



03 Health & Safety Handbook 2021

CONTENTS

SECTION 1: INTRODUCTION.....	4
CORPORATE RESPONSIBILITY POLICY STATEMENT	4
COMPANY RULES	5
SECTION 2: RESPONSIBILITIES.....	5
RESPONSIBILITIES OF ALL EMPLOYEES	5
RESPONSIBILITIES OF FIRST AIDERS.....	6
RESPONSIBILITIES OF FIRE MARSHALLS/WARDENS.....	6
SECTION 3: ARRANGEMENTS.....	7
HEALTH AND SAFETY POLICY COMMITMENT	7
HAZARDS.....	7
RISK ASSESSMENT.....	8
SAFE SYSTEM OF WORK.....	8
COMMUNICATION AND CONSULTATION	9
PERSONAL HYGIENE.....	Error! Bookmark not defined.
TRAINING AND THE MAINTENANCE OF COMPETENCY	9
ACCIDENT REPORTING	9
FIRE PREVENTION AND EVACUATION PROCEDURES.....	10
PERSONAL PROTECTIVE EQUIPMENT	10
WORK EQUIPMENT.....	11
ELECTRICAL SAFETY	11
ENERGY	12
WORK AT HEIGHT	12
LADDERS AND STEP LADDERS.....	12
HEALTH SURVEILLANCE AND OCCUPATIONAL HEALTH.....	13
MUSCULOSKELETAL DISORDERS AND MANUAL HANDLING	13
SLIPS AND TRIPS.....	14
WELFARE FACILITIES	14
SMOKING	15
STRESS	15
NEW OR EXPECTANT MOTHERS	15
AGGRESSION AND VIOLENCE IN THE WORKPLACE.....	16
VISITORS	16
DRUGS AND ALCOHOL MISUSE.....	16
COMPANY PROPERTY	17
ASBESTOS.....	17
COSHH	18
Safety Signs.....	19



Control of Waste Materials 20
corrective action/disciplinary 20

Employees Confirmation of Receipt of the Staff Health and Safety Handbook 22



SECTION 1: INTRODUCTION

For the purpose of this document all personnel working under the supervision or management of [Rapidfix Ceilings and Partitions Ltd](#) whether they be directly employed, on a temporary agency contract, sub-contractor or working via another limited company shall be referred to as an 'Employee'.

This Health and Safety Staff Handbook outlines the commitment of [Rapidfix Ceilings and Partitions Ltd](#) to meeting our legal duties and providing, as far as is reasonably practicable, the required standard or above for the Health, Safety and Welfare of our employees.

It outlines details of:

- Our organisation
- The responsibilities of [Rapidfix Ceilings and Partitions Ltd](#) to our employees;
- Responsibilities of our employees for Health and safety;
- Relevant information about the processes within [Rapidfix Ceilings and Partitions Ltd](#) and how you can assist us in complying with our legal requirements;
- Who to speak with should you have any queries?

The Handbook will be reviewed in line with [Rapidfix Ceilings and Partitions Ltd](#)'s policy, or more frequently if required, to ensure that it is current and up to date with our arrangements and legal requirements.

All employees working for [Rapidfix Ceilings and Partitions Ltd](#) understand their responsibilities for health and safety, compliance and performance will be measured during appraisals and company audits, this will be documented and kept on file with:

Mr Dan Elwell

We support a 'don't walk by' culture and encourage everyone to be an ambassador of safety for [Rapidfix Ceilings and Partitions Ltd](#). We will continue to monitor and review our business activities to ensure we maintain and improve the Health & Safety of the Company.

For a copy of [Rapidfix Ceilings and Partitions Ltd](#)'s Health and Safety Policy please contact Dan Elwell who is the Responsible Person for Health & Safety.

The Health and Safety Policy Statement is displayed:

On the notice boards

Our Employer's Liability Insurance Certificate is displayed:

On the notice boards

CORPORATE RESPONSIBILITY POLICY STATEMENT

[Rapidfix Ceilings and Partitions Ltd](#) are committed to ensuring that our employees are exposed to a positive working culture.

Our employees are our most precious asset to the business. We will ensure that all employees are given equal opportunities to develop their skills and promote their potential within the company.

[Rapidfix Ceilings and Partitions Ltd](#) will aim to maintain a positive and friendly work environment through employee forums, consultations and management meetings.

Bullying will not be tolerated. All our employees will be treated fairly and not discriminated against because of their gender, race, religion, sexual orientation or ethnic origins.

We will also provide and maintain, so far as is reasonably practicable a safe working environment with adequate facilities and arrangements for the welfare of our employees and others who enter our workplace.

COMPANY RULES

Rapidfix Ceilings and Partitions Ltd is determined to maintain a high level of health, safety and welfare for our business. To do this, we have:

- Health and Safety Policies and Procedures Document;
- Health and Safety Staff Handbook.

We will ensure that all staff are working under the direction of Management and acting within the guidelines of their training.

Should you require any more information regarding the above, please contact:

Mr Mark Aylward/Mr Dan Elwell

SECTION 2: RESPONSIBILITIES

RESPONSIBILITIES OF ALL EMPLOYEES

Regardless of employment status, Rapidfix Ceilings and Partitions Ltd shall ensure that all persons working on behalf of the company shall be an employee and consequently afforded the duty of care due to them under current Health and Safety Legislation.

Likewise, it is expected that they act in accordance with the duties of employees and shall therefore not place themselves or others at risk because of what they do, or omit to do, and furthermore that they shall cooperate with Rapidfix Ceilings and Partitions Ltd on health and safety matters.

All employees have a legal duty under the Health and Safety at Work Act 1974. These duties are

- To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work;
- To cooperate with the management to enable us, the employer, to carry out legal duties or any requirements as may be imposed;
- No person shall intentionally or recklessly interfere with or misuse any item provided in the interest of health, safety and welfare.

To fulfil these duties, as an employee at Rapidfix Ceilings and Partitions Ltd, you will:

- Upon receiving your copy of this Health and Safety handbook, familiarise yourself with the arrangements in place and the risk assessments (safe systems of work) relating to your work activities;
- Abide by the requirements set out in the policy and risk assessments and raise issues with your supervisor;
- Where training has been provided, ensure that this is implemented in the work activities to show competence;

- When working with company vehicles, machinery/equipment, materials or substances, ensure that they are used in accordance with the manufacturer’s guidance and follow the information, instruction and training provided by [Rapidfix Ceilings and Partitions Ltd.](#)

This includes:

- Following the Safe System of Work and not misusing equipment/machinery;
 - Not to knowingly use defective equipment and report immediately to the supervisor if any defects are found;
 - Wearing suitable personal protective equipment that has been provided and ensure maintenance is carried out including reporting loss or damage.
- Report any colleagues who are not complying with the safety arrangements to your supervisor. This includes safety concerns, accidents or near misses;
 - Not to work under the influence of alcohol or drugs.

All employees of [Rapidfix Ceilings and Partitions Ltd](#) are aware that any activity carried out which places colleagues or others in danger, or those who breach their legal requirements under health and safety legislation is a criminal offence and following further investigation, action may be taken against the individual by the Company or an Enforcing Authority.

RESPONSIBILITIES OF FIRST AIDERS

Following suitable and sufficient training, provide first aid to employees and others;

Your trained first aiders are:

Nominated on a site by site basis, this may include main and Principal Contractor nominated personnel. Information shall be communicated on a project by project basis. Please contact a RCP Ltd Manager for further information

- Maintain the first aid boxes and inform H & S Responsible person when first aid kits are running low.

Your first aid boxes are located:

Refer to site notice boards and PC Construction Phase Plan

- Follow [Rapidfix Ceilings and Partitions Ltd.](#)’s reporting procedure and that all accidents are recorded in the accidents book that complies with the Data Protection Act;
- Aid management when reporting serious incidents, notably notifying the relevant enforcing body, i.e. HSE and where required, assist in any accident investigation.

RESPONSIBILITIES OF FIRE MARSHALLS/WARDENS



Following suitable and sufficient training, play a vital role in the management and enforcement of [Rapidfix Ceilings and Partitions Ltd.](#)'s fire procedures.

Your trained Fire Marshalls are:

Nominated on a site by site basis, this may include main and Principal Contractor nominated personnel. Information shall be communicated on a project by project basis. Please contact a RCP Ltd Manager for further information

- Regular checks of the fire escape route out and obstructions removed and recorded;
- Fire-fighting equipment, signage and lighting is well maintained and not being misused;
- On hearing the alarm, they remain calm and follow the prescribed evacuation procedure as documented in this policy.

Your fire assembly point is:

Site Specific and will be communicated during any induction process.

SECTION 3: ARRANGEMENTS

In this section we describe how you as an employee of [Rapidfix Ceilings and Partitions Ltd](#) can assist in relevant Health and Safety issues relating to the various elements of our business. We give details, guidance and commitment to the way we support and manage our employees in these areas of our business.

HEALTH AND SAFETY POLICY COMMITMENT

To ensure that it is effective and up to date, the Health and Safety Policy will be reviewed each year or more frequently if required.

Where required, the policy will be amended and all employees informed of any amendment.

All employees will have access to a copy of the Health and Safety Policy.

A copy of the policy is held at;

[Rapidfix Ceilings and Partitions Ltd \(within systems and procedures\)](#) It shall be communicated and displayed on sites as required.

Displayed on a health and safety notice board will be the Health and Safety Policy Statement.

HAZARDS



A hazard is anything that has the potential to cause harm. A hazard could be due to what you use, for example machinery or chemicals, or could be your work environment; poor lighting, working at height, other people working near you, etc.

To keep safe at work, we need to know about the hazards and how they could cause harm. At work all the hazards must be controlled so they will not harm you or other people.

- Do not accept the risk of an accident at work
- Don't take chances
- Report hazards to your supervisor or manager.

Any hazard you identify must be reported to:

Your line manager
H&S Responsible Person
Contacts are Mr Mark Aylward (Contract Director)

RISK ASSESSMENT

Risk assessments of its work activities will be carried out by [Rapidfix Ceilings and Partitions Ltd](#) to ensure that those which pose a significant risk to health, safety and the environment have had the hazards eliminated or the risk reduced or controlled through the implementation of appropriate control measures. This will contribute to safe systems of work. The range of hazards associated with the work activities, together with any necessary remedial action will be identified by the risk assessment.

Ensuring risk assessments are in place for activities within the Company is the responsibility of:

H&S Responsible Persons
Mr Mark Aylward (Contract Director)

The contents of the risk assessment will be formally communicated to all person(s) involved in any task. [Rapidfix Ceilings and Partitions Ltd](#) will retain records demonstrating the receipt of this information. At the workplace a copy of the risk assessment will be available.

SAFE SYSTEM OF WORK

A formal clear procedure resulting from the examination of a task and its component steps is a definition of a Safe System of Work (SSoW).

[Rapidfix Ceilings and Partitions Ltd](#) will ensure that an SSoW is instigated for all activities that it engages in to achieve this end.

Procedures such as a Permit to Work system will be established and implemented where a task(s) require specific control processes.

Formal communication of the contents of the SSoW document to everyone involved in the task will be assured.

Codes of practice, standards and guidance relevant to the work activity will be observed in [Rapidfix Ceilings and Partitions Ltd](#) safe systems of work that are associated with general and specific site related Risk Assessments and Method Statements.

COMMUNICATION AND CONSULTATION



Rapidfix Ceilings and Partitions Ltd recognises that communication is a two-way process.

Regular on site meetings will be carried out in which all on-site employees will be briefed as to what is required of you on a day-to-day basis and, should an emergency arise, what steps should be taken.

The person responsible for facilitating the meetings is:

The Project Lead Manager

At such meetings, in addition to the technical aspect of the work activities, safety will be discussed, controls developed and handled on an equal level of priority with other elements of the project.

Mr Mark Aylward (Contract Director)

TRAINING AND THE MAINTENANCE OF COMPETENCY



It will be ensured by Rapidfix Ceilings and Partitions Ltd that its workforce is trained and capable of carrying out their allocated tasks. Many accidents at work happen because an employee is not adequately trained. When personnel are well trained and are competent, the likelihood of accidents or injury is reduced. Competence is; Skills, Knowledge, Experience & Training (SKET).

Identification of the requirement and subsequent arrangement of training and instruction of employees will be done by Management and supervisory staff.

All training related to your work activities will be recorded (including trade related qualifications) along with health, safety and environmental issues. To keep each employee's qualifications up to date and to maintain competence, refresher training will be organised (where required).

To demonstrate effective management of training to enforcing authorities or other interested parties Rapidfix Ceilings and Partitions Ltd will log and retain accurate records of training.

ACCIDENT REPORTING



Rapidfix Ceilings and Partitions Ltd will ensure that they comply with the requirements of the current legislation and report all qualifying incidents and accidents to the appropriate authorities and Regulatory Bodies.

Rapidfix Ceilings and Partitions Ltd will designate a senior member of staff to oversee and implement the necessary control measures including making the employees aware of the location of the accident book and the procedures they need to follow to submit a report.

The person responsible for overseeing the accident procedure is:

Project Lead Manager

All near misses must also be reported to management as soon as possible so that action can be taken to investigate the causes and to prevent recurrence or an actual accident. All accidents and near misses shall be recorded on RCP Accident template and in the main/principal contractors accident book.

FIRE PREVENTION AND EVACUATION PROCEDURES



At all workplaces under the control of [Rapidfix Ceilings and Partitions Ltd](#) a fire risk assessment will be completed.

Implementation of appropriate measures at all workplaces will be made, including suitable:

- Fire-fighting equipment
- Emergency lighting
- Emergency routes and exits
- Means of fire detection
- Means of raising the alarm in the event of a fire.

Fires can cause fatal injury and substantial damage through heat and smoke. You will be told of these, including how to raise the alarm if you discover a fire. It is your duty to familiarise yourself with the fire procedures and follow them. Your priority is to be able to escape from the area safely.

Fire safety instructions are located:

Site notice boards

If you are in doubt, please speak with your manager/supervisor or:

H&S Responsible Person
Mr Mark Aylward (Contract Director)

GAS LEAKS!! Gas leaks can lead to explosions and fire. You should always remain alert to the smell of gas, especially if you work with or close to gas appliances.

If you smell gas or suspect a gas leak – raise the alarm following the site procedure. If you have not been told the procedure, ask you manager/supervisor.

PERSONAL PROTECTIVE EQUIPMENT



A Company Limited recognises PPE will be selected following risk assessment identifying its need. The use of PPE is part of [Rapidfix Ceilings and Partitions Ltd.](#)'s strategy to control risk.

PPE shall be provided free of charge to all personnel requiring it to carry out their allocated tasks. The selection will be based on the PPE's ability to afford the best protection.

You are required to wear suitable clothes and footwear for your workplace. For most work situations suitable shoes can be described as having a flat heel, an enclosed toe, a good grip, be reasonably substantial and in good condition.

If you are given PPE, you will be instructed why and when it is needed and shown how to use it. You must look after these items carefully and use them in accordance with the instruction you have received. Your manager/supervisor will issue items and replace them when they are worn, damaged or lost.

Personnel shall report any loss or damage of PPE to your manager/supervisor or:
H&S Responsible Person
Mr Mark Aylward (Contract Director)

WORK EQUIPMENT



Work equipment includes a wide variety of items that are in use in the workplace.

[Rapidfix Ceilings and Partitions Ltd](#) will ensure that we choose work equipment carefully and ensure that the equipment is:

- Suitable for the use in our business processes and work conditions
- Correctly maintained and inspected
- Supplied with instructions to trained employees and informed in the safe use of the equipment
- Fitted with the correct guards, markings, safety bars, cut-outs, warning signs etc.
- Used in accordance with the risk's assessment associated with the equipment. In cases where there are severe risks supervision will be provided either directly or by CCTV.
- Assessed for use considering the factors which may affect its safe operation
- Adequately covered for emergency or breakdown procedures. This may include suspending work to allow for repairs and isolation of any broken or dangerous parts.

Employees of [Rapidfix Ceilings and Partitions Ltd](#) will ensure:

- They notify us of any defective or dangerous parts of work equipment.
- No equipment brought onto site will be used without having first been approved & identified as safe
- Equipment is used for correctly and any person deviating from this process should be reported
- The correct SSoW, training and information is followed.

Report any of the above to your manager/supervisor or:

H&S Responsible Person
Mr Mark Aylward (Contract Director)

ELECTRICAL SAFETY



Electrical safety is your safety. Therefore:

- Make sure you identify the electrical hazards with any electrical equipment before you use it;
- Use approved electrically safe tools and equipment
- Check for frayed or damaged contacts
- Inspect electrical equipment before you use it, report any defects
- Only competent personnel should repair equipment
- Keep all wires and leads away from any heat source, water or other conductive liquids
- Do not have wires lying across the floor – this is a tripping hazard!

ENERGY



Wherever we can, we monitor electricity usage. This is useful in helping us identify ways to reduce our energy.

Everyone at [Rapidfix Ceilings and Partitions Ltd](#) needs to play their part in reducing energy usage by doing the following:

- Turn off your equipment when you are not using it. Make sure you know if the equipment can be switched off – never turn off safety or other critical equipment. If in doubt – ask
- Make the most of energy saving settings
- Switch lights off when you are the last to leave a room.

WORK AT HEIGHT



[Rapidfix Ceilings and Partitions Ltd](#) will use the following hierarchy for managing and selecting equipment for work at height should be used:

- Avoid working at height where it is possible
- Use work equipment or other measures to prevent falls where working at height cannot be avoided
- Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall, should one occur.

It will be ensured by [Rapidfix Ceilings and Partitions Ltd](#) that everyone involved in working at height is competent (or being trained and supervised by a competent person).

For an employee to carry out their work in a safe manner when working at height [Rapidfix Ceilings and Partitions Ltd](#) will provide any information, instruction and training necessary.

Inspection and maintenance of work at height equipment (including places of work) at the statutory intervals determined by the environment and frequency of use will be done by your manager/supervisor or:

H&S Responsible Person
Mr Mark Aylward (Contract Director)

Employees are required to:

- Inspect at the required frequency their personal protective equipment provided to maintain safety when working at height (i.e. harnesses and lanyards); and any defects noted during those inspections.
- Prior to or during use, where discovered these will be reported by operatives and will be attended to immediately.

LADDERS AND STEP LADDERS



Only where the use of more suitable work equipment is not justified will ladders be used. (Factors such as risk and short duration of use or because of existing features within the workplace which cannot be altered with make ladders the only possible suitable equipment, are examples of reasons for this.)

You are only allowed to use the ladders provided by [Rapidfix Ceilings and Partitions Ltd](#). Do not accept or use any other ladders.

To enable the work to be carried out from no higher than the third tread from the top, we will ensure step ladders will be of sufficient height and only used on a firm and level base.

Prior to each use and on a regular basis, all ladders and step ladders will be inspected, which shall be recorded. **When not in use on sites [Rapidfix Ceilings and Partitions Ltd](#) ladders shall be strapped/locked to prevent unauthorised use.**

HEALTH SURVEILLANCE AND OCCUPATIONAL HEALTH



Certain substances and materials that may pose risks to health are sometimes required to be used by operatives. Activities or work in environments which may equally affect operative health may additionally be carried out.

Workers may suffer from ill health caused or made worse by work, which [Rapidfix Ceilings and Partitions Ltd](#) recognises. For example, this may be due to:

- Work-related stress
- Musculo-skeletal disorders “MSDs”); including work-related upper limb disorders (WRULDs) and back injuries
- Occupational dermatitis
- Many others

Health surveillance will be implemented where the assessment or legislation requires it, to ensure that personnel’s health is maintained monitored, further to any COSHH, noise, vibration or other assessments that [Rapidfix Ceilings and Partitions Ltd](#) carry out (which will require the implementation of applicable control measures).

Reporting of any suspected work-related ill health through your Manager/supervisor is encouraged, so that action can be taken to manage the situation.

The person responsible for health surveillance and occupational health is your manager/supervisor or:

H&S Responsible Person
Mr Mark Aylward (Contract Director)

MUSCULOSKELETAL DISORDERS AND MANUAL HANDLING



The joints or other tissues in the upper/lower limbs or the back are covered by Musculoskeletal Disorders (MSD). The steps necessary to prevent and manage MSDs and assessing the risks of manual handling and repetitive tasks will be taken by [Rapidfix Ceilings and Partitions Ltd](#).

Manual handling is one of the most common tasks we do and includes lifting, pushing and pulling. The initial and most important consideration is:

- Can moving the load be avoided?
- Can the load be moved with mechanical aids or equipment? If neither of these options are possible;
- Examine the object to be lifted.
- Never try to handle something that is too heavy or awkward – divide the load into smaller parts if necessary or ask someone to help you.
- Ensure you are wearing the right Personal Protective Equipment for the task (e.g. shoes, gloves, etc)
- Plan the task and inspect the route to be taken (are there safe places to stop)?
- Adopt the right posture throughout the lift
- Maintain your balance, legs should be shoulder width apart, knees bent and one foot just in front of the other. Letting your legs do the work, carefully push your body up
- Get a good grip of the object to be lifted with your hands and not your fingers; protect your hands.
- Keep the object close to your body for less strain
- Do not twist – if you must change direction use your feet.

When moving waste sacks do not hold the sack against your body because of the risk of injury from sharps.

Training on the correct manual handling techniques will be provided by [Rapidfix Ceilings and Partitions Ltd.](#) The person responsible for overseeing the manual handling arrangements is your manager/supervisor or:

H&S Responsible Person
Mr Mark Aylward (Contract Director)

SLIPS AND TRIPS



Slips and trips can happen because of the activity of [Rapidfix Ceilings and Partitions Ltd](#) employees and non-employees. We incorporate the risk of slips and trips into our risk assessments and will be communicated effectively to you should it affect your health and safety and other.

You should be aware of common causes of slips and trips and methods to prevent them, please use these during your work. Be aware of good housekeeping when on other customers premises to reduce hazards from slips, trips and falls.

WELFARE FACILITIES

On sites where RCP Ltd work under a main/Principal Contractor these shall be provided by that contractor. It is essential to have on sites good, well maintained welfare facilities that enable personnel to rest, eat and use sanitary facilities.

Rest facilities shall be used for taking breaks and shall provide shelter from the weather and be adequately heated. There shall also be adequate ventilation with heating also provided. These facilities shall also have;

- Tables and chairs
- A means of boiling water
- Food preparation equipment (microwave etc)

This will include hot and cold water and a drying room for work clothes.

Where practicable locks may be provided for equipment/clothing. On some sites there may also be an option for electrical charging facilities. Microwaves, hot water, fridge and similar related provisions shall also be in place to enable

Availability of suitable and sufficient welfare facilities at all workplaces for all employees, contractors and visitors will be facilitated. This includes:

- Drinking water
- Toilet facilities (including special facilities for the disabled) the number of toilets will be related to size of site. Generally, this shall be 1 toilet and 1 urinal per 30 personnel
- Washing facilities, that include, soap and towels or dryer
- Facilities for rest and to prepare and eat meals, including means for boiling water.

At all facilities, a satisfactory standard will be upheld, regarding:

- Temperature
- Ventilation
- Cleanliness/hygiene
- Accessibility
- Lighting

If you have any queries or issues with any facility above, please report to your manager/supervisor or:

H&S Responsible Person
Mr Mark Aylward (Contract Director)

SMOKING



With no exceptions, smoking is prohibited throughout the entire workplace. Company vehicles are also inclusive of this.

To smoke or permit smoking in a smoke-free area is an offence. Should anyone be seen smoking in a smoke-free area this should be reported to:

H&S Responsible Person

STRESS



Working in current times, stress in the workplace is a reality.

[Rapidfix Ceilings and Partitions Ltd](#) will review the impact of stress at work and acknowledges they have a responsibility to control the health, safety and welfare of its employees.

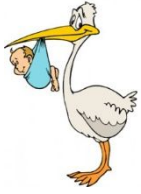
The HSE's management standards for stress shall be applied to manage stress in the workplace.

Examples of stressful aspects of work in construction are:

1. Having too much work to do in the time available;
2. Travelling or commuting;
3. Being responsible for the safety of others at work;
4. Working long hours; and
5. Having a dangerous job.

[Rapidfix Ceilings and Partitions Ltd.](#)'s work performance and workload will regularly be reviewed under this policy. Every chance to air views and grievances at these reviews will be offered.

NEW OR EXPECTANT MOTHERS



In the event an employee is pregnant, she is required to notify [Rapidfix Ceilings and Partitions Ltd](#) (in writing) that she is pregnant, has given birth within the previous six months, or is breastfeeding.

A certificate from a registered medical practitioner or a registered midwife showing that she is pregnant is required to be provided to [Rapidfix Ceilings and Partitions Ltd](#) by the employee.

If an employee notifies [Rapidfix Ceilings and Partitions Ltd](#) that she is pregnant, and on return to work following birth, we undertake the specific risk assessment of her work considering HSE guidance and any information which the employee has provided.

Reviews of the assessment at regular intervals by your manager/supervisory or as/when the employee requests it, will be carried out.

AGGRESSION AND VIOLENCE IN THE WORKPLACE



[Rapidfix Ceilings and Partitions Ltd](#) has strict rules and codes of conduct, to ensure that all persons, work colleagues, visitors and members of the public are treated with equal respect and consideration.

We actively encourage reporting of all forms of harassment, aggression or violence in the workplace and make sure our managers/supervisors shall be adequately trained to recognise any signs of such issues. They will oversee and implement the necessary control measures.

Where necessary [Rapidfix Ceilings and Partitions Ltd](#) will provide counselling or occupational health services support.

For further information please refer to [Rapidfix Ceilings and Partitions Ltd](#) Equal Opportunities and Diversity Policy.

If you become aware of any issues regarding workplace aggression and violence, please report to your manager/supervisor or:

Responsible Person
Mr Dan Elwell (Commercial Director)

VISITORS



Visitors to our premises may include for example, couriers, customs, salespersons, contractors, members of the public, members of the emergency services, etc.

Visitors are asked to sign in and out of our buildings as it is good practice and the register forms an essential part of the roll call during an emergency evacuation.

If you have a visitor attend one of our premises, you are required to supervise the visitor always and provide them with information via signage that will assist them in remaining safe during their visit. ALL Visitors Shall be escorted AT ALL TIMES.

DRUGS AND ALCOHOL MISUSE



The health and safety of staff, employees and others affected by [Rapidfix Ceilings and Partitions Ltd.](#)'s work or in [Rapidfix Ceilings and Partitions Ltd.](#)'s premises, could be adversely impacted by alcohol or drug misuse by their employees or contractors.

Therefore, alcohol and/or drugs are prohibited in the workplace and whilst representing [Rapidfix Ceilings and Partitions Ltd](#) as a matter of policy.

If any persons are known to be, or strongly suspected of being affected by alcohol and/or drugs, please report to your manager/supervisor or:

H&S Responsible Person
Mr Paul White (Operations Director)

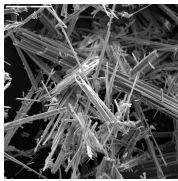
COMPANY PROPERTY



We will ensure that all work equipment, purchased, loaned or hired for work activities, is looked after and kept in a good workable condition, to ensure that those using it and other persons or property affected are kept safe and healthy.

As an employee of [Rapidfix Ceilings and Partitions Ltd](#), you are required to take care to protect the condition of the Company property including premises, equipment, vehicles, furniture and fittings, etc.

ASBESTOS



A significant risk within the work environment is presented by asbestos where it is in situ. Such steps as are necessary will be taken by [Rapidfix Ceilings and Partitions Ltd](#) to control this risk as it affects their undertakings.

Asbestos is a material that can seriously damage your health. Although its use is now banned, it can be present in walls, ceilings, lagging and floor tiles in order buildings.

Awareness training will be provided to employees and any others who are likely to come into contact with asbestos, which will include safe working practices, emergency procedures and decontamination processes.

You are unlikely to be exposed to asbestos in your normal work, but you should be aware of the danger. Your manager/supervisor will inform you if you need to take special precautions.

If you disturb the walls, ceilings or floors of a building and see dust or notice loose dust from any recent maintenance work, inform you manage/supervisory straight away.

If you carry out building maintenance or refurbishment work, check the site asbestos survey/register to prevent you from disturbing any asbestos. If you believe you have disturbed any material that may contain asbestos, whether it is indicated on the survey or not, stop work, ensure the area is safe and immediately inform your manger/supervisor.

Rapidfix Ceilings and Partitions Ltd PERSONNEL ARE NOT TRAINED TO WORK WITH ASBESTOS. NO WORKS THAT WILL RESULT IN DISTURBANCE OF ASBESTOS CONTAINING MATERIALS WILL IN ANY CIRCUMSTANCES BE UNDERTAKEN.

All tasks will be stopped until specialist advice is sought.

COSHH



Any material, substance or process to be used or likely to be encountered which could be a hazard to your health.

Where a specific workplace/job Control of Substances Hazardous to Health (COSHH) assessment affects your health and safety we will provide suitable and sufficient information prior to the commencement of any work activity.









Please ensure for site related activities that you work to and apply **Rapidfix Ceilings and Partitions Ltd** and Safe Systems associated with Risk Assessments and Methods of Work. You will be asked to read and understand these as part of prior planning and inductions.

Use only approved chemicals that you have been trained to use.



- If you don't know it, don't use it
- Wear the correct Personal Protective Equipment for the job and follow safety signage;
- Only use chemicals from containers or bottles with correct labels
- All chemicals should be identified for hazards and assessed for risk
- Follow safe working procedures and advice from Material Safety Data Sheets and Safety Labels when transporting, storing, using and disposing of chemicals
- All approved chemicals for use are to be recorded in a register
- Keep flammable chemicals away from any heat source
- Use trays where possible to contain any leaks and spills
- Clean up or report any chemical spills immediately
- Only use original containers/bottles/cans for storage and keep them closed when not in use.

It is important to immediately wash off any substances that contaminate the skin. Some substances may cause damage to the skin or may be absorbed through the skin, these may be harmful. Note that hazardous substances may transfer from clothing and personal protective equipment to the skin. During your duties you MAY come across the following hazard labels. It is therefore important that you can recognise them and understand their meaning.

Old symbol	New symbol	Description
		<p><u>HEALTH HAZARD</u></p> <p>May cause respiratory irritation May cause drowsiness or dizziness Causes serious eye irritation Cause skin irritation Harmful if swallowed Harmful in contact with skin Harmful if inhaled</p> <p>Harms public health and the environment by destroying ozone in the upper atmosphere.</p>
		<p><u>HAZARDOUS TO THE ENVIRONMENT</u></p> <p>Very toxic to aquatic life with long lasting effects Toxic to aquatic life with long lasting effect</p> <p>Care must be taken to contain any spillages and they must be disposed of by special means.</p>
		<p><u>ACUTE TOXICITY</u></p> <p>If swallowed Fatal in contact with skin Fatal if inhaled Toxic if swallowed Toxic in contact with skin Toxic if inhale</p>

		<p style="text-align: center;"><u>CORROSIVE</u></p> <p>These are substances, which on contact with the skin may cause severe chemical burns. If swallowed they may cause severe damage to internal organs and living tissue</p>
		<p style="text-align: center;"><u>FLAMMABLE</u></p> <p>Extremely flammable gas Flammable gas Extremely flammable aerosol</p>
		<p style="text-align: center;"><u>OXIDISING</u></p> <p>Oxidising gas – any gas which may generally by providing oxygen, cause or contribute to the combustion of other material more than air does. Oxidising liquid = a liquid which, while in itself not necessarily combustible, may generally by yielding oxygen, cause, or contribute to, the combustion of other material Oxidising solid – a solid which, while in it not necessarily combustible, may generally by yielding oxygen, cause or contribute to, the combustion of other material.</p>
		<p style="text-align: center;"><u>EXPLOSIVE</u></p> <p>Unstable explosive Explosive; mass explosion hazard Explosive; severe projection hazard Explosive; fire, blast or projection hazard May mass explode in fire.</p>

New labels to be aware of:

Symbol	Description
	<p><u>SERIOUS HEALTH HAZARD</u></p> <p>May be fatal if swallowed and enters airways, causes damage to organs May cause damage to organs May damage fertility or the unborn child Suspected of damaging fertility or the unborn child May cause cancer & is Suspected of causing cancer May cause genetic defects Suspected of causing genetic defects May cause allergy or asthma symptoms or breathing difficulties if inhaled</p>
	<p><u>GAS UNDER PRESSURE</u></p> <p>Contains gas under pressure: May explode if heated Contains refrigerated gas; May cause cryogenic burns or injury</p>





Remember

- Always read the label before using/handling any substance or chemical
- Always wear the protective clothing issued to you
- Dispose of substances and their containers only as instructed

SAFETY SIGNS

You have a duty to learn the different work signs, their meanings, and to obey them. There are four categories of safety signs: Warning, Prohibition, Mandatory and Emergency (escape or first aid signs).

Symbol	Meaning
--------	---------

	<p>Warning signs provide a warning of a specific hazard (this one warns of a “slippery floor”). They have a black triangle on a yellow background with a black picture of the hazard.</p>
	<p>Prohibition signs state that a certain behaviour is not allowed (this one says, “No Smoking Allowed”). They have a red circle on a white background and a red bar running from top left to bottom right, with a black picture of what is not allowed.</p>
	<p>Mandatory signs show that a specific course of action must be taken (this one states that hearing protection must be worn. They are circular, have a blue background with a white picture of what action you must take.</p>
	<p>Emergency escape or first aid signs provide information about safe conditions (this one shows where you can obtain First Aid). They are normally square or rectangular with a white picture or wording on a green background.</p>

CONTROL OF WASTE MATERIALS

All waste materials accrued because of work being performed on the site, within the premises, or its boundaries will be disposed of in line with legal duties.

As an employee of [Rapidfix Ceilings and Partitions Ltd](#) you are required to:

- Ensure that any waste produced by our company or being created on our behalf by contractors, is placed in suitable applicable waste bins, or sealed skips, in a compound whenever possible
- Prevent access by vermin, or vandals, who may otherwise spread it beyond this control and cause an environmental hazard.
- Understand the waste and recycling system at your workplace? If you are in any doubt – ask!
- Follow the procedures in place on site. If any waste, you handle is classed as “hazardous” it will need separate handling and disposal.

Fly tipping is illegal. DO NOT DO IT!

The person responsible for overseeing and implementing the necessary control measures, processes, methods and communication to all involved is your manager/supervisor or:

H&S Responsible Person
Mr Mark Aylward (Contract Director)

CORRECTIVE ACTION/DISCIPLINARY

The person, who has identified the breach of Health and Safety, shall be responsible for initiating the form. They shall complete the site, date, manager name and operative name and decide on the level of action to be taken.

Action only, is to be used to record a verbal or written communication on matters of safety.

- A **YELLOW CARD** would be issued when the person has carried out an action that falls outside ‘Best Practice’. This could be unlocked wheels on Towers, Podiums etc, not wearing PPE, turning into work

smelling of alcohol. This would require the person to be re-inducted by the Principal Contractor and where required [Rapidfix Ceilings and Partitions Ltd](#) on the next working day.

- 2 **YELLOW CARDS** would result in a red card offence and the person would be removed from site for 2 working days and on their return, they would be required to attend the Principal Contractors induction and where required [Rapidfix Ceilings and Partitions Ltd](#) before being allocated their daily tasks.
- A **RED CARD** would be issued when the person has carried out an action which could endanger himself or a 3rd party. This would include, surfing, wilful disregard for any system put in place for safety (removal of a guard) and speaking back to the safety team. A red card would result in the operative being removed from the site for 2 days. On their return they are to attend a Principal Contractors induction and where required [Rapidfix Ceilings and Partitions Ltd](#) before being allocated their daily tasks.

The person completing the disciplinary form must now make a written description of the action/offence, and record what action was immediately taken to remove the hazard/danger. The form must now be completed with actions required to prevent reoccurrence and all parties involved are to sign to serve as a permanent record that action has been taken and acknowledged.

H&S Responsible Person
Mr Mark Aylward (Contract Director)



EMPLOYEES CONFIRMATION OF RECEIPT OF THE STAFF HEALTH AND SAFETY HANDBOOK

Rapidfix Ceilings and Partitions Ltd has produced a written Health and Safety Policy together with our Policies and Procedures for the management of our health and safety arrangements to discharge our duties in compliance with the requirements of the Health and Safety at Work etc Act 1974.

Rapidfix Ceilings and Partitions Ltd has issued this Staff Health and Safety Handbook which contains copies of our main Policies and outlines how we manage our health and safety duties as well as giving you information on what you are required to do.

All relevant Health and Safety Documents are available upon request to your manager/supervisor who will make the necessary arrangements for you to inspect it.

It is important that you read and understand the information contained within the handbook. Once you have done this please print and sign your name below.

I confirm that I have read the Staff Health and Safety Handbook and will comply with the information and rules it contains

I understand my duties as an employee to take reasonable care for my own Health and Safety and that of others who may be affected by my actions or omissions at work and that I am required to assist the company in its duties to comply with health and safety legislation.

I confirm that I have been issued with a copy of the Staff Health and Safety Handbook and that I have read and understood the contents. I am aware that if I do not understand any of the contents, I should contact H & S Responsible Person, for an explanation.

Name of Person; _____

Date Signed; _____

Rapidfix Ceilings and Partitions Ltd

8 Castlegate,

Tickhill

Doncaster

DN11 9QU



ACCEPTANCE OF POLICY BY RCP Personnel and Responsible Sub-contractors