is it?		
Heavy?		
Bulky or unwieldy?		
Difficult to grasp?		
Unstable or are contents likely to shift?		
Sharp, rough, hot or otherwise damaging?		
The Individual		
Do they require unusual strength, height or need more than one person?		
Does the individual require protective clothing? e.g. back support and or does PPE hinder the operation?		
Do they require special training or knowledge?		
If so, has the information or training been given?		
Is the worker a new or expectant mother or have other health problems?		
The Task – does it involve?		
Holding the load away from the trunk?		
Twisting the trunk?		
Stooping?		
Excessive lifting or lowering distances?		
Carrying long distances?		
Excessive pulling or pushing?		
Repetitive holding?		
Team handling?		
Handling from a seated position?		
Insufficient rest and recovery time?		
A work-rate imposed by the process?		
Working in awkward postures?		
Holding a static posture for long periods?		
The Environment – are there?		
Space constraints preventing good posture?		
Uneven, slippery or unstable underfoot conditions?		
Steps, slopes, changes or level?		
Extremes of humidity, temperature, air movement?		
Are there moving or fixed obstacles?		
Poor lighting?		

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SECTION C - OVERALL ASSESSMENT OF RISK

Considering the answers given in section B above, what is your overall assessment of the risk of injury taking into account the load, individual, task and environment?

Insignificant/Low/Medium/High

(If **insignificant** the assessment need go no further; otherwise complete section D below in order of priority of risk. Corrective action required for each deficiency must be recorded).

Further guidance to help with this assessment can be attained via the health & safety adviser

SECTION D – COMMENTS AND CORRECTIVE ACTION REQUIRED

Comments and control measures	Action by	Completed

I confirm that only suitable persons, in terms of physical capability and training, are employed in the operations/tasks covered by this assessment.

Person assessed..... **Activity**.....
Name of assessor..... **Signature**.....
Date of assessment **Date of review**.....
Site.....