



Health and Safety at Work etc. Act 1974

**Health and Safety Policy Statement & Manual
for Robert Price (Builders Merchants) Ltd
Robert Price (Distribution) Ltd
(trading as Robert Price (Timber & Roofing Merchants)
and Robert Price (Insulation))
and P. Davies & Sons Ltd**

Prepared by Tessa Pike 17.01.05

revised 09.05.08

CONTENTS (Page 1 of 2)

MAIN POLICY STATEMENT	3
SUMMARY OF AIMS, RESPONSIBILITIES AND POLICIES	4
Safety Personnel.....	4
Consultation.....	4
Communication	4
Co-operation & Duty of Care	4
Safety Training.....	4
Accident Investigation & Reporting	5
Workplace Inspections	5
Work Equipment.....	5
Personal Protective Equipment	5
Manual Handling Operations.....	5
Display Screen Equipment	5
General office safety and minimum requirements for staff facilities.....	6
Control of Hazardous Substances	6
Fire Safety responsibilities	6
Policy on smoking.....	6
Policy on Alcohol and Drugs.....	6

CONTENTS (Page 2 of 2)

MANUAL OF HEALTH & SAFETY RULES FOR STAFF	7
General.....	7
Fire safety procedure.....	7
Fire Detection Equipment.....	7
Fire Fighting Equipment	8
Fire Doors	8
Fire Exits.....	8
Smoking	8
Emergency Evacuation Procedure.....	8
Accident Investigation & Reporting	8
First Aid	8
Maintaining a safe working environment.....	9
Keeping walkways safe.....	9
Use and maintenance of Tools and Equipment.....	9
Personal Protective Equipment	9
Safe Zone	10
Manual Lifting and Moving (including instructions for handling heavy and awkward materials).....	10
Safe Stacking	12
Ladders.....	12
Guard rails.....	12
Safe use of Company vehicles.....	12
Forklift trucks, side loaders, combi loaders and other plant (“Plant”).....	12
Storage of LPG (Gas) cylinders.....	13
General office safety and handling cash.....	14
Lone Workers (e.g. maintenance staff, transport fitters).....	14
Hot Work.....	14
Safe working practices in the mill at Taffs Well	14
Safe working practices in the tanalising plant at Taffs Well	14

MAIN POLICY STATEMENT

It is the policy of Robert Price (Builders Merchants) Ltd., Robert Price (Distribution) Ltd (trading as Robert Price (Timber & Roofing Merchants) and Robert Price (Insulation)) and P. Davies & Sons Ltd. (“the Companies”) to comply with the terms of the Health and Safety at Work legislation and to provide and maintain a healthy and safe working environment. The Companies’ health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace.

All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.

The Companies recognise and accept their duty to protect the health and safety of all visitors to the company, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.

While the management of the Companies will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the company. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of any other person.

The management of the Companies will provide every employee with the training necessary to carry out their tasks safely. However if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to their Branch Manager or to a Director. An effective health and safety programme requires continuous communication between workers at all levels. It is therefore every worker's responsibility to report immediately any situation which could jeopardise the well being of themselves or any other person.

All injuries, however small, sustained by a person at work must be reported to a Director or manager. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

The Companies' health and safety policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The policy will be updated at least every 12 months.

The specific arrangements for the implementation of the policy and the personnel responsible are detailed below.

Signed: T. Pike.
Title: Director
Robert Price (Builders Merchants) Ltd
Robert Price (Distribution) Ltd
P. Davies & Sons Ltd.

Date 9th May 2008

SUMMARY OF AIMS, RESPONSIBILITIES AND POLICIES

Safety Personnel

The persons with overall and final responsibility for health and safety in Robert Price (Builders Merchants) Ltd., Robert Price (Distribution) Ltd (trading as Robert Price (Timber & Roofing Merchants) and Robert Price (Insulation)) and P. Davies & Sons Ltd. are the Directors.

The person responsible for overseeing, implementing and monitoring the policy is the Branch Manager. The deputy manager will be responsible in the Manager's absence.

In addition the following personnel will have the following responsibilities:

<i>Tessa Pike</i>	<i>Ian Harper</i>
Accident investigation and reporting	Inspection of vehicles plant and equipment
Setting health and safety company objectives	
Monitoring company performance in health and safety	<i>Ieuan Jones</i>
Safety Training	Work place inspections and reports

Consultation

The management regard communication between workers at all levels as an essential part of effective health and safety management. Consultation will be facilitated by means of Branch Safety meetings every three months or as often as is deemed necessary. The purpose of Branch Safety meetings is to provide a forum in which information may be conveyed and employees' questions on health and safety issues answered. In addition these meetings will provide an opportunity to assess the continuing effectiveness of the policy and manual.

Communication

Management will endeavour to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of the company health and safety policy. The Companies communicate with their employees orally, in the form of directions and statements from Directors or managers, in writing, in the form of bulletins to be displayed on staff notice boards and this policy statement, and by example.

Co-operation & Duty of Care

If we are to build and maintain a healthy and safe working environment, co-operation between workers at all levels is essential. All employees are expected to co-operate with Branch Manager and Safety Personnel and to accept their duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.

Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the company. No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health safety or welfare in pursuance of any of the relevant statutory provisions.

Safety Training

Safety training is regarded as an essential ingredient of an effective health and safety programme. It is the opinion of the management that if a job is not done safely then it is not done effectively. All workers will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans.

Training sessions will be held as often as is deemed necessary and will provide another opportunity for workers to express any fears or concerns they might have about their jobs.

Accident Investigation & Reporting

It is the Companies' policy to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95). Accident investigation is seen as a valuable tool in the prevention of future incidents.

Workplace Inspections

Regular monthly inspections of the workplace will be conducted by the branch manager and sent to Ieuan Jones for checking and for the appropriate action to be taken. In addition inspections will be conducted in the relevant areas whenever there are significant changes in the nature and / or scale of our operations.

Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

Work Equipment

It is the Companies' policy to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1992. The management will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used. The use of any work equipment which could pose a risk to the well being of persons in or around the workplace will be restricted to authorised persons. All workers will be provided with adequate information and training to enable them to use work equipment safely. All work equipment will be maintained in good working order and repair and will be clearly marked with health and safety warnings where appropriate. Vehicle maintenance checks will be carried out as provided in the Driver Handbook.

Personal Protective Equipment

It is the Companies' policy to comply with the law as set out in the Personal Protective Equipment at Work Regulations 1992. All workers who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective personal protective equipment. For details of issue, see Company Rules. All personal protective equipment provided by The Companies will be properly assessed prior to its provision. All personal protective equipment provided will be maintained in good working order. Management will endeavour to ensure that all personal protective equipment provided is used and used properly by the companies' employees. All workers provided with personal protective equipment will receive comprehensive training and information on the use, maintenance and purpose of the equipment.

Manual Handling Operations

It is the Companies' policy to comply with the law as set out in the Manual Handling Operations Regulations 1992. All possible steps will be taken to reduce the risk of injury to the lowest level possible. Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury. Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

Display Screen Equipment

It is the Companies' policy to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992. The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable. The Companies will conduct health and safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work and will ensure that all new workstations meet the requirements set out in the Schedule to the Regulations. VDU screen users will be allowed periodic breaks in their work. Eyesight tests will be provided for VDU screen users on request. Where necessary VDU screen users will be provided with the basic necessary corrective equipment such as glasses or contact lenses. VDU screen users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

General office safety and minimum requirements for staff facilities

Office ventilation will be provided by means of opening windows which will be cleaned at sufficient intervals. Windows will not open in a manner or to an extent so as to cause danger to persons.

A reasonable temperature will be maintained in workplaces situated inside buildings, where it is practicable to do so. The following guidelines apply but where it is not feasible to maintain these temperatures, for example in closed warehouses, the staff restroom will be maintained at a reasonable temperature for break periods.

- Minimum: seated work 16° C
- Minimum: physical work 13° C

Suitable and sufficient lighting will be provided and light fittings cleaned at regular intervals. The workplace, furniture, fixtures and fittings will be kept clean, commensurate with use. Suitable and sufficient seating will be provided. At least 11 cubic metres of space will be provided for each person. Suitable and sufficient sanitary conveniences and washing facilities will be provided with separate facilities for both sexes unless the facilities can only be used by one person at a time and the door locked. An adequate supply of drinking water will be provided. A canteen/rest room will be provided and maintained at each workplace and facilities for eating meals.

Control of Hazardous Substances

It is the Companies' policy to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 1989. A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process. Management will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases. All workers who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work. Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

Fire Safety responsibilities

The Companies' fire safety policy and procedures take account of special fire hazards in specific areas of the workplace. The local fire service inspection staff are responsible for ensuring compliance with fire safety and prevention codes, for reviewing company practices and procedures, inspecting and testing fire fighting, prevention and protection equipment and for advising on safe practices and procedures. The person with responsibility for the maintenance and testing of fire alarms and fire fighting equipment is Ieuan Jones. The Managing Director is responsible for the provision and maintenance of fire prevention and detection equipment. Branch Managers and foremen are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

All workers have a duty to report immediately any fire, smoke or potential fire hazards to the fire service (dial 999). All workers have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves compliance with the Companies' No Smoking Policy, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Policy on smoking

Smoking causes serious risks to health and is unacceptable in the work place. It also carries an unacceptable risk of fire. Smoking is therefore prohibited on company premises.

Policy on Alcohol and Drugs

Illegal drugs are not permitted on company premises. Staff will not be allowed at work under the influence of alcohol or drugs which might impair work performance.

MANUAL OF HEALTH & SAFETY RULES FOR STAFF

General

All employees should be aware of, respect and adhere to the rules and procedures contained in this manual.

Horseplay, practical joking or any other acts which might jeopardise the health and safety of any other person are forbidden.

All employees are expected to attend branch safety meetings when required.

No person under the influence of alcohol or any other intoxicating drug which might impair motor skills or judgement, whether prescribed or otherwise, will be allowed on company premises.

No person whose levels of alertness and / or ability are reduced due to illness or fatigue will be allowed on the job if this might jeopardise the health and safety of that person or any other person. Where a person returns to work and is still taking prescription medicines following a period of illness full details must be given by the employee to the branch manager. The branch manager will determine whether normal duties can safely be resumed.

Employees must not undertake a job until they have received adequate safety instruction and are authorised to carry out the task.

No worker should undertake a job which appears to be unsafe.

Fire safety procedure

The places designated in each branch as FIRE ASSEMBLY POINTS will be displayed on branch notice boards and/or appropriate locations. Staff must familiarise themselves with the action to be taken in case of fire.

Each branch has a fire office and section checkers.

Each employee has been appointed a fire assembly point and a section checker and has been informed of both.

When the fire alarm sounds, staff and customers will evacuate the premises by the nearest exit and will make their way to the fire assembly point by the most convenient direct route. Staff should ensure that everyone who is working with them or anyone met on the way out is aware that there is a fire and that they too should be getting out. Close all doors. If staff are with customers they should ensure they leave also.

Accounts staff should put cash and cheques into the fireproof cupboards. The doors of the cabinets and cupboards must be shut properly.

Each section checker has a list of employees who should report to him/her at the fire assembly point in the event of the fire bell or alarm being raised. The section checker will call out staff names and tick off on his/her list. Employees should make sure that their presence is known and advise the section checker of employees who are absent.

The section checker will advise the fire officer and fire brigade when present of missing persons and where in the building that they might be.

Do not return to the building unless directed to do by the fire officer.

When evacuating, do not stop to collect belongings.

Take care not to cause a panic.

If you discover a fire tackle the fire with a suitable fire appliance only if it would pose no threat to personal safety to do so. If the situation is dangerous or potentially dangerous you should activate the alarm and evacuate the premises immediately as outlined above.

Fire Detection Equipment

Manually operated fire alarms are located at strategic points in most branches. Where no fire alarm exists staff will be trained to know the procedure for raising the alert. If a fire breaks out it is the responsibility of any employee present to activate the alarm or raise the alert and evacuate the building.

Fire Fighting Equipment

A list of the location of extinguishers in each branch and the situation of mains points is included in Appendix 1. A copy of the part relevant to each branch will be included in the main copy of the manual held at each branch and the master copy at Abergavenny office will include all the branch information.

Fire Doors

Fire doors designed to slow the spread of fire and smoke throughout the workplace have been installed at strategic points. Fire doors are designed to close automatically after opening and must never be blocked, jammed or tied open.

Fire Exits

Fire exits are located at strategic points throughout the workplace. Exit doors and corridors must never be locked, blocked or used as storage space.

Smoking

Smoking is prohibited in all company premises and work vehicles. Smoking in any part of Company premises or work vehicles will lead to disciplinary action. A receptacle will be placed strategically outside for the extinguishing of cigarettes. Appropriate signage will be displayed throughout the company premises.

Emergency Evacuation Procedure

In the event of the fire alarm being activated, or in any other emergency situation (such as a bomb scare), all employees must leave the building by the nearest available exit and assemble at the designated assembly point.

Practice fire drills will be conducted at regular intervals to ensure employee familiarity with emergency evacuation procedures.

Accident Investigation & Reporting

All injuries must be reported to the branch manager and by him to Tessa Pike or Ieuan Jones

In the event of an accident resulting in injury, a report in the prescribed form will be completed by the Branch Manager containing

- The circumstances of the accident including diagrams wherever possible
- The nature and severity of any injury sustained
- The identity of any eyewitnesses
- The time, date and location of the incident
- The date of the report

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. Any person required to give an official statement has the right to have a representative present. All staff will co-operate in the completion of accident reports.

The completed report will then be submitted to and analysed by a Director who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem. Accidents will be discussed at branch safety meetings, so that lessons can be learned and reoccurrences prevented.

A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

First Aid

A first aid box is located at each branch with additional boxes at buffers and the mill (Taffs Well).

One person holding a current first aid appointed person's certificate is responsible for the proper use and maintenance of each first aid box. Replenishments are available from Abergavenny Head Office upon completion of appropriate requisition forms.

Ieuan Jones is responsible for reporting all cases of accident and disease to the Managing Director.

Accident records are compiled and stored by Tessa Pike who is responsible for reporting cases of accident and disease to the relevant enforcing authority under the RIDDOR 95 Regulations where applicable.

Should any injury occur on company premises a first aid appointed person should give first aid if appropriate or call for medical assistance. A member of staff must remain with the injured person until relieved by a first aid appointed person or medical help arrives. For first aid appointed persons in each branch see Appendix 2.

Maintaining a safe working environment

Employees shall comply with the Company Environmental policy.

Work sites must be kept clean and tidy.

Any spillage must be cleaned up immediately.

Waste materials and rubbish must be removed routinely and in such a way that they do not constitute a hazard to other workers.

All combustible waste materials must be discarded in sealed metal containers.

All pits and holes must be covered when not in use and clearly marked with warning signs when in use.

During snow or icy weather walkways must be cleared in yard areas for customers and staff

Keeping walkways safe

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

If a walkway or passageway becomes wet it should be clearly marked with warning signs and/or covered with non-slip material.

Trailing cables are a trip hazard and should not be left in any passageway.

Any change in the floor elevation of any walkway or passageway must be clearly marked.

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 in such a way as to constitute a safety hazard.

Where a passageway is being used by vehicles or other moving machinery an alternative route should be used by pedestrians wherever possible. If no alternative route is possible the area should be clearly marked with warning signs.

Use and maintenance of Tools and Equipment

Company machinery and tools may only be used by qualified and authorised personnel. It is the responsibility of the Branch Manager to determine who is authorised to use specific tools and equipment.

It is the responsibility of all employees to ensure that any tools or equipment used are in a good and safe condition. Defective tools or equipment must be repaired or replaced.

All tools must be properly and safely stored when not in use.

Employees must ensure that all protective guards and other safety devices are properly fitted and in good working order and must immediately report any deficiencies to their branch manager

Persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their or anyone else's safety.

Employees may not use any tool or piece of equipment for any purpose other than its intended purpose.

Employees must not adjust, move or otherwise tamper with any electrical equipment or machinery in a manner not within the scope of their duties.

Personal Protective Equipment

Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use. Details of issue and rules for care of equipment are contained in the Company Rules.

Employees who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided to their branch manager or to Ieuan Jones.

Safe Zone

A safe zone must be maintained around operations involving the movement of goods by crane or fork-lift truck. Other staff or customers should be prevented from entering the safe zone. Staff must not walk under goods being moved by crane or fork-lift.

Manual Lifting and Moving (including instructions for handling heavy and awkward materials)

General Rules

- Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
- Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.
- The load to be lifted or moved must be inspected for sharp edges, splinters and wet or greasy patches.
- When lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves should be free from oil, grease or other agents which might impair grip.
- The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping or spillage.
- Employees should not attempt to lift or move a load which is too heavy to manage comfortably.
- Where team lifting or moving is necessary one person should act as co-ordinator, giving commands to lift, lower etc.
- When lifting an object off the ground employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.
- Young persons must be supervised until they attain a satisfactory level of competence.
- When heavy and awkward items are being delivered to site the driver will be accompanied unless there will be reliable assistance provided. The circumstances and experience of the customer will be taken into account when assessing assistance at site.

Duties of the yard foreman or deputy or person in charge of the area where concrete products and slabs are stored.

Do not allow children or inexperienced members of the public to wander unattended in yard. Inspect the storage area daily to identify and cure any potential problems. This is a quick but vital part of your daily duties.

If any problems are noted, remedial action should be taken immediately, using sufficient staff to manage the task. Then, check that your instructions have been complied with.

The daily inspection must establish that:

- pallets are not damaged or defective and that they are fully capable of bearing their load. Good pallets must be substituted for any damaged pallets straightaway using mechanical lifting where possible.
- bearers are long enough to support the whole pack and that each of a pair of bearers is the same size as the other. Shorter bearers can be used for other purposes but not for supporting concrete slabs.
- stacks are not more than 3 high
- products are stacked tidily
- there are no open packs except at ground level
- opened packs are secured either by the slabs being laid horizontally or being supported by other slabs laid at an obtuse angle. Slabs must not be left leaning over the end of the bearer or held together only by shrink-wrap or the original plastic wrapping.
- Open pallets must be brought forward and stock rotated accordingly. Open pallets must not be obstructed by fresh deliveries.

Duties of yard staff working in the areas where concrete products are stored.

When unloading incoming deliveries, suppliers' delivery vehicles must be supervised so that the stacks are left where and how we want them, leaving the products safely and tidily stacked. Where possible stacks should be positioned close together to prevent persons being able to walk between the rows.

When opening packs:

- Wear gloves at all times when handling slabs
- Lower the pack to ground level using forklift before cutting bands.
- While cutting the bands stand to one side of the pack, so that if a slab should fall inadvertently it will not fall on your toes
- Do not leave an opened pack insecure. Use one of following methods to secure the remaining slabs:
 - Lay slabs flat
 - Use other slabs laid horizontally or at an acute angle to support the open pack. Where placed at an angle always ensure that slabs are removed in equal numbers from each side so as not to reduce the support provided.
 - Where applicable use metal patio slab support ends but note that these are ineffective unless the slabs are on pallets or on the ground. These will only work because of the weight of the pack to hold them. When used in conjunction with a pallet these devices becomes ineffective when the pallet is lifted. The pack should be banded before lifting the pallet.
- Take extra care when handling slabs from a previously opened pack. Ensure that the slabs will not fall when the temporary shrink-wrap has been removed. Take steps to stabilise the pack before removing the shrink-wrap. Position your feet on the ends of the slabs so that any slabs which may fall go flat on the ground and miss your toes.

When serving customers:

- Inform them to stand well clear while the pack is being opened
- Wherever possible these products should be moved only by experienced staff. However it frequently happens that an experienced tradesman will assist in loading. Ensure that he lifts as you direct, and give clear instructions.
- Ensure that these products are lifted over as short a distance as possible.
- Follow procedures for lifting outlined in your manual handling training.
- Do not allow customers or visitors to walk on or near or between rows of concrete products.

When loading onto vehicles packs or part packs should be banded before being loaded using the forklift or grab.

Rules for handling specific materials

- **Lead**
Staff handling lead rolls must thread the rolls onto the metal bar which must be kept near the lead storage area. Weights above 25kg must be carried by two people. When handling lead employees must wear gloves and must wash hands and face before eating, drinking or smoking. Keeping the workplace and canteen clean will help to avoid contamination.
- **Velux Windows and Radiators.**
These must be lifted by two persons onto either the 4 wheeled trolley or forklift truck and then conveyed to the customers' or company vehicle. The lifting should be carried out by two people.
- **Kitchen worktops.** These must be stored horizontally and carried by 2 persons one at each end.
- **Garadors.**
These are to be stored vertically and carried by two persons using the straps provided by the manufacturers where this is comfortable to do. In the case of the larger doors these should be carried horizontally by four persons, one at each corner. For loading onto the bed of the lorry, the leading edge

should be placed on the tail with two people remaining to support the other end of the door. The other two people should then take up position on the bed of the lorry and lift the door forward onto the lorry assisted by the two people at ground level.

Safe Stacking

- Heavy articles must be stored near floor level;
- palletised goods must be stacked vertically on a level floor so they won't over-balance;
- "Key" together stacked packages of uniform size like a brick wall so no tier is independent of another;
- Racks must be properly constructed and secured where possible
- pallets, containers and racks must be inspected regularly for damage and remedial action taken
- Damage from fork-lift trucks and other vehicles must be prevented
- Stacks must be no more than 3 high
- Items must not protrude from stacks or bins into gangways
- Never climb racks to reach upper shelves. Use a ladder or steps;
- Never lean heavy stacks against structural walls;
- Never de-stack by throwing down from the top or pulling out from the bottom
- Never exceed the safe loading of racks, shelves or floors

Ladders

Ladders must be strapped or secured by a chain to the building at the top of the ladder or secured at the sides or foot. They must extend at least 1.1m above the landing place or the highest rung in use unless there is a suitable hand-hold to provide equivalent support. They must have firm level footings. Ladders must not be positioned where there is a danger from moving vehicles or electricity lines.

Industrial grade step ladders are provided for staff to reach upper shelves.

Regular checks must be made to ensure that all ladders are safe in accordance with these rules.

Guard rails

Openings and platforms which are more than 1.5 - 2 metres above ground must be guarded by 900mm high guard-rails which must be kept in position at all times.

Safe use of Company vehicles

Rules relating to the use of company lorries, safe loading, and the reporting of faults are contained in the Driver Handbook.

Forklift trucks, side loaders, combi loaders and other plant ("Plant")

Plant may only be driven by members of staff with a proper certificate of competence and only with the written authority of the company. At all times when operating plant, drivers must pay proper attention to the safety of all persons in the yard and to the prevention of damage to property.

Summary of the main training rules for all plant:

- Never stand or pass under raised forks/bucket, whether loaded or not.
- Arms, legs or head must be kept within the limits of the safety compartment
- Never stand between the mast uprights of a forklift truck/side loader
- Ensure that clothing cannot catch on any part of the vehicle or on any object being driven past.
- Use all controls smoothly and avoid snatching.
- Keep to a safe speed taking into account the type of load and the prevailing conditions.
- Ensure that others are aware of your intentions. Never drive directly towards anyone.
- Approach hazards with great care. Be prepared to stop.
- Avoid making sharp turns or sudden stops except in an emergency.
- Stop and remove loose objects lying in your path. Do not drive over them.
- Ensure that the vehicle has overhead clearance.
- On inclines :-

with laden truck, have forks/bucket facing uphill

with unladen truck, have forks/bucket facing downhill

Never turn round on an incline

- Ensure there is sufficient ground clearance for forks/bucket and adjust tilt to make allowance for ramps etc.
- Always look in the direction of travel – forwards and reverse
- If the load obstructs vision, drive in reverse. Obtain assistance if needed.
- Use the truck only for its intended use - not for pushing.
- Do not give lifts to anyone.
- When parking, always:-
 - (in the case of forklift) fully tilt mast forward
 - lower forks/bucket to the ground
 - apply parking brake, put all controls into neutral, switch off engine and remove key.
 - Avoid parking on a slope.
 - Park where the truck does not obstruct emergency exits, gangways or fire fighting equipment.
- When picking up a load:
 - Stop the truck before raising or lowering forks/ bucket.
 - Ensure that the load is securely bonded and within the vehicle's capacity.
 - (in the case of a forklift) ensure that the load is central on the forks and they are full inserted under it. Take care that if the fork ends project they do not foul any other object.
 - Apply parking brake and use extreme care before tilting mast/bucket.
- When travelling with a load:
 - (in the case of forklift) tilt the mast back sufficiently to stabilise load
 - (in the case of sandloader) fully tilt bucket backwards.
 - Never tilt loaded forks/bucket forward until the load is about to be deposited.

Storage of LPG (Gas) cylinders

General rules

The safe storage and transportation of liquefied petroleum gases (LPG) is vital. Accidents involving such substances can have serious consequences. L.P.G. is colourless. If spilt on water it will float before vaporising. The gas does not disperse easily. It will tend to sink to the lowest possible level and accumulate there.

DANGER SIGNS: Gas leaks from a cylinder may be heard or smelt. If the weather is cold enough, a leak may form frost. A soap solution can be used to test for a leak. Never use a naked flame and never smoke near a gas cylinder or within the separation distance around the storage area. When vaporised, heat is drawn in and LPG can cause severe frost burns on skin. If involved in a fire, a container will overheat and may rupture violently. Pieces of the container may be projected over considerable distances.

Beware of the special risk to **CHILDREN AND TRESPASSERS:**

Storage rules

LPG may only be stored outside and above ground level. Other materials stacked nearby should not obstruct or restrict natural ventilation. The containers should not impede or endanger routes. The storage floor should be level and concreted, paved or compacted to provide a load bearing surface. Containers should be stored upright. Stacked cylinders should be checked daily to ensure that stacks are stable and contain no damaged or leaking cylinders. The store should be protected by a fence or cage made of robust industrial type wire mesh or equivalent. Gates should open outwards and should not be self-locking but kept locked except when accessed. There must be a separation distance kept free of rubbish and vegetation. The minimum separation distance for the storage area from the property boundary, any building or fixed source of ignition is:-

<u>Total kg in store</u>	<u>Size of largest stack</u>	<u>min separation distance</u>
400 - 1000	up to 1000	3m
1000 - 4000	up to 1000	4m
4000 - 6000	from 1000 - 300	5m

Only fork-lift trucks and vehicles delivering or collecting LPG should park any closer than 3m. The extent of the storage area should be clearly marked (e.g with a dotted line on the ground) and a suitable notice displayed prominently to indicate clearly:-

- That it is an LPG storage area
- That the contents of the storage area are flammable
- That smoking is prohibited
- The procedures to be followed in case of fire.

Gas transportation rules are contained in the Driver Handbook.

General office safety and handling cash

At the end of the working day, staff should check that equipment is switched off, windows and fire doors closed. Canteens should be kept clean and cups etc. collected up and washed after use. No-smoking rules must be strictly complied with. Any unevenness in floor coverings should be reported to the branch manager who must arrange remedial action at the earliest opportunity to avoid the risk of tripping. Deliveries of stationery should be put away promptly and safely and where boxes are heavy or awkward help should be sought from staff trained in proper lifting techniques.

When handling or transporting money on behalf of the Company, staff should be aware of the risk of assault and vary their route and time when taking money to the bank. If assault or the risk of assault occurs, personal safety is of paramount importance.

Lone Workers (e.g. maintenance staff, transport fitters)

All staff who work alone, whose working activities are outside the scope of our normal trading operations, must complete a risk assessment for every main task undertaken. On arrival on site, he/she must first report to a responsible person. He/she must then carry out a risk assessment for the task, and complete a lone worker risk assessment form. He/she must take all reasonable precautions to safeguard his/her own safety and that of any others who may be affected by the work. When leaving, the form should be completed by recording details of any unfinished work. The form must then be left with the responsible person, who will note that the lone worker is leaving and take all reasonable steps to advise others affected of the unfinished work. Risk assessment forms must be kept (at the branch where the work is undertaken, or otherwise at the branch at which the lone worker is based) until the end of the calendar month following the date of the work.

Hot Work

Staff engaged in 'hot work', e.g. welding and plumbing, must ensure that sufficient time has elapsed to allow the work to cool down before leaving the area unattended. A period of half an hour is recommended.

Safe working practices in the mill at Taffs Well

Only authorised persons may enter the mills. All staff must wear high visibility clothing. Members of the public are not permitted enter the mill.

Only authorised persons may operate the saws or machinery in the mill. Persons authorised must be experienced and refresher training will be provided. A list of authorised staff will be held by the branch manager. Authorised persons will operate machinery under the general supervision of the mill manager.

All machines will be checked daily by the mill manager. Servicing will be carried out at regular intervals by suitable contractors and all faults reported immediately. Service charts must be kept near each machine and endorsed by service engineers when work is completed. All moving parts must be greased weekly as advised by service engineer and a record placed on service sheets.

Ear defenders or ear plugs and safety glasses are provided and must be worn at all times in the mill.

All guards must be in position prior to work commencing.

The area round the machines must be kept clean and clear at all times. Sawdust and shavings must be kept to a minimum using extractors. Light in the machine area must be maintained in good working order details of this must be entered on the monthly health & safety check sheet to ensure good housekeeping is maintained.

Safe working practices in the tanalising plant at Taffs Well

Only authorised persons may operate the tanalising plant. The door must be kept shut at all times except while loading and unloading. Members of the public may not be admitted to the area adjacent to the tanalising plant.