

DATED 8 December 2009
HEALTH & SAFETY POLICY

Every person who works for the Company, including subcontractors, is in possession of a full copy of this statement, and is obliged to note and comply with the contents.

1. Statement

- 1.1 It is the Company policy to seek to provide, so far as possible, working conditions, which ensure the health and safety of personnel and prevent damage to Company and other property.
- 1.2 It is the duty of all employees \ sub-contractors to conform to Company policy and safety codes of practice and to accept and carry out their responsibilities.
- 1.3 All personnel with specific responsibilities for health and safety must ensure that the responsibilities are adequately delegated in their absence.
- 1.4 All personnel who authorise work to be carried out at any time must ensure that there are adequate health and safety facilities available.
- 1.5 All personnel must ensure that there are adequate health and safety facilities available before commencing work.
- 1.6 The Health & Safety at Work etc. Act 1974 and, particularly, the Management of Health and Safety at Work Regulations 1994, are to be complied with at all times. Stating this is not in itself sufficient and all personnel must recognise that they should contribute towards making the works areas as safe as possible.
- 1.7 All work methods are to be assessed and periodically reappraised to ensure that the safest possible methods are adopted. An assessment is to be carried out, before work commences, of any risks which are special at an individual work site.
- 1.8 The Management will give full backing to this policy and will support all those who endeavour to carry it out.

2. Organisation

Responsibility for the implementation of the Company Safety and Health Policy and for compliance with the Health and Safety at Work Etc. Act lies with all employee \ subcontractors at all levels. The Director of Safety is responsible for monitoring this Company's performance with respect to Health & Safety in order to ensure that this Company is meeting its statutory responsibilities.

- 2.2 All personnel are required to be alert to any possible hazard, and to remedy these or report them to their immediate supervisor as soon as possible.
- 2.3 The nature of the Company's business is that work is carried out at many different sites. At any particular work location, it is always possible to identify who is the senior operative. This person is responsible for ensuring safe working methods at the location, and any difficulties must be referred to a more senior person.
- 2.4 Any hazard which is beyond the scope of an employee's \ sub-contractor's authority must be reported to the next higher level of authority for attention.
- 2.5 Any employee \ sub-contractor will be liable to dismissal if he or she contravenes the Safety Policy, or abuses any equipment or arrangement provided for safety and health.

3. Working Arrangements - Risk and Hazard Assessment

- 3.1 Systematic study of risks and hazards is conducted by the Company, and reviewed on a continuing basis.
- 3.2 These assessments are made using the assistance, advice, and special knowledge of management or foremen on site, consultation with those who work on site is an important contribution.
- 3.3 When appropriate, the assessment is used as a guide to the implementation of improved procedures or work methods, and to identify relevant training needs.
- 3.4 The assessment may result in revised or new instructions being transmitted to all foremen and personnel who need to act on the findings.
- 3.5 Any person who observes a risk that could be reduced is encouraged to bring the matter to the notice of The Management, so that a formal risk assessment may be initiated.
- 3.6 All assessments are marked with a date for their review.

4. Reporting

All accidents, including apparently trivial ones, must be reported to Management, who will be responsible for recording them in the accident logbook.

- 4.2 If anybody notices that any safety equipment is missing or damaged, it is his \ her duty to report this immediately to his \ her foreman or to management.
- 4.3 All “near misses” must also be reported to enable the circumstances to be studied with a view to avoiding the possibility of accidents in the future.

5. First Aid

- 5.1 A properly equipped first aid kit is maintained on site.
- 5.2 Medical treatment - Chichester - A & E Ground Floor St Richard's Hospital
Bognor Regis - Minor injuries Bognor War Memorial Hosp
0900Hrs to 1600Hrs only.
Queen Alexandra Hospital Southwick hill Rd Portsmouth
St. Mary's Hospital Milton Rd Portsmouth
- 5.3 It is in the interest of everyone to acquire some basic knowledge of elementary first aid procedures.

6. Fire

- 6.1 To follow fire alarm procedure laid down by the site management.
- 6.2 As soon as it is apparent that a fire cannot be confined, the entire premises must be evacuated.
- 6.3 All fire exits must be kept clear of obstruction at all times.
- 6.4 If a fire extinguisher is used, the fact must be reported so that a refill can be arranged at the earliest opportunity.
- 6.5 Smoking is only permitted in signed areas.
- 6.6 Flammable liquids such as paints and thinners, paraffin, mentholated spirit, etc. must be stored in the approved manner and labelled.
- 6.7 Self-closing doors on site must never be wedged open. They are provided under Fire Regulations to prevent the spread of fire.
- 6.8 Smoke / Heat detectors are to be covered in any area being worked, where dust is evident. Protection to be removed at the end of each working day.

7. Personal Protective Equipment

- 7.1 Employees / subcontractors are required to wear protective clothing whenever necessary to ensure safe working.
- 7.2 Damaged equipment will be properly replaced by the management, but any abuse or unreasonable neglect will be charged against the employee concerned, or render him or her to the penalty mentioned in paragraph 2.5
- 7.3 Employees & sub-contractors are required to supply overalls and are obliged to wear the uniform for work whenever appropriate, and keep it clean, and maintain it in good repair.
- 7.4 The use of steel capped footwear very strongly recommended if appropriate. Subject to changes in the law, it is a condition of employment that all persons working on construction site must wear safety footwear.
- 7.5 The Construction (Head Protection) Regulations 1989 SI No.2209 is the law which makes the wearing of suitable head protection on construction sites compulsory. To comply with this, employees \ sub-contractors will be provided with suitable head protection, which will be maintained and replaced whenever necessary. On all construction sites or whenever else instructed to do so, employees \ sub-contractors must wear the head protection unless there is no foreseeable risk of head injury, except from falling. All personnel are strongly advised to wear the protection at all times. It must be worn properly, and be looked after with care. Any loss or defect of the safety helmet must be reported to the foreman straight away. The object of the above is to prevent or lessen head injuries due to impact on scaffolding or other obstructions, or by falling objects, and the rule applies not only to employees but also to site visitors and supervisors, sub-contractors, and self employed.
- 7.6 Employees \ sub-contractors must accept that if they choose not to comply with the above instructions then they will be in breach of their statutory obligations and / or conditions of employment. In such circumstances employees \ sub-contractors will be personally liable for the consequences of any accident or damage to person or property arising from non-compliance with the above instructions.

It is important to realise that the consequences of injuries extend beyond the injury to you. An accident will almost certainly involve others and may transfer further hazards to them, injuring them and increasing your liability. Similarly the loss of your, or any other employee's \ subcontractor's services can be regarded as damaging to the Company.

- 7.7 In the circumstances when an injury results from a breach of these rules the employee \ sub-contractor may expect not to receive any assistance from the Company. If absence from work in these circumstances exceeds 20 working days, the employee may be regarded as having terminated his / her own employment.

8 Visitors

- 8.1 Customers and other visitors must not be admitted on to site without authority, and then only when accompanied by a responsible employee \ sub-contractor on signing the visitors book available on site.

9 Specific Hazards

The company is aware that there many potential hazards to which its employees \ sub-contractors are exposed. The following paragraphs attention to a few of these hazards, and employees \ sub-contractors must attempt to become aware of all other potential hazards and to avoid them as effectively as possible.

- 9.1 Furniture and fitments stored in areas such as passageways / gangways are to be stored so as not to impede access along such areas by staff or personnel.
- 9.2 Paints and other substances used on site are governed by COSHH regulations and directions for use must be adhered to at all times. COSHH Data sheets at rear of this pamphlet.
- 9.3 The use or handling of heavy objects demands great care at all times. Common sense usually determines the correct method of lifting, but when there is any doubt, proper advice must be sought before attempting to lift.
- 9.4 Masks must be worn when rubbing down old lead coated surfaces, in accordance with control of lead at work regulations 1990.
- 9.5 Electric tools, machines, and appliances offer obvious potential dangers when plugs sockets or insulation is damaged. Any observed defects must be reported and remedied immediately.
- 9.6 Compressed air is safe only when it is properly contained and controlled. Always ensure that connections and pipes are maintained in good order.
- 9.7 Ear and eye protection is provided for hazardous circumstances, and the use of this equipment is encouraged to prevent the harmful effects of exposure to noise, and to avoid eye damage from foreign bodies. Any employee who steals or abuses the protective equipment supplied is liable to dismissal.
- 9.8 Any activity involving asbestos dust must be carried out strictly in accordance with the approved procedures, which are designed to prevent the inhalation of dangerous particles. Special arrangements would be made for the disposal of asbestos waste. In the case of any query refer to Flowers Carpentry & Joinery.
- 9.9 Horseplay of any kind is always dangerous in a working environment, and will make the offending employee \ sub-contractor liable to immediate dismissal.

10 Conclusion

At present there is no formally constituted Safety Committee and therefore each employee \ sub-contractor is asked to regard himself \ herself as having responsibilities similar to those of a safety committee. That is to say everyone is encouraged to work by the safest possible method, to identify and report safety or health hazards, and to encourage or assist any person to avoid hazards.

Any employee \ sub-contractor who is dissatisfied with the effectiveness of the hazard reporting procedures described above, may discuss the matter with the management.

EQUAL OPPORTUNITIES POLICY STATEMENT

Flowers Carpentry & Joinery wishes to be known to be an equal opportunities employer.

The company recognises that some individuals and groups are disadvantaged and fully supports all the Acts and Statutes, including those referring to disabled persons, sex discrimination, race relations and equal pay.

The company will take all practicable steps to ensure equality of opportunity for all employees, and will not tolerate harassment or intimidation of any individual or group.

Nobody applying for employment with Flowers Carpentry & joinery will be treated less favourably than anyone else because of race, religion, gender, disability or marital status.

QUALITY POLICY

It is the policy of Flowers Carpentry & joinery to strive at all times to achieve Excellence in standards of quality.

Flowers Carpentry & joinery intends to retain its long established good reputation, and recognises this can be done only if the quality of the services which they receive equals or exceeds their expectations and requirements.

Every person who works for Flowers Carpentry & joinery is committed to the Quality Policy in all aspects of endeavour.

Each person is responsible for the quality of his or her own work, and recognises that upon this contribution depends the quality of the achievement of the whole team.

A Quality Representative is appointed to monitor all procedures to control quality, and to co-ordinate all activities in support to this Quality Policy.

Flowers Carpentry & joinery endorse this Quality Policy. and will support and assist any person in upholding the Policy when the needs of their work may appear to be in conflict, or otherwise prejudicial to the maintenance of company standards.