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COMPANY HEALTH & SAFETY POLICY

Section 1 - General Statement of Intent

The directors of Quinn Interiors recognise and accept their responsibilities, both legal and moral, to ensure, so far as is reasonably practicable, that accidents and ill health are prevented and risks to employees and others arising from all work activities are suitably and sufficiently controlled.

The following significant risks have been identified, assessed and suitable and sufficient controls implemented;

- Coordination of contractors on construction sites
- Fire
- Hazardous substances
- Manual handling
- Slips, trips and falls
- Use of work equipment
- Work at height
- Work related road safety
- Workplace transport

Adequate resources are made available to ensure suitable and sufficient provision is made for health and safety at all workplaces under the Company's control.

Directors, Managers and Supervisors exhibit visible leadership that promotes Occupational Safety and Health on an equal parameter as other business parameters.

The company aims to continually improve performance in Occupational Safety and Health through effective planning, monitoring, auditing and review of its Health & Safety Management Systems.

This Health and Safety Policy is maintained under regular review, amended and up-dated when necessary to reflect changes in legislation or business activities, or annually whichever is sooner.

Effective procedures for consultation and communication between all managers, supervisors and employees on matters relating to health, safety and welfare have been established, implemented and are maintained.

Signed

Anthony Martin

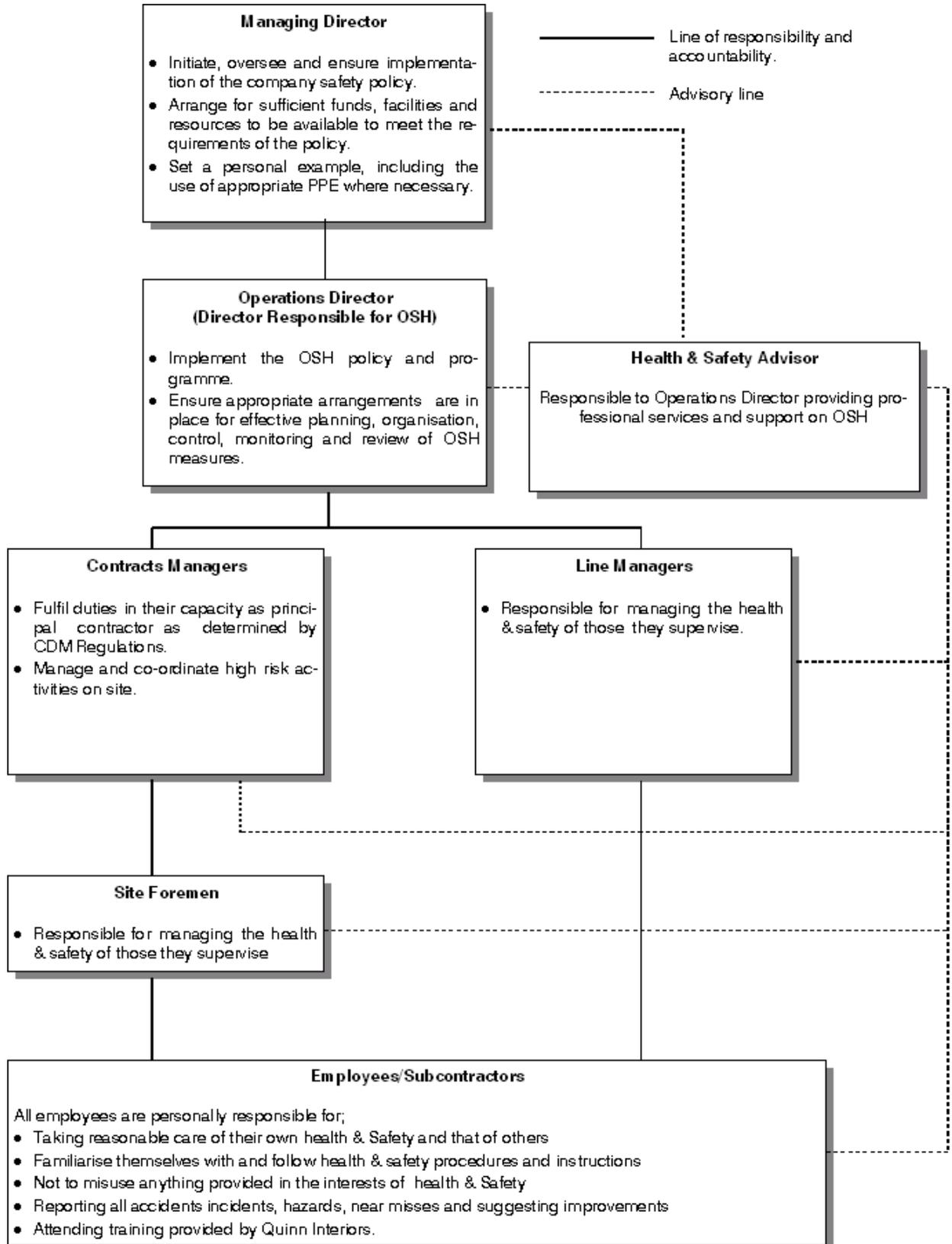
Position Director responsible for Health & Safety

Date 11th January 2010

Section 2 - Company Organisation and Responsibilities

Organisational Chart and Responsibilities for Health and Safety

Overall responsibility for health and safety rests with the Managing director, all directors, managers, supervisors and employees at every level have degrees of responsibility for carrying out this policy.



Section 3 - Arrangements

Accident Reporting, Investigation and Notification
Advisory Services
Asbestos
CDM Regulations
Communication, Consultation and co-operation on OSH matters,
Control of Contractors and Sub Contractors
Control of Substances Hazardous To Health (COSHH)
Display Screen Equipment (DSE) Workstations
Driving at work
Electrical Safety
Electrical Hand Tools
Emergency Procedures
Fire Prevention and Control
First Aid
Gas Safety
General Working Environment
Hazard Spotting
Lone Working
Manual Handling
Monitoring, Audit and Review
New Employees and Visitors
New and Expectant Mothers and Women of Childbearing Age
Noise at Work
Personal Protective Equipment
Record Keeping
Risk Assessments
Safety Management
Smoking
Serious & Imminent Danger
Stress
Training
Work Equipment
Violence to Staff
Walkways And Stairs
Waste Arrangements
Working at Height
Young Persons

Accident Reporting, Investigation and Notification

All injury accidents, however minor, to employees, contractors, clients or visitors, are recorded in the accident book held at the office or at each site. Work related accidents that result in Death, Major Injury or absence from work for three or more days, or any instance of a specified work related illness or dangerous occurrence are reported to the enforcing authority as required by RIDDOR 1995.

All accidents, irrespective of whether injury results or near misses are investigated to establish cause and to avoid recurrence. Accident/Incident information statistics are compiled and regular reviews undertaken.

Advisory Services

Certain personnel, outside consultants and other agencies provide an advisory service for the Company and may be called upon to assist and advise in matters appertaining to their responsibilities.

Asbestos

Asbestos registers are requested from all principals for whom work is undertaken. All contractors working on properties or sites will be informed of the presence or possible presence of asbestos. Where a substance discovered through normal working practices is suspected of being or containing asbestos, work will stop immediately and enquiries made of the principal, a survey will be undertaken by competent persons and samples taken and analysed to ascertain the substance's composition, condition and whether it poses a threat to health and safety. Suitable arrangements for the subsequent removal or encapsulation will be undertaken as determined by its location and or condition. A register will be maintained for all Company Premises and sites within the Company's control. A procedure for emergency decontamination of employees accidentally exposed to asbestos containing materials has been developed and implemented for use across all sites worked upon.

CDM Regulations

Quinn Interiors recognise their duties under CDM 2007 Regulations and will discharge those duties, taking account of and applying the general principals of prevention, as follows:

Quinn Interiors as Designers will;

For all construction projects;

- Eliminate Hazards and reduce risks during design.
- Provide information about remaining risks.
- For notifiable projects;
- Check that the client is aware of their legal duties, and CDM Co-ordinator has been appointed.
- Provide any information needed for the Health & Safety File.

Quinn Interiors as Principal Contractor will;

For all notifiable projects;

- Plan, manage and monitor the construction phase in liaison with contractor with adequately resourced competent site management appropriate to the risk and activity.
- Prepare, develop and implement a written plan and site rules. The initial plan will be completed before the construction phase commences.
- Provide contractors with relevant parts of plan.
- Arrange for suitable welfare facilities to be available throughout the duration of the project.
- Check the competence of all employees and sub contractors and client appointed contactors.
- Ensure all workers on the project are inducted prior to commencing work on site and provided with further information and training as required during the project.
- Consult with workers on site.
- Liaise with the CDM Coordinator regarding on going design.
- Secure the site.

For all work undertaken on construction projects;

- Check and ensure continuing competence.
- Co-operate with others and co-ordinate work to ensure the health & safety of all persons who may be affected by the work.
- Report risks and defects.

Communication, Consultation and co-operation on OSH matters,

Procedures for effective consultation with employees by managers and directors, co-operation with management by employees and communication of Occupational Safety & Health have been developed, implemented and are maintained.

Control of Contractors and Sub Contractors

The Company recognises its legal responsibility towards all persons present on the premises under the Company's 'control' including contractors/subcontractors undertaking work. It is the intention of the Company that no contractor or subcontractor is exposed to risk while on the premises. Similarly, the Company expects its contractors\subcontractors to ensure that no risk is introduced to the Company's premises or workplaces in the Company's control. A contractor vetting procedure, to ensure that the contractor is competent to undertake the works and has appropriate health and safety systems and documentation in place, is undertaken before any works instruction is given. A Permit to Work is required for particularly hazardous activities e.g. hot work; work at height; work off ladders; confined spaces; work with live electrics or working with gas.

Control of Substances Hazardous To Health (COSHH)

Assessments are made of any substances that are used, processed, manufactured, produced or given off that may be hazardous to health. Manufacturers' hazard data sheets are held for all proprietary brands which may be hazardous to health. Formal risk assessments are undertaken and suitable controls implemented in accordance with the hierarchy of control. The use of proprietary products is always in accordance with manufacturers'/suppliers' instructions.

Display Screen Equipment (DSE) Workstations

Both user and their work stations are assessed by a competent person at yearly intervals or when there are significant changes in the users health or the work station. User and workstation risk assessments of expectant or nursing mothers are undertaken and maintained under regular (at least monthly) review.

Driving at work

Work related road safety has been identified as a significant risk to employees. With work essentially site based, there is a significant amount of travel, to, from and between sites, the majority if which is by road in company or private motor vehicles. A specific driving at work policy has been developed and communicated to all drivers of company cars and employees who may use their own vehicle on company business.

Electrical Safety

All electrical faults and hazards are reported and arrangements made to have the fault or hazard safely dealt with. Routine checks are undertaken as part of the property and site inspection. The fixed electrical supply installation of the office premises is examined every 5 years by a competent electrical engineer in accordance with the requirements of BS7671.

Portable and fixed electrical appliances are visually examined by the operator daily or before use and examined and tested by a competent person at appropriate frequencies.

Electrical Hand Tools

Only battery powered electrical tools or 110 volts supply are used on sites. All electrical hand tools used on sites are subject to test by a competent person at intervals determined by their frequency of use.

Emergency Procedures

Emergency procedures have been devised with the assistance of appropriate advisory personnel for fire, bomb threats, major gas leaks, collapse or imminent collapse of building, discovery of asbestos or substances thought to contain asbestos.

Fire Prevention and Control

Fire Emergency Plans, taking account of Fire Evacuation Drills, Fire detection, Fire alarm, Emergency Lighting, Maintenance of fire detection systems, fire extinguishers and Training have been prepared for the Head Office and for each contract site. A fire risk assessment of the Head office has been undertaken and is maintained under review.

First Aid

First-aid facilities for each workplace provided, or occupied by the company have been determined by assessment of the requirements for each particular workplace and provide as a minimum an appointed person, and where considered necessary an appropriate number of trained first-aiders together with first-aid supplies and facilities appropriate to the size of the workplace/work force, numbers of persons on site and working hours.

Gas Safety

The gas installation in the office and connected appliances are subject to annual maintenance contract, serviced annually to keep them operating safely and efficiently. Procedures are in place to deal with gas leaks.

General Working Environment

All workplaces provided by or occupied by Quinn Interiors have suitable and sufficient welfare facilities, with adequate, heating, lighting, ventilation, sanitation and washing facilities, workspace, work equipment, traffic routes, safe places of work, particularly at height, glazing, doors and gates, drinking water, facilities for changing, rest and meals.

Hazard Spotting

Hazards identified during routine workplace inspections or raised by employees or managers are reported, assessed where necessary and arrangements put in place for their rectification.

Lone Working

Situations of lone working, or working alone are avoided. Where avoidance is not possible, procedures are in place to ensure, the health & safety of lone workers, through regular communication with colleagues, supervisors and managers.

Manual Handling

Generic assessments for tasks which are likely to be common within the company's offices and sites have been completed. Training has been provided to employees in safe manual handling and risk assessment. Specific risk assessments are undertaken in respect of any manual handling activity presenting a serious risk to health & safety and in respect of which the generic risk assessment is not suitable.

Monitoring, Audit and Review

Systems have been developed for tracking OSH performance. Regular inspections both internal and external of the Head Office and Sites are undertaken to ensure risks continue to be adequately controlled, safe systems of work are being followed and the behaviour of employees and subcontractors does not represent a threat to their own or others health & safety. Corrective actions are taken as required and records maintained. External audits of the OSH management system are undertaken and the findings assimilated with accident investigations, workplace and site health & safety inspections and the OSH management system reviewed and revised as required.

New Employees and Visitors

New employees including trainees, temporary employees; work experience and agency staff are given health and safety induction training by their line manager or supervisor on their first day of work. The training includes first aid arrangements, fire precautions, emergency procedures, employee responsibilities and the significant findings of any risk assessments, which might affect their safety. Records of all training provided are maintained in the Records Manual.

Visitors to office premises are required to complete the visitors' book on entering and sign out upon leaving. All visitors are informed of the significant risks that may affect them, action to be taken in the event of an emergency or on hearing the alarm and issued with a badge. Visitors are either accompanied or allocated to a named employee who assumes responsibility for them during emergency evacuation of the building.

New and Expectant Mothers and Women of Childbearing Age

A policy for new and expectant mothers and women of child bearing age has been developed together with a generic assessment of the risks at work which could affect an employee who is pregnant, has given birth within the previous 12 months or is breastfeeding.

Noise at Work

Noise at work is considered as part of the Company's regular hazard identification and risk assessment programme. Any hazards identified are risk assessed and appropriate controls introduced. Suitable and sufficient control measures including hearing protection is provided where a need has been identified by the risk assessment.

Personal Protective Equipment

The Company provides a range of personal protective equipment (PPE) for use by employees when undertaking certain tasks or working in certain areas. It is recognised that the provision of such equipment is the last line of defence against injury or ill-health for use in addition to higher level risk control measures which may not adequately control the risk. Employees who are obliged to use PPE are provided with appropriate information, instruction and training to enable effective use of such equipment.

The circumstances in which PPE is to be used and the type(s) of PPE appropriate to those circumstances are determined by risk assessments which are reviewed periodically or when circumstances change.

Record Keeping

Records or copies of records relating to health, safety or fire management are kept in the Health & Safety Records Manual and Fire Records Manual for ease of reference.

Risk Assessments

All risks, general and specific are assessed by a competent person, risks reduced to their lowest possible level through introduction of suitable controls, the significant findings communicated to those who might be affected by them and copies of the assessments kept in the Health & Safety Records Manual for future reference. All risk assessments are maintained under review.

Safety Management

A rolling action plan is maintained as a means of progressing actions on health and safety matters. It records a summary of the actions, the person(s) with the task of taking the action, the timescale and details of completion or hold-ups. It is up-dated following quarterly inspections, review of site safety inspections or periodical review of risk assessments by the relevant competent persons.

Audits of the Company's Health & Safety Management System are undertaken by external trained and competent auditors on an annual basis.

Smoking

Quinn Interiors operate a strict Smoke Free Policy to across all premises owned or under their management or control and in any vehicles driven by employees.

Serious & Imminent Danger

The following instances of serious and imminent danger have been considered; Fire, bomb, gas leak, gas explosion, pressure vessel explosion, flood, collapse or imminent collapse of buildings, sudden exposure to asbestos. Suitable emergency procedures have been developed, implemented, communicated to and understood by all employees and are regularly tested.

Stress

Stress is an adverse reaction people have to excessive pressure and is recognised by the Company as a cause of mental and physical ill health. The Company is aware of typical work related stressors and through its management and performance appraisal systems, allocation and supervision of work will take all reasonable and practicable steps to ensure employees do not become ill through excessive pressure of work.

Where work patterns or volumes may give rise to work related stress a risk assessment will be undertaken, identifying pressures at work that could cause high and long lasting levels of stress, who might be harmed, recognising and recording existing controls and management systems designed to prevent such harm and identifying additional measures that might be necessary to reduce the risk of stress related illness.

Risk assessments will be tailored to individual employees as required and maintained under regular review.

Training

The Company is committed to ensuring that all employees receive adequate and proper training in issues of Health and Safety and Safe Systems of Work and have established a programme to provide all employees with general health & safety awareness training, fire safety training, and specific health & safety training as required.

Work Equipment

Work equipment provided will be;
Suitable for its purpose.

Subject to regular maintenance.

Used by persons provided with information instruction and training in its safe use.

CE marked.

Provided with warning signs with regards to any hazard which the user may be exposed.

Subject to suitable and sufficient risk assessment maintained under review.

Violence to Staff

As a Company some of our employees may be in contact with contractors, customers and members of the public on a daily basis. Risks are assessed and to assist employees in dealing with violent or threatening behaviour appropriate instruction and training is provided.

Walkways and Stairs

Walkways and stairs are kept in a good state of repair free from storage or obstruction. Suitable and sufficient natural or artificial lighting is provided and maintained at all times.

Waste Arrangements

The control of waste from the Company's premises or contract sites is conducted in compliance with current legislation. Waste removal from the premises is arranged through contractors employed by the local authorities. Any particularly hazardous or toxic waste materials will be formally notified to the local authorities and/or appointed contractor, and treated as an identified waste under the Controlled Waste Regulations 1992. With regards to site waste, Quinn Interiors will comply with their client's arrangements and contribute as required to the client's Site Waste Management Plans.

Working at Height

All reasonable steps are taken by the company to ensure the safety of employees and contractors who work at height. All work activities that cannot be undertaken by an employee or contractor without the risk of falling are considered to be working at height and are assessed with regards to eliminating or reducing to their lowest level, the risks to the health and safety of those who may be affected by them.

Where risks cannot be eliminated, suitable and sufficient control measures are introduced to reduce the risks to the lowest possible level. The significant findings of the risk assessments are to be brought to the attention of those who may be affected by them.

Young Persons

From time to time the Company may employ persons who are under the age of eighteen. In these circumstances the Company ensure that such young persons are protected whilst at work from any risks to their health and safety. Particular regard is paid to such risks which arise as a consequence of the young person's lack of experience or absence of awareness of existing or potential risks or the fact that he/she has not yet fully matured.

The Company ensures that all young persons are supervised by a competent person during the course of his/her employment. Furthermore the Company will ensure that a suitable and sufficient assessment of the risks associated with the young person's employment is undertaken and periodically reviewed so that any risks will be reduced to the lowest level that is reasonably practicable.