Profixed Interiors

Health, Safety & Environmental Management Plan 2023/24

1. Company Introduction & Policy Statement

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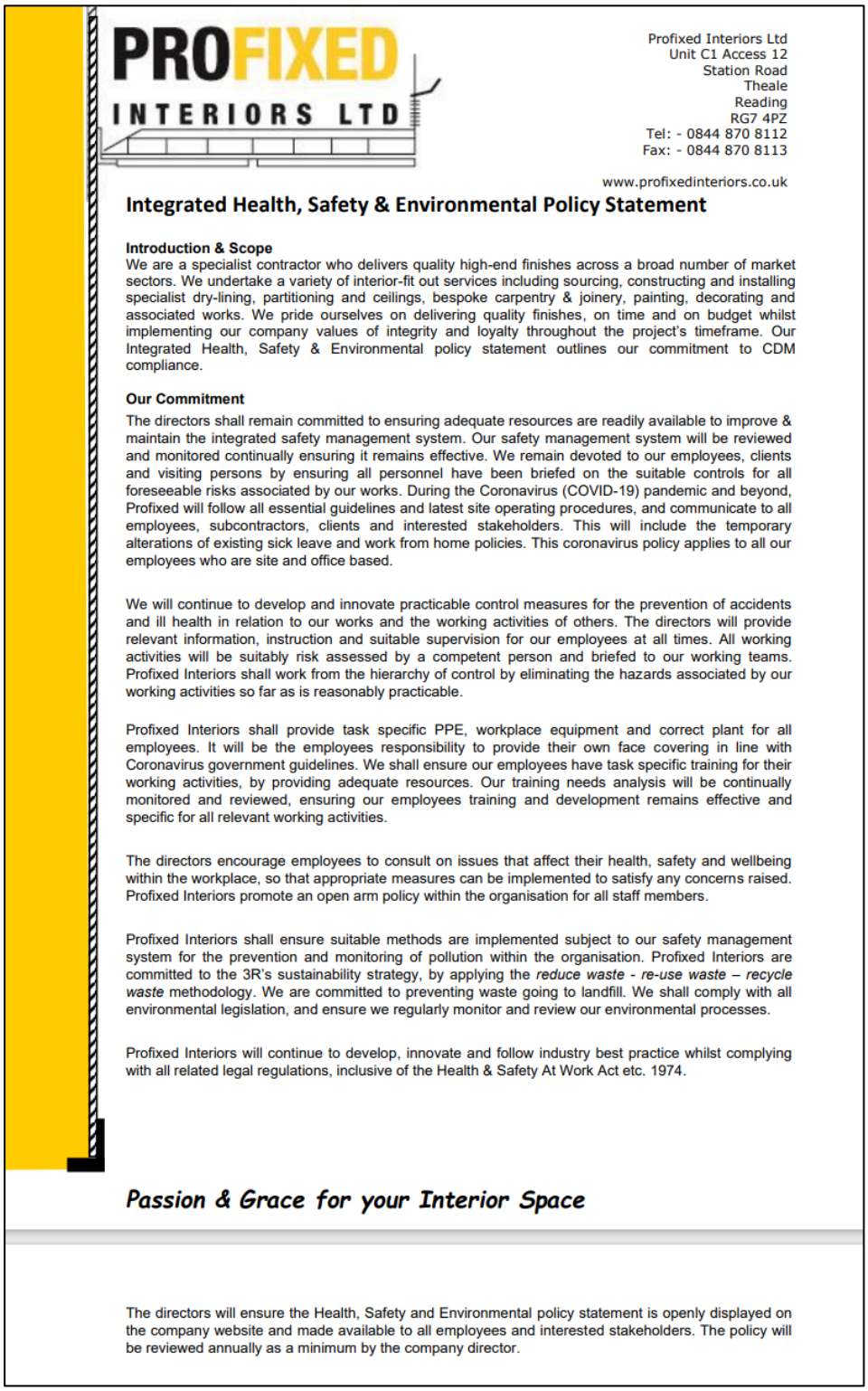
We are a specialist contractor who delivers quality high-end finishes across a broad number of market sectors. We undertake a variety of interior-fit out services including sourcing, constructing and installing specialist dry-lining, partitioning & ceilings, bespoke carpentry & joinery, painting, decorating and associated works. We pride ourselves on delivering quality finishes for our clientele portfolio, on time and on budget whilst implementing our company values, integrity and loyalty throughout the project's timeframe. Our Integrated Health, Safety & Environmental policy statement outlines our commitment as a business, to our effective integrated management systems, and CDM compliance.



PROFIXED INTERIORS LTD

Profixed Interiors Ltd
Unit C1 Access 12
Station Road
Theale
Reading
RG7 4PZ
Tel: - 0844 870 8112
Fax: - 0844 870 8113

www.profixedinteriors.co.uk

Integrated Health, Safety & Environmental Policy Statement

Introduction & Scope

We are a specialist contractor who delivers quality high-end finishes across a broad number of market sectors. We undertake a variety of interior-fit out services including sourcing, constructing and installing specialist dry-lining, partitioning and ceilings, bespoke carpentry & joinery, painting, decorating and associated works. We pride ourselves on delivering quality finishes, on time and on budget whilst implementing our company values of integrity and loyalty throughout the project's timeframe. Our Integrated Health, Safety & Environmental policy statement outlines our commitment to CDM compliance.

Our Commitment

The directors shall remain committed to ensuring adequate resources are readily available to improve & maintain the integrated safety management system. Our safety management system will be reviewed and monitored continually ensuring it remains effective. We remain devoted to our employees, clients and visiting persons by ensuring all personnel have been briefed on the suitable controls for all foreseeable risks associated by our works. During the Coronavirus (COVID-19) pandemic and beyond, Profixed will follow all essential guidelines and latest site operating procedures, and communicate to all employees, subcontractors, clients and interested stakeholders. This will include the temporary alterations of existing sick leave and work from home policies. This coronavirus policy applies to all our employees who are site and office based.

We will continue to develop and innovate practicable control measures for the prevention of accidents and ill health in relation to our works and the working activities of others. The directors will provide relevant information, instruction and suitable supervision for our employees at all times. All working activities will be suitably risk assessed by a competent person and briefed to our working teams. Profixed Interiors shall work from the hierarchy of control by eliminating the hazards associated by our working activities so far as is reasonably practicable.

Profixed Interiors shall provide task specific PPE, workplace equipment and correct plant for all employees. It will be the employees responsibility to provide their own face covering in line with Coronavirus government guidelines. We shall ensure our employees have task specific training for their working activities, by providing adequate resources. Our training needs analysis will be continually monitored and reviewed, ensuring our employees training and development remains effective and specific for all relevant working activities.

The directors encourage employees to consult on issues that affect their health, safety and wellbeing within the workplace, so that appropriate measures can be implemented to satisfy any concerns raised. Profixed Interiors promote an open arm policy within the organisation for all staff members.

Profixed Interiors shall ensure suitable methods are implemented subject to our safety management system for the prevention and monitoring of pollution within the organisation. Profixed Interiors are committed to the 3R's sustainability strategy, by applying the *reduce waste - re-use waste – recycle waste* methodology. We are committed to preventing waste going to landfill. We shall comply with all environmental legislation, and ensure we regularly monitor and review our environmental processes.

Profixed Interiors will continue to develop, innovate and follow industry best practice whilst complying with all related legal regulations, inclusive of the Health & Safety At Work Act etc. 1974.

Passion & Grace for your Interior Space

The directors will ensure the Health, Safety and Environmental policy statement is openly displayed on the company website and made available to all employees and interested stakeholders. The policy will be reviewed annually as a minimum by the company director.

2. Organisational Roles & Responsibilities

The overall responsibility for health and safety within the workplace rests with everyone and is led from the directors and senior management teams, throughout the workforce. All employees have been trained, instructed and briefed on their health & safety responsibilities prior to working.

This section sets out the responsibilities under our health, safety and environmental policy.

2.1 - Board of Directors Duties

The directors have the overall responsibility for the health, safety and welfare of their employees and the persons affected by their working activities. The board are committed to driving and demonstrating a senior management obligation to all health and safety related issues, including continuous improvement within health and safety performance by continually reviewing, monitoring, auditing and implementing.

As stipulated within our health, safety and environmental policy, all directors remain committed to the provision of adequate resources for use, effectiveness and implementation of the policy statement.

The directors will ensure all personnel working on behalf of Profixed Interiors Ltd will have the correct training, information and equipment to undertake the working activities. The board of directors will ensure all team members and operatives will always have access to competent advice.

- Provide leadership to ensure that the integrated health, safety & environmental policy statement is complied with, and remains effective.
- Ensure that suitable financial provision and other resources, including time, are made available for health and safety obligations.
- Appoint, and assign the roles of all managers, and describe their roles & responsibilities at all levels, including site operatives.
- Actively promote at all levels the company's commitment to an effective health and safety management system.
- Ensure that effective systems are in place, and adhered to, such that risks to the workforce and others affected by Profixed Interiors Ltd working operations are reduced to a minimum or eliminated so far as is reasonably practicable.
- Ensure that all works undertaken by Profixed Interiors are suitably planned and assessed to ensure a safe working environment for all persons.
- Ensure appropriate consultation on matters of safety, health and wellbeing with all Profixed Interiors employees.
- Develop and brief all staff on the health, safety & environmental policy, ensuring it is openly available and communicated to all employees and interested stakeholders, ensuring the promoting, co-operation and consultation is being undertaken at all levels.
- The directors shall always set a personal example when visiting site by wearing site/ task specific PPE.

2.2 - Health and Safety manager Duties

- Stuart Dillaway has been appointed as the Health and Safety Manager and he will report to the Board of Directors. He will have overall responsibility for Health, Safety and Environmental compliance for the Company. This will include:
- Supporting the office manager, Zoe Clark, to ensure that the Health and Safety requirements for the Theale buildings (Units C1 and B5) are fully compliant with all aspects of Health and safety legislative requirements.
- Assist Zoe with workplace safety inspections for units C1 & B5, which will allow the Board of Directors to monitor and review their health and safety management systems in relation to these units.
- Develop, maintain and lead the implementation of policies, procedures and documentation to ensure

the health and safety of all employees, contractors and visitors to the company, ensuring all statutory requirements are met.

- Produce and track safety statistics and key health and safety measures, reporting to the Board and make continuous improvement recommendations to enhance the health and safety lifecycle.
- Review the company's safety management systems by executing the "Plan/ Do/ Check/ Act performance and auditing strategy. The health and safety manager will monitor the business in accordance with the HSG65 system.
- Carry out regular site inspections, check working methodologies are being properly applied and that all equipment meets safety standards. Ensure that corrective measures are recognized, implemented and maintained.
- Proactively work with teams to identify and improve health and safety knowledge and awareness. Develop and deliver training to upskill others.
- Monitor compliance for incident and accident reporting (Adverse Events). Undertake investigations when required and support the implementation of changes and improvements. Keep all records internally and manage external reporting as required.
- Maintain good working relationships with insurers and other accreditation bodies to ensure the company's interests are safeguarded and a healthy working relationship is maintained. Keep all documentation and evidence up to date.
- Partner and liaise with external health and safety consultants as required.

2.3 - Office Manager Duties

Zoe Clark has been appointed as the Profixed Interiors office manager. Zoe, with the assistance of the Health and Safety manager, will undertake the role of executing all safety systems and ensuring all safety related issues within the office and sites are brought to the attention of the directors, so that practicable measures can be implemented to resolve these issues.

Zoe, with the assistance of the Health and Safety manager will assist the directors and senior management teams by ensuring the following safety related items are being managed and enforced;

- The office manager will be responsible for monitoring and reviewing the safety procedures within the office environment. Zoe will report any unsafe safety acts or omissions to the Health and Safety manager.
- Monitor the effectiveness of the health, safety and environmental policy within the office, and review its suitability by undertaking regular workplace inspections.
- Assist the Health and Safety manager to maintain procedures for reporting, investigating, and recording of workplace accidents and incidents. Recording the accident statistics and maintaining the company Adverse Event Register.
- In the absence of the Health and Safety manager, report all reportable accidents to the enforcing authority subject to the RIDDOR Regulations 2013.
- In the absence of the Health and Safety manager liaise with the Profixed Interiors external safety advisor, Nicholas Procter.
- Ensure the availability of suitable PPE as and when required.

2.4 - Health & Safety Advisor Duties

Nicholas Procter – Chartered Member of Safety & Health (CMIOSH)

The role of the safety consultant will be advising the directors and their working teams on the legal and practical safety systems. The safety consultant will advise the Company to work in compliance with all Health and Safety legislative requirements when required.

The safety advisor will assist and advise the directors and senior management teams on the points below;

- Maintain an adequate information system on topics including civil and criminal law, health and safety management and technical advances, thus keeping up to date with changes in the health and safety legislation, standards and good practice, and with management practices relevant to the company.
- Provide advice and guidance on organisational arrangements, systems and risk control measures, legal and technical standards as required.
- Provide advice and guidance on all health and safety issues as required.

2.5 - Project & Site Managers Duties

All Profixed project managers and site managers will have a minimum of 1 year's previous experience of their roles, and similar projects. All project managers will pay due regard for the health and safety of themselves and others. All project and site managers shall be suitably trained to undertake their working activities.

- Understand the health, safety and environmental policy, and carry out work in accordance with that policy, bringing to the notice of the directors any improvements they may deem necessary.
- Liaise with managers, employees, subcontractors in relation to the implementation of the company policy as it affects each project.
- Liaise and communicate with clients and building occupiers in respect of any necessary health and safety issues, including fire and emergency procedures, and provision and use of welfare and first aid facilities.
- Undertake a risk assessment of the project with the support of the health and safety advisor, identifying hazards which could cause harm. Implement practical control measures to eliminate or reduce the risks identified.
- Monitor risk control systems implemented, and always endeavor to eliminate the risk a source.
- Ensure suitable and task specific PPE has been made available to all Profixed employees and ensure it is worn correctly and in good working order.
- Ensure all employees and sub-contract operatives are given site induction training at the commencement of work.
- Ensure all work is carried out to the company expectations/ standards with minimal risk to employees, other contractors, the public, equipment and materials.
- Provide a point of contact for all immediate health and safety issues.
- Plan and maintain a tidy and safe work area/ site.
- always set a personal example, particularly by wearing the correct PPE.
- Report back to management any incidents/ accidents/ defects to work equipment.
- Report all near misses, injuries and workplace incidents to the person responsible for safety.

2.6 - Employees Duties

All Profixed employees have been trained and briefed on the foreseeable risks prior to commencing work on site. All employees have a legal duty under the Health and Safety at Work Act 1974. to ensure the following is adhered to**:**

- Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work.
- Co-operate, so far as is necessary, to enable any duty or requirement imposed on the business by or under any of the relevant statutory provisions, to be performed or complied with.
- Read and understand the health, safety and environmental policy and carry out their work safely and in accordance with its requirements.
- Co-operate and consult with management on health, safety and environmental matters.
- Attending and participating in training and briefing sessions, to maintain an up to date awareness

of appropriate legislation, codes and guidance notes.

- Use the correct tools and equipment for the job in hand and in accordance with training and instructions.
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.
- Report any defects with work equipment, any accidents or near misses to the project manager or site supervisor, without delay.

2.7 - Sub-Contractor Duties

- Comply with the Profixed Interiors Ltd health, safety and environmental policy, a copy of which is available for viewing on the company website, on Procore and at the head office.
- Satisfy Profixed Interiors Ltd or their advisers of their competence in relation to health and safety issues and the proposed work.
- Ensure that they comply with current legislation connected with the work they are involved with.
- Comply with any site safety rules and conditions for the project.
- Ensure that they have adequate Liability Insurance.
- Identify the hazards of their own work and inform the site manager where there is a risk.
- Provide and maintain machinery, equipment, PPE appropriate for the job, and safe systems of work that are safe and without risk to health.
- Carry out work in such a way that persons not in their employment who may be affected by their operations, are not exposed to any risk to their health or safety.
- Report any accidents, incidents or near misses to the Profixed Interiors Ltd project manager/ site supervisor, without delay.
- Always have access to competent safety advice.
- Respect the Profixed Interiors client portfolio and their rules and policies.

3. Accident, Incident and Near Procedures

This safety plan outlines the procedures which are to be adopted and executed during the event of an employee, visitor or sub - contractor experiencing an accident, near miss or dangerous occurrence during the workplace.

For the purpose of the Profixed Interiors safety management plan, the following definitions will be relevant:

Accident – This is defined by the Health and Safety Executive (HSE) as “any unplanned event that results in injury or ill health of people, or damage or loss to property, plant materials or the environment or a loss of business opportunity.

Near Miss – This is any incident that could have resulted in an accident.

Dangerous Occurrence – This is a specified event as described in Schedule 2 of the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

All accidents resulting in personal injury, no matter how minor, must be recorded on the Company accident reporting form, which will be passed to the H&S manager. This will be saved electronically for storage and the Adverse Event Register will be updated with the details of the Accident/Near Miss/Dangerous Occurrence and a summary of any investigation.
The Adverse Event Register will be regularly reviewed by the H&S manager to monitor trends. This review shall be in addition to an individual investigation of the circumstances surrounding each incident by a competent person.

The H&S manager will investigate all adverse events (Accidents, Near Misses and Dangerous

Occurrences) to the appropriate level. The H&S manager may request the help of any employee to assist with any investigation.

Profixed Interiors are committed to reducing injury and harm within the workplace. The directors and senior management team encourage all employees to report near misses within the workplace, so that immediate actions can be implemented to prevent a reoccurrence which may result in an injury. All operatives are trained and educated in these reporting procedures.

All accidents and near misses must be reported to Zoe Clark at Profixed Interiors Ltd by email or telephone on 0844 8708112, without delay. The office manager will pass this information to the Health and Safety manager for further investigation and recording, which follow HSE guidance (HSG 245). All Accidents and Near Misses must also be reported to the main client.

The Health and Safety manager will be responsible for compliance with all RIDDOR reporting requirements.

All Accident and Near Miss reports will be recorded centrally by the Company in the Adverse Events register. This will allocate each report a Unique Reference Number (URN) and will be available for inspection by all staff and other interested parties. Each individual report will also be stored electronically in the appropriate folder for reference.

4. Drug & Alcohol Policy

The consumption of alcohol or drugs is not permitted in any situation where, as a direct consequence, the safety at work of the individual or others is put at risk. Examples include driving, use of dangerous or potentially dangerous work equipment, working at heights, handling loads, working with dangerous liquids and other work requiring manual dexterity. This applies also to those using information systems that hold sensitive data.

"It is an offence under the Misuse of Drugs Act 1971 for any person knowingly to permit the production, supply or use of controlled substances on their premises except in specified circumstances (e.g. when they have been prescribed by a doctor)."

"You should also be aware of duties under the Road Traffic Act 1988 and the Transport and Works Act 1992. Drivers of road vehicles must not be under the influence of drugs while driving, attempting to drive or when they are in charge of a vehicle. Certain rail, tram and other guided transport system workers must not be unfit through drugs while working on the system. The operator of such a system must exercise all due diligence to avoid those workers being unfit."

Alcohol and drug misuse can cause several problems in workplace. These can also act as signs or symptoms of the underlying cause: -

- Accidents, injuries and near misses.
- Deterioration in general health.
- Absence from work or poor timekeeping.
- Effects on performance, such as poor judgement or decision-making; loss of concentration or of memory.
- Erratic or unacceptable behavior deterioration of working relations.

Any person who is considered to be under the influence of drugs or alcohol within the workplace shall not be permitted to work on Profixed Interiors Ltd premises or projects. Any such person shall be the subject of disciplinary action, which may involve instant dismissal.

5. Asbestos Management

In the event of a suspected asbestos fiber materials being discovered or identified, during works, the Profixed Interiors operatives must adopt the following procedures:

- Work must stop immediately, and operators should exit the area.
- The immediate area should be evacuated and access by others should be prevented
- Ensure the client is notified immediately.
- Those responsible for the premises, line managers and the health and safety advisor must be informed immediately, so that the necessary safeguarding and sampling can be arranged.
- Workers must not to return to the area until they are informed it is safe to do, and an air Dust/ fibers particle being released should be prevented, e.g. Power tools must be tuned off and air movement should be prevented.
- clearance certificate has been submitted by the client confirming this.
- In the unlikely event that a Profixed operative suspects he/ she has been exposed to asbestos fibers; the directors will ensure suitable health surveillance is provided.

Profixed Interiors Ltd will not remove any asbestos material, as this should be carried out by a licensed waste contractor (Control of Asbestos Regulations). However, that contractor must provide Profixed Interiors Ltd with the appropriate waste transfer, disposal certificates and air clearance certificates.

In the unlikely event of Profixed Interiors Ltd being Principal Contractor and Asbestos-containing Materials being discovered, the following will be followed:

- Profixed Interiors Ltd shall comply with all current UK regulations and legislation during the process, and thereafter.

- Profixed Interiors will ensure that all employees are trained and competent to identify asbestos containing materials (ACMs). The operatives will be educated to know that asbestos was not used in the UK from 1999. Profixed Interiors Ltd shall ensure suitable and sufficient training, instruction and information is provided, to include:

  - the significant findings of the risk assessment,
  - the risks to health from asbestos,
  - the precautions which should be observed, and
  - the relevant control limit and action level,

- All working activities will be risked assessed prior to commencing, and control measures will be stipulated on the procedures upon discovery of ACMs.
- Profixed Interiors Ltd shall not allow any work with Asbestos unless a suitable written plan of work detailing how that work is to be carried out has been prepared. The requirements of the Control of Asbestos Regulations shall be complied with.
- Profixed Interiors Ltd shall ensure that all control measures stipulated within the written plan of work are in place prior to work commencement. All equipment, including protective clothing and respiratory protection (RPE) shall be suitable and sufficient and shall be tested to the requirements of current Legislation. Operatives using RPE will be face fit tested ensuring the mask is effective.
- Profixed Interiors Ltd shall comply with the requirements of the regulations to ensure that records of any exposures to Asbestos within individuals health records are kept. Any Medical Surveillance required under the Control of Asbestos Regulations shall be met.
- Profixed employees must and will assume asbestos to be always present. In the event of an asbestos discovery the area where works are to take place must be cordoned off and the public and the client's staff (this is the client's duty) excluded from the area for the duration of the works – all precautions to be taken as if the area contained Asbestos.

- All risk assessments produced are to be made available to all personnel who may be affected by the works.

In the event of the ACMs being discovered, the following persons must be notified so they can implement the actions above.

Zoe Clark – Office Manager Profixed Interiors
- 0844 870 8112 zoe@profixedinteriors.co.uk

Stuart Dillaway Profixed Interiors H&S manager
- 07523 695735 stuart.d@profixedinteriors.co.uk

6. Working in Confined Spaces

Entering a confined space is an extremely dangerous operation and should be avoided at all costs. A confined space can be any space of an enclosed nature where there is a risk of death or serious injury from hazardous substances or dangerous conditions.

Some places may become confined spaces when work is carried out, or during their construction, fabrication or modification. The Confined Space Regulations 1997 contain key duties that must be adhered to.

- Avoid entry to confined spaces if possible.
- If it is unavoidable to enter a confined space operatives must follow a safe system of work.
- Operative will be confined space trained prior to entering a confined environment.
- Emergency procedures must be put in place and be acknowledged by all appropriate people.

No confined space working is permitted without first obtaining management authorisation and having a suitable and sufficient risk assessment developed for the working activities.

7. Employee Involvement and Consultation

The Health and Safety (Consultation with Employees) Regulations 1996 requires employers to consult employees on the following issues:

- The content of the Profixed Interiors Ltd health, safety and environmental policy
- Any rules specific to a site or project
- The introduction of any measures which may substantially affect health and safety, e.g. installation of new machinery, equipment, process or use of a new hazardous substance
- Information required to be provided to employees, e.g. emergency and first aid arrangements
- The planning and organisation of training required by law, e.g. working at height, use of a forklift truck, safe use of machinery etc.
- The consequences of introducing new technology
- The appointment of any persons to assist in complying with legislation, e.g. preparation of COSHH assessments

Participation by employees supports risk control by encouraging their ownership of health and safety policies. Profixed Interiors Ltd welcome involvement from their employees as this may help to devise operating systems, procedures and instructions for risk control, and help with monitoring and auditing.

The directors understand that supervisors and others with direct knowledge of how work is done can make important contributions to the preparation of procedures which will work in practice.

The directors and senior management of Profixed Interiors Ltd welcome health and safety comments from all employees and visitors.

Regular health and safety meetings are held at least quarterly to provide a forum for formal consultation and provision of information, instruction and training. Other communication may take place via memos, e-mails, toolbox talks and forums.

Health & Safety Committee meetings

All staff are welcome to attend, particularly Supervisors. The meeting will be chaired by the Health and Safety manager who will record the minutes and take on or allocate any actions arising.

The committee will work with a standard agenda, which can be modified accordingly to meet the Company's needs.

Committee meetings will be held quarterly as a face-to-face meeting and with *Microsoft Teams*. The H&S Manager will alternately host the meeting at a site in London and invite all London based staff to attend; non-London based staff can join and participate via *Teams*.

Minutes will be circulated by the H&S Manager by email and Whatsapp. They will be stored and retained on the Shared drive.

8. Ergonomics and Display Screen Equipment

The Health and Safety Display Screen Equipment Regulations 1992 (DSE) cover control of the risks to 'users' of such equipment. The primary purpose of the regulations is to ensure that the DSE and workstation enable users to work in adequate comfort and without risks to health. The regulations require all employers to undertake a suitable and sufficient assessment of the workstations operated by users, for the purpose of assessing the health and safety risks to which those persons are exposed in consequence of that use.

Profixed Interiors Ltd carry out such an assessment for all 'users' using the DSE Checklist, which acts as a personal risk assessment This enables the Company to take such further action as necessary; this assists in providing suitable information, instruction and training.

A record is kept of the assessment, which is reviewed every two years or in the light of changes to the display screen worker population, or changes in individual capability or where there has been some significant change to the workstation, e.g. changes to hardware, workstation furniture, relocation or a substantial increase in the amount of time required to be spent using display screen equipment.

Following the results of a workstation DSE assessment, Profixed Interiors will supply suitable ergonomic supplies to prevent discomfort and long-term health issues.

9. Electrical Working Activities

The Electricity at Work Regulations 1989 apply to electrical installations on virtually all premises. They require precautions to be taken against the risk of death or personal injury from electricity in work activities. No persons other than a competent electrical contractor must work on live equipment.

Profixed Interiors Ltd only use competent electrical subcontractors registered with NICEIC. This will ensure that all electrical installations and equipment are installed in accordance with the latest Institute of Electrical Engineers (IEE) Wiring Regulations. Any work will be subject to

a site-specific risk assessment.

During normal maintenance procedures it is standard practice to ensure that all equipment is electrically isolated and locked off, if possible, prior to any work being carried out to prevent accidental activation of the equipment. An isolation certificate will be submitted before starting such work.

Profixed Interiors Ltd will provide safe and suitable equipment for use by its employees. It will be regularly maintained, and any damage/ misuse must be reported immediately to management, so that action can be taken to rectify any faults, by repair or replacement.

Reduced voltage equipment will be provided, e.g. battery operated or 110 volts from a transformer. All portable appliances being used by Profixed Interiors employees will be subject to Portable Appliance Testing (PAT) and safe to use. Records will be kept at the head office and maintained by the office manager.

In addition to existing arrangement where PAT is outsourced, the Health and Safety manager will also be conducting PAT during his regular site safety inspection visits/audits. He has attended an external training course, run by PAT Training Services to demonstrate proficiency and competence for this testing.

The testing equipment, a *Martindale EasyPAT 2100* has been calibrated (29/04/24 to 29/04/2025) and is fit for purpose. The extra Testing results will be used to build up a current PAT Register for the Company.

The extra testing capacity will be used to enhance operational efficiency across construction projects.

10. Emergency Preparedness

In the event of an emergency **DO NOT** put yourself or others at risk. If necessary, evacuate the area immediately, ensuring others also evacuate to the agreed assembly point.

Raise the alarm by summoning immediate and appropriate assistance, take immediate action to stop the cause of contamination and/ or contain any spillage (**if it is safe to do so**) and inform management. Move staff, machinery or animals away from the danger area **without endangering anyone or yourself.**

Obtain/ administer first aid if required and trained to do so **and if it is safe to do so**.

Commence clean-up **if it is safe to do so**.

Where necessary, the following information shall be relayed to the emergency services:

- Details of incident – what happened, how many causalities etc.
- Location (if not evident)
- Location and type of hazardous substances on site
- Provide information outlining the COSHH details on hazardous materials.
- Details of fixed active fire protection installations, e.g. sprinklers, fire shutters, automatic fire doors etc.
- Location of fire hose reels etc and isolation switches etc
- Location of water mains
- Laminated site location plans showing access points

- Number of employees on the site
- Advise if any PPE should be worn
- List of main contacts

If there is the possibility of a pollution risk because of a spillage then the Environment Agency may also need to be called on 0800 80 70 60, providing the same information as above.

Profixed Interiors management must be informed without delay so that they can consider what additional action may be required. Other interested bodies (HSE, Gas/ Electricity Suppliers, Local Authority or Rail) may also need to be advised depending on the severity and circumstances of the incident. The directors of Profixed Interiors Ltd will make a decision as to who else will be advised.

10.1 Fire Procedures

In the event of fire, the health, safety and wellbeing of life shall override all other considerations, such as saving property and/ or extinguishing the fire.

All operatives should familiarise themselves with the location of the nearest escape route and alternatives at all sites where they work. They should be aware of the locations of fire alarm points and how to activate them.

If an alarm sounds all persons, on evacuation shall report to the pre-determined assembly point(s), which shall be made known to personnel during the induction process. Leave via the nearest exit, closing all doors and windows. Do not wait to conclude telephone calls or meetings, or delay evacuation to collect belongings, lap-tops etc.

On discovering a fire (however small) raise the alarm, call the fire brigade and inform management. Only attempt to extinguish the fire where there is no risk of personal injury either from the fire, from any toxic gases or from structural failure of the building.

When attempting to extinguish a fire, ensure the appropriate type of fire extinguisher is used for the specific type of fire.

You must only use **ONE** extinguisher to put out the fire. If **ONE** extinguisher has not put the fire out, you **MUST** leave it and evacuate the building to the pre-determined muster point.

Ensure that all emergency exits always remain unobstructed.

Under the Regulatory Reform Order 9th edition fire safety a business must undertake a fire risk assessment. An annual Profixed office (Unit C1) evacuation test shall take place, which shall be formally recorded as continual monitoring and review process.

10.2 First Aid Provisions

The aim of first aid is to reduce the effects of injury or illness suffered at work and prolong life. This means first aid is given to prevent the condition of the sick or injured person deteriorating further. This does not include the giving of tablets or medicines.

A suitably stocked and properly identified first aid container is held within the offices of Profixed Interiors Ltd, the contents of which are controlled, monitored and restocked as necessary by the office manager. First Aid at Work (FAW) trained members of staff are able to administer first aid.

It is the responsibility of the main contractor to provide First Aid provision at sites (trained personnel and equipment/kits). Profixed will provide a FAW trained operative to deal with working on site out of hours, when no main contractor staff are available.

In addition, all workers who have the use of company vehicles also have a small basic first aid box

provided for their vehicle, which must be kept fully stocked.

Should any first aid materials be used the appropriate line manager should be advised so that the materials can be replaced. All accidents must be reported and recorded in accordance with Company procedures.

Wherever possible, arrangements will be made with the client and/ or principal contractor for the use of first aid facilities at sites under their management.

11. Environmental Management

Environmental Management Policy

Introduction and aim

Profixed Interiors Ltd is a Interior Fit-Out Construction business, based in Theale, Reading and operating on construction sites throughout the South and South East of England. Our main services are Ceilings, Partitioning, Carpentry and Joinery. We recognise that our operations result in emissions of air and water, and the generation of waste. It is our aim to comply with legislation and other requirements, continue to reduce the environmental impacts of our business and operate in an environmentally responsible manner. This policy describes how we will achieve our aim.

Responsibility

This environmental policy applies to all our operations including management, office services, site operations, and procurement. Claire Spong, Director & Company Secretary has overall responsibility for ensuring that sufficient resources are made available to enable the business to achieve our environmental objectives and targets and that the policy is implemented.

Stuart Dillaway, Health & Safety Manager has the day-to-day responsibility for ensuring that the requirements of this policy are being followed and for monitoring the effectiveness of the objectives.

However, all employees have a responsibility in their area to ensure that the aims and objectives of the policy are met.

Objectives

- Make efficient use of natural resources by conserving energy and water, minimising waste and recycling where possible.
- Meet our duty of care requirements in relation to waste by ensuring the safe keeping, transportation and subsequent recovery or disposal of waste.
- Use recycled construction materials whenever these can be commercially justified.
- Keep transport use to a minimum and regularly service vehicles to maintain their efficiency.
- Work with suppliers to ensure they recognise and reduce the environmental impact of their products and transportation.
- Include environmental considerations in investment decisions for new plant, equipment or working practices.
- Inform and train all employees of the companies' environmental objectives and how they can assist in meeting targets.
- Use the most environmentally friendly cleaning products whenever possible.
- Training for new employees and program of refresher training to keep employees/other workforce updated on relevant legal requirements and good environmental management practice.
- Respond to, monitor and record any environmental incidents, emergencies and complaints.

Targets

- Reduce vehicle emissions to air by the scheduling of work to reduce mileage and servicing all vehicles.
- Reduce the generation of general and hazardous wastes by limiting the amount of stock held in stores and ensuring all jobs are accurately scoped and priced to ensure material usage is minimised.
- Recycle as much paper, cardboard, plastic and metal waste generated in the office as possible
- Reduce paper usage by increasing the use of e-mail and electronic documentation.
- Reduce energy consumption by monitoring energy usage and training staff on basic housekeeping.

Monitoring and auditing.

Progress against these objectives will be monitored through several mediums including:

- Annual management review of this environmental policy and any associated environmental procedures and updating them at periodic intervals. Regular internal audits of environmental procedures.
- The monitoring of environmental objectives and associated KPI's / targets
- Monthly management meeting and Health & Safety Committee meetings.
- The monitoring of our supplier's environmental management arrangements to ensure that environmental performance appropriate for the activity to be undertaken is delivered throughout the whole of our organisations supply chain.

Communication

This environmental policy is available on Procore, Profixed Website, The office notice board and the Site Safety Folders.

All members of staff will receive training on the environmental responsibilities of their role and will be informed of any updates or revisions via e-mail or team meetings.

12. Control of Substances Hazardous to Health (COSHH)

The risks associated with hazardous substances are considered for all work activities.

Profixed will always assess each hazardous substance being used and use the hierarchy of control to substitute or eliminate hazardous substances so far as is reasonably practicable.

Before any hazardous substances are used during a work process, Profixed Interiors will source the material safety data sheet from the supplier and develop a an appropriate COSHH assessment which identifies the risks and controls measure for safe use and storage of the substance.

Suitable PPE and training will be provided to our employees for the safe use of hazardous substances being used by Profixed Interiors.

LEV Examination and Checks

The Control of Substances Hazardous to Health Regulations (COSHH) 2022 regulation 9 stipulates that all Local Exhaust Ventilation (LEV) systems must be subject to regular testing, with the minimum period of every 14 months. Profixed Interiors Limited (PIL) will conduct

these regular Thorough Examination and Tests (TExT) every 12 months to allow for any repairs that may be necessary, so we remain within the 14-month period.

As far as PIL is concerned, this regulation applies to On-tool extraction such as M & H Class Hoovers, Integral extraction on drills and associated parts, which include filters, hoses and containment bags in hoovers.

The Health and Safety Manager will be responsible for collating the testing information and maintaining the system logbooks for each piece of equipment (Hoover and/or drill).

As these items of On-tool extraction do not eliminate completely the addition of dusts to the atmosphere, it will still be necessary for operators to wear face protection in the form of Face Fit tested FFP3 masks or powered hoods.

An integral part of the safe use of this equipment includes the necessary daily/weekly/annual checks, training provided for staff, which will take the form of regular Toolbox Talks (TBT) and a record of any repairs or replacements.

A typical LEV system will consist of the following:

1. Inlet/Hood – to collect airborne contaminants at, or near, where they are created (the source)
2. Ducting/Hose – to carry the airborne contaminants away from the process
3. Air Cleaner/Filter – to filter and clean the extracted air
4. Air Mover/Fan – which must be the right size and type to deliver ‘suck’ to the hood
5. Discharge – for the safe release of cleaned, extracted air into the atmosphere

Checking and maintenance

How often the LEV is checked and how it is done will depend on how complicated the system is, how likely it is to fail, and the consequences if it does.

1. Non-moving parts such as hoods, hoses and seals (which can suffer physical damage and wear)
2. Parts that deteriorate with use such as filters, collection bags and flexible hoses
3. Items that need regular attention, such as filters that need replacing

Responsibilities

- The supervisor will make daily checks and report any faults.
- The supervisor will make weekly checks, arrange repairs/replacement parts
- The Health and Safety Manager will conduct periodic inspections and the annual TExT

Contents of the LEV equipment system logbook

This will contain a record of all LEV checks and maintenance to show that it has been done and that the LEV is working as well as it should be. This will help to keep track of repairs and sort problems out before they get more serious. All TExT reports need to be kept for at least 5 years therefore, the logbooks will also be retained for 5 years. The logbook will take the form of an individual folder for each piece of LEV equipment.

The daily and weekly checks can be recorded on Procore where they will be retained indefinitely, and they will also be copied into each equipment ‘s logbook for ease of reference.

TExT reports to be conducted every 12 months

For all M and H Class hoovers the TExT will cover the following areas:

- Face velocity in metres per second (m/s) – for the dusts we collect (concrete, plasterboard and wood dusts, the minimum acceptable face velocity is **20m/s**
- Physical examination of the hood/capture point – Ensure it is not damaged and can connect correctly to the hose
- The hose and connector to the hoover – that the hose is not damaged and connects correctly to the hood/inlet and the hoover itself
- The collection bag inside the hoover – that the bag is not split or has holes in it
- The condition of the filter – that the filter is not blocked or damaged
- The physical operation of the hoover – that the hoover operates correctly and is also assessed while it is being used operationally

Results of TExT

If the examination is successful then this will be recorded in the report. Pass labels will be fixed to the hoover in a prominent place.

The connector to the sander or saw will also be examined to ensure it is not damaged. If this connector is damaged so that it cannot seal properly with the hose, it will be taken out of use until it is repaired. Sanders and saws are already subject to weekly checks under the Provision and Use of Work Equipment Regulations (PUWER).

13. Use of the Forklift Truck (FLT)

The Company owns a Baoili gas powered FLT, which is used to load/unload and store materials at its Theale site. The FLT will only be used within its safe operating parameters.

The use of the FLT at the Theale site is restricted to those members of staff who have undertaken a basic three-day Counterbalance training course. No other member of staff is authorised or permitted to use the FLT. The authorised persons are:

- Nick Spong
- Nico Price
- Jordan Burke and
- Simon Beasley

The maintenance and inspection of the company owned FLT is outsourced to Neckar Forklifts in Windsor (01753 6222260). They will provide all the certification and other records to show necessary maintenance to comply with the LOLER regulations.

14. Housekeeping and Material Storage Profixed Head Office

The Workplace health, safety and welfare regulations 1992 place responsibilities on employers and duties holders to provide a safe place of work. Profixed Interiors Ltd will ensure the following are adhered too:

- Ensure that our premises are in good working order, and a safe working environment
- Provide clean premises, furniture and fittings to suit the working activities
- Provide suitable containers for waste materials and remove waste/ refuse promptly
- Maintain the workplace and any equipment so that it is safe and works efficiently
- Put right any defects without undue delay, or take steps to protect anyone at risk
- Provide enough space for safe movement and access/ egress. We will ensure all access routes are always clear of protruding materials
- Provide suitable space for the safe storage of tools
- Provide suitable and sufficient ventilation and lighting for the working environment

- Profixed Interiors will undertake regular external inspection of the office, ensuring the working environment is safe
- Provide a reasonable working temperature in workrooms, using local heating/ cooling systems

14.1 Housekeeping and Material Storage at Project Sites

It is the responsibility of the main contractor to ensure that all relevant legislation is complied with at their site, which includes the provision of adequate welfare facilities that comply with the CDM regulations.

It is also a requirement that employees do not deliberately damage, disrespect or cause any detriment to the workplace, e.g. misuse equipment etc.

15. Training, Information and Instruction

Profixed Interiors Ltd and subcontractors shall provide suitable and sufficient information, training and instruction to all staff members enabling them to carry out their duties in a safe manner, and in accordance with their working methodologies.

Work shall only be carried out by competent people. As such, suitable training will be provided to staff upon recruitment i.e. induction training, when they change their job or responsibilities within the business, when new equipment or technology is introduced or when existing machinery and equipment is significantly modified, when any system of work changes following an accident or incident and when there is a legal requirement for formal training certification.

Induction training is our core training base for all employees and is essential for all new starters. Profixed Interiors Ltd shall ensure that induction training is provided on the first day of employment, on site so that employees are familiar with basic procedures once they are at their place of work.

At the Head Office this induction training takes the form of computer-based training in:

- Abrasive wheels
- Asbestos
- Working at Height
- Manual Handling Operations

Training shall last as long as required and is dependent upon the level of information a person requires to adapt and familiarise themselves with the working activities.

The Health, Safety and Welfare component of Profixed Interiors induction training will be delivered by The Office Manager and the Health and Safety Manager and will contain the following information for those staff based at Head Office and at site:

- Familiarisation with this policy and site rules.
- Accident reporting procedures to include details of location of the site accident reporting form.
- First aid arrangements include locations of first aid kit and names of first aiders.
- Fire and emergency procedures including assembly points.
- The Company will request information relating to any medical conditions for all new staff.
- Introduction to any safety legislation deemed appropriate for the task in hand, to include safe systems of work.
- Profixed Interiors will outline considerations for neighboring tenants, visitors and local businesses.
-

For site-based staff the main contractor's site induction procedure will cover the following:

- Site security requirements including signing-in procedure.
- Site safety regulations and working practices detailing any PPE requirements and restricted areas.
- Site welfare provision to include details of toilet, washroom and canteen facilities/location.
- Site First Aid provision.
- Site Emergency and Fire precautions/procedures.
- Site permit to work systems and procedures i.e. hot works.

Profixed Interiors when required provides the following external training courses:

- Site Supervisors Safety Training Scheme (SSSTS)
- Site Managers Safety Training Scheme (SMSTS)
- Construction Skills Certificate Scheme (CSCS) & associated NVQ
- International Powered Access Federation (IPAF)
- Prefabricated Access Suppliers and Manufacturers Association (PASMA)
- First at Work (FAW)
- Forklift Truck training

Refresher training will also be arranged at suitable intervals.

Toolbox talks (TBT) shall be provided weekly when onsite by the site supervisor. This will be in addition to any provided by the main contractor.

The Company has provided 32 TBTs to all site supervisors and managers, which can be used as an aide memoir when delivering a TBT. This also includes guidance on how to deliver a TBT. These talks have also been translated into Romanian and Bulgarian to assist delivery.

The H&S manager will update and add extra TBTs to the master list and also distribute them to site supervisors/managers.

The TBTs have been sent electronically to site supervisors and managers and can be accessed via a smart phone/iPad thus reducing the need for any paperwork.

These can be delivered when any specific need has been identified or as a refresher.

All TBTs once delivered at site, the supervisor/manager will fill out the signature sheet and get all attendees to sign that they have received the TBT. This form is also dated and includes the subject of the TBT.

Each operative will have a dedicated training matrix, which will identify all training certificates and expiry dates. Copies of all training certificates will be retained in appropriate personnel files at head office. Profixed will monitor all training requirements via a training needs analysis; this is managed by the office manager.

16. Lifting Operations & Lifting Regulations

The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) defines lifting equipment as ‘work equipment for lifting or lowering loads and includes its attachments used for anchoring, fixing or supporting it’.

The LOLER regulations place responsibilities on owners and users of lifting equipment to undertake a suitable risk assessment of their lifting operations and put in place measures to eliminate or reduce the foreseeable risks.

Profixed Interiors utilise suitable and task specific lifting equipment, when necessary, e.g. on delivery of heavy equipment, to transport equipment into position.

Safe lifting operations shall be properly planned. Any equipment used will be properly designed, manufactured and tested. Only equipment marked with a safe working load, and which is not overdue for a thorough examination shall be used.

Typically, lifting equipment is hired by Profixed Interiors Ltd from a reputable company and a visual inspection will be undertaken upon acceptance of delivery, ensuring the correct test certificate is attached as well as any declaration of conformity. The safe working load must never be exceeded.

Training and Instruction will be provided by Profixed Interiors Ltd for the correct use of these type of lifting equipment.

17. Lone Working

Profixed Interiors will always endeavor to eliminate lone working. For the purposes of this document, **Lone Working** refers to the situation where an employee/subcontractor is working onsite without any main contractor staff or support.

However, there may be rare occasions when lone working may occur. When this happens, Profixed Interiors will ensure the correct and appropriate control measures are implemented:

- Profixed Interiors will develop a lone working risk assessment policy ensuring suitable control measures are in place to protect operatives; this will be authorised by the site supervisor/manager in consultation with the H&S manager.
- A lone working policy will be in place before commencing work, which is maintained by the H&S manager.
- The operative will always have communication with an external person via a mobile phone, to warn management if an emergency arises.
- Specifically, the operative will be contacted by phone (call/text/whatsapp) by his supervisor/manager at least twice during the working period.
- The operative will contact his supervisor/manager via phone, when he has completed his task and has left site.
- Provide suitable first aid provisions for the various lone working activities and risks posed.
- Suitable welfare facilities are available for lone workers.
- Ensure that sufficient emergency response plan is in place tailored to the specific lone working activity.
- Undertake regular consultation with the lone working operatives, to discuss the current lone working policy, and safe system of works requirement.

Under no circumstances **will** the following work be undertaken by Lone Working;

- Activities that involve working at height
- Working within risers or lift shafts
- Entry into a confined space

18. Management of Contractors

A contractor is anyone who is appointed to undertake work on behalf of the business but is not an employee of the business.

All contractors are assessed by Profixed Interiors Ltd for their competence and commitment

towards health, safety and environmental prior to being awarded work.

As per the CDM regulations 2015, an internal vetting procedure will be executed ensuring the sub-contractor meets our safety standards, and financial requirements. The internal vetting procedure is regularly reviewed and monitored by the directors and senior management teams.

Only after a successful assessment will the subcontractors be placed on the company's approved trade contractors database/ supply chain.

Prior to commencement of any activity, contractors will be made aware of existing health and safety arrangements and have access to competent safety advice.

Two-way communication is vital in identifying possible hazards and suitable control measures which will be implemented. Task specific method statements and risk assessments will be provided by the contractor that identify how they intend to carry out their working activities in a safe manner.

19. Manual Handling Activities

Under the Manual Handling Operations Regulations 1992, manual handling is described as “the transporting or supporting of any load, which also includes a persons or animals”. The regulations request that employers should avoid the need for hazardous manual handling activities, so far as is reasonably practicable.

Where it is not possible to eliminate hazardous manual handling, a manual handling risk assessment will be undertaken to determine the level of risk that cannot be avoided, so that suitable controls can be introduced to reduce the risk of injury. This may be achieved using automation, mechanical aids, redesigning the system of work, splitting load, sharing the load and the use of subcontractors.

A manual handling assessment will be included within the safe system of work issued for the applicable tasks.

Employees must follow appropriate systems of work laid down for their safety, make proper use of equipment provided for their safety and co-operate with Profixed Interiors Ltd on health and safety matters.

In addition, employees must inform management if they identify any new hazardous handling activities and take care that their activities do not put others at risk.

Profixed Interiors Ltd will provide suitable and sufficient training, information and instruction to assist with the prevention of injury or harm.

20. Occupational Health Hazards

Health Surveillance

This is a confidential process undertaken on the Company’s behalf by Health Scope UK Ltd. All results will be held in the strictest confidence and will be subject to GDPR/DPA 2018.

The testing will take place for non-London based staff at the Company office in Theale. Healthscope uses a van, which needs to be connected to power and all testing takes place in the van, which affords privacy. For London sites, the H&S Manager will find a suitable location where the van can be accommodated.

The Health Surveillance will look at the following areas:

- Hand Arm Vibration Syndrome (HAVS) Level 2
- Lung Function
- Hearing
- Skin Sensitisation

The testing will be annual and the areas to be covered will be dependent on the previous year’s testing and results.

Noise

Noise may interfere with working efficiency by being an annoyance and causing stress. It may directly cause accidents by hindering communication, but most importantly it can cause chronic & acute damage, for example hearing loss (permanent & temporary threshold shifts) and tinnitus.

The Control of Noise at Work Regulations 2005 requires employers to prevent or reduce risks to

health and safety from exposure to noise at work. Under the Regulations employers must:

- Assess the risks to employees, and any persons affected by our works from noise levels produced by our working activities
- Take action to reduce the noise exposure that produces the risk
- Provide suitable and sufficient hearing protection, if it is not possible to reduce the noise exposure through engineering controls e.g. Baffle Boxes
- Make sure the legal limits on noise exposure are not exceeded (85db)
- Provide employees with information, instruction and training
- Always monitor the market, and research quieter tools and plant for our tasks.

Working within construction environment is subject to high noise levels or using new or revised equipment could lead to a noise hazard. This would be dealt with via a site-specific risk assessment in accordance with our policy.

Vibration

It shall be the policy of Profixed Interiors Ltd to carry out all our working practices subject to the Control of Vibration at Work Regulations.

Where Profixed Interiors Ltd carries out work which is liable to expose any employees including sub-contractors to risk from vibration, a suitable and sufficient risk assessment will be developed, to identify the correct control measures for prevention and elimination of the harmful effects of prolonged vibration.

Control Measures identified in the risk assessment shall be in place prior to work commencement. Elimination of the risk shall always take priority, normally by utilising equipment with anti-vibration characteristics.

Profixed use a personal dosimeter made by HAVSCO. This is used to get some benchmark measurements for some of the tasks we do like sanding, drilling, and using powered tools like saws and drills. When the device is then plugged into the reader, the software filters and calculates the energy absorbed and converts it into HSE Exposure Points.

This information is used to measure the vibration of our tasks and classify them according to the amount of energy absorbed. This provides us with quantitative information, which we can base our risk assessment on and allow supervisors to manage these activities. All operatives will record their trigger times for each tool/ plant used on site ensuring they do not exceed the daily usage allowance.

Profixed Interiors will always endeavor to eliminate the use of vibrating tools and plant, however, if this cannot be achieved then suitable measures will be implemented to prevent excessive exposure. Profixed Interiors are committed to the prevention of vibration white finger or other related occupational health risks associated with prolonged vibration.

Dust Control

Ill effects: - Regularly breathing construction dust can cause diseases like lung cancer, asthma, Chronic Obstructive Pulmonary Disease (COPD and silicosis.
Profixed employees are at risk of developing these diseases because many construction activities can create high dust levels. In respect to ProFixed staff this can include cutting and sanding wood and sanding taped and covered plasterboard joints.

Engineering Controls: - These protect everyone and not just the user. Profixed use On-tool

extraction on their sanders and cutting equipment e.g. Chop-Saws and sanders to remove the dust at source. These use M-Class filters to assist the extraction and prevent dust from contaminating the workspace. ***AIso see section 12, COSHH - LEV Testing procedures.***

RPE: - Profixed use RPE with an assigned protection factor of 20, which are disposable FFP3 masks with a P3 filter.

Face Fit Testing (FFT): - Profixed have 17 members of staff who are trained to the level of being able to undertake FFT "Train the tester" level. This allows them to issue and fit masks to those members of staff that require them.

Dry Sweeping: - Where dust needs to be removed from the workspace, Profixed staff will control the risk by the following:

- If using hand tools they will damp down and use a brush, shovel and bucket for minor/small amounts.
- Use On-tool extraction vacuum attachments for finer materials, which are fitted to our M Class extraction units. ***AIso see section 12, COSHH - LEV Testing procedures.***
- Wear provided RPE

20.1 Work-Related Stress and Wellbeing

Profixed Interiors takes the topic of stress within the workplace seriously, and endeavor to reduce the impacts of stress amongst our employees.

Stress is the adverse reaction people have to excessive pressures or other types of demand placed on them. There are six contributory factors that lead to work-related stress if they are not managed properly. These are: *role & change, relationships, support, control and demands*.

Workplace stress affects people differently, what may stress one person may not stress another. Factors like skills and experience, age, disability may all affect whether an employee can cope.

Profixed Interiors promote an open arm policy within the business, which invites all employees to discuss any issues that may be stressing them. The board of directors and senior management are committed to reducing the risk of work-related stress within the business and the construction industry.

If any member of staff feels that they are suffering from excessive pressure, anxiety or other symptoms of stress, they should speak, without delay and in the strictest confidence, to management. Alternatively help and support is available from:

The Samaritans - 08457 909090 (24 hours a day)

Profixed Interiors have signed up for a Life Policy with AIG and private medical healthcare from Aviva to provide insurance services for every employee. As part of this benefit, Aviva provides a Smart Health App which offers a suite of six services; from on-demand consultations with UK based GPs to nutrition consultations services and mental health pathways support.

Aviva Smart Health provides the following services:

- 24/7 online GP services
- Mental Health Support
- Wellbeing Services
    - Nutrition Plan
    - Fitness Program
    - Online health checks

Use of Sports Equipment

The Company owns a Sports Bike machine and a running treadmill, which employees are free to use in their spare time. For the equipment to be used, employees will need to undertake an induction from the office in the safe use of the machines and they must also sign a disclaimer reference their use of the equipment.

The Company will maintain and service the equipment in accordance with manufacturers guidelines. The Company will also arrange for the equipment to be subject to Portable Appliance Testing (PAT) on an annual basis. The testing interval will be kept under review by the Health and Safety Manager subject to usage.

21. Personal Protective Equipment

The use of Personal Protective Equipment (PPE) is governed by the PPE Regulations 2002. PPE is defined as all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects him/ her against one or more risks to his/ her health or safety, e.g. safety helmets, gloves, eye protection, high visibility jackets, clothing, safety footwear and safety harnesses.

PPE is only used as a last resort when all other risk control measures have been exhausted. It is provided free of charge by Profixed Interiors, when required.

Profixed Interiors Ltd issue PPE to all employees as and when necessary for working activities. Training is provided for employees on the safe use, storage and maintenance of the relevant equipment before issue, and a written record detailing what PPE has been issued and is signed by the employees on receipt of the equipment and the hard copy is kept on file.

Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments, safety instructions and method statements.

Any loss, defects or malfunction of PPE must be reported to Profixed Interiors Ltd management without delay so that appropriate action can be taken, and a replacement provided.

22. Safe Working Systems and Workplace Methodologies

Under the Health and Safety at Work Act etc. 1974 employers have a duty of care to provide safe systems of work that are, so far as is reasonably practicable, safe and without risks to health. Organisations with 5 or more employees are legally obliged to develop and record suitable safe systems of works.

It is the policy of Profixed Interiors Ltd that method statements will be prepared where a significant risk exists, or when otherwise required. Formal method statements have been/ will be prepared for various activities, which will provide specific information on the task to be performed and will detail a clear sequence of work to be followed to undertake the given task safely.

The contents of method statements shall be made known to those involved, or to those who may be affected by the method statement work, prior to the commencement of the task.

A safe system of work is a formal procedure which will allow a specific task to be undertaken safely, after a systematic examination of the task has identified and eliminated the hazards or reduced the risk to an acceptable level. This system will consist of a task assessment, hazard identification, defined safe methods of work, communication to all those involved, and continual monitoring and review.

Effective communication is essential to the success of any safe system of work. All relevant people will be informed of the safe system and what their respective duties and responsibilities are.

Effective supervision will ensure that tasks are being carried out in accordance with the safe system of work. In addition, monitoring should ensure the system continues to be workable, effective, safe and that it achieves its intended aims. It should also identify any changes to tasks which can be addressed accordingly.

23. Vulnerable Persons

Vulnerable persons within the workplace must be properly supervised. A vulnerable person in the workplace may be a young person under the age of 17, persons with disabilities, new and expectant mothers, persons with language provisions and visitors.

All the above would require a vulnerable person's risk assessment, which is additional to the working risk assessments, due to their circumstances, which Profixed Interiors will develop prior to works commencing.

Profixed Interiors Ltd recognises its responsibilities under current legislation to provide all these workers/ persons with additional information, instruction and training or adjusted/ additional facilities.

24. Work Equipment (PUWER)

All work equipment used at work, as part of the company's undertaking, will comply with The Provision and Use of Work Equipment Regulations 1998 (PUWER).

All reasonable steps shall be taken to ensure the Health, Safety and Welfare of employees and sub-contractors who use tools and equipment. Profixed Interiors Ltd acknowledge that tools and equipment can be hazardous to use, and it is therefore Profixed Interiors Ltd intention to reduce the risks to as low as is reasonably practicable.

It is essential that the right equipment for the task being undertaken is used. Only safe and suitable equipment is purchased by Profixed Interiors Ltd. If any equipment is hired or borrowed it is the site manager/ project manager's responsibility to ensure that it is accompanied by all appropriate inspection and maintenance records.

When using machinery or equipment employees must conform with all safety requirements, including those relating to the use of guards, safe working practices and any PPE requirements. No employee will intentionally misuse work equipment.

Employees must not use machinery or equipment unless they are conversant with its safe operation or are undergoing supervised training. Profixed Interiors Ltd will provide information that employees require (e.g. manufacturers operating manuals), instruct them on how to avoid risks and provide suitable training, so that only competent workers operate the equipment.

All work equipment will be maintained and inspected at regular intervals. The frequency of maintenance or inspection will be based on manufacturers guidance, legal requirements and industry best practice. Any maintenance/ inspections undertaken will be formally recorded with a hard copy retained in an office file. PA testing (PAT) shall be in accordance with procedures set out below.

It is the policy of Profixed Interiors Ltd to comply with all current legislation, most notably with regards to Electrical Maintenance:

- The Health & Safety at Work Act etc. 1974
- The Management of Health & Safety at Work Regulations
- The Electricity at Work Regulations
- The Workplace (Health, Safety and Welfare) Regulations
- The Provision and Use of Work Equipment Regulations
- Construction Design Management 2015

Profixed Interiors Ltd shall comply with the requirements of HS(G) 150 and shall test in accordance with published tables within HS(G) 150.

It is required that all tools are checked for suitability prior to use with any defective tools being taken out of service for repair/ replacement. Any defective tools shall be reported to the Director or line manager.

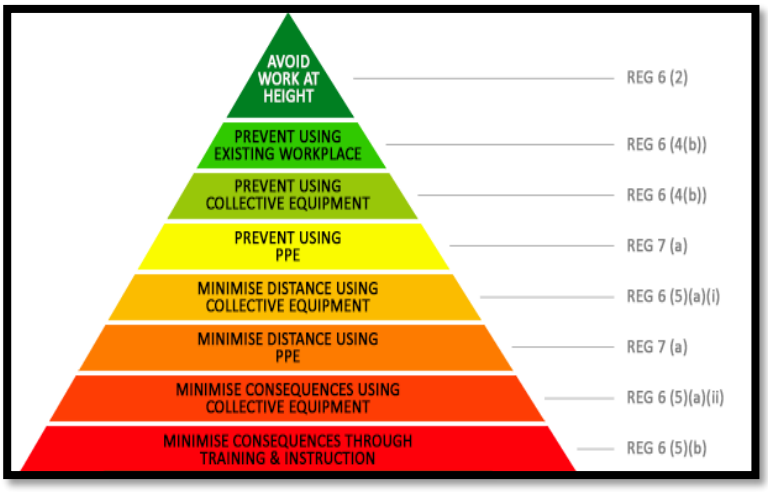
All PA Testing shall be carried out externally by a trained, experienced and competent person.

If any faults or damage that's found on any electrical equipment must cease immediately and the fault reported to management without delay, so that necessary measures to investigate and remedy the situation can be instigated.

25. Working at Height

Profixed Interiors will comply with the Working at Height Regulations 2005.

Before Working at Height, Profixed Interiors will seek alternative methods wherever possible to eliminate the need for woks at height. Our commitment is to:



- Profixed Interiors will always use the working at height hierarchy of control when assessing our works.
- **avoid** work at height where it is reasonably practicable to do so
- where work at height cannot be easily avoided, **prevent** falls using either an existing place of work that is already safe or the right type of equipment.
- **minimise** the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.
- PPE will be considered as a last resort for working at height

All Working at Height shall be subject to a formal risk assessment and shall conform to the current Work at Height Regulations 2005. These regulations apply to all work at height where there is a risk of a fall liable to cause personal injury. All work at height is to be properly planned and organised by a competent person.

It should take account of weather conditions that could endanger health and safety.

Generally, mobile towers and podium steps shall be used with ladders/ steps only permissible for short duration works, or where it is impractical to use a tower. PASMA qualified persons only shall be permitted to erect/dismantle mobile towers. Scaffolds/ hoists will only be erected by appointed contractors.

Those employees involved in work at height will be trained to ensure competency. Any equipment used for working at height will be suitable for the task and appropriately inspected.

The risks from working on or near fragile surfaces must be properly controlled and the risks from falling objects are also controlled. A risk assessment will be carried out whenever working at height is contemplated, to ensure any risks are minimised, and control measures instigated to prevent injury.

26. Construction Design Management

Profixed Interiors will comply with all elements of the Construction Design and Management Regulations 2015 whether they are appointed as Principal Designer, Principal Contractor or, more likely, as a sub-Contractor.

If Profixed Interiors undertake the role of principal designer, this role will be outsourced to a competent person.

Any notification(s) to the HSE requirements will be adhered to by Profixed interiors.

27. Risk Management Policy & Procedures

Introduction

Profixed Interiors is committed to ensuring the health, safety & quality of its Products, properties, employees, clients, and other stakeholders. To fulfil this commitment, the company has established a risk management policy, procedures, and systems to minimize potential harm and promote safe, quality and practical environmental working conditions.

Policy

Profixed Interiors recognises that the identification and management of risks is a critical component of its overall quality management system. The company has developed a risk management process to assess, manage, and monitor risks associated with its operations. P

Procedures

1.Identification of Risks: The company will identify potential risks by carrying out regular risk assessments and incorporating feedback from employees, clients, and other stakeholders.

2.Assessment of Risks: The company will assess the likelihood and consequences of each risk and prioritize them based on the level of harm they could cause.

3.Management of Risks: The company will develop and implement strategies to manage risks, including the use of appropriate controls, such as training, engineering, or administrative controls.

4.Monitoring and Review: The company will regularly monitor and review its risk management processes to ensure that they are effective and up to date.

Responsibilities

The Director and Company Secretary, Claire Spong, is responsible for ensuring that the risk management policy and procedures are implemented throughout the company. All employees are expected to contribute to the risk management process by reporting any potential risks they identify.

All Profixed project managers and site managers will have a minimum of 1 year's previous experience of their roles, and similar projects. All project managers will pay due regard for the health and safety of themselves and others. All project and site managers shall be suitably trained to undertake their working activities and carry out risk assessments.

- Understand the scope of work and prepare detailed risk assessments to be published and included within the working methodologies of the project induction programme. To fully understand the health, safety and environmental policy, and oversee work in accordance with the policies, bringing to the notice of the directors any improvements they may deem necessary.
- Liaise with managers, employees, sub-contractors in relation to the implementation of the policies and risk assessments as it affects each project.
- Liaise and communicate with clients and building occupiers in respect of any necessary health and safety risk issues, including fire and emergency procedures, and provision and use of welfare and first aid facilities.
- Continually undertake a risk assessment of the project as it progresses with the support of the health and safety advisor, identifying hazards, which could cause harm. Implement practical control measures to eliminate or reduce the risks identified.

- Monitor risk control systems implemented, and always endeavour to eliminate the risk a source.
- Ensure suitable and task specific PPE has been made available to all Profixed employees and ensure it worn correctly and in good working order.
- Ensure all employees and sub-contract operatives are given site induction training at the commencement of work.
- Ensure all work is carried out to the company expectations/ standards with minimal risk to employees, other contractors, the public, equipment and materials.
- Provide a point of contact for all immediate health , safety and risk issues.
- Plan and maintain a tidy and safe work area/ site.
- Always set a personal example, particularly by wearing the correct PPE.
- Report back to management any incidents/ accidents/ defects to work equipment.
- Report all near misses, injuries and work place incidents to the person responsible for health and safety.
- All Profixed employees have been trained and briefed on the foreseeable risks prior to commencing works on site. All employees have a legal duty under the Health and Safety at Work Act 1974 to ensure the following is adhered to:
- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions at work.
- Co-operate, so far as is necessary, to enable any duty or requirement imposed on the business by or under any of the relevant statutory provisions, to be performed or complied with.
- Read and understand the risk assessments and health, safety and environmental policy and carry out their work safely and in accordance with its requirements.
- Co-operate and consult with management on risk assessments and health and safety matters.
- Attend and participate in training and briefing sessions, to maintain an up-to-date awareness of appropriate legislation, codes and guidance notes.
- Use the correct tools and equipment for the job in hand and in accordance with training and instructions.
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.
- Report any defects to work equipment, any accidents or near misses to the project manager or site supervisor, without delay.

28. Monitoring and Reviewing

To ensure that the business' commitment to managing health, safety , welfare in the workplace and environmental impact is actively pursued, management will examine the implementation of this policy by ensuring regular safety audits and inspections of workplace premises and working activities are carried out. This is one of the responsibilities of the company's Health and safety manager.

Currently, for certain Principal Contractors it is a requirement that independent & monthly site visits & toolbox talks are undertaken. In addition, this policy, together with its associated arrangements, will be reviewed annually or when work activity changes or new/ revised equipment is introduced, whichever is soonest. The company's Health and Safety manager will undertake regular site inspections and deliver toolbox talks when required.

Monitoring will also be undertaken through accident/ incident statistic evaluation. This is one of

the responsibilities of the company's Health and Safety manager.

The Policy will also be revised in the light of legislative or organisational changes, with Profixed Interiors Ltd employees and/or sub-contractors being informed of any such changes.

The aim of the monitoring and auditing is to demonstrate that Profixed Interiors Ltd are compliant with all UK & EU legislation, and that risks are reduced or eliminated.

Throughout the preparation of this policy document reference has been made to several HSE publications including HSG65, COSHH Approved Code of Practice and guidance, Managing Health and Safety in Construction Approved Code of Practice (CDM Regulations 2015), and Essentials of Health and Safety at Work.

Mrs Claire Spong
Director & Company Secretary
Co-owner of Profixed Interiors Ltd

Review Date : May 2025