



Cater Design Ltd

HEALTH AND SAFETY POLICY

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Cater Design Ltd

HEALTH AND SAFETY POLICY

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Cater Design Ltd

HEALTH AND SAFETY POLICY

SECTION 1: GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

- 1.1 Cater Design Ltd acknowledges its legal responsibilities under the Health and Safety at Work Act 1974 and associated legislation and Codes of Practice, and gives its full commitment to doing everything practicable to protect the safety, health and welfare of all its employees, subcontractors, clients and any other persons whose health and safety may be affected by the Company's business.
- 1.2 The Company recognises that people are a vital resource, and priority will be given to the effective control of risks. In doing so, the support of all personnel is needed in avoiding accidents and ill health and the associated cost and disruption.
- 1.3 All personnel are reminded of their personal legal responsibilities and asked to do everything they can to prevent injury to themselves and to others, and for our part, the Company will provide all necessary training, information and instruction to all our personnel including subcontractors.
- 1.4 Adequate financial, human and other resources will be made available to ensure the effective implementation of this policy, and proper monitoring procedures will be established to monitor health and safety performance and ensure good communication and co-ordination.
- 1.5 The need for consultation with all personnel including contractors and subcontractors on all matters affecting their health, safety and welfare is recognised by the Company.
- 1.7 Cater Design Ltd undertakes:
 - To provide and maintain equipment and systems of work that are safe and without risks to health.
 - To ensure safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
 - To provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all personnel including contractors and subcontractors.

- To maintain all places of work under our control, including means of access and egress, in a condition that is safe and without risk to health.
- To provide and maintain a working environment that is safe and without risk to health, and to provide or seek from the client appropriate facilities for welfare.
- To ensure the progressive identification and assessment of all risks, and their elimination or control.
- To make arrangements for effective joint consultation with all personnel including contractors and subcontractors on health and safety.
- To comply with the statutory requirements as a minimum standard for health, safety and welfare of all personnel at work and all others toward whom we have statutory obligations.
- To ensure that effective arrangements exist to deal with any emergency.
- To ensure that the responsibilities of management are assigned at all levels and that their roles are defined.
- To recognise the link between efficiency and safety and health, and to minimise the costs, losses and disruption which arise from accidents, ill health and dangerous occurrences.
- To ensure that all personnel are aware that they are required to work safely and to co-operate with management in all matters that affect their health and safety at work.

Signed

A handwritten signature in blue ink, appearing to read 'Ingrid Siebert', written over a faint, illegible stamp.

Managing Director

Date: 5th October 2010

SECTION 2: ORGANISATION FOR HEALTH AND SAFETY

2.1 RESPONSIBILITIES OF THE MANAGING DIRECTOR

- 2.1.1 The Managing Director of Cater Design Ltd has the overall responsibility for ensuring that the Health and Safety Policy is effectively implemented and that proper resources are made available in order to achieve this.
- 2.1.2 He will plan ahead as necessary to make human, financial and other resources available to secure a high standard of health and safety management, taking competent advice on matters of health and safety where relevant.
- 2.1.3 He provides the final authority on matters concerning health and safety at work.
- 2.1.4 The Managing Director has the specific responsibility for co-ordinating the management of health and safety and will ensure that the Health and Safety Policy is reviewed every year, and, if necessary, revised.
- 2.1.5 The Managing Director will make decisions on health and safety issues based on a proper assessment of any risks to health and safety, and will ensure the control of those risks in an appropriate manner.
- 2.1.6 He will ensure that all contractors and subcontractors satisfactorily complete the appropriate level of training required for the competent discharge of their duties. Assessments of competence will be carried out on an ongoing basis.
- 2.1.7 The Managing Director has a specific role in managing the health and safety of projects, e.g.:
- 2.1.8
- Making an assessment of the health and safety requirements for a job, e.g. the need to carry out hot work, safe access, and special risks such as asbestos-containing materials being present on the client site
 - Arrangements for emergencies, including the fire precautions and emergency evacuation from a premises
 - Liaison with the client to ensure that relevant health and safety information is communicated, a) from Cater Design to the client and b) from the client to Cater Design.

2.2 RESPONSIBILITIES OF THE DIRECTOR

- 2.2.1 The Director has the responsibility for administration, including health and safety administration and record keeping.
- 2.2.2 The Director will manage aspects of health and safety such as issuing and monitoring Control of Contractors questionnaires and liaising with clients regarding Cater Design risk assessments and Policy.
- 2.2.3 She will keep documentation such as the accident book and PAT testing records.

2.3 RESPONSIBILITIES OF ALL PERSONNEL

The law makes it the duty of everyone at work to take reasonable care for their own health and safety and that of others. The duties of personnel including contractors and subcontractors include:

- 2.3.1 Co-operation with Cater Design Ltd to ensure that safe and healthy working practices and workplaces are maintained.
- 2.3.2 Reporting promptly any hazardous situation or defect and all accidents.
- 2.3.3 Making full and proper use of protective clothing and safety equipment, and keeping this in a clean condition and in good order.
- 2.3.4 Following all instructions and training given in respect of any activity involving risk to health or safety.
- 2.3.5 Acting responsibly and refraining from reckless behaviour at work.
- 2.3.6 Co-operating with the Company in the implementation and observation of all statutory requirements placed upon the Company
- 2.3.7 Observing the duty not to misuse or interfere with anything provided in the interests of health and safety.



SECTION 3: HEALTH AND SAFETY ARRANGEMENTS

2.1 ACCIDENT, INCIDENT AND NEAR MISS PROCEDURES

• LEGISLATION

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

• SOURCES OF INFORMATION

RIDDOR Explained: <http://www.hse.gov.uk/pubns/hse31.pdf>

• FORMS

Accident Book (pad of forms) in which the details of all accidents should be inserted.

Form 2508/2508A, used for reporting to the RIDDOR Centre any incident or occupational disease, as required under the above Regulations.

• POLICY AND PROCEDURES

3.1.1 All accidents, however minor will be reported to the Director and recorded in the Accident Book held in the office.

3.1.2 The Director will identify any incidents that are reportable under the RIDDOR Regulations, and make the report on Form 2508 to the RIDDOR Centre (via the central reporting system noted below).

3.1.3 Reporting may be done on the internet, on www.riddor.gov.uk or by phone to 0845 300 9923 or fax 0845 300 9924, or to the Incident Contact Centre, Caerphilly Business Park, Caerphilly CF83 3GG

3.1.4 The Director and Managing Director will review the accident and incident records on a quarterly basis and implement any actions required to maintain a satisfactory low level of accidents.

• INVESTIGATION

3.1.5 Where a significant incident occurs, the Directors will liaise with the Insurers and carry out an investigation of any accident, near miss or dangerous occurrence as judged necessary to:

- a) Make safe any equipment or substances involved
- b) Prevent any recurrence
- c) Obtain full details of the circumstances of the incident to enable a report to be compiled, or to assist the investigating Inspector, or provide information for insurance purposes.



3.2 FIRST AID

• LEGISLATION

The Health and Safety (First Aid) Regulations 1981.
Approved Code of Practice for the Health and Safety (First Aid) Regulations 1981

• SOURCES OF INFORMATION

Approved Code of Practice, as above
First Aid at Work: Your Questions Answered:
<http://www.hse.gov.uk/pubns/indg214.pdf>

• POLICY AND PROCEDURES

3.2.1 The Managing Director will carry out an assessment of first aid needs and provide arrangements in accordance with our assessment of the overall risk.

3.2.2 Whilst there is no fixed workplace at which employees work, no trained first aid personnel will be required.

3.2.3 The Managing Director will carry a travelling first aid kit and will normally accompany subcontractors (individuals) for work at client sites.

3.2.4 Contracting companies carrying out work on our behalf will be required to make their own first aid arrangements.

3.3 ELECTRICAL SAFETY

• LEGISLATION

The Electricity at Work Regulations 1989
Code of Practice: The Regulations for Electrical Installations (Institution of Electrical Engineers Wiring Regulations)—17th Edition

• SOURCES OF INFORMATION

Memorandum of Guidance on the Electricity at Work Regulations 1989
“Electricity at Work: Safe Working Practices”, guidance HS(G)85
“Maintaining Portable and Transportable Electrical Equipment”, guidance HS(G)107
IEE Wiring Regulations (as above)

• POLICY AND PROCEDURES



- 3.3.1 All portable electrical appliances will be inspected and tested at an appropriate frequency, to be determined after the completion of initial testing. Equipment taken to client sites will be tested at least annually. Records of test will be held by the Managing Director.
- 3.3.2 All portable electrical appliances will be visually inspected before use.
- 3.3.3 Wherever possible, battery-powered tools will be used instead of 110v or 240v electrical tools.
- 3.3.4 Care will be taken at client sites to avoid trailing electrical cables or to run cables in a safe location to minimise tripping risks.

3.4 FIRE AND EMERGENCY PROCEDURES

- **LEGISLATION**

The Regulatory Reform (Fire Safety) Order 2005

- **SOURCES OF INFORMATION**

Fire Safety Guides

<http://www.communities.gov.uk/fire/firesafety/firesafetylaw/aboutguides/>

- **FIRE PROCEDURES**

- 3.4.1 Cater Design Ltd will co-operate with site owners in all fire safety requirements and will participate fully in any site induction training and fire evacuation drills that may be required by clients.
- 3.4.2 The Company will comply with all requirements for hot work permits at client sites.
- 3.4.3 Where it is necessary to use a butane torch, one small torch will be brought to site and used by the Managing Director or by a competent person under the conditions applying to hot work permits.
- 3.4.4 A suitable fire extinguisher will be provided at the hot work location.
- 3.4.5 The use of adhesives with flammable solvents will be avoided.

3.5 RISK ASSESSMENT

- **LEGISLATION**

The Management of Health and Safety at Work Regulations 1999

- **SOURCES OF INFORMATION**

Successful Health and Safety Management, HS(G)65 from HSE
Five Steps to Risk Assessment:

<http://www.hse.gov.uk/pubns/indg163.pdf>

- **POLICY AND PROCEDURES**

3.5.1 It is the policy of Cater Design Ltd to be able to demonstrate that all risks arising from our work are progressively assessed and, as far as reasonably practicable, controlled.

3.5.2 All significant risks will be recorded, together with the way in which they will be controlled. The records will be reviewed when risks change or at least once a year.

3.5.3 The responsibility for carrying out site specific risk assessment after a thorough review of the site falls on the Managing Director.

3.5.4 All standard activities will be subject to generic risk assessment and all activities that deviate from the standard will be subject to specific risk assessment.

3.5.5 The relative importance of risks will be assessed and precedence will be given to the control of risks where more severe injury is possible or where there is a high likelihood of injury occurring.

3.5.6 Cater Design Ltd will communicate with the client in order to satisfy ourselves that any risks under client control have been assessed and that safe operating procedures are in place.

3.5.7 Risks will be managed by implementing the strategy:

- (1) Avoidance of risky working / elimination of hazards
- (2) Control of risks at source
- (3) Control by limiting exposure, changing work methods and by the use of personal protective equipment

3.5.8 The findings of risk assessments will be communicated to all persons affected by them, by the provision of a hard copy on site and updating and verbal information.

3.6 HAZARDOUS SUBSTANCES: COSHH

- **LEGISLATION**

The Control of Substances Hazardous To Health Regulations 2002

- **SOURCES OF INFORMATION**

H S E Guidance Note EH 40, "Occupational Exposure Limits"—updated annually

The Approved Code of Practice, "Control of Substances Hazardous to Health"

COSHH: A Brief Guide to the Regulations:

<http://www.hse.gov.uk/pubns/indg136.pdf>

- **POLICY AND PROCEDURES**

3.6.1 The Managing Director will identify substances that may be hazardous to health and will ensure that health and safety data sheets are collated.

3.6.2 For each substance, COSHH requires a competent person to assess the risk associated with exposure to that substance, and keep a written record of that assessment.

3.6.3 The assessments will be carried out by the Managing Director and reviewed at least annually and revised whenever the work activity undergoes a change that may affect the degree of risk.

3.6.4 Having assessed the risk, this will be eliminated wherever possible, or otherwise controlled.

3.6.5 Where necessary control measures have been identified, these will be put into place.

The hierarchy of preference is:

- Eliminate the risk
- Substitute for a lower risk substance
- Control at source:
 - Total enclosure of substance
 - Partial enclosure and local exhaust ventilation
 - Local exhaust ventilation
 - General workroom ventilation
 - Reduction of exposure time and number of persons exposed
 - Personal protective equipment, e.g. respirators, goggles, gloves, other clothing



Thus, personal protective equipment is a last resort. However, all personnel will be provided with protective gloves and goggles where hazardous substances may be used. The COSHH assessments will identify any requirement for additional equipment.

- 3.6.6 All personnel who may be exposed to any substances that are hazardous to health, whether they are working with them or not, will receive information about the hazard and instructions about the precautions, safe working procedures, any emergency procedures etc.
- 3.6.7 All personnel will be instructed that good standards of personal hygiene are essential in protecting against the exposure of substances, and that they must wash before eating, drinking or smoking, and of course remove contaminated clothing before doing so.
- 3.6.8 There must be no eating, drinking or smoking in areas contaminated by hazardous substances.
- 3.6.9 Cater Design Ltd will minimise risks by using substances of the lowest possible hazard.
- 3.6.10 No requirement for health surveillance has been identified.
- 3.6.11 No requirement for atmospheric monitoring has been identified.

3.7 WORK AT HEIGHT

- **LEGISLATION**

The Work at Height Regulations 2005

- **POLICY AND PROCEDURES**

- 3.7.1 The policy will always be to avoid working at height and there is no requirement to use ladders or other means of access to height.

3.8 MANUAL HANDLING

- **LEGISLATION**

The Manual Handling Operations Regulations 1992

- **SOURCES OF INFORMATION**

Getting to Grips with Manual Handling:
<http://www.hse.gov.uk/pubns/indg143.pdf>



Manual Handling Assessment Chart Tool:
<http://www.hse.gov.uk/pubns/indg383.pdf>

• POLICY AND PROCEDURES

The policy of Cater Design Ltd is to avoid wherever possible the need for any type of manual handling that exposes an individual to a risk of injury. To this end, the Company will:

- 3.8.1 Identify any manual handling operation where there is a risk of injury to any person. This responsibility lies with the individual together with the Managing Director.
- 3.8.2 Identify and implement any reasonably practicable means of avoiding the operation.
- 3.8.3 Where the operation cannot be avoided, the Company will ensure that a competent assessment of the risks has been carried out, the purpose being to identify any measures that can be taken to control the risks.
- 3.8.4 The assessments will be recorded and will be kept under review and revised as necessary. The records will be held by the Managing Director.
- 3.8.5 Measures required to control any risks will be taken as far as reasonably practicable, for example by providing pallet trucks, sack barrows and purpose-made dollies.
- 3.8.6 All personnel will be given information on any significant load to be handled, in order to enable them to plan the operation. They will also be provided with toolbox talks from time to time.
- 3.8.7 The Company will keep under review any accidents or incidents related to manual handling and will take remedial action accordingly. This will include the training of all personnel in safe handling procedures.
- 3.8.8 It is the duty of all personnel to make full and proper use of safe systems of work and any equipment provided for safety in any handling operation.

3.9 PERSONAL PROTECTIVE EQUIPMENT

• LEGISLATION

Principal legislation:

The Personal Protective Equipment at Work Regulations 1992

The Control of Substances Hazardous to Health Regulations 2002

- **POLICY AND PROCEDURES**

3.9.1 The Managing Director will identify whether there is a need for the use of personal protective equipment (PPE) under any of the above legislation.

3.9.2 In doing so, he will first consider how the risk may be controlled at source and treat the requirement for personal protective equipment as a last resort. Wherever it is reasonably practicable, other, more positive and effective means will be used.

3.9.3 Before choosing any PPE, the Company will ensure that assessments have been carried out of the risk to be protected against and of the equipment to be used to protect any individual. On the basis of such assessments, the suitability of the equipment for protection against the risk will be assessed.

3.9.4 All PPE that is selected will :

- Be appropriate for the risks involved and the environmental conditions
- Take account of ergonomic requirements and the state of health of any wearer
- Be capable of fitting the wearer correctly
- Be effective to prevent the risks involved without increasing overall risk
- Be compatible with any other item of PPE worn simultaneously.

3.9.5 Where PPE is used, the Managing Director will ensure that arrangements are in place for the proper maintenance, cleaning, examination, disinfection, repair and replacement of that equipment.

3.9.6 The Managing Director will ensure that all PPE is provided with appropriate, clean accommodation where appropriate, and that all personnel are instructed on the storage requirements.

3.9.7 Cater Design Ltd will provide all personnel with instruction and training where necessary in the proper use of all PPE, the risks against which the PPE is intended to be effective and any requirements for cleaning, examination, disinfection and reporting of defects.



3.9.8 It is the duty of all personnel to make full and proper use of all PPE as instructed.

3.9.9 The Managing Director will ensure that records are maintained of the issue of items of PPE.

3.10 TOOLS AND EQUIPMENT

• LEGISLATION

The Provision and Use of Work Equipment Regulations 1998

The Control of Noise at Work Regulations 2005

The Control of Vibration at Work Regulations 2005

• POLICY AND PROCEDURES

3.10.1 The Company uses only hand tools such as drills and aims to minimise risks associated with these by careful selection and maintenance of all tools.

3.10.2 Usage is low at all times and no significant risk is created through noise or vibration.

3.10.3 No woodworking machinery is used on client sites, thus eliminating the risks from wood dust.

3.10.4 All tools are visually inspected before use..

3.11 MONITORING OF HEALTH AND SAFETY

• LEGISLATION

The Management of Health and Safety at Work Regulations 1999

• POLICY AND PROCEDURES

3.11.1 Cater Design have a clear commitment to monitor the way health and safety is managed.

3.11.2 Monitoring will be carried out in a systematic way, in accordance with a plan co-ordinated by the Managing Director.

3.11.3 The purpose of monitoring will be to review regularly the arrangements in place for the management of health and safety, in order to determine whether they are adequate and effective and whether further measures are required in order to meet a proper level of health and safety management.



3.11.4 The monitoring plan will normally encompass the following:

- a) Site inspections will be carried out by the Managing Director
- b) Any accident, incident and ill-health records will be reviewed by the Managing Director on a monthly basis
- c) Risk assessments and method statements will be reviewed annually or when the risks are known to have changed
- d) A review of health and safety management will be carried out periodically
- e) The Health and Safety Policy will be reviewed annually

3.12 ARRANGEMENTS FOR CONSULTATION

• LEGISLATION

The Health and Safety (Consultation with Employees) Regulations 1996
The Safety Representatives and Safety Committees Regulations 1977

• POLICY AND PROCEDURES

3.12.1 All personnel will be consulted in good time about matters relating to their health and safety at work. Those matters will include:

- Any measure at workplace which may substantially affect their health and safety
- Arrangements for competent persons nominated for the purposes of health and safety management or emergency procedures
- Information about risks to health and safety
- The planning and organising of any health and safety training
- The health and safety consequences for them of any new technology planned to be introduced to the workplace

3.12.2 In the absence of any formal safety committee or safety representatives, the requirements of the Regulations will be met by consultation with individuals via regular meetings and ongoing supervision.

3.13 TRAINING AND COMPETENCE

• POLICY AND PROCEDURES

3.13.1 All personnel will attend client site induction training where this is required by the client.

3.13.2 All subcontractors will be provided with periodic training including:

- Induction of new subcontractors
- Familiarity with fire procedures and fire awareness
- Basic health and safety awareness and the responsibilities of themselves and others
- Hazards and risks and awareness of specific risks
- Understanding of safety signs
- The use of equipment
- Use of personal protective equipment

3.13.3 "Toolbox Talks" on selected health and safety subjects will be provided periodically, reinforcing the topics listed above and including any further issues, such as manual handling.

3.13.4 Competence of personnel prior to employment will be assessed by the Managing Director.

3.13.5 Competence will be assessed continually by means of:

- Observations and assessments carried out by the Managing Director
- Upkeep of training and assessment of performance during training

3.14 MANAGEMENT OF CONTRACTORS

• LEGISLATION

The Management of Health and Safety at Work Regulations 1999

• POLICY AND PROCEDURES



- 3.14.1 Health and safety aspects will be given equal consideration to commercial matters in the choice of any contractor.
- 3.14.2 For all contracts with companies, the agreement between the two parties will specify the standards to which the contractor will be expected to comply, and will require the contractor to accept the Cater Design Ltd Health and Safety Policy. Where relevant (for those contractors employing 5 or more persons) they will be asked for a copy of their own Health and Safety Policy which will be examined properly before any decision is made.
- 3.14.3 Long-standing contractors will be asked periodically to provide copies of their revised Health and Safety Policy documents.
- 3.14.4 Written risk assessments will be requested from contractors in respect of any significant risks associated with their work.
- 3.14.5 Contractors will also be asked to supply written method statements with respect to planned operations involving any particularly high risks, e.g. hot work. These may form part of the risk assessment.
- 3.14.6 The Company will ensure that contractors are provided with information and instruction concerning any known hazards on site and the procedures for avoiding hazard areas.

3.15 CONTROL OF ASBESTOS

- **LEGISLATION**

The Control of Asbestos Regulations 2006

- **SOURCES OF INFORMATION**

Approved Code of Practice: The Management of Asbestos in Non-Domestic Premises; L127

Asbestos: Protect Yourself: <http://www.hse.gov.uk/pubns/indg419.pdf>

Asbestos Essentials:

<http://www.hse.gov.uk/asbestos/essentials/index.htm>

- **POLICY AND PROCEDURES**

- 3.15.1 The policy of Cater Design is to avoid all contact with asbestos. We require all clients to notify us of any asbestos-containing materials on client sites.
- 3.15.2 Prior to the commencement of every contract, the Managing Director will make specific enquiries about the presence of asbestos based upon the customer's asbestos survey and management plan.



3.15.3 The location and type of any asbestos will be identified and the Managing Director will agree with the client what measures are to be implemented to avoid all contact by Cater Design personnel with asbestos or asbestos-containing materials.

3.15.4 Personnel will be instructed on the procedure to be followed if any suspect material is observed. The instructions will include:

- Do not touch or disturb the material
- Walk away and do not work on or near the suspect material
- Contact Cater Designs Ltd office by telephone without delay to report the situation
- Do not return to the suspect area until the Managing Director has investigated and given instructions

3.15.5 Personnel will receive basic asbestos awareness training which will be repeated periodically.

3.16 DISPLAY SCREEN EQUIPMENT

• LEGISLATION

The Health and Safety (Display Screen Equipment) Regulations 1992
The Workplace (Health, Safety and Welfare) Regulations 1992

• SOURCES OF INFORMATION

Display Screen Equipment Work: Guidance on Regulations
Working with VDUs: <http://www.hse.gov.uk/pubns/indg36.pdf>
Seating at Work; HS(G)57
Lighting at Work; HS(G)38
Work-related Upper Limb Disorders: a Guide to Prevention; HS(G)60

• POLICY AND PROCEDURES

3.16.1 Only the Managing Director and Director use DSE. They have the awareness and the choice of how to use DSE safely and have determined that no formal measures are required. This will be kept under review.

3.17 HEALTH AND SAFETY RULES FOR ALL CONTRACTORS AND SUBCONTRACTORS

General Rules:

- All contractors and subcontractors must immediately report any unsafe working practices or conditions to the Managing Director.
- Running in the workplace, irresponsible behaviour, misuse of equipment or any other acts which might harm the health and safety of any other person are forbidden.
- Contractors and subcontractors must not adjust, move or otherwise tamper with any electrical equipment or machinery in a manner not within the scope of their job duties
- All waste materials must be disposed of carefully in the receptacles provided
- No person should undertake a job which appears to be unsafe
- No person should undertake a job until they have received adequate safety instruction and they are authorised to carry out the task
- All injuries must be immediately reported to the Managing Director or Director
- All skin irritation or dermatitis must be immediately reported to the Managing Director or Director
- All materials must be properly and safely used, following the instructions given
- Suitable clothing and footwear must be worn at all times. Safety footwear is required to be provided by subcontractors and contractors. Personal protective equipment must be worn where appropriate
- Work sites must be kept clean and tidy and any spillage must be cleaned up immediately

Safe Access:

- Walkways and passageways must be kept clear and free from obstructions at all times

- If a walkway or passageway becomes wet it should be clearly marked with warning signs and any liquid accidentally spilt on the floor should be wiped up immediately
- Trailing electrical cables should be run in a safe place. Avoid leaving loops of cable for people to trip over
- Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway

Equipment:

- It is the responsibility of all contractors and subcontractors to check that any tools or equipment they use are in a good and safe condition before use
- If equipment belonging to the client is used, all contractors and subcontractors should check for any visible damage or defects before using the equipment

Manual Handling:

- Contractors and subcontractors should not attempt to lift or move a load which is too heavy to manage comfortably. All contractors and subcontractors should ask for assistance if there is any danger of strain or injury
- The load to be lifted or moved must be inspected for sharp edges
- When lifting or moving a load with sharp or splintered edges, gloves must be worn
- The route over which the load is to be lifted should be inspected to ensure it is free of obstructions
- Contractors and subcontractors should not carry out manual handling jobs for customers that are outside the scope of the agreed work, e.g. help customers move heavy furniture