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HEALTH & SAFETY

POLICY & ARRANGEMENTS

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1. HEALTH AND SAFETY POLICY STATEMENT

Aaran Design Ltd. recognise and accept their responsibilities under the Health and Safety at Work Act 1974 and this statement forms part of our health and safety policy as required under Section 2 (3) of this Act. We are committed to ensure that the health, safety and welfare of all employees and those who may be affected in any way by our undertakings, is of the highest possible standard, so far as is reasonably practicable.

It is our policy to comply with all Health and Safety Legislation, Acts, Regulations, Codes of Practice and other guidance. We will endeavour to provide a healthy working environment including, premises, equipment and systems of work that are, so far as is reasonably practicable, safe and without risks to health.

To ensure the policies are understood and implemented we will provide suitable and sufficient information, instruction, supervision and training for employees. Employees must comply with any instruction; information and training provided and follow the arrangements and safe systems of work, including the use of any personal protective equipment/clothing.

Every employee must cooperate with us to ensure our statutory obligations are observed. The successful implementation of this policy requires total commitment from all levels of the company. Each employee has a legal obligation to take reasonable care of them and others who may be affected by any act or omission carried out by that employee. All employees therefore have a legal duty to follow company rules and procedures with regards to Health and Safety.

Adequate facilities and arrangements will be maintained which will enable employees and their representatives to raise issues of Health and Safety. Employees themselves are actively encouraged to discuss any Health and Safety concerns with the Managing Director and an open door policy is adopted in such circumstances.

The Company's aims and objectives are to reduce accidents and to ensure that the health, safety and welfare of all its employees, in fulfilment of its moral, legal and economic responsibilities. These measures are also aimed at protecting others who may be affected by our works. The Company will ensure that it has made adequate financial provisions for the implementation of Health and Safety legislation and it's procedures and safe working practices.

Competent people will be appointed to assist us in meeting our statutory duties including, where appropriate, specialist advice from outside the organisation.

The company undertakes training programmes to advise employees of any necessary statutory and company revisions to Health and Safety arrangements. Relevant safety issues and new safety information will be displayed and notified to all employees. The company is aware of the additional risks that may follow as a consequence of the employment of young people and will take care to minimise those risks so far as is reasonably practicable. The company will assess and document the additional risks and measures provided to ensure the health and safety of young persons.

The company is aware of the statutory restrictions imposed upon work undertaken by young persons and will comply with these restrictions. Young persons will be given the raised level of information, instruction, training and supervision required to enable them to work safely.

Employee's concerns regarding young persons in the work place should be reported to a responsible person (a supervisor or manager), and measures will then be taken to investigate the circumstances and provide a solution. Mr K.Beck will have the responsibility of ensuring the provisions of this policy are met.

The Company is committed to providing the necessary resources in order to meet the aims and ambitions of this policy. General responsibility for Health and Safety exists at all levels throughout the Company, however, the Managing Directors accept overall responsibility for all matters, including those regarding health, safety and welfare and is responsible for ensuring that the safety policy is implemented and monitored within the workplace to ensure that safe conditions are maintained. Where risks are identified the Managing Director will ensure that these are rectified, so far as is reasonably practicable.

The Company will ensure that adequate welfare facilities; toilets, drinking water, washing facilities, temperature, ventilation, lighting and first aid equipment are available and maintained.

All employees will have access to this Health and Safety Policy. The Policy will be revised and amended accordingly in the light of legislative or organisational change and will take into account any new equipment, processes or changes to work which affect Health and Safety. It will be kept up to date by periodic reviews (at least annually) and will be regularly monitored to ensure that the objectives are being achieved.

Mr Ken Beck

Mr Mark Ridden

Directors

Date:12th July 2004

2. HEALTH AND SAFETY IN GENERAL

Aaran Design Ltd. endeavour, so far as it is reasonably practicable, to ensure the Health and Safety of all employees, whether on or off site, other authorised persons and those who may be affected by our activities by providing:

- Safe systems of work to minimise hazards and risks
- Safe plant and equipment, properly inspected and maintained
- Appropriate training, instruction, information and supervision
- A safe place of work with safe access and egress from the place of work
- A safe and healthy working environment
- Suitable welfare facilities
- Arrangements for joint consultation with the employees and all issues that may affect them and their equipment/working practices

The Company recognises the need to provide facilities, safeguards and methods of working which, if properly used by employees and other authorised persons will be conducive to their Safety, Health and Welfare.

The need to keep up to date with future legislation, codes of practice and other material relevant to Health and Safety is recognised. It is also recognised that the safety policy of the Company may require revising from time to time. For example: new equipment or technology may require the policy to be changed, therefore there will be regular communication with staff to ensure the policy is kept up-to-date. The necessary arrangements have been made to monitor the effectiveness of this policy and to have appropriate corrective action when necessary.

The responsibility for Health and Safety exists at all levels throughout the Company, from the Managing Director to the work force as a whole. It is only by co-operation at all levels that this policy can be effectively implemented.

Furthermore, it is the statutory duty of employees to act responsibly in relation to all matters that may affect the Health and Safety of themselves and other persons.

3. RISK ASSESSMENT.

Under the current Management of Health and Safety at Work Regulations 1999 (MHSWR) it is necessary for the company to assess, record and re-assess requirements for all risks to employees at work and for all risks to others who can be affected by the conduct of any business operation.

Ken Beck is a duty holder for undertaking risk assessments. He is supported by all senior staff. Risk assessment shall be carried out according to the process outlined in 4.3.

A **hazard** is any substance, article, material, or practice that has the potential to cause harm to the safety, health or welfare of employees at work and others affected by that work. Evaluating the **risk** entails calculating the potential that someone will be harmed in some way by that hazard and the likelihood of that potential being realised.

The major categories of hazards encountered are Mechanical, Electrical, Physical, Environmental and Behavioural. The major categories for prevention are the use of safety equipment, training, supervision, safe systems of work and through planning and developing precautions.

Risk Rating

- Risks are allocated a rating against such factors as:
 - extent of potential harm or damage
 - likelihood it will occur
 - possible disruption to business activities or growth
 - short- or long-term effects
 - internal strengths and weaknesses
 - ability to recover
 - likely impact on owners/public image
 - litigation

All employees identified as being at particular risk (where reasonable practicable means to protect them are in place) will be notified and written documentation kept. Training, information, instruction and supervision will be provided if and when required as a response to the relevant risk assessment.

Control measures will be put into practice as a result of the risk assessments in accordance with the requirements of the relevant regulations, good working practice and what is reasonably practicable in the circumstance.

In deciding who may be harmed the Company will consider not only its employees but all those effected by our business activities including groups specifically at risk such as expectant mothers and young employees, members of the public and those who may not be in the work place all of the time, if there is a chance that they could be hurt.

Should additional control measures be required for a risk to be suitably controlled, as identified by the classification of the risk, then the organisation will implement such measures as soon as practicable, which will correspond to the nature of the hazard, the risk of its occurrence and the resources required to deal with it. Total co-operation is required from all levels of the firm to prepare safe working procedures for each of the operations and ensure that all of the risks are minimised or eliminated.

4. ORGANISATION AND RESPONSIBILITIES

Directors:

Overall responsibility for Health and Safety rests with the Directors, Mr K, Beck & Mr M. Ridden Under their guidance, effective accident prevention and safety training programmes are to be developed and procedures introduced to create a safe and healthy working environment. They also ensure that as appropriate, management are trained in these policies and play their part in promoting Health and Safety. All new employees will be trained in the company Health and Safety requirements. Training received by all employees/subcontractors will be entered in their personal training record file.

Health and Safety Officer:

The responsibility of the Health and Safety Officer is to implement, monitor and revise Health and Safety practices that are deemed necessary to comply with existing and/or new legislation. This includes making modifications or amendments as may be required to all Health and Safety documentation.

The Health and Safety Officer is the designated Duty Holder for carrying out Risk Assessments alongside the Directors, and where necessary, an external Health and Safety consultant. In addition he shall investigate reported accidents and dangerous occurrences.

Should the necessity arise, the Health and Safety Officer, is empowered to stop machinery or processes which he considers presents hazards to the operators or to other personnel.

Nominated Supervisors:

All Supervisors are required to implement the Company's safety policy for the areas under their control. This includes ensuring safe and healthy working conditions are maintained, that supervisors are made aware of their responsibilities and trained to carry them out, that any hazards which may arise are swiftly and adequately dealt with and that consultations are held with supervisors, on matters which might arise concerning Health and Safety.

The Supervisors are responsible for monitoring the employees during their work, to ensure that they are competent and can safely carry out the works they are trained to do. The Supervisors will monitor the employees' use of equipment to ensure that safe working practices are being maintained. Where there are any concerns about the standard of an employee or their use of equipment, the Supervisor will identify the Health and Safety training needs and report them to the General Manager. The Company will then identify appropriate training. The training needed to develop the employee will be provided and the Supervisor will ensure that the training is implemented. The employee will be monitored and the information on training and competency will be recorded in their training record.

Safety Representative:

A Safety Representative from the shop floor has been appointed in accordance with the Health & Safety (Consultation with Employees) Regulations 1996.

The responsibility of the Safety Representative is to act as a channel of communication between the company and its employees and to ensure, as far as is reasonably practicable, that our Health and Safety commitments are being met on the shop floor and off site.

Employees & Sub Contractors:

It is the duty of employees/subcontractors to act responsibly in relation to all matters that may affect the Health and Safety of themselves and other persons while on the Company's premises, and to abide by the Company's safety regulations at all times. Conditions, equipment or practices thought to be unsafe should be reported to the supervisor as soon as possible. Where personal protective clothing or equipment has been provided, it should be used.

Sub Contractors will be assessed for their competence to carry out their tasks safely. They are required to give a reference the first time they are used by the company and they must show evidence of training certificates. Their progress will be monitored throughout the contract and the Company will record audits and reviews.

Provision and Arrangements for Young People

Pupils (Apprentices) and young persons on work experience.

All reasonable steps will be taken by the company to ensure the health and safety of young persons placed with the company on work experience programmes.

Risk assessment will be carried out before young persons arrive on site so that any hazards to which they may be exposed are identified and recorded. On arrival at Aaron Design premises (or any other place of work they may need to attend on company business) a thorough induction will be undertaken to explain health and safety rules and precautions that must be taken.

The company will ensure:

- pupils are fully briefed
- staff at all levels, who will be involved in the exercise, know exactly what their responsibilities are and have clear details as to the extent of the work which may be undertaken

The company will identify the activities in which the pupils/students are to be engaged and ensure that all risks are controlled and a safe system of work implemented for each activity.

The company will also determine whether it will be necessary to impose any limitations or special arrangements on medical grounds (e.g. when students may suffer from such conditions as asthma or colour vision impediments etc.)

Additional instruction, supervision and training will be provided until such time that the pupil has demonstrated a satisfactory degree of competence.

Careful attention will be given to restrictions placed upon the type of work which may be undertaken.

Summary:

Overall responsibility for Health and Safety within Aaran Design Limited will lie with the Directors, Mr K. Beck & Mr M Ridden, who will lead on safety matters. They have delegated the day-to-day responsibility to the Mr Ken Beck Director, while on company premises. They will also ensure this policy is carried out and will inspect the premises and activities every 12 months.

Employees must report any unsafe conditions, failures of policy, hazards, dangerous events etc to Mr K Beck.

All employees have a duty to act responsibly and not to put themselves or others at risk by their acts or omissions. Employees must co-operate with the company on matters of Health and Safety. Employees must follow all control measures and follow safe systems of work.

Employees must keep the workplace clean and tidy.

Health and safety will be discussed at any Aaran Design Ltd. meetings where it is deemed necessary and information relating to this will be posted on notice board located in unit 69 factory premises Birtley Buisness Centre.

Employees are responsible for First Aid:

- Mr A Gray

The supervisors and the Health and Safety Officer will be responsible for the accident book, which will be held in the training records filing cabinet. They will also be responsible for reporting accidents to HSE on form F2508.

The Health and Safety Officer is the designated competent person and will be responsible for emergencies and will act as fire warden, organise and record fire drills that will take place at regular intervals during the year.

Specific Areas of Health and Safety Responsibility are as follows:

Mr K Beck Health & Safety Officer

Management duties include the following:

- a) Ensuring that new and existing employees, contractors and visitors are aware of safety procedures.
- b) Establishing that all equipment, plant and substances used are suitable for the task and are kept in good working condition; this includes the regular maintenance and servicing of the equipment.
- c) Providing adequate training, information, instruction and supervision to ensure that work is conducted safely. Such arrangements shall be recorded.
- d) Taking immediate and appropriate steps to investigate and rectify any risks to Health and Safety arising from any work activity identified as a result of a site inspection, review of accident reports or communication by an employee.
- e) Ensuring that all accidents and “near misses” are properly recorded and reported and that an investigation is carried out to determine causal factors.
- f) Maintaining safe access to and egress from the workplace at all times.

Employee Responsibility – all employees must:

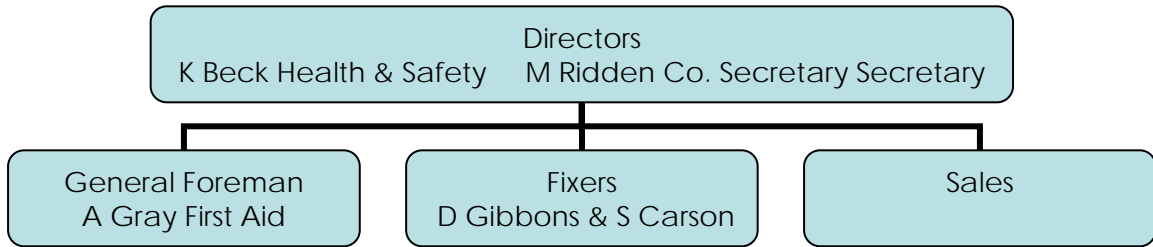
- a) Take reasonable care of their own Health and Safety.
- b) Consider the safety of other persons who may be affected by their acts or omissions.
- c) Work in accordance with information and training provided.
- d) Refrain from intentionally misusing or recklessly interfering with anything that has been provided for Health and Safety reasons.
- e) Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.
- f) Not undertake any task for which authorisation and/or training has not been given.

Employee Rules:

Below is a list of some of the basic rules for employees to follow:

- Always use equipment the right way in accordance with any given instructions.
- Always wear the right personal protective equipment and clothing.
- Follow the safety procedures and rules from the risk assessments and if ever uncertain; ask.
- Never interfere with equipment, electricity or any safety features.
- Do not smoke in the offices, corridors, kitchen or toilet.
- Report any defects or damage to any part of the premises, equipment or machinery.

5. ORGANISATION CHART FOR HEALTH AND SAFETY



The above shaded boxes are the different individuals and groups of people that have authoritative responsibility.

Directors – have the overall responsibility for the operation of Aaran Design Ltd. and to ensure that Health and Safety is of a consistently high standard. They have delegated the implementation and maintenance of the Occupational Health and Safety Management System to the Health and Safety Officer

General Manager – shall provide the resources to the Health and Safety Officer that are essential to the implementation, control and improvement of the Occupational Health and Safety Management System.

Health and Safety Officer - is to ensure that the Occupational Health and Safety Management System requirements are established, implemented and maintained in accordance with the HASAWA 1974. He will present reports to Management team for review as a basis for improvement of the Occupational Health and Safety Management System.

Supervisors – are responsible for ensuring that employees are working in accordance with the Health and Safety procedures that have been set out. They are to deal first hand with non-conformance. Persistent non-conformance is to be reported to the General Manager and he will deal with the situation with his own discretion.

All employees – have the responsibility of raising any issues brought to their attention to the Health and Safety Officer. He will act as a communication link between the management and the workforce.

All of the above demonstrate Aaran Design's commitment to continual improvement of the Health and Safety of their employees.

6. ACCIDENT PREVENTION POLICY

We must perform our duties safely and with consideration to others. Our activities will be carried out having due regard to current legislation and statutory requirements, with appropriate safeguards against exposing employees and others to risks to their Health and Safety.

These aims will be achieved within the framework of the Company's organisation and arrangements for the promotion of safety, health and welfare.

Where reasonably practicable, all steps should be taken to achieve a safe system of work;

- 1) The Company will take all reasonable measures to ensure the health, safety and welfare at work of all its employees in fulfilment of its moral, legal and economic responsibilities. These measures will also be aimed at protecting others, who may be affected by our work.
- 2) Management recognises its responsibilities to create the right circumstances and conditions which work may be carried out safely. All employees also have a legal duty not only to work safely but also to co-operate in efforts made to create and maintain safe working conditions. Failure to do so, may under the Health and Safety at Work Act, be regarded as a criminal offence and lead to prosecution.

- 3) Mr K Beck has overall responsibility for health, safety and welfare throughout the Company. Staff are responsible to him for carrying out the safety policy of the company within their area of responsibility. He is also responsible for making staff aware of their particular obligations in respect of health, safety and welfare. The procedure for reporting accidents and risk will be outlined to all employees. The Health and Safety Officer will investigate all accidents.
- 4) At the estimating and planning stage of all work, the company will take account of all requirements necessary to ensure the health, safety and welfare of employees.
- 5) The Company will ensure that there is adequate communication on matters affecting the health, safety and welfare of employees.
- 6) The Company will provide all the necessary instructions and information about the specific hazards to all concerned and will, where necessary provide for training to bring this about.
- 7) The Company will provide and keep in good repair the necessary tools, plant equipment and personal protective equipment to ensure the health, safety and welfare of employees. All employees must safeguard the Company's tools, plant, protective and equipment and have a duty to report any defects to their immediate superior.

7. ACCIDENT REPORTING

Every accident is to be the subject of an accident report initiated and completed by the injured person, his or her supervisor and/or the Health and Safety Officer. An investigation is to be held immediately to determine the cause of the accident and where necessary remedial action is to be taken without delay. Dangerous incidents, which do not result in injury, are also to be reported on the appropriate form to the Health and Safety Advisor and will likewise be investigated.

Specific injuries, industrial diseases and dangerous occurrences as described in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1999 are to be reported to the Health and Safety Executive.

8. ACCIDENT INVESTIGATION & RIDDOR NOTIFICATION

Aaran Design Ltd. is obliged to keep records of all reported injuries, dangerous occurrences and diseases. This information must be available for review and investigation.

After a reportable accident, Aaran Design Ltd. will attempt to record the event in sufficient depth, using photographs or sketches where appropriate. Any witness statements will be taken and a detailed investigation will be undertaken. The investigation is to include the working environment, the training and job experience of the victim, the job supervision and equipment maintenance, was the correct PPE issued and being worn and were any legal standards being breached.

Management will finalise the report and submit any relevant RIDDOR information on HSE Forms F2508 to the local HSE office responsible for the area where the incident took place and Aaron Design Ltd. will maintain a record of the incident in the Company's accident book and files.

9. ARRANGEMENTS FOR FIRST AID

The company maintains suitable numbers of first aid personnel to deal with minor accidents and emergencies at the workplace. Aaran Design Ltd will also have adequately stocked first aid boxes should an incident occur. Notices will be clearly posted (or other means used) to inform staff and site operatives:

- Where the first aid box is located;
- Who is the trained first aid, or appointed person.
- Location and telephone number of the nearest hospital or doctor's surgery
- Basic First Aid Advice

There are several employees that are qualified in first aid will be responsible for the first aid facilities and checking first aid boxes and these are named in the summary section of responsibilities. They are also responsible for maintaining the First Aid records of the Company with the assistance of the Health and Safety Officer.

Aaran Design Ltd aims to fulfil the requirements of the Health and Safety (First Aid) Regulations 1981.

10. FIRE

The Directors are responsible for ensuring that fire and evacuation arrangements are implemented. The Health and Safety Officer will manage fire issues and will assist them in this role. They will produce and review Fire Risk Assessments.

The Company will assess the risk of fire by monitoring the facilities on its premises for the risk of arson, cooking safety, waste materials, smoking materials, flammable and oxidising substances, electricity and electrical equipment maintenance and housekeeping.

All Aaran Design Ltd. staff and visitors will be made aware of their responsibilities, in the event of a fire. All the appropriate fire fighting equipment will be supplied, maintained and regularly serviced by competent personnel. All the escape routes and means of emergency exit will be kept clear and free from obstruction.

All flammable substances are to be stored in a separate fireproof storage area or fireproof cabinet, the Company will limit the amounts of these items to comply with current legislation. Staff will be advised not to store flammable or combustible products near heating appliances or other sources of direct heat.

The Company will undertake fire training and fire drills as appropriate and will maintain a fire log of appropriate records and assess the fire precautions on a periodic basis.

In the event of fire the alarm will be sounded. This is a continuous bell. Immediately upon hearing the bell, personnel will leave their work area and assemble in the car park assembly point away from the building. On hearing the alarm the fire brigade will be called.

The specific arrangements for fire are as follows –

- a) Fire extinguishers are provided around the premises. A separate contracted company, Nomiated through Business Centre, check and test extinguishers, ensure fire extinguishers are in correct places and signposted properly.

- b) Fire escape routes are provided. Exits and routes are marked.
- c) The assembly point is located in the main car park.
- d) If an employee discovers a fire, the alarm should be activated. The Health and Safety Officer is trained to use fire extinguishers; other employees should not tackle a fire but proceed safely to the assembly point via the escape routes.
- e) The gates at the front of the premises should be open to allow the fire brigade easy access.

The Health and Safety Officer and Supervisors will be responsible to see the premises are clear and call the emergency services if required. The Health and Safety Officer will account for everyone at the assembly point.

An annual fire drill will be organised and carried out by the Health and Safety Officer who is responsible for managing fire issues and a fire record detailing such things as evacuation arrangements will be kept and monitored by him.

Company who deal with extinguishers will check the fire extinguishers and alarm system every year and a record/report will be filed.

Aaran Design Ltd. aim to fulfil the requirements of the Fire Safety Employers Guide 1999.

11. FIRE DRILL / PROCEDURES

General:

The site premises will have such means of escape in case of fire for the persons employed as may be reasonable in the circumstances. The Company will identify any fire hazards, combustible materials, highly flammable substances and sources of heat.

The Company will then identify any staff and other people who are especially at risk and then remove or reduce the identified fire hazards.

Emergency plan:

Aaran Design Ltd. will prepare a site-specific emergency plan that provides enough exits for everyone to get out in good time and considers arrangements for people with disabilities. The escape routes and exits will be monitored to ensure that they are available for use.

An appropriate warning system for raising the alarm will be provided together with the required fire safety equipment. Emergency lighting requirements should illuminate escape routes and fire equipment. The safety equipment will be checked and tested and the appropriate records kept.

Fire Procedure

A procedure for dealing with any fire will be prepared and effective steps taken to ensure that all employees are familiar with the procedure.

Staff will be adequately trained and informed of fire instructions and fire drills.

Fire Extinguishers

Fire extinguishers will be readily available, appropriate for the risk involved, and properly maintained. The type of fire extinguishers and their locations will depend amongst other matters, on the size of the office, the type of machine in use, kitchen or cooking facilities and any hazardous substances, which may be used or stored in the office premises. Guidance on the provision of fire fighting equipment should be sought from the Fire Prevention Officer for the area.

12. TRAINING

The Company is required to provide adequate Health and Safety training;

- On recruitment - Staff will receive first day induction, which will give clear and relevant information on the potential risks, emergencies and Health and Safety procedures of the Company.
- On being exposed to new or changed risks and when introducing to new substances, machinery, and processes.
- Refresher Training as appropriate for fire, emergency, personal protective equipment etc.
- On site meetings to cover all aspects of safe working procedures and Contract specific requirements, outside the normal practices of the Company.

The Company is to provide Induction Training for general education and additional training for specific jobs as they occur, either through in house training from Company staff or external consultants and training providers. Appropriate external industry related courses will also be considered.

Training for operatives is an ongoing matter and existing training and qualifications as well as any new training will be recorded in the relevant employees training file.

Appropriate training for the Company's management will clearly define their responsibilities and help to focus their attention effectively and create a "Health & Safety culture". Completed training will be recorded in the relevant employees training file.

Management Safety Duties are:

1. Duties of care to fellow employees, other workers and members of the public.
2. Duties to co-operate with their employees and with other persons who have safety Obligations.
3. Duties to report to employees the serious risks or their concerns over safety management.

Training requirements are to be monitored by the Supervisors and the Health and safety advisor which will then be reported to the General Manager where action is required as part of the Company's system for monitoring Health and Safety performance.

Aaron Design Ltd. will undertake safety induction training on site and supply any necessary safety information to employees, sub-contractors and others on their first day on site.

13. CONSULTATION WITH EMPLOYEES

Aaran Design Ltd. will prepare and issue a written statement of its general policy (it will be signed by the individual employee and then stored in their training files) on Health and Safety at work and bring this statement and any revisions, to the notice of all the staff. Employees will be encouraged to assist in the development of the Company's Health and Safety manual and procedures. Employee's knowledge, experience and understanding of their working environment will be used in assessing any risks in the processes. This information can assist in developing measures to improve Health and Safety at work and improve the work forces' involvement and co-operation in Health and Safety.

The Company will ensure that all employees are involved in creating and maintaining an effective Health and Safety culture within the Company's operations. The Company will consult with the employees or their representatives, before the introduction of new procedures or technology that may affect employees and their working practices.

Consultation will also occur with the introduction of new statutory information, any training programmes and implementing emergency procedures. The company will keep records of the consultations.

Aaron Design Ltd. also aims to consult with employees using regular meetings, letters and will issue certain information on the Health and Safety notice board.

14. EQUIPMENT

Aaron Design Ltd. will ensure that work equipment is maintained in an efficient state, in working order and in good repair. Where the equipment has a maintenance log, this is to be kept up to date.

The Company has a statutory duty to maintain its plant and equipment and avoid risks to Health and Safety. All staff has a duty for ensuring all work equipment is properly used and maintained and any faults should be reported immediately to Mr K Beck with the equipment being taken out of service until made safe or replaced.

The Company will provide adequate supervision that provides information and training to ensure that there is compliance with safety procedures. The Company will also develop safe systems of work, which identify hazards and then seek to eliminate or minimise the risk of that hazard occurring.

All guards, safety devices and controls must be used at all times by employees and this includes the use of any necessary personal protective equipment. The Supervisor also has the responsibility of ensuring that employees are trained how to use the necessary equipment correctly to avoid injury and damage. No work equipment shall be used unless adequate training and information has been given or the individual concerned is already fully competent in the use of that equipment.

Operatives using Company Plant and Equipment will be competent and trained. They must inspect the equipment before use and must not misuse the equipment. Operatives must report all faults, damage, defects or malfunctions to their Supervisor. They must not use defective equipment. Defective equipment must be immobilised and identified as awaiting repair.

Aaron Design Ltd. aims to fulfil the requirements of the Provision and Use of Work Equipment Regulations 1992.

15. PERSONAL PROTECTIVE EQUIPMENT (P.P.E.)

The Supervisor is the duty holder for ensuring that PPE is identified and issued. The Health and safety advisor will assist him in this role.

Aaran Design Ltd. and Subcontractors will:

- Comply with the Personal Protective Equipment at Work Regulations 1992.
- Provide and maintain P.P.E. of an acceptable standard as identified in their risk assessment.
- Make provision for the proper storage and cleaning of P.P.E.
- Maintain PPE in good condition and inspect and replace worn out equipment as required.

For all operations in the workshop it is mandatory that employees shall wear safety boots, goggles and overalls at all times. Other P.P.E. may be required according to hazards identified in the risk assessments and good working practice. The misuse of PPE shall not be tolerated and shall only be used, as instructed, for the purposes of health and safety.

Contractors, supervisors and all senior staff will be reminded that they should set a good example by wearing the appropriate protective clothing at all times while in the workshop for any extended period.

16. HEALTH HAZARDS (C.O.S.H.H)

The Managing Director and the Health and Safety Officer have the responsibility for undertaking C.O.S.H.H. assessments. The Company will make written risk assessments of the C.O.S.H.H. substances present in the workplace, taking into account how they are used and stored. The Health and Safety Advisor will also arrange to provide adequate information, instruction and

training as is necessary. Where any substance presents a health risk the Company will introduce controls by preventing exposure, by elimination, substitution or enclosure and the use of personal protective equipment. Copies of the assessments are also kept with the hazardous substance in the storeroom or near where the substance is used which must be reviewed by all the relevant employees prior to using the substance.

The Health and Safety Officer will ensure that before work starts on site, information is obtained on any materials or substances to be used or likely to be encountered which could be a hazard to the health of operatives. If possible, arrangements will be made for an alternative, less hazardous material. Any necessary protective clothing, equipment, enclosures, extraction equipment, hygiene facilities medical examinations etc must be planned before work commences. Hazardous substances are not to be used without an assessment first being completed and must be disposed of carefully as recommended in the assessment.

All operatives engaged in any process involving the use or handling of any hazardous substance will be given full instructions and any necessary training on health hazards and precautions, use of protective clothing, equipment, hygiene measures etc as required.

Employees must follow the precautions and rules as a result of the risk assessment so that they do not expose themselves or others to any risk. The overall aim of the assessment is to reduce the risks arising from identified hazards by using the appropriate control measures and/or personal protective equipment.

Employees have a duty to co-operate with the Company to fulfil the requirements under Health and Safety law.

Supervision:

- 1) The Supervisor will ensure that all procedures planned to handle or use any hazardous substance are carried out fully and that any protective clothing equipment or hygiene measures are provided and maintained as required.
- 2) Any necessary medical examinations, testing etc will be carried out as required and records will be kept during the operations.
- 3) All measures necessary to protect other workers and the general public from any substance hazardous to health will be provided and maintained.

The Company aim to fulfil the requirements of the Control of Substances Hazardous to Health Regulations 1999.

17. MANUAL HANDLING & LIFTING

Employees must avoid manual handling where reasonably practicable to do so. Employees should use lifting and carrying aids, including trolleys to move loads. Two person lifts are to be encouraged where practical for large pieces of furniture or equipment. When it is unavoidable, employees must not move any load, which they think, may cause them injury.

Handling assessments of the main tasks will be carried out and training will be given to employees in safe methods. Both the Health and Safety Officer and the Supervisor are responsible for undertaking such handling assessments and arranging for suitable training.

Handling assessments will be used to examine all the significant manual handling risks and will take into consideration the level of risk involved in order to determine what control measures, if

any, are required. Specific factors which shall be taken into account in the assessment of the risk are the task involved, the load, the working environment and individual capability. Employees will be made aware of all available information regards safe lifting techniques, which shall accompany training and actual instruction as to how to conduct manual handling safely. All supervisory staff will be given training in the correct methods of handling and lifting loads as part of their normal safety training and will monitor employees. Supervisory staff will ensure that a supply of suitable gloves is available for issue as required for the handling of materials which cause injury to hands.

The supervisor will not require any person, in particular a young person or expectant mother to lift without assistance, a load which is likely to cause injury.

The Company aim to fulfil the requirements of the Manual Handling Operations Regulations 1992.

18. ELECTRICITY

Aaron Design Ltd. are responsible for managing the use of electricity in its premises. All electrical work is to be undertaken by competent persons. Electrical equipment is to be properly maintained and subject to periodic checks.

Employees who use portable electrical equipment, that is, equipment which is connected to the electrical supply but is not permanently attached to it such as computers and photocopiers, are reminded that they must not carry out electrical repair work themselves, an electrical contractor will carry out any necessary electrical work and appliance testing. Aaron Design Ltd. can ensure safety by specifying that electrical equipment is compliant with current standards for the electrical industry.

Electrical equipment is to be tested at regular intervals and all records produced as a result of appliance testing, maintenance and reports by electricians, are to be kept in the Health and Safety file. Staff must be properly trained only to use equipment after they have given it a visual inspection to identify damage or defects, and to use it only for the purposes for which it was intended according to the safe systems of working. Where equipment is found to be faulty repairs and re-testing will be carried out before the equipment is re-issued.

Power tools must be maintained in good condition with casing intact and label fitted showing voltage and other information. They must be subjected to regular user checks and formal visual inspections. Company inspections of Portable Electrical Equipment will be undertaken at least every six months.

A competent electrician and will carry out periodic inspections of all electrical equipment on site. Portable Appliance Testing records will be maintained and will be kept in the health and safety file.

Aaran Design Ltd. aim to fulfil the requirements of the Electricity at Work Regulations 1989.

19. DISPLAY SCREEN EQUIPMENT (DSE)

The use of display screen equipment is not generally a high-risk activity, but failure to meet the minimum requirements may lead to serious muscular or other physical problems, eyestrain, fatigue and stress.

Aaran Design Ltd. will undertake assessments to check that the DSE is properly installed and in an acceptable environment. The Health and Safety Officer is the designated duty holder responsible for assessing each user. DSE users are to co-operate with Aaran Design Ltd. in the assessment and efficient use of their workstation and report any difficulties or defects, which could potentially contribute to a health hazard.

Employees who are required to use DSE for substantial work will receive training so that they are aware of the hazards and health risks and are able to arrange and adjust their equipment and workstation for safe and efficient working.

Employees are required to have a short change of activity regularly (e.g. 5 minutes every hour) from use of DSE if natural breaks do not interrupt DSE work.

Employees who carry out substantial work at a display screen will be entitled to free eye tests, before commencing work on DSE or as soon as is practical, at regular intervals afterwards or when visual difficulties are experienced.²⁰

CONTROL OF CONTRACTORS & VISITORS ON PREMISES

Contractors:

Aaran Design Ltd. will only use assessed and competent contractors with the relevant experience. Checks on their experience and proven safety record will be undertaken. Contract specific risk assessments will be required and checked by the Health and Safety Officer. The Contractors will be reminded of their duties to provide and maintain a safe working environment for their employees and to use properly maintained plant and equipment to enable them to carry out their tasks safely. Their acts and omissions must not affect the safety of others working on the site.

When working on site the Contractors must report to the Supervisor who will then monitor and supervise the contractor to ensure that safe working practices are observed at all times.

Visitors:

When visitors report to any premises under the control of the company, they will be directed to the site reception area, immediately upon arrival. It is then the duty of the delegated supervisor to ensure that prior to their entry into a working area that they are made aware of the Site's Health and Safety Rules and possible dangers (if any). They will also be provided with and required to wear any necessary PPE.

The Visitors remain in the care and responsibility of representative until the time of their departure therefore during any fire and emergency procedures. Aaran Design Ltd. representative will advise the visitor to follow the correct instructions and ensure that they are accounted for at the emergency assembly point and that they do not enter the building until it has been declared safe.

21. WORKPLACE

The premises will be maintained in a safe and healthy condition at all times. Employees must take responsibility for general housekeeping, cleanliness and tidiness. Adequate welfare facilities; toilets, drinking water, washing facilities, etc will be provided and maintained by the company, as will adequate temperature, ventilation and lighting. Any defects to premises, fixtures and fittings must be reported immediately to the General Manager and in his absence to the Health and Safety Officer.

The Health and Safety Officer has the responsibility for undertaking work place inspections to ensure that reasonable standards of Health and Safety are met and the welfare of employees is being addressed. A record of these inspections will be kept in the Health and Safety File and are available to any member of staff.

Aaran Design Ltd. aim to meet the requirement of the Workplace (Health safety and Welfare) Regulations 1992.

22. EMERGENCY PROCEDURES

Aaron Design Ltd. shall establish and where necessary, provide appropriate procedures to be followed in the event of serious and imminent danger to persons working for them. Where the possibility of emergencies and danger areas occur the company will nominate a sufficient number of competent persons to implement the appropriate procedures. This competence will rest on matters such as training, experience and knowledge.

The prime objective will be to ensure that no employee, sub-contractor or visitor can access any area where an emergency or possible danger may or has occurred without first receiving adequate Health and Safety instruction.

The company will inform employees about the potential dangers, the controls and the emergency procedures. Employees will also be instructed on how to identify conditions in these potentially dangerous areas where it may be necessary to stop work and go to a place of safety. The Emergency procedures will also provide adequate safeguards to avoid a return to the work area until the risk of danger has been cleared.

23. ALCOHOL, DRUGS AND SMOKING

The Company recognises the risks of alcohol and drug abuse in the work place. They can detrimentally affect an individual's health, work attendance, work performance and the safety of the other people working with them.

It is forbidden to bring alcohol or non-prescribed drugs onto any office or site. It is also forbidden for any employee to work in an office or any site if the person has been drinking alcohol or is affected by drugs. The Company reserve the right to expel any person who appears to be under the influence of alcohol or drugs. There is a complete ban within the company offices and employees are restricted in the amount of time they take off to smoke.

24. ACCESS AND PARKING

Vehicles must only be parked in the area agreed with the Managing Director. This is important as fire exits must be kept clear at all times and access to and from the premises must be maintained in case of an emergency. If vehicles are parked off site, consideration must be given to the site's neighbours, pedestrians and other road users.

25. SYSTEM AUDITS AND MONITORING OF PERFORMANCE

The Company conducts a review of health and safety performance during management meetings. Any corrective actions advised or suggested will be investigated and appropriate actions implemented. These actions are recorded in the meeting's Minutes.

The General Manager, and Safety Officer are responsible for collating health and safety concerns from the employees and sub contractors and actioning them on site or reporting them to the Managing Director for review or authorisation.

External Health and Safety Consultants are used by the company, who in turn help the company to monitor, review and evaluate the effectiveness of our health and safety procedures and identify where further resources may be required.

The Health and Safety Advisor will monitor any accidents and compile the supporting documentation for the authorities and keep records. When there are reportable accidents that require notice to the HSE (R.I.D.D.O.R. 1995) these are reviewed by the Company and their External consultant, if necessary, to see what corrective or preventive action, if any is required by the company.

If there are any corrective or preventive actions required by the management of the company, these will be undertaken promptly to protect the Health and Safety of all those involved. Where appropriate the Company will issue revised instructions to personnel and amend written procedures to take account of any new or perceived hazard to Health and Safety.

26. DISCIPLINARY PROCEDURE

When there are issues of non-compliance of health and safety regulations the Company will investigate them. The relevant supervisor or off site representative will collate written information, this will then be reviewed by the Company and the appropriate corrective action taken to ensure that there is compliance and that the employees are made aware of the situations which are causing concern. If, subsequent to this, the problems persist, then the Company will apply further measures to ensure the Health, Safety and Welfare of all employees and others, who may be affected by the actions of those who are not complying with the Health and Safety Regulations.

The purpose of the disciplinary procedure is two-fold. Firstly, to give management an opportunity to draw to an employee's attention a situation which is causing concern and secondly, to give the

employee the opportunity to explain and to improve that position. If subsequently, the problem persists then further measures may be necessary.

Where the Company is dissatisfied with an employees or sub-contractors performance on Health and Safety they will arrange an interview, where a fellow employee can accompany her/him. After considering the details an appropriate admonishment, oral warning, written warning, suspension or dismissal will be issued. Records of the disciplinary actions will be maintained by the Company and available for any appeals or legal actions arising from the issues of non-compliance of health and safety legislation.

Every employee is responsible for the health and safety of themselves and the people around them.



I have read and understood the Health and Safety Policy of WD Close and agree to abide by the rules and principles of this policy.

Name: Position:

Signature: Date:

For office use only: Once signed please detach and place in personnel file