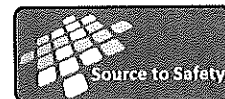


## **CENTRAL ESSEX INTERIORS**

**SUSPENDED CEILING AND PARTITIONING SPECIALIST**

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# **Health, Safety & Environmental Policy 2023**



**SSIP**

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# Central Essex Interiors Ltd

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# Central Essex Interiors Ltd

## 1.1 Health and Safety Policy Statement

At Central Essex Interiors Ltd, we are committed to providing and maintaining a working environment that ensures the Health and Safety of our employees, customers, contractors and visitors. We want to prevent accidents and illness by making sure that Health and Safety considerations are at the heart of everything we do. To make this happen, we'll be encouraging everyone who works at Central Essex Interiors Ltd to actively take part in and support this policy.

Our employees and sub-contractors are of paramount importance. Central Essex Interiors Ltd recognises that the talent and energy of the men and women who work for them, are its most valuable assets.

The overall responsibility for Health and Safety lies with the Directors of Central Essex Interiors Ltd. Central Essex Interiors Ltd will keep all personnel advised as to their responsibilities and those of the Company, in respect to health and safety matters.

Central Essex Interiors Ltd recognises and accepts its responsibilities under the Health and Safety at Work Act 1974 and its Regulations which affect its activities, in particular, the CDM 2015 Regulations. Central Essex Interiors Ltd in order to comply with the associated regulations will:

- ❖ Provide the necessary information, instruction, training and supervision to ensure the Health and Safety of its employees and others.
- ❖ Provide and maintain plant and equipment with systems that are safe and without risk to health, a safe place of work and a safe system of work.
- ❖ "So far as reasonably practicable" ensure that they will provide satisfactory financial resources and support needed to meet these objectives and the systems that are in place.
- ❖ Ensure that effective planning, control, and monitoring of all sites are maintained.
- ❖ Identify substances that are potentially hazardous to health and make sure arrangements are made to control the risks they pose.
- ❖ Make sure we have effective arrangements in place to deal with injuries and reduce the effects of any incidents that could result in injury, ill health or damage to the environment.

The support of employees in Central Essex Interiors Ltd and others is necessary to achieve the objectives of the Health and Safety Policy and Central Essex Interiors Ltd make it clear that Health and Safety is a responsibility of equal standing with all other responsibilities. We at Central Essex Interiors Ltd will strive to improve the health and safety culture throughout the Company at all levels.

Our Health and Safety Policy will be reviewed annually as a minimum to monitor its effectiveness and to ensure it is continuously improved to reflect the changing needs and circumstances within the business. The Policy will subject to additional review to reflect changes to legislative requirements, changes to key personnel in the Company and advancement in technologies that affect the company activities.

Directors signature

*L. Manning*

Date: ...1<sup>st</sup> January 2023

Review date: Jan 2024

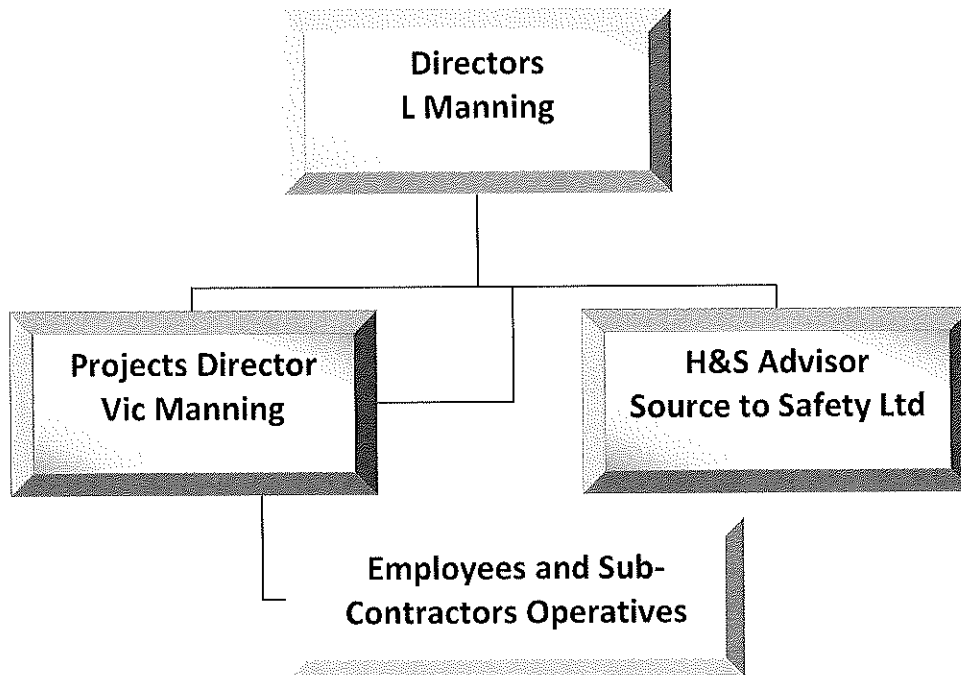
# Central Essex Interiors Ltd

## 1.2 Organisation - Duties, Roles and Responsibilities

It is important for Central Essex Interiors Ltd to identify and include specific responsibilities in relation to Health and Safety as they relate to each post in their organisation.

The following pages contain a general description of responsibilities and duties which should be read in conjunction with the particular needs of the company.

### Management Organisation for Health and Safety



### Contact Details

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Mobile No: 07889 178024

# Central Essex Interiors Ltd

## SUMMARY OF KEY ORGANISATION RESPONSIBILITIES

<b>Subject</b>	<b>Person responsible</b>
<b>Overall responsibility for Health &amp; Safety</b>	Directors, Linda Manning, Vic Manning, Fraser Keep
<b>Appointed Competent Person</b>	Source to Safety Limited
<b>Consultation with Team Members, tool box talks, daily briefings</b>	Site managers and Supervisors
<b>Subcontractors</b>	Directors, supported by competent person
<b>Training</b>	Directors, site managers reviewed and supported by Competent Person
<b>Accident Reporting</b>	Site managers, supervisors, (RIDDOR) supported by Source to Safety Ltd
<b>Management of Health &amp; Safety at Work Regulations (Risk Assessment)</b>	Site managers and appointed Competent Person
<b>First Aid</b>	Site managers, first aiders
<b>Electricity at Work Regulations (Portable Appliance and Fixed Installation Testing)</b>	Site managers, supervisors
<b>Work equipment, (Working at height Mobile towers, Podiums, lifting equipment)</b>	Site managers, supervisors
<b>The Workplace (Health, Safety &amp; Welfare) Regulations</b>	Office manager, Directors, appointed competent person
<b>Display Screen Equipment (DSE Assessments)</b>	Office manager, appointed competent person
<b>Regulatory Reform (Fire Safety) Order Responsible Person</b>	Site managers, office manager and Appointed Competent Person

# Central Essex Interiors Ltd

## Company Duties

- a. To observe the requirements of the Health and Safety at Work Act 1974 and all other relevant legislation, Codes of Practice, Health and Safety Executive Guidance Notes and recommendations of H.S.E. Inspectors and Environmental Officers during visits.
- b. The provision and maintenance of safe plant and systems of work especially in relation to hazardous and sensitive site operations.
- c. Ensuring the control of risks to health in handling, storage and the transportation of materials, articles, and substances.
- d. To carry out and provide Risk Assessments, COSHH Assessments, Noise Assessments and other assessments as necessary and in consequence safe systems of work, preparing and providing method statements as required.
- e. The provision of adequate information, instruction, training, and supervision to ensure the health and safety of employees and any other person.
- f. The provision of any necessary Personal Protective Equipment (PPE).
- g. The encouragement of discussion of safety matters between and within our organisation.
- h. To consult with staff and safety representatives on matters relating to Health and Safety at work.
- i. The provision of adequate Welfare and First Aid Facilities including trained First Aider as required by the relevant statutory provisions.
- j. To prevent injury or damage to any person and adjacent property affected by their operations.
- k. To bring into effect proper procedures to comply with the Reporting of Injuries, Diseases, and Dangerous Occurrence Regulations 2013 and to include where appropriate the investigation and reporting of the same.
- l. To ensure that all site contractors comply with relevant statutory operations.
- m. To co-operate with Local Authority and Fire Prevention recommendations and ensure that requirements under The Regulatory Reform (Fire Safety) Order 2005 and other relevant statutory provisions are met. This will include the provision of a fire risk assessment. To have contingency plans/procedures for dealing with such risks including the training of employees as necessary and the monitoring of all equipment involved in accordance with the manufacturer's recommendations.
- n. To ensure as far as is possible that it will not allow its employees, sub-contractors and others engaged to carry out work or operations, whilst under the influence of alcohol or controlled substances (drugs). Supervisors are required to report all cases of suspected alcohol or drug abuse, allergies, or medication likely to affect the employee's health and safety.
- o. To make arrangements for implementing any special requirements required by the Client, the Police and Local Authority whilst operating in hazardous or sensitive areas.

# Central Essex Interiors Ltd

## Director

The Director takes ultimate responsibility for Health, Safety, and Welfare throughout Central Essex Interiors Ltd. In order to protect the Safety and Health of employees and others affected by Central Essex Interiors Ltd operations, they will:

- a) Take reasonable steps to familiarise themselves with the hazards and risks associated with the work of Central Essex Interiors Ltd and with the precautions which need to be taken to eliminate or control those risks.
- b) Ensure that employees and others receive sufficient information, training, and advice so that they can carry out their duties safely and competently. Ensure adequate resources and facilities are available for this purpose.
- c) Initiate the timing and review the Health and Safety Policy and ensure it is promoted to all employees and others working on behalf of Central Essex Interiors Ltd.
- d) Ensure that all employees satisfactorily discharge their Health and Safety responsibilities allocated to them.
- e) Ensure the availability of expert advice on Health and Safety matters. i.e. HSE, Approved Codes of Practice Trade Associations, circulars.
- f) Ensure that the Director and Managers are adequately trained to carry out their Health and Safety duties effectively.
- g) Ensure the safety performance of Central Essex Interiors Ltd is monitored and take action to remedy any identified deficiencies. Establish procedures to deal with office and site emergencies.
- h) Appoint a suitably trained and competent person to assist him in to carry out his Health and Safety duties.
- i) Before entrusting work tasks to employees and sub-contractors, take into account their capabilities as regards Health and Safety and ensure that suitable risk assessments are carried of any hazardous activity.
- j) Have personal knowledge of the broad requirements of the Health and Safety at Work Act 1974 and Health and Safety Regulations and the HSE Approved codes of Practice.
- k) Ensure that all necessary PPE is provided to employees and encourage sub-contractors to obtain and wear PPE (Personal Protective Equipment).
- l) Ensure that adequate provision is made for welfare facilities on site that meet the relevant regulations and that adequate first aid provisions are made.
- m) Set personal examples of Health and Safety awareness.

# Central Essex Interiors Ltd

## Site Supervisor and Safety Advisor

Responsible to the Director for the implementation of Central Essex Interior's Health & Safety Policy in respect of their respective work activities on site:

- a) Assist in carrying out site surveys, site safety inspections and determine health and safety requirements e.g. risk assessments - substances (COSHH), noise level, and manual handling.
- b) Assist in the preparation of estimates, Health and Safety Plans and Safety files.
- c) Liaise with the client/principal contractor on the contents of the Safety Plans.
- d) Ensure that the necessary expert advice is sort and that recommendations are followed with regard to Health and Safety hazards.
- e) Prepare Method Statements and Risk Assessments (including COSHH, Noise, and Manual Handling) and obtain the same from sub-contractors. Determine manual handling requirements and put in measures to provide mechanical lifting aids where appropriate. Consideration as to the effects of noise and the fire precautions should be included.
- f) Ensure the effective planning of contracts to take account of known and foreseen Health and Safety hazards e.g. obtain necessary work permit that are required.
- g) Ensure employees and others are capable of carrying out the work tasks allocated to them. Before entrusting work tasks to sub-contractors, take into account their capabilities as regards Health and Safety and ensure that suitable risk assessments are carried of any hazardous activity.
- h) Ensure that all electrical equipment supplied is 110v and tested every six months or at regular intervals and that all electrical work undertaken is carried out by suitably trained and authorised personnel.
- i) Ensure that suitable tools and equipment is supplied to all employees and assess the risk of the equipment ensuring the 'provision of protection' and implement safe systems of work and training in their use.
- j) Ensure that PPE is only used when there are no other methods of reducing the risk. Ensure there is an adequate supply of Personal Protective Equipment and that employees are trained in the safe storage and use of the PPE.
- k) Ensure that Health and Safety matters are regularly discussed with employees, both on site and in office.
- l) Ensure each site has an 'appointed person' and that injuries are notified where required by regulations and details entered in the Accident Book.



# Central Essex Interiors Ltd

- m) Ensure there are sufficient and appropriate fire extinguishers on site and in the office and ensure that employees are trained in their use. Ensure that employees are aware of the fire evacuation and fire provisions at each site and that adequate, welfare facilities are provided and maintained.
- n) At all times set a personal example in Health and Safety awareness.

## Employees

All employees should:

- a) Take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and as regards any duty or requirement imposed on the employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.
- b) Read the 'Health and Safety Policy Statement' and carry out work in accordance with its requirements. Risk Assessments have been completed for all tasks and duties, from this, a comprehensive safe system of works has been published and included within job specific safety plans or company handbooks.
- c) Work in a safe manner at all times. Do not take unnecessary risks, which could endanger yourself or others. If possible, remove hazards yourself.
- d) Do not use any tools or equipment for which it is not intended, or you are not trained or experienced to use. Ensure that all portable electrical equipment has been periodically inspected; also, visual inspections are to be carried out before using equipment. Always take an ergonomic approach when manually lifting objects and always use the mechanical aids for lifting that are provided.
- e) Warn others, particularly new employees and young people of particular known hazards. E.g. particularly all substances used and the correct use of tools.
- f) Report to the Management any injury to yourself which results from an accident at work, even if the injury does not stop you working. Report also any incident, which could have resulted in injury or damage i.e. near miss.
- g) Abide by any 'Codes of Practice' etc. issued for your Health and Safety.
- h) All substances used by the Company will be risk assessed for their suitability. Never introduce any substance without the written consent of the Manager.
- i) If your Health is having an adverse effect on your work or your relations with others around you, or gives reasonable cause for Management concern, Central Essex Interiors Ltd may require you to undergo a medical examination.

# Central Essex Interiors Ltd

- j) The use of Personal Protective Equipment will be identified from Risk Assessments carried out by your Manager or the Safe Systems of Work which are included in the Companies Health & Safety Plans or employee handbooks. Do not misuse or interfere with any Health and Safety equipment or personal protective equipment supplied for your safety.
- k) The Fire Evacuation Procedure will be published on the Office Notice Board. All employees and personnel should make themselves familiar with this procedure. Whilst working on site or customer premises all Fire Precaution Notices and Fire Prevention Measures put in place, must be observed.

This Policy cannot operate without the full co-operation of employees and places a high priority on good health and accident prevention. Management and employees must work together to identify, record and monitor those situations which could lead to personal injury and hazard to the health of other employees, sub-contractors, visitors and members of the general public.

## **Consultation with Employees**

Central Essex Interiors Ltd actively encourage employees to take part in the spirit of the regulations by regular updates and discussions with your direct Managers.

## **Protection of Young Persons**

Every employer shall ensure that young persons (under 18 years of age) employed by him are protected at work from any risks to their health and safety which are a consequence of their lack of experience, or absence of existing or potential risks or the fact that young persons have not yet fully matured. Therefore, a specific risk assessment must be undertaken before work commences.

Where this concerns a child (not over compulsory school age), in addition to this assessment, it must be communicated to a person having parental responsibilities/rights for that child. Where the young person is on a 'relevant' scheme i.e. work placement, then the placement organisation must be involved in the assessment process.

Persons under 18 years of age are prohibited from operating the following equipment, unless attending approved training under the direction of a qualified and competent person:

1. Woodworking machinery
2. Mobile plant
3. Lifting appliances
4. Acting as slinger / banksman in lifting operation

# Central Essex Interiors Ltd

## Sub-Contractors Duties

Sub-contractors must submit a copy of the Health and Safety Policy for inspection by Central Essex Interiors Ltd and provide other evidence of competency, as it may be required, to have personal knowledge of the requirements of the Health and Safety at Work Act 1974 and the Regulations and Approved codes of Practice.

- a) All sub-contractors will be expected to comply with Central Essex Interior's Policy for Health, Safety, and Welfare.
- b) All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on Site.
- c) Assessment of risks associated with substances, processes or work activity on site which may be hazardous to Health and Safety, must be provided to our Contracts Management before work commences. Any material or substance brought on Site with health, fire or explosion risks must be used and stored in accordance with regulations, and that information must be provided to any person who may be affected on site.
- d) Scaffolding used by sub-contractors employees (even when scaffold erected for other contractors) must be inspected by their employer to ensure that it is erected and maintained in accordance with Regulations and Codes of Practice.
- e) Sub-contractors employees are not permitted to alter any scaffold provided for their use or interfere with any plant or equipment on the site unless authorised.
- f) All plant or equipment brought onto site by sub-contractors must be in a safe and good working condition, fitted with any necessary guards, safety devices and with any necessary certificates available for checking. Information and Assessment on noise levels of plant, equipment or operations to be carried out, the sub-contractor must provide to our Company's Site Representative before work commences.
- g) No power tools or portable electrical equipment of greater voltage than 110 volts may be brought onto site unless agreed by Senior Management. All transformers, generators, extension leads, plugs, and sockets must be in good condition and to the British Standard for Industrial use.
- h) Any injury sustained or damage caused by sub-contractors employees must be reported immediately to Central Essex Interior's Site Representative.
- i) Sub-contractors employees must comply with safety instructions given by Site Representative.
- j) Central Essex Interiors Ltd has appointed a Safety Supervisor to inspect Sites and report on Health and Safety matters. Sub-contractors informed of any hazards or defects noted during these inspections will be expected to take immediate action. Sub-contractors will provide Central Essex Interiors Ltd Site Representative with names of the person/s they have appointed as Safety Supervisor/s.

# Central Essex Interiors Ltd

- k) Suitable welfare facilities and First Aid equipment in accordance with regulations must be provided by Sub-contractors for their employees unless arrangements have been made for the Sub-contractors employees to have the use of this Company's facilities.
- l) Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste material, etc., to be cleared as work proceeds.
- m) All operatives, sub-contractors, visitors, etc., on Central Essex Interior's Sites will wear the appropriate Personal Protective Equipment at all times other than in areas specifically designated as 'NO RISK' areas by Site Management. Signs erected on Site stating which Personal Protective Equipment is to be worn, must be complied with by sub-contractors personnel.

A detailed Method Statement from sub-contractors carrying out high risk activities e.g. asbestos removal, steel erection, demolition, roofing, entry into confined spaces, crane lifts, etc. The Method Statement must be agreed with our Company's Site Representative before work begins and copies made available on site so that compliance with agreed Method Statements can be maintained.

## The Construction, Design and Management Regulations 2015

Central Essex Interiors Ltd are aware of the specific responsibilities issued to designated duty holders within a construction project, a summary of which is below:

### Client

When Central Essex Interiors Ltd is acting in the role of Client in a construction project they will ensure that they:

- Check competence and resources of all appointees
- Ensure there are suitable management arrangements for the project including welfare facilities
- Allow sufficient time and resources for all stages
- Provide pre-construction information to designers and contractors
- Notify the HSE using form F10 via the online facility
- Must ensure the management arrangements for health and safety are maintained and reviewed throughout the project, and no longer rely on the Principal Designer to assist in discharging this duty

In addition to the above when the project meets the criteria of notifying the HSE Central Essex Interiors Ltd will:

- Appoint a Principal Designer who has the appropriate experience and competency that is relevant to the project
- Appoint a principal contractor who has the appropriate experience and competency that is relevant to the project
- Take advice from the appointed Principal Designer regarding the suitability of the health and safety plan provided by the principle contractor. The construction phase will not start unless an approved health and safety plan and suitable welfare facilities are in place
- Provide information relating to the health and safety file to the Principal Designer
- Retain and provide access to the health and safety file

### Designer

When Central Essex Interiors Ltd is acting in the role of Designer in a construction project they will ensure that they:

# Central Essex Interiors Ltd

- Check client is aware of their duties
- Eliminate hazards and reduce risks during design
- Provide relevant information about any residual risks

In addition to the above when the project meets the criteria of notifying the Central Essex Interiors Ltd will:

- Check that the Client has appointed a Principal Designer.
- Provide any information needed for the health and safety file

## Principal Designer

Central Essex Interiors Ltd are aware that the role of a Principal Designer is only required on projects that are deemed notifiable to the HSE. Therefore, when Central Essex Interiors Ltd is acting in the role of Principal Designer for a notifiable construction project they will ensure that they:

- Advise and assist the client with their duties including reviewing the health and safety plan provided by the Principal Contractor
- Co-ordinate health and safety aspects of design work and co-operate with others involved with the project
- Facilitate good communication between client, designers and contractors
- Liaise with Principal Contractor regarding on-going design
- Identify, collect and pass on pre-construction information
- Prepare/update health and safety file

## Principal Contractor

Central Essex Interiors Ltd are aware that the role of a Principal Contractor is only required on projects that are deemed notifiable to the HSE. Therefore, when Central Essex Interiors Ltd is acting in the role of Principle Contractor for a notifiable construction project they will ensure that they:

- Plan, manage and monitor the construction phase in liaison with all appointed contractors
- Prepare, develop and implement a written plan and site rules. The initial plan will be completed before the construction phase begins.
- Give contractors relevant parts of the plan
- Make sure suitable welfare facilities are provided from the start and maintained throughout the construction phase
- Check competence of all appointees
- Ensure all workers have site inductions and any further information and training needed for the work
- Consult with the people working on site
- Liaise with Principal Designer regarding on-going design
- Secure the site each day to prevent unauthorised access

## Contractor

When Central Essex Interiors Ltd is acting in the role of a Contractor in a construction project they will ensure that they:

- Check the client is aware of their duties
- Plan, manage and monitor their own work and that of workers
- Check competence of all their appointees and workers
- Train the Company employees allocated to the project
- Provide information to their workers
- Ensure there are adequate welfare facilities for their workers

In addition to the above when the project meets the criteria of notifying the HSE the Company will:

- Check that a Principal Designer and a Principal Contractor have been appointed and that the HSE have been notified before starting work

# Central Essex Interiors Ltd

- Co-operate with the Principal Contractor in planning and managing work, including reasonable directions and site rules
- Provide details to the Principal Contractor of any sub-contractor he appoints in connection with carrying out the work
- Provide any information needed for the health and safety file
- Inform the Principal Contractor of any problems or issues that arise with the plan
- Inform the Principal Contractor of any incident, accident or near miss

## **1.3 Arrangements and Procedures**

### **Safety Training**

Health, Safety and Welfare form an integral part of induction and job training to ensure that all employees are aware of Central Essex Interior's General Safety requirements, Specific Safety Training and Information will be provided in order to prepare persons on particular jobs or safe systems of work.

It is Central Essex Interiors Ltd policy that full and adequate Health and Safety Training is given to all new employees as part of their overall induction into Central Essex Interiors Ltd and decisions relating to training and promotion of employees will be reviewed on a regular basis the Health and Safety Advisor will be responsible for identifying and implementing Health and Safety Training needs. Records of the training will be kept on the employees personnel file.

### **Accident Reporting (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)**

Accidents (no matter how minor an injury may be), incidents, and near misses will be included in the accident book located at the company premises.

An appropriate investigation of any accident, incident or near miss will be carried out by a member of the Company Management Team, assisted by the appointed Health & Safety Advisor, if required. The investigation will establish the actual or underlying cause of the incident and will enable the Company to instigate additional control measures to prevent re-occurrence.

The Company recognises and accepts the legal duties placed upon them by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 that require them to report and record some work-related accidents by the quickest means possible.

From 1 October 2013, new RIDDOR Regulations come into force which introduce significant changes to the existing reporting requirements. The main requirements are highlighted below:

#### ***Work-related accidents***

Reportable injuries (including deaths) do not have to be automatically reported but must be reported if they occur as the result of a work-related accident. For the purposes of RIDDOR, an accident is a separate, identifiable, unintended incident that causes physical injury. This specifically includes acts of non-consensual violence to people at work.

When deciding if the accident that led to the death or injury is work-related, the key issues to consider are whether the accident was related to:

- the way in which the work was carried out;
- any machinery, plant, substances or equipment used for work; and
- the condition of the site or premises where the accident happened.

# Central Essex Interiors Ltd

If any of the above factors were related to the cause of the accident, then it is likely that a reportable injury will need to be reported to the enforcing authority. If none of the above factors are satisfied, it is likely that you will not be required to send a report.

Examples of incidents that do and do not have to be reported are available at [www.hse.gov.uk/riddor/do-i-need-to-report.htm](http://www.hse.gov.uk/riddor/do-i-need-to-report.htm).

## Types of reportable injury

### **Deaths**

All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

### **Specified injuries to workers**

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries include (regulation 4):

- a fracture, other than to fingers, thumbs and toes;
- amputation of an arm, hand, finger, thumb, leg, foot or toe;
- permanent loss of sight or reduction of sight;
- crush injuries leading to internal organ damage
- serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- scalpings (separation of skin from the head) which require hospital treatment;
- unconsciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

### **Over-seven-day injuries to workers**

This is where an **employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days** (not counting the day of the accident).

### **Injuries to non-workers**

You must report injuries to members of the public or people who are not at work if they are injured through a work-related accident and are taken from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances. There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury' (see above).

### **Reportable occupational diseases**

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;

# Central Essex Interiors Ltd

- any disease attributed to an occupational exposure to a biological agent.

## Reportable dangerous occurrences

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- the accidental release of any substance which could cause injury to any person.
- 

Certain additional categories of dangerous occurrences apply to mines, quarries, offshore workplaces and certain transport systems (railways etc). For a full, detailed list, refer to the online guidance at: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor).

## Exemptions

In general, reports are not required (regulation 14) for deaths and injuries that result from:

- medical or dental treatment, or an examination carried out by, or under the supervision of, a doctor or registered dentist;
- the duties carried out by a member of the armed forces while on duty; or
- road traffic accidents, unless the accident involved:
  - the loading or unloading of a vehicle;
  - work alongside the road, eg construction or maintenance work;
  - the escape of a substance being conveyed by the vehicle; or
  - a train.

## Why report and record?

Reporting and recording is a legal requirement. The **report** informs the enforcing authorities (HSE, local authorities and the Office for Rail Regulation (ORR)) about deaths, injuries, occupational diseases and dangerous occurrences so they can identify where and how risks arise, and whether they need to be investigated. This allows HSE, local authorities and ORR to target their work and provide advice about how to avoid work-related deaths, injuries, ill health and accidental loss.

**Records** of incidents covered by RIDDOR are also important. They ensure that you collect sufficient information to allow you properly manage health and safety risks. This information is a valuable management tool that can be used as an aid to risk assessment, helping to develop solutions to potential risks. In this way, records also help to prevent injuries and ill health, and control costs from accidental loss.

## You must keep a record of:

- any **accident, occupational disease or dangerous occurrence** which requires reporting under RIDDOR; and
- any other occupational accident causing injuries that result in a worker being away from work or **incapacitated for more than three consecutive days** (not counting the day of the accident but including any weekends or other rest days). You do not have to report over-three-day injuries, unless the incapacitation period goes on to exceed seven days.

If you are an employer who has to keep an accident book, the record you make in this will be enough.

You must produce RIDDOR records when asked by HSE, local authority or ORR inspectors.



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## How to report

### *Online*

Go to [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) and complete the appropriate online report form. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

### *Telephone*

All incidents can be reported online but a telephone service remains for reporting **fatal and specified injuries only**. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

### Reporting out of hours

- HSE has an out-of-hours duty officer. Circumstances where HSE may need to respond out of hours include:
- a work-related death or situation where there is a strong likelihood of death following an incident at, or connected with, work;
- a serious accident at a workplace so that HSE can gather details of physical evidence that would be lost with time; and
- following a major incident at a workplace where the severity of the incident, or the degree of public concern, requires an immediate public statement from either HSE or government ministers

If you want to report less serious incidents out of normal working hours, you should complete an online form at [www.hse.gov.uk/riddor/report.htm#online](http://www.hse.gov.uk/riddor/report.htm#online).

If an accident has occurred in a work situation then a member of the Management Team will contact the Health and Safety Advisor to discuss the necessary course of action. Relevant accidents/incidents will be reported online via the Health and Safety Executive website

### **Arrangements for Consultation with Employees (Health and Safety (Consultation with Employees) Regulations 1996**

This regulation requires Central Essex Interiors Ltd to consult with you on matters relating to your Health, Safety, and Welfare to furnish you with the information which is deemed necessary, such information is contained in your employee safety hand book, the HSE poster displayed in your workplace, safety posters, leaflets, safety pamphlets, and verbal safety information. Central Essex Interiors Ltd encourages employees to take part in the spirit of the regulations by actively taking part in discussions with your Managers. It is the responsibility of all Managers to ensure that the consultation takes place.

### **The Manual Handling Operations Regulation 1992**

This Regulation requires employers to assess manual handling within the work place, to take an ergonomic approach and where possible change the nature of any task or provide mechanical aids in order to reduce or lighten the manual handling of loads. Central Essex Interiors Ltd will ensure that adequate risk assessments are carried out to identify hazards associated with manual handling and ensure that suitable training and supervision is given. It is the Site Manager's responsibility supported by the Health and Safety Advisor to ensure that the requirements outlined in the regulations are satisfactorily met.

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## Risk Assessments (Management of Health and Safety at Work Regulations 1999, Regulation 3)

Concerns the examination of work activities where there is thought to be a hazard, followed by systematic assessment of the hazard in order to determine the degree of risk. Upon the establishment of the risk, preventative measures are identified which are then introduced, maintained and periodically revised within our safe systems of work. It is the duty of the Site Manager supported by the Health and Safety Advisor to ensure risk assessments are carried out and reviewed periodically.

## Control of Substances Hazardous to Health (COSHH) Regulations 2002

Assessments and all Data Sheets of substances used are kept at Head Office. It is the Health and Safety Advisors responsibility to ensure risk assessments are carried out and regularly reviewed. From the risk assessments the Management will first attempt to replace the substance with a safer alternative, if no alternative is possible then Management will change the process or activity and control the substance at source, the Manager should also consider minimising the use of the substance and as last resort supply personal protective equipment.

No employee can introduce any substance without the consent of the Manager. If you come across any substance that you suspect as being asbestos you must stop work immediately and report to your supervisor, full instructions are contained within the employee health and safety handbook.

## First Aiders (Health and Safety (First Aid) Regulations 1981) updated

First Aiders are provided in accordance with current legislation, due to the nature of our business i.e. working from numerous locations, you must ensure you are aware of the site First Aid provisions.

Central Essex Interiors Ltd utilise the first aid facilities and personnel at each site. Where a site has no existing facility the company management will make suitable arrangements to ensure a minimum of an "appointed person" is included in the site team. Each Company vehicle is equipped with a first aid kit and an additional kit is also stored at the company office, at least one of which is easily accessible to all employees at any one time during working hours. They are checked and restocked by the company every 3 months, unless the employee notifies the management that supplies have been used up, in which case items will be restocked as required

## Electricity at Work Regulations 1989

Central Essex Interiors Ltd will ensure electrical equipment is physically capable of doing the job and designed and constructed so that mechanical and electrical stresses do not cause the equipment to become unsafe. Electrical equipment will be visually checked by the user to spot early signs of damage or deterioration. The operator's visual check will include:

- Switching off and unplugging the equipment before any checks.
- Checking that the plug is correctly wired (but only if they are competent to do so).
- Ensuring the fuse is correctly rated by checking the equipment rating plate or instruction book.
- Checking that the plug is not damaged and that the cable is properly secured with no internal wires visible.
- Checking the electrical cable is not damaged and has not been repaired with insulating tape or an unsuitable connector. Damaged cable will only be replaced with a new cable by a competent person.
- Checking that the outer cover of the equipment is not damaged in a way that will give rise to electrical or mechanical hazards.
- Checking for burn marks or staining that suggests the equipment is overheating.

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- Position any trailing wires so that they are not a trip hazard and are less likely to get damaged.

If employees are concerned about the safety of the equipment, they are advised to stop it from being used and report the matter to their direct supervisor. The supervisor will arrange for a competent person to undertake a more thorough check.

Electrical equipment on construction sites will be treated in a more virulent manner due to the potentially harsh nature of the working environment.

Tools that use 110v will be subjected to a thorough visual inspection on a weekly basis by the operator, a formal visual inspection by a competent person on a monthly basis and a combined inspection/test before use and at 3 monthly intervals thereafter.

Where site rules allow the use of 240v tools a suitable RCD MUST be used.

Tools that use 240v will be subject to a thorough visual inspection by the operator on a daily/every shift basis, a formal visual inspection by a competent person on a weekly basis and a combined inspection/test before first use and then on a monthly basis thereafter.

## **The Provision of Use of Work Equipment Regulations (P.U.W.E.R) 1998 and Lifting Operations and Lifting Equipment Regulations (L.O.L.E.R.) 1998**

It is the Site Manager's responsibility to ensure that Central Essex Interiors Ltd provide suitability of equipment - assessment of risk, provision of protection and preventative measures and ensure that all users of the Company tools and equipment are trained in their use. Tools will be checked prior to use and will be maintained in good working order. Central Essex Interiors Ltd will carry out periodic inspection of tools and record details on a register.

On occasions Central Essex Interiors Ltd may need to hire in equipment due to specialised work or quantity of work. The equipment will only be obtained from approved hire company's who supply the appropriate training and supporting documentation to ensure all employees and sub-contractors are suitably trained in the use of the equipment.

## **The Workplace (Health, Safety & Welfare) Regulations 1992**

The Workplace Health and Safety Regulation cover a wide range of basic Health and Safety Issues. Central Essex Interiors Ltd will ensure that workplaces meet the Health and Safety Welfare needs of all its employees, contractors, general places, and people with disabilities. Before starting work, Managers will consider and introduce measures to ensure the working environment is adequate in respect of ventilation, working temperature, lighting, cleaning materials, traffic routes, falling objects, translucent doors and general welfare, toilets, washing facilities, drinking water, changing rooms and eating facilities. Managers will ensure that so far as reasonably practicable workplace facilities are an acceptable level.

## **The Health and Safety (Display Screen Equipment) Regulation 1992**

The office Manager with support from the Health and Safety Advisor is responsible for ensuring risk assessments are carried out for persons using display screen equipment. During the assessments Central Essex Interiors Ltd will identify what requirements are necessary and to take into account the amount of time a person uses a display Screen and associated workstation. During the risk assessments consideration will be made to factors such as the working environment, free eyesight testing and correction will be available.

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## The Personal Protective Equipment at Work Regulations (P.P.E) (Amendment) 2022

Central Essex Interiors Ltd recognises that this Regulation clearly states that Personal Protective Equipment should only be used when risks cannot be avoided or sufficiently reduced by other preventive measures or through work re-organisation. The Site Manager will ensure that there is sufficient supply of PPE when required and all employees are suitably trained in the safe storage and use of PPE.

All PPE issued must be stored as per the manufacturers specification.

It is the employees and sub contractors duty to not misuse or interfere with any Health and Safety equipment including PPE supplied for their safety.

## Control of Noise at Work Regulations 2005

Central Essex Interiors Ltd will continually assure noise levels within its industry. Managers will decide if a noise assessment is required and their first aim will be to reduce noise at source. Managers will also ensure that ear protection is freely available. It is Central Essex Interiors Ltd policy to ensure that tools and equipment purchased and used by employees has noise reduction built into the design.

## The Control of Vibration at Work Regulations 2005

This regulation requires Central Essex Interiors Ltd to carry out a suitable Risk Assessment to assess the vibration risk to its employees.

From the Risk Assessment Central Essex Interiors Ltd will ensure that suitable measurers are introduced to reduce the risk known as "Hand-Arm Vibration Syndrome" (H.A.V.S.).

Central Essex Interiors Ltd will ensure that;

- Suitable tools with vibration reduction features are used.
- Ensure working patterns to rotate and limit the time spend using vibratory tools.
- Supply and train employees in the correct use and storage of personal protective equipment (anti vibration gloves).
- Check for and encourage employees to report any signs or symptoms of H.A.V.S.
- Provide information and training to avoid unnecessary exposure to vibrations.

## The Regulatory Reform (Fire Safety) Order 2005

Central Essex Interiors Ltd will make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the measures they need to take to comply with the requirements and prohibitions imposed on them by the Order. The nature of the assessment will vary according to the type and use of the premises, the persons who use or may use the premises, and the risks associated with that use. A risk assessment will be reviewed regularly by the Central Essex Interiors Ltd to keep it up to date, valid and to reflect any significant changes that may have taken place.

Following the risk assessment Central Essex Interiors Ltd will make and implement all required arrangements for the planning, organising, controlling, monitoring, and review of the preventative and protective measures required by the Order. Initially Central Essex Interiors Ltd will create an emergency plan including the measures for ensuring the effective operation of the plan and for ongoing checks of the appropriateness of the plan and other measures.

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The fire procedures will be under the control of the Central Essex Interiors Ltd management, assisted by the Health and Safety Advisor. The company will ensure systems are in place to check all fire procedures and that monitoring, testing and maintenance of fire fighting equipment, emergency lighting and alarm systems is completed. The Health and Safety Advisor will conduct regular fire assessments and through the management structure implement control measures to reduce the risk. The Fire Evacuation Procedure will be published on the office notice board.

Personnel working at customer premises or sites must observe all Fire Precaution Notices and Fire Prevention Measures put in place and make themselves familiar with Site Fire Evacuation Procedures.

## **Working at Heights Regulations 2005 (amended 2007)**

Central Essex Interiors Ltd will avoid working at heights wherever possible, if necessary, all work will be planned and organised and a clear hierarchy of control measures will be used to minimise the risk. Working at height risks will be assessed and Central Essex Interiors Ltd will ensure the use of appropriate work equipment or other measures are followed to prevent falls of personnel, objects, and materials. Personnel that work at height will be trained in the use of equipment.

## **Control of Asbestos Regulations 2012\***

Central Essex Interiors Ltd will provide a safe system of work to ensure that asbestos removal works are carried out in accordance with current legislation and guidance notes, and without endangering the health and safety of any persons directly or indirectly concerned with the work and any others who may be affected by the works being undertaken. All persons working with asbestos materials will be licensed and regulated as required by legislation. This will ensure compliance with safety regulations and those affected will be made aware of known hazards, control measures to be used to reduce or eliminate risks, relevant training and competency requirements and the safe use and maintenance of equipment.

## **Construction (Design and Management) Regulations 2015**

These regulations are intended to focus attention on planning and management throughout the construction projects, from the design concept onwards. Central Essex Interiors Ltd will meet the aims of the regulations by ensuring that health and safety considerations are not treated as an essential, but a normal part of a project's development. The effort devoted to planning and managing health and safety will be in proportion to the risks and complexity associated with a project. Central Essex Interiors Ltd will ensure that any paperwork produced will help with the lines of communication and risk management.

## **Sub-Contractors**

Sub-contractors will comply with Central Essex Interiors Ltd approval system and sign a declaration that they understand the Companies Safety Policy, Site Emergency Procedure, and Clients Safety Rules and are conversant with the Health and Safety at Work Act 1974 and the appropriate statutory regulations governing their regulations.

A copy of this statement will be distributed to all employees and sub-contractors and be displayed on notice boards to ensure that its contents are brought to the attention of all persons or organisations.

# Central Essex Interiors Ltd

## 1.4 The Environmental Policy

The Environmental Policy of Central Essex Interiors Ltd is to ensure so far as it is reasonably practicable that its operations will be carried out with a commitment to protecting and enhancing the environment. The same commitment will be expected to be shown by Company contractors.

This is a fundamental principle of Central Essex Interior's business.

The Policy and all other Company environmental documentation and advice is based on Central Essex Interior's view that environmental concern has equal stature to any other business objective. Central Essex Interiors Ltd aims to establish a high priority of its principles in the corporate strategy.

Central Essex Interiors Ltd therefore seeks to comply with all relevant environmental legislation and regulation. It also aims to establish higher standards of environmental performance where these are practicable and appropriate.

Concern and an awareness for the environment is the responsibility of the Directors of Central Essex Interiors Ltd

Central Essex Interiors Ltd employees have a legal and moral obligation to carry out their duties with concern for the environment. It is a condition of employment that all staff complies with the Policy.

In the event of an environmental accident or incident at work, it is a Company requirement that the details are promptly and properly reported to the Directors who will investigate and take prompt action to make good and avoid recurrence.

All contractors working on behalf of Central Essex Interiors Ltd are required to adopt environmental standards fully consistent with those of Central Essex Interiors Ltd and they are expected to achieve comparable levels of performance as a condition of their contract.

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## Objectives

In accordance with its stated Policy, Central Essex Interiors Ltd has produced the following guidelines as a sound framework for the introduction of practices to implement it. The key elements of these objectives are:-

1. Compliance with Government Legislation and Local Government Regulations
2. Swift response to accidents or incidents that have a potential to threaten the environment
3. The provision of advice on the safe handling of company products, or their transportation and their final disposal to customers, contractors, etc.
4. Disposal of any waste products in ways that show concern for the environment
5. To encourage the developments of products, processes and equipment with concern for the future of the environment
6. To communicate freely on environmental matters with government officials, employees, customers and members of the public
7. The provision of training for all employees as appropriate to enable them to carry out their job functions in a manner that shows care for the environment
8. To carry out environmental audits when required
9. To promote environmental principles by sharing experience with regulatory bodies, other companies, employees and members of the public
10. In implementing this formal Environmental Policy, Central Essex Interiors Ltd will focus on action to conserve resources and energy, to minimise emission to air, water and land and increase recycling rates
11. Central Essex Interiors Ltd will also seek to influence legislative developments and improve public understanding of environmental matters concerning the business

Directors signature

*L. Manning*

Date: ...1<sup>st</sup> January 2023

Review date: January 2024