

Company Health and Safety Policy



Fendor Ltd
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Reviewed by Safety Director

Date: March 2008

Contents

Item

- 1.0 HEALTH AND SAFETY POLICY INTRODUCTION**
- 2.0 GENERAL STATEMENT**
- 3.0 ORGANISATION AND RESPONSIBILITIES**
 - 3.1 Organogram (structure for health and safety management)
- 4.0 ARRANGEMENTS – FOR HEALTH AND SAFETY MANAGEMENT SYSTEM**
 - 4.1 Safe systems of work
 - 4.2 Permit to Work
 - 4.3 Risk assessment
 - 4.4 Control of Substances hazardous to Health
 - 4.5 Manual handling
 - 4.6 Construction (design and management) Regulations 2007
 - 4.7 Plant and equipment
 - 4.8 Working at height
 - 4.9 Lifting Operations
 - 4.10 Use of Display screen Equipment
 - 4.11 Welding
 - 4.12 Electricity
 - 4.13 Electrical lock Off
 - 4.14 Asbestos
 - 4.15 Hand Arm Vibration Syndrome
 - 4.16 Noise

- 4.17 Dermatitis
- 4.18 Leptospirosis
- 4.19 Drugs and Alcohol
- 4.20 Smoke-free Policy
- 4.21 Vision loss
- 4.22 Driving
- 4.23 Health and Welfare facilities
- 4.24 Young persons
- 4.25 Lone Workers
- 4.26 Protection of the public
- 4.27 Sub-Contractor Control
- 4.28 Labour Only Contractors
- 4.29 Personal protective Equipment
- 4.30 First Aid
- 4.31 Emergencies
- 4.32 Stress
- 4.33 Training and Competency
- 4.34 Consultation/Communication with Employees
- 4.35 Incidents and Emergencies
- 4.36 Advice
- 4.37 Monitoring of Safety performance

5.0 CONFORMATION OF EMPLOYEE READING THE POLICY

1.0 INTRODUCTION

Chris Duffy, the Managing Director of Fendor Ltd, regards the successful promotion of health and safety as a mutual objective for all engaged by the company, which must be actively pursued by management and employees at every level.

It is the policy of the company to conduct its undertaking in such a way as to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees whilst at work, and of any other persons not being in its direct employment who may be affected by its operations. This is regardless of whether the work is undertaken at Heworth House, William Street, Felling, Gateshead, NE10 0JP, on a project under the control of Fendor Ltd when we are the Principal Contractor or on sites where we are sub-contractors.

Fendor Ltd recognises that the health and safety of its employees is of paramount importance both in social and economic terms, and consequently the Managing Director freely accepts the responsibilities placed on him under law. This responsibility is embodied in the Policy Statement, which shall be the basis of sound and safe practices used within the company.

Employees and others working or visiting the sites under our control will only be allowed to do so providing that they are prepared to conform to the principles and practices laid down in the Policy Statement. Likewise employees and others who have an association with the company are required to conform to any reasonable rule or practice imposed through statute or particular requirement of any site where the company is or is due to carry out work as a Principal Contractor or sub-contractor.

It is important that everyone related to Fendor Ltd fully understand that any failure to comply with the contents of this policy could expose the company to criminal liability. As such, any blatant or wilful disregard of the standards and arrangements set out in this policy could be viewed as gross misconduct and result in appropriate action.

2.0 GENERAL STATEMENT

Fendor Ltd recognises the legal obligations placed on it by the Health and Safety at Work etc. Act 1974 and of any other statutory provisions and health and safety regulations applying to its activities, with regards to:

- Provision of adequate resources and control of the health and safety risks arising from our work activities.
- Provision and maintenance of plant and systems of work that are safe and without risks to health.
- Consultation with our employees including sub-contractors we may engage on matters affecting their health and safety.
- Provision and maintenance of a safe and healthy working environment with adequate welfare facilities and arrangements on projects under our control.
- Ensuring that all employees are competent to do their tasks and give them adequate training.
- Provision and maintenance of a safe means of access to and egress from all workplaces at our offices or on sites where we are the Principal Contractor.
- Prevention of incidents resulting in personal injury, property damage and cases of work-related ill health.
- The safety of; and absence of risks to health in connection with the use, handling, storage, transportation and disposal of materials and substances.
- Provision of such information, instruction, training and supervision as is necessary to ensure that work may be carried out safely either at Heworth House, William Street, Felling, Gateshead, NE10 0JP or on projects without risks to health.
- Reviewing and revising this policy at regular intervals not exceeding annually.

Employees and sub-contractors have a duty to co-operate in the operation of this policy by fulfilling the responsibilities placed upon them.

As stated, the operations of the company and this policy will be reviewed at regular intervals or in light of changing company circumstances, procedures and statutes. These changes will be brought to the attention of employees and others whose health and safety might be affected by such changes.

Signed: _____ **(Managing Director)**

Date: **March 2008**

Review Date: **March 2009**

3.0 ORGANISATION AND RESPONSIBILITIES

The Managing Director of Fendor Ltd, Chris Duffy, will make available adequate resources for the implementation and monitoring of the company Health and Safety Policy, and holds overall and final responsibility for health and safety at work. He shall also be responsible for putting in place of structures through which safety matters can be dealt effectively.

To help him achieve the health and safety standards, then maintain or improve these principles, the help of all employees will be required, including;

- The external safety adviser – Courtley (Health & Safety) Ltd Tel: 0870 300 8174
- Senior Managers
- Construction managers
- Site Operatives (including contractors)
- Factory Workers
- Administrators

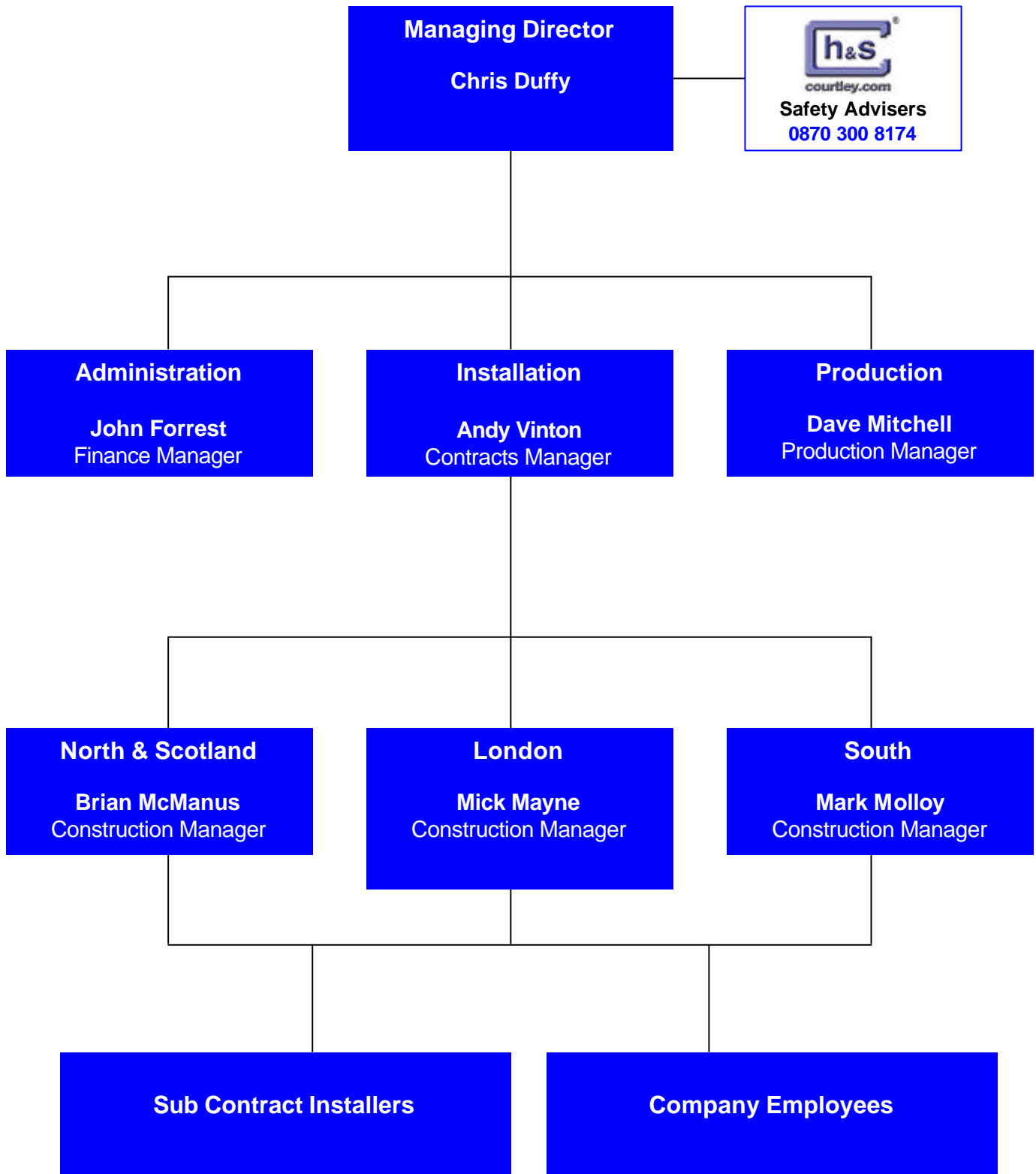
In - short all employees. The specific responsibilities of the above are outlined in the company's health and safety management system.

All employees will co-operate with supervisors and managers by:

- Complying with all health, safety, environmental and quality matters,
- Not interfering with anything provided to safeguard health and safety,
- Taking reasonable care of their own health and safety, and
- Reporting all health, safety, environmental and / or quality concerns to an appropriate person in a timely manner

The expected lines of communication are expressed on the following chart however all workers have direct access to the external safety advisors who operate a strict confidentiality policy.

3.1 Organogram (Company Structure for Health and Safety Management)



4.0 ARRANGEMENTS

Health and Safety Management System

Introduction

Part 1.0, 2.0 and 3.0 of this booklet details the general policy statements of Fendor Ltd has adopted. The Company gives certain commitments, asks for certain commitments, and requests co-operation. However, we have not detailed how we achieve these aims.

In short, the company has developed a system to turn 'aims into actions', The Health and Safety Management System.

The following Sections describe how the Health and Safety Management System works.

Section A - tells you what a 'Management System' is.

Section B - briefly illustrates Fendor Ltd health and safety procedures.

Section A

Fendor Ltd is involved in some potentially hazardous activities. By managing these activities, we aim to eliminate workplace accidents and ill health. The company is committed to achieving the highest, reasonably practicable, standards of health and safety in the workplace.

1 Why a Health and Safety Management System

Management decisions directly influence health and safety at work. We designed the 'Management System' to ensure that everybody knows what to do, how to do it, and why they are doing it. In addition, there are checks to ensure that people do what the Company expects of them.

2 What is in the 'Management System'

The 'management system' controls all activities relating to health and safety. Primarily, we rely on people adhering to procedures, contained within manuals.

- These manuals commit the company to improving its health and safety standards.

3 To Make the System Work

- The Company sets a Health and Safety Policy.
- We develop procedures, which put policy into practice.
- Training takes place to ensure that everybody understands what is expected.
- Everybody follows the procedures that apply to them.
- We measure how well we are performing.
- We review our performance and make any necessary changes, in order to maintain and improve our health and safety performance.

Section B

The following is a description of the arrangements, which the company has developed to manage health and safety and will assist in understanding how the system works.

Should you require any further detail, please seek advice from the health and safety advisers.

Health and Safety at Work Act 1974

The Health and Safety at Work Act lays down the general duties and the relationship between employers and employees.

Section 2 states

'That it shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety, and welfare of all his/her employees.'

This is achieved, by providing:

- Safe plant and systems of work
- A safe working environment
- Safe access to and from work locations
- Information, instructions, and training

Section 7 states (*'that it will be the duty of every employee whilst at work to take care of his health and safety and the health and safety of those who may be affected by his actions'*).

- Every employee also has the duty to co-operate with their employer, as necessary, to enable the employer to fulfill their duties under the Act.

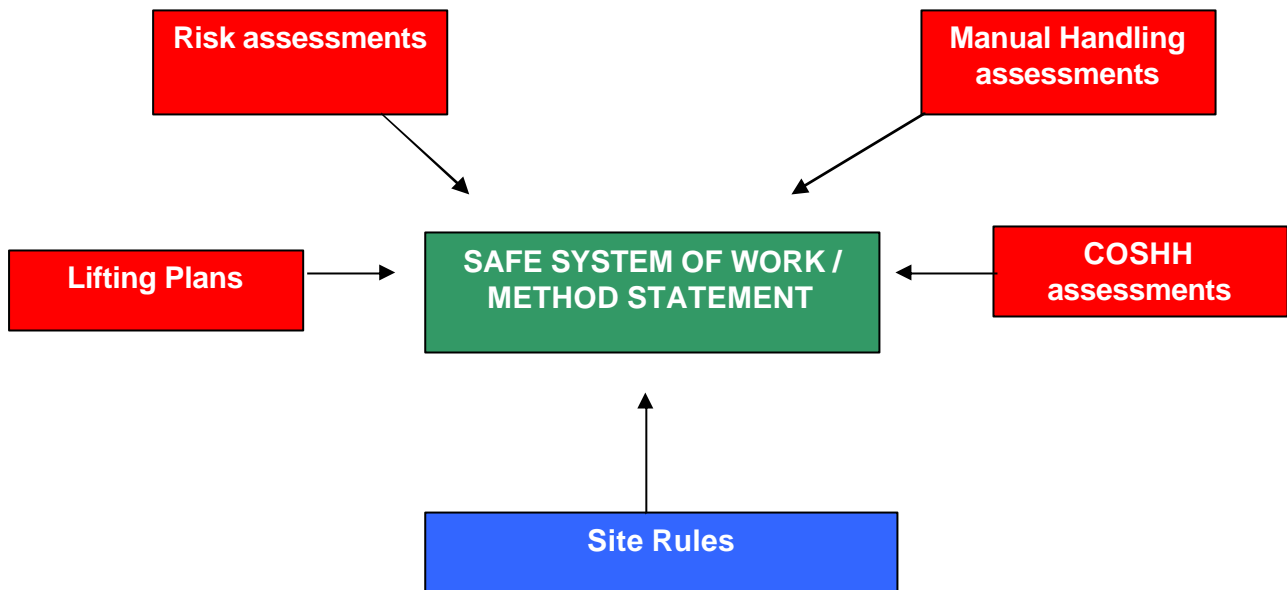
Management of Health and Safety at Work Regulations 1999

These regulations form the basis of the procedures outlined in this booklet.

- The Management of Health and Safety at Work Regulations require employers to establish arrangements for effective health and safety management. A brief description of Fendor Ltd health and safety arrangements as outlined in the health and safety management system are listed in section 4.

4.1 Safe Systems of Work

- To achieve the standards that we have set out in our health and safety policy statement we will set out clear procedures, method statements or safe systems of work. These can be developed through various means with the formal route being the findings of our risk, COSHH and manual handling assessments and lifting plans being brought together with the site or clients requirements and rules.



- Our safe systems of work will be effectively communicated by a responsible manager to our workers and others who need to know of the procedure and requirements.
- The media used to effectively convey the safe system of work will include method statements, signs, memos, Tool Box Talks, newsletters and any other technique we feel appropriate.

4.2 Permit to Work

- There are some tasks, which are potentially very hazardous, unless we take all the proper precautions. These tasks can only be undertaken once a manager or supervisor has issued a written Permit to Work. The permit is for a limited period and specifies how to do the job.
- A Safe Working Practice may specify a Permit to Work. The manager or supervisor will inform persons of any others.

4.3 Risk Assessments

- Responsible Managers will ensure that a suitable and sufficient assessment of risk is completed for all tasks where there is a foreseeable risk.
- The assessment will be briefed on site to the people carrying out the task for further input and to ensure suitability of the controls for the working environment.

4.4 Control of Substances Hazardous to Health

- Fendor Ltd will ensure that were contact with hazardous substances can not be avoided a COSHH Assessment will be completed by a responsible manager.
- The relevant risks that are present and remedial control measures will be identified to all operatives prior to the use of the substance.

4.5 Manual handling

- Fendor Ltd will were reasonably practical avoid the need for manual handling by its employees, although we do accept that due to the nature of our works that the elimination of manual handling cannot be achieved.
- Were manual handling can not be eliminated the responsible manager will make an assessment of the risk identifying the loads to be handled.
- Lifting aids will be used were possible to reduce the need to lift and the health effects of manual handling.

4.6 Construction (Design and Management) Regulations 2007

- Fendor Ltd can be engaged as Principal Contractor, Contractor or Designer as defined by the Construction (Design and Management) Regulations 2007.
- Fendor Ltd will ensure the competence of all site management and designers to ensure they can fulfill the duties imposed on them by the Construction (Design and Management) Regulations 2007.
- **Designers** - The term 'designer' has a broad meaning and relates to the function performed, rather than the profession or job title. Designers are those who, as part of their work, prepare design drawings, specifications, bills of quantities and the specification of articles and substances.

On all projects designers will

- Eliminate hazards and risks during design
- Provide information about remaining risks

Where projects are notifiable under the Regulations, designers will also:

- Check that the client is aware of their duties and that a CDM co-ordinator has been appointed
- Provide information needed for the health and safety file

- **Principal contractors** - A 'principal contractor' has to be appointed for projects which last more than 30 days or involve 500 person days of construction work. The principal contractor's role is to plan, manage and co-ordinate health and safety while construction work is being undertaken. As acting as principal contractor the company will.
 - Plan, manage and monitor construction phase in liaison with contractor
 - Prepare, develop and implement a written plan and site rules (Initial plan 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 workers
 - Liaise with CDM co-ordinator regarding ongoing design
 - Secure the site
- **Contractors** - A 'contractor' is a business who is involved in construction, alteration, maintenance or demolition work. This could involve building, civil engineering, mechanical, electrical, demolition and maintenance companies, partnerships and the self-employed.

On all projects Fendor Ltd will:

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

In addition, where projects are notifiable under the Regulations, Fendor will:

- Check that the client is aware of their duties, check that a CDM co-ordinator has been appointed and ensure that HSE has been notified before the work starts
- 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 contractor engaged in connection with carrying out work
- Provide any information needed for the health and safety file
- Inform the principal contractor of any problems with the plan
- Inform the principal contractor of reportable accidents, diseases and dangerous occurrences

4.7 Plant and Equipment

- Fendor Ltd understands that it has a responsibility to purchase suitably sufficient equipment that meets relevant health and safety standards.
- The responsible managers will ensure that all work equipment used in the factory or on a construction sites is in good working order and well maintained.
- This will be achieved by inspecting and recording all equipment to be used prior to its initial use. A log of the work equipment will be maintained either on site or at Heworth House, William Street, Felling, Gateshead as seen appropriate.
- All work equipment is to be inspected prior to use and any faults reported to the responsible manager.
- All portable electrical equipment will be tested every 3 months by a competent person as required by IEE wiring guidelines.
- All work equipment used by sub contractors will be subject to the same requirements when used under the control of Fendor Ltd.

- The responsible manager will ensure that all operatives using work equipment are competent to do so. A copy of the operator's license or training certification will be retained on site.

4.8 Working at Height

- Working is said to be 'at height' if a person could be injured falling from it, even if it is at or below ground level. Fendor Ltd will strive to ensure, as far as is reasonably practicable, that employees working at height do so in a way that is safe and secure.
- If reasonably practicable, working at height will be avoided. When this is not practicable, the amount of working at height will be kept to a minimum.
- Work at height will be completed from existing work areas in preference to the use of additional access equipment. Fall prevention controls will be used in preference to fall arrest and any controls shall look at giving a collective protection to all, in preference to personal fall protection.
- Operatives who use the equipment will ensure that any access equipment (ladder, tower scaffold, platform etc.) will be checked every time after it has been assembled and/or installed, and before it is used.
- Such equipment will in addition be inspected as often as necessary to ensure safety, and in particular to make sure that any deterioration can be detected and remedied in good time.
- Any faults will be reported to the Construction Managers, and the equipment in question removed from service immediately
- Responsible managers will ensure that all people erecting and using access equipment are competent to do so.
- Responsible managers will ensure that a rescue procedure is in place prior to work commencing to ensure that any person working at height can be rescued.

4.9 Lifting Operations and Equipment

- The responsible manager will ensure that any projects where lifting operations are to take place have appropriately trained lifting supervisors in attendance to conduct the lift, as per the lift plan created by the appointed person.
- The responsible manager will ensure that all lifting equipment has been thoroughly inspected by a competent person as necessary
 - Lifting appliance every 12 months (minifors, black and tackle etc)
 - Lifting appliance every 6 months (MEWPs, passenger hoists etc)
 - Lifting personnel
 - Lifting accessories every 6 months (hooks, slings, shackles etc)
- Prior to use, all lift accessories shall be inspected by the competent banksman to ensure it is without damage.
- A record of all lifting appliance and accessories used will be maintained along with copies of thorough examination certification prior to them being used.

4.10 Use of Display Screen Equipment (DSE)

- The prolonged or inappropriate use of DSE can attribute to work related upper limb disorders (WRULD) or repetitive strain injury (RSI).
- Fendor Ltd will protect our employees who use such equipment by completing an assessment of the work station to ensure ergonomic controls are implemented.
- Work equipment and furniture will be maintained and if necessary replaced to minimize the health effects on our employees

4.11 Welding

- Only Fendor Ltd workers, who are trained in the use of burning equipment, or under direct supervision from a trained operative, will use the equipment. Only authorised personnel are allowed into areas where welding is taking place.
- All on site welding will take place under the control of a hot works permit with the controls requiring the removal of flammable and combustible substances, the provision of a fire extinguisher and an inspection 1 hour after the hot works have been completed.
- All operatives are to complete pre use equipment checks and ensure that suitable ultra violet protection is provided by screens.

4.12 Electricity

- Fendor Ltd knows that unlike most other hazards that can be seen, felt or heard, there is no advance warning of danger of electricity.
- The supply, fitting, commissioning and inspection of the electrical fittings or installations will be carried out in accordance with BS7671 (IEE Regulations) by a competent person. Temporary supplies on construction sites will be tested by a competent person every 3 months.
- All electrical equipment will be tested in accordance with BS7671 (IEE Regulations) by a competent person.

4.13 Electrical Lock Off

- The safe isolation of equipment for maintenance relies on secure lock off procedures. This is vital for everybody's protection.
- Managers and supervisors ensure that detailed procedures exist and that all relevant parties understand them.

4.14 Asbestos

- Fendor Ltd recognises that work with asbestos and materials containing asbestos can be dangerous and that every precaution must be taken to ensure that anyone who may be affected by such work is protected.
- Asbestos containing materials at Heworth House, William Street, Felling, Gateshead, NE10 0JP. Have been identified and appropriate control measures are in place to manage the material on site
- Prior to the commencement of any work in an unknown environment, a request for sight of the asbestos register is to be made to the client or their appointed representative. This is to be examined to identify if the intended work tasks, including associated temporary works, interfere with the previously identified material.
- Any works where demolition is required shall only commence once a type 3 asbestos survey has been completed in the work area.
- Fendor Ltd operatives shall not remove any asbestos containing material. Arrangements must be made for its removal prior to work commencing.
- Any person working in close proximity to an asbestos containing material must be competent to do so as outlined in the training requirements detailed by the Asbestos at work Regulations 2006
- Any suspected asbestos containing material must be presumed as asbestos until tested, and highlighted to the person in control immediately.

4.15 Hand Arm Vibration Syndrome

- Employees of Fendor Ltd are expected to use plant and equipment that has the potential to cause hand-arm vibration syndrome (HAVS) this is the collective name for damage to their health such as vibration white finger (VWF) which is also known as Raynaud's Syndrome, nerve damage (tingling and numbness), carpal tunnel syndrome, soft tissue damage, or in the case of plant, whole body vibration through the use of ride on equipment.
- Employees working with vibrating tools will be made aware of the risks of vibrating equipment and all efforts will be made to eliminate or reduce vibration exposure.
- All tasks where vibrating tools are used will be assessed and usage times and any further control measures identified.
- All operatives exposed to a vibration dose greater than the Exposure Action value of 2.5m/s^2 (or have existing symptoms) will be subject to health surveillance as detailed in the health and safety management system.

4.16 Noise

- Noise can cause hearing damage. Once damaged, there is no way to repair the damage to hearing. Therefore, the Company measures workplace noise levels and takes steps to ensure that exposure is controlled.

- These steps require everybody's co-operation to wear hearing protection when instructed to do so.
- The Company may also provide hearing checks for operatives that are regularly exposed to levels greater than 85d (B) A.

4.17 Dermatitis

- Dermatitis is the result of a reaction between the skin and harmful substances that it comes into contact with. The prevention is simple. Ensure that contact with the harmful substances is avoided by using alternative substances or protective clothing. Good hygiene and barrier creams are also an effective means of prevention.
- The responsible manager will carry out the COSHH assessments that identify control measures required prior to the use of the substances.
- The responsible manager will ensure that all control measures are in use at all times during use and during site health, safety and welfare inspections.

4.18 Leptospirosis

- Where work in any situation where there is likely to be contamination by rat urine, notably in rivers, sewers or in rat infested premises, present a particular risk of infection a risk assessment will be completed by the responsible manager.
- The control measures identified will be followed at all times. The responsible Manager will ensure this.

4.19 Drugs and Alcohol

- It is the responsibility of all Fendor Ltd management to ensure that the persons in their control are not under the influence of drugs or alcohol whilst in the workplace.
- Any employees who feel they, or a colleague are under the influence of drugs or alcohol must make this known to their manager at the earliest opportunity. No disciplinary procedure will be instigated in this instance.
- Any employee suspected of being under the influence of drugs or alcohol will be refused entrance to the workplace. Further action will be assessed on the circumstances of the individual event
- Any employee taking prescription drugs that may affect their work, their safety or the safety of others, must inform management.

4.20 Smoke-free Policy

- It is the policy of Fendor Ltd that all our workplaces are smoke-free, and all employees have a right to work in a smoke-free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers or members and visitors.

- Overall responsibility for policy implementation and review rests with the Safety Manager. However, all staff are obliged to adhere to, and support the implementations of the policy. The Safety Manager shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They will also give all new personnel a copy of the policy on recruitment / induction.
- Appropriate 'No Smoking' signs will be clearly displayed at the entrances to and within the premises.
- Smoking may only take place in designated smoking areas.

4.21 Vision Loss

- Fendor Ltd will provide eye protection for all employees and the responsible manager will ensure their availability for all occasions were they have been identified as necessary by the assessments.
- Employees may be required to undergo a sight test, if impaired vision affects their safety and others around them.

4.22 Driving

- The effects of tiredness on drivers and the safety of drivers cannot be underestimated. All employees of Fendor Ltd are to ensure that they stay within the domestic driving hours laws
 - Daily driving limit of 10hours in a 24hour period
 - Daily duty of 11 hours in a 24 hour period (relevant if driving for more that 4 hours)
 - Continuous driving 5¹/₂ hours a break of at least 30minutes for rest and refreshment (recommended to rest every 2 hours for 15 minutes)
 - No more that 16 hours between starting and finishing work if driving at any time during the day.
- All employees of Fendor Ltd are aware that the use of a mobile phone whilst driving on a public highway can potentially distract the attention of the driver, and is also against the law.
- Fendor Ltd operatives should avoid taking calls on a hands free phone whilst driving, but if they must, they should end the conversation quickly.
- Fendor Ltd operatives who are driving or using vehicles or plant on site should not use mobile phones whilst the vehicle or plant is running.
- Fendor Ltd operatives will co-operate with any rules relating to mobile phones laid down by the Host Organisation or Principal Contractor whilst on site.

4.23 Health and Welfare Facilities

- It is incumbent upon Fendor Ltd to ensure all workers have access to suitable welfare facilities wherever they are engaged to work on behalf of Fendor Ltd.
- The company is aware it has an obligation will ensure that wherever Fendor Ltd employees are working, the requirements outlined in the Workplace (Health, Safety and Welfare) Regulations 1992 (regulations 20 to 25) and the Construction (Design and Management) Regulations 2007 schedule 2, are provided as a minimum.

4.24 Young Persons

- Where young persons, under the age of eighteen years, are employed a risk assessment will be conducted and it will take particular interest in the lack of experience, lack of awareness of risks and immaturity of the young person.
- The responsible manager will ensure that the designated mentor is appointed to the young person, ensuring the mentor has adequate qualification and experience within the industry and is competent to carry out this role.
- The mentor will ensure that the procedures and control measures in the risk assessment are followed and when necessary remove the young person from the work area.

4.25 Lone Workers

- Fendor Ltd will ensure prior to being requested that the worker is competent and able to work alone. In addition, all lone workers must be fit and healthy, and will undergo medical assessments on a regular basis.
- Where persons are employed to carry out lone work, a risk assessment will be conducted and will consider the task, environment and experience of the worker. Risk assessments will focus on the following hazards:
 - Accident, injury or illness
 - Failure to realise the hazards associated with their work either to themselves or others around them
 - Failure to maintain a safe system of work.
 - Failure to appreciate their individual capability.
 - Physical violence.
- Where necessary a form of communication will be provided by Fendor Ltd to be used in an emergency. Where necessary communication will be maintained at specified intervals as identified by the specific risk assessment.

4.26 Protection of the Public

- Areas open to members of the public will be inspected regularly to identify and remedy any failings in standards of housekeeping or safety.
- An employee of Fendor Ltd will supervise the area whenever it is open to the public.
- All presentation furniture and materials will be subject to a risk assessment before exposure to the public.

4.27 Sub-Contractor Control

- When Fendor Ltd uses sub-contractors these will work to the same standards as those people who are directly employed by the organisation. The sub-contractors used will be either bona fide organisations or suppliers of labour only.

- The responsible manager will ensure that the sub contractors employed are competent and have been subject to Fendor Ltd vetting procedures.
- Should any sub-contractor or employee of a sub-contractor have any concerns regarding health and safety performance on any Fendor Ltd project they are to raise this with and manager who will investigate and act appropriately on their concerns.
- Any 'near miss', property damage or injury sustained by any sub-contractor must be reported to a manger of the company without delay. Failure to report any incident in a timely manner will be sufficient grounds for removal from our list of approved sub-contractors.

4.28 Labour Only Sub-Contractors

- The system of work they will use to achieve their tasks will be developed by the company.
- The plant and equipment used by labour only sub-contractors on company projects will be maintained to the same standards as company held equipment.
- Work must be carried out in accordance with the systems detailed in company policies, statements and assessments.

4.29 Personal Protective Equipment (PPE)

- The responsible manager will ensure that Fendor Ltd maintains a suitable stock of the various types of PPE used on behalf of the company. This is to ensure the ready availability of the most commonly used equipment.
- All PPE purchased for use on behalf of Fendor Ltd will be manufactured to relevant standards and bear the CE mark.
- The responsible manager will ensure that the PPE used on projects are used correctly. Employees must ensure that the equipment provided is cared for; this includes cleaning and appropriate storage when not in use.

4.30 First Aid

- The first aid boxes are maintained inside each company vehicle. One is also located in head office – Heworth House, William Street, Felling, Gateshead, NE10 0JP.
- The minimum contents of each box will be:
 - 1 Guidance Card
 - 20 Individual wrapped adhesive dressings
 - 2 Sterile eye pads
 - 6 Triangular bandages
 - 6 Safety Pins
 - 6 Medium sterile dressings
 - 3 Large sterile dressings
 - 3 Extra large sterile dressings
 - 20 individual antiseptic wipes

The above is not an exhaustive list

- The identities of all first aiders are to be posted on signs in the welfare areas of the building and on sites.
- When working on larger projects, the name and directions to Accident and Emergency Departments of local hospitals will be included in project specific health and safety documentation.

4.31 Emergencies

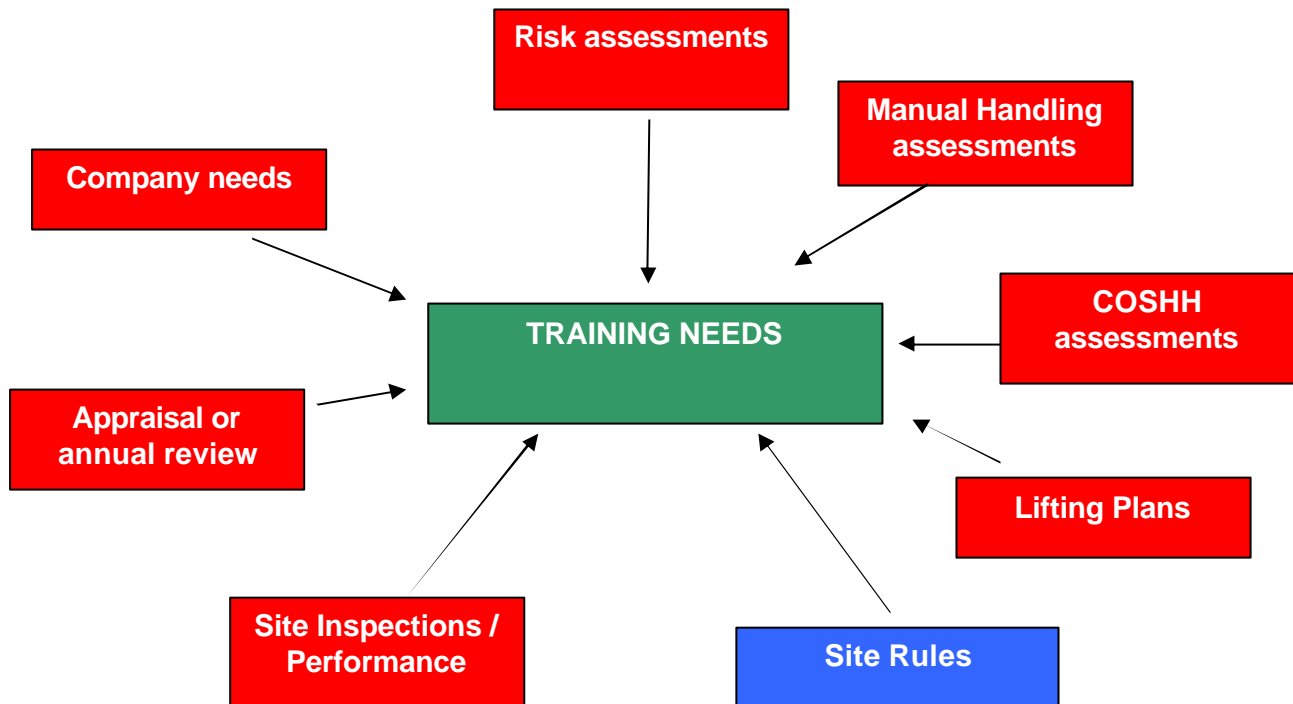
- The Company maintains procedures that ensure that workplaces are prepared for emergencies and trains people to deal with these situations. This includes training people to use fire extinguishers and provide first aid.
- The responsible manager will ensure that all employees working in premises under the control of other persons (either a hoist organisation or Principal Contractor) are aware of the emergency procedures in place.

4.32 Stress

- Fendor Ltd is committed to protecting the health, safety and welfare of its employees, and recognises that workplace stress is a health and safety issue. Because of this, Fendor Ltd acknowledges the importance of identifying and reducing sources of stress in the workplace.
- Fendor Ltd will attempt to identify all sources of workplace stress and conduct risk assessments to eliminate stress or control the risks from stress. The company will provide training for all managers and supervisory staff in good management practices.
- Fendor Ltd will support individuals who have been off sick with stress and will offer them support on return to work. In addition, all managers will be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g., bereavement or separation.

4.33 Training and Competency

- We aim to ensure that every person who undertakes work on behalf of Fendor Ltd is fully competent to carry out their work. We will achieve this standard through a mixture of training and allowing for experience. Training needs will be assessed by a responsible manager at various stages but at least annually.

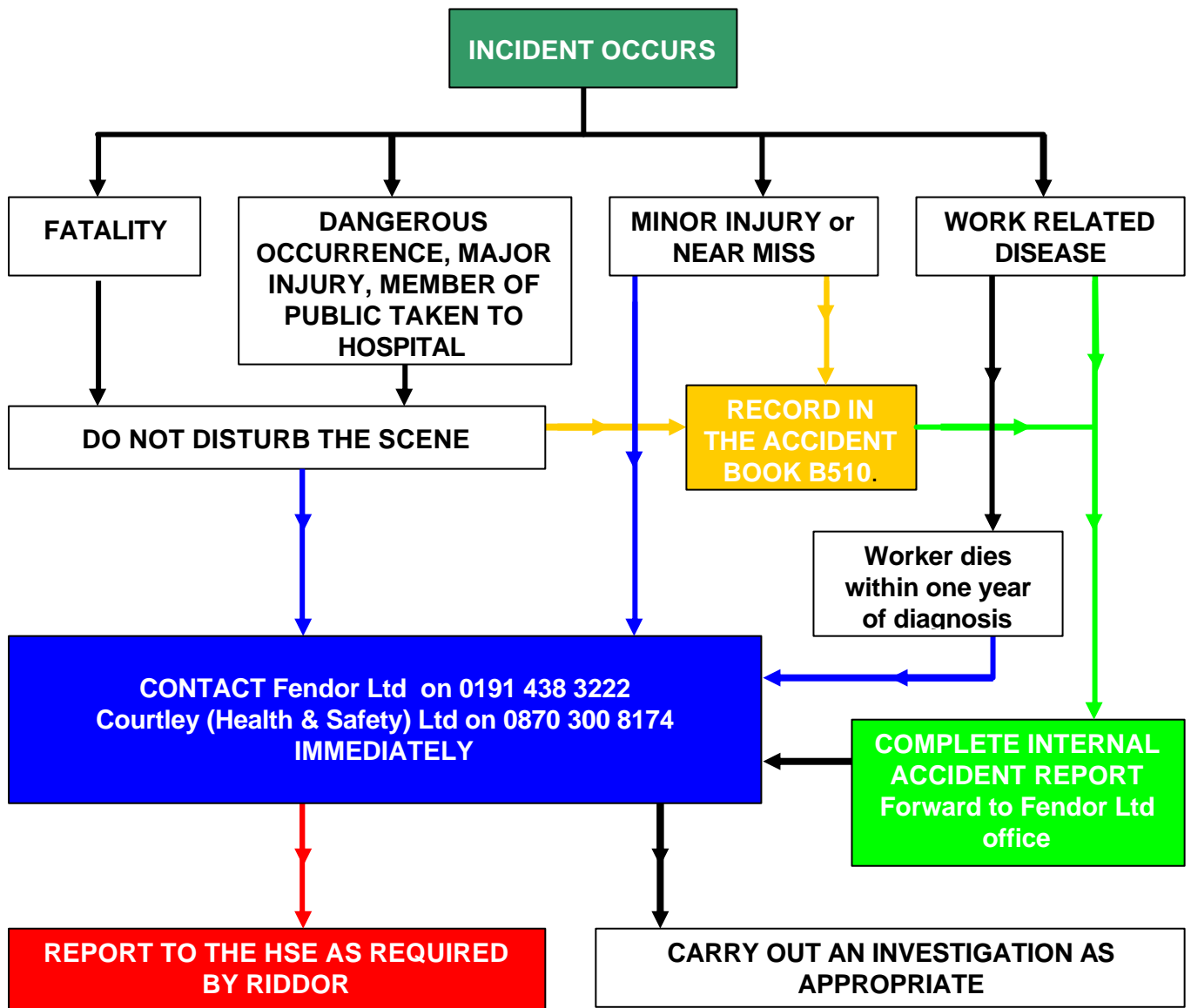


4.34 Consultation / Communication with Employees

- In Fendor Ltd we are fully aware for the need to communicate at all levels. Good communication provides a solid backbone in any management system.
- The Health and Safety Committee will meet every three months to discuss health and safety issues. All employees will be represented at this forum with minutes of meetings displayed on notice boards throughout the company.
- The Contracts or Production Manager will meet with other senior management on a regular basis to discuss any problems. Their comments or concerns are either addressed by the Contracts or Production Manager or passed to Courtley (Health & Safety) Ltd.
- All employees work closely with their designated Supervisor. This relationship ensures close communication on all points particularly health, safety, environmental and quality matters.
- All employees have free access to the company independent safety advisers.

4.35 Incidents and Emergencies

- While we will make every effort to avoid incidents or emergencies we recognise that such events can occur. We have set in place the following procedure for all incidents whether they result in injury, work related disease, property damage or are a near miss that had the potential for such a loss:



- All employee details that are needed in case of an emergency will be kept at Head Office. These include: Name, Address, Date of Birth, Contact Telephone Number and Next of Kin.
- All events are recorded to help identify trends with every personal injury being recorded in the Fendor Ltd accident book held at the head office. All but very trivial events are investigated by a responsible manager or an independent safety adviser as appropriate. Reports are sent to the Incident Contact Centre, Clients, host organisations and Principal Contractors as appropriate.
- Emergencies will occur either at our workplace or on a transient site. Our workplace has been subject to a Fire Risk Assessment and the findings are being implemented. When on other sites we will co-operate with the arrangement put in place by others.

4.36 Advice

- Fendor Ltd employs an external health and safety adviser. They are:

Courtley (Health & Safety) Ltd
5 Platinum Court
Alchemy Way
Knowsley, L33 7XN
Tel: 0870 300 8174
Fax: 0870 300 8175
Web: www.courtley.com
E-mail: info@courtley.com

- Courtley (Health & Safety) Ltd has access to the Merseyside Occupational Health and Safety Group that is affiliated to RoSPA.
- Access to the Merseyside and Cheshire Safety Group.
- Members of the Association of Project Safety.
- Members of the Institute of Occupational Safety and Health.
- The services of the HSE and EMAS are used.

4.37 Monitoring of Safety Performance

- The working conditions that we work in affect our productivity and quality of work that we produce. Therefore we will, and must, ensure that working conditions and the environment are organised and safe.
- The monitoring of safe working practices will also take place; this is the responsibility of all personnel with key roles to play in the company. Should they identify failings in the standards expected of Fendor Ltd they will investigate the cause and take appropriate action. This could be to issue a Safety Non-Conformance notice to any employee, thus instigating disciplinary actions.
- Random and independent health, safety and welfare inspections with detailed reports are available from Courtley (Health & Safety) Ltd.
- Clients are welcome to monitor our safety performance at any time. They are requested to enter working areas only when accompanied by a member of the Fendor Ltd management team.



Fire & Security Glazing Solutions

Health and Safety Policy- 2008

5.0 CONFIRMATION OF EMPLOYEE READING THE POLICY

To be Completed by ALL Personnel

I (Name in BLOCK CAPITALS) _____

I confirm that I have read the Company Health and Safety Policy and fully understand the responsibilities that apply to me in the capacity in which I am employed. If I am unable to fulfil those responsibilities in any way, I will inform my manager or the Managing Director as soon as is reasonably practicable.

Signed: _____

Date: _____

PLEASE COMPLETE THIS PAGE AND RETURN IT TO HEAD OFFICE.