

L & M Carpentry Limited

HEALTH AND SAFETY POLICY 2011

Issued by:



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Health & Safety Policy – Statement of Intent

The Director of L & M Carpentry Limited believes that industrial safety and health is of fundamental importance in the conduct of the company's operations. The declared policy of the company is to maintain a safe & healthy environment, to set and maintain high standards of health and safety practice and enlist the active support of all employees in achieving these ends.

At L & M Carpentry Limited we will ensure that we, so far as is reasonably practicable:

- provide adequate control of the health and safety risks arising from our work activities;
- consult with our employees on matters affecting their health and safety;
- provide and maintain safe plant and equipment;
- ensure safe handling and use of substances;
- provide information, instruction and supervision for employees;
- ensure all employees are competent to do their tasks, and to give them adequate training;
- prevent accidents and cases of work-related ill health;
- maintain safe and healthy working conditions; and to review and revise this policy as necessary at regular intervals.

These provisions will be implemented in accordance with the requirements of the Health and Safety at Work Act 1974 and associated legislation made under the Act.

The Directors accept that health and safety are management responsibilities, and will provide adequate resources to ensure that all legal obligations are met, but they depend on the co-operation of all employees to make the policy successful.

It is the duty of all employees and sub-contractors to comply with the safety policy at all times, and to act responsibly, and do everything that they can to prevent injury to themselves, other employees, and the public at large.

The Directors of the Company will monitor the operation of this policy. The organisation and arrangements of this policy will be displayed in the Company Office and work place for inspection by all employees.

Signed

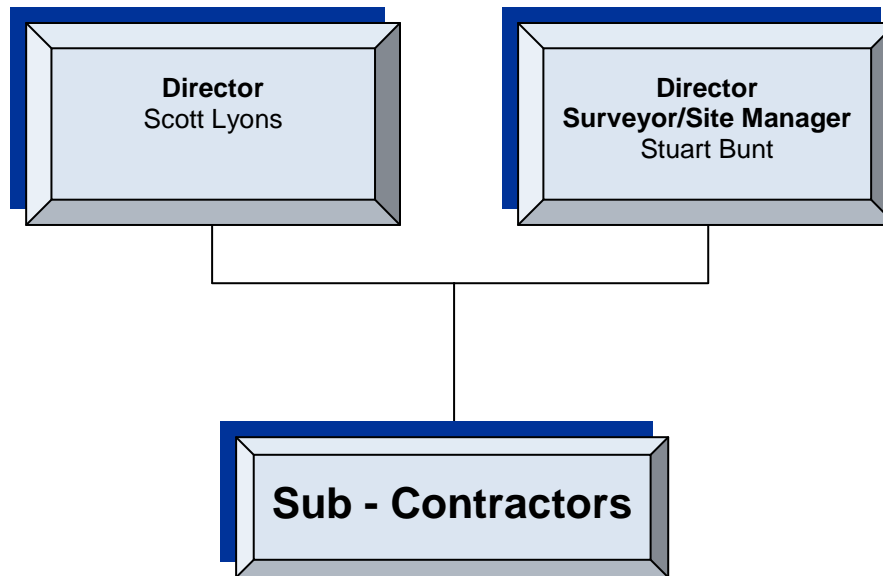
Dated

Statement of Intent review date

Organisation – Duties, Roles and Responsibilities

Organisation Chart

L & M Carpentry Limited have identified and included specific responsibilities in relation to health and safety as they relate to each post in their organisation. The Directors share an equal responsibility for all Health and Safety matters.



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Directors

The Directors have ultimate responsibility for ensuring that L & M Carpentry Limited fulfils its legal responsibilities, that policy objectives are achieved and that effective management is in place for the achievement of the policies concerned with health, safety, welfare and environmental protection. They will also ensure that Company policies are reviewed as appropriate in order to secure continuing compliance with existing policies, current legislation and any changes in the law. To these ends, they will ensure the allocation of the resources necessary to maintain sound and efficient health and safety arrangements.

Directors

The Directors are responsible for implementing this Health and Safety Policy, encouraging and assisting in developing safety procedures and ensuring that established rules and safe working practices are adhered to. They must also ensure that employees and sub-contractors are properly trained and receive the support they need to perform their duties.

The Directors will:

- Ensure that necessary consideration is given at all times to the requirements of L & M Carpentry Limited Health and Safety Policy and, in particular, to the following:
 - Safe methods of working.
 - Induction training including health and safety matters.
 - Welfare facilities.
 - Fire precautions.
 - Hazards arising from work activity
 - Carrying out workplace inspections and advising as and where necessary to improve methods of working.
 - Investigating accidents and dangerous occurrences and recommending means of preventing recurrence.
 - Advising and assisting with safety training of personnel.
- They know their own, and other persons', responsibility for implementing the Health and Safety Policy.
- All accidents and dangerous occurrences are fully investigated and preventive actions are recommended in close liaison with their Health and Safety Advisor.
- Documented safe systems of work are implemented and are adhered to
- They are aware of, and implement, all safe working practices and procedures.
- All necessary arrangements are made and maintained in respect of emergency plan(s) and procedures.
- All relevant statutory records are regularly maintained and inspected.
- Ensuring that all activities carried out by Company employees will not create a risk or hazard to anyone (both employees and non-employees)
- Ensuring, likewise, that no operation carried out by contractors will place employees, or members of the public, at risk.
- Ensuring that all employees are adequately trained and competent to carry out the work allotted to them without risk.
- Ensuring that where health and safety training needs are identified, arrangements for training will be made as appropriate.
- Ensuring that all Company procedures are adhered to at all times.

Employees and Sub - Contractors

All Sub – Contractors of L & M Carpentry Limited will ensure that:

- They are fully conversant with this Safety Policy.
- They co-operate with the Company in meeting its statutory duties.
- They take reasonable care of themselves and others who may be affected by their acts or omissions.
- No-one intentionally or recklessly interferes with or misuses anything provided in the interest of health and safety.
- All accidents, dangerous occurrences, and near misses are immediately reported verbally to the Directors.
- They are fully conversant with all emergency procedures applicable to the area in which they are working.
- All equipment provided for personal safety is used and maintained in a condition fit for that use, and any defects reported immediately to the Directors
- Where an employee identifies any condition which in his or her opinion is hazardous, the situation is immediately reported to the Directors either verbally, by telephone or e-mail.
- During the course of their normal duties, they use equipment and facilities that are fit and proper for the intended purpose in a safe, correct manner, as provided within the following categories:
 - Arranged, provided and/or otherwise approved by the Company.
 - Provided by the Principle Contractor(s) with specific authorisation that they may be used by employees of the Company.
 - Provided for unrestricted use by members of the general public.

Designated Responsibilities

Topic	Personnel
Health and safety administration	
Facility administration	
Procedures for serious and imminent danger	
Display screen equipment assessments	
Manual handling assessments	
COSHH assessments	
First Aid	
Work activity risk assessments	
Vetting sub-contractors	
Site inspections	
Audits	

Arrangements and Procedures

Visitors and Third Parties

Site locations/work areas/premises

Any visitors to work location that are under the control of L & M Carpentry Limited may not be aware of the risks associated with the site / building, therefore all visitors must:

- Have authorisation from L & M Carpentry Limited to be in the work area.
- Comply with the site rules that are communicated on arrival.
- Adhere to any designated traffic / pedestrian routes.
- Stay within the site area they have nominated or instructed to visit.

Protection of Young Persons

L & M Carpentry Limited will ensure that young persons (under 18 years of age) working within their projects are protected at work from any risks to their health and safety which are a consequence of their lack of experience or because they have not yet fully mentally and physically matured; therefore a specific risk assessment will be undertaken before work commences as part of the induction process for young persons.

Where this concerns a child (not over compulsory school age), in addition to this assessment, it must be communicated to a person having parental responsibilities/rights for that child. Where the young person is on a 'relevant' scheme i.e. work placement, then the placement organisation must be involved in the assessment process.

Persons under 18 years of age are prohibited from use of the following equipment, unless attending approved training under the direction of a qualified and competent person:

1. Accessing scaffolding at all levels
2. Woodworking machinery
3. Mobile plant
4. Lifting appliances
5. Acting as slinger/banksman in lifting operations.

Refusal to work on the grounds of Health and Safety

L & M Carpentry Limited will take all reasonable measures to ensure that those persons covered by this process (employees, self-employed, sub-contractors) are aware that their continued employment will not be effected in the event of any invoking of this policy.

L & M Carpentry Limited will take all reasonable measures to prevent, so far as it is reasonably practical, any invocation placed on any person by this policy by planning safe working conditions and taking all factors into account.

Employees, self-employed and sub-contractors of L & M Carpentry Limited will at all times exercise diligence in monitoring their safe working environment for themselves and other persons in the working area

It is a condition that all employees, self-employed and sub-contractors shall comply with the following:

- *If any situation arises which an employee believes will or has resulted in an unsafe working environment for some or all their must immediately draw it to the attention of their direct supervisor so it can be investigated and resolved locally, if possible.*

- *If a Supervisor or a member of L & M Carpentry Limited cannot be immediately contacted then in a safe manner stop or do not commence any working operations subject to the risks identified, and warn others in danger of the concerns you have.*
- *Double check that there are no instructions or information available locally to resolve the issue.*
- *If the Supervisor does not support the concern, a “second opinion” is to be sought to either verify the findings or support the concerns*
- *Ensure that they are clear in describing what the concerns or issues are.*
- *Providing the concern is genuine, even if it is ultimately seen to be unfounded then the employee will not be the subject of any detrimental action by the company*

This process is available to all employees and/or sub-contractors if appropriate

The Construction (Design and Management) Regulations 2007

Where L & M Carpentry Limited is appointed by the Client as Project Manager the following arrangements will be managed

	<i>All construction projects (Part 2 of the Regulations)</i>	<i>Additional duties for notifiable projects (Part 3 of the Regulations)</i>
Principal Contractors		Plan, manage and monitor construction phase in liaison with contractor Prepare, develop and implement a written plan and site rules (Initial plan completed before the construction phase begins) Give contractors relevant parts of the plan Make sure suitable welfare facilities are provided from the start and maintained throughout the construction phase Check competence of all appointees Ensure all workers have site inductions and any further information and training needed for the work Consult with the workers Liaise with CDM co-ordinator regarding ongoing design Secure the site
Contractors	Plan, manage and monitor own work and that of workers Check competence of all their appointees and workers Train own employees Provide information to their workers Comply with the specific requirements in Part 4 of the Regulations Ensure there are adequate welfare facilities for their workers	Check client is aware of duties and a CDM co-ordinator has been appointed and HSE notified before starting work Co-operate with principal contractor in planning and managing work, including reasonable directions and site rules Provide details to the principal contractor of any contractor whom he engages in connection with carrying out the work Provide any information needed for the health and safety file Inform principal contractor of problems with the plan Inform principal contractor of reportable accidents, diseases and dangerous occurrences
Workers / Everyone	Check own competence Co-operate with others and co-ordinate work so as to ensure the health and safety of construction workers and others who may be affected by the work Report obvious risks	

First Aiders (Health and Safety (First Aid) Regulations 1981

L & M Carpentry Limited will ensure that a sufficient number of staff are identified and trained to be appointed persons and/or first aiders. The identity and location of the first aid personnel will be included on staff notice boards and the specific first aid signage. First aid kits will be located throughout the company. The first aid personnel will ensure that the kits remain suitably stocked.

Control of Asbestos Regulations 2006

L & M Carpentry Limited does not undertake any form of work associated with asbestos. If during the course of our work activities we discover the presence of "ACM's" (Asbestos Containing Materials) that will have an impact on our work, we will make the workplace safe and cease work immediately.

The Directors will be informed so that suitable arrangements will be introduced, if required a third party licensed contractor will be contacted to conduct assessments, sample testing and removal of any suspect materials in accordance with the HSE licensing procedure.

If working on a site under the control of a Principal Contractor we will ensure that a member of the project team is notified immediately and a record is made of the incident.

L & M Carpentry Limited will not proceed with their work activity until confirmation can be given in writing that it is safe to carry on working.

The Construction (Head Protection) Regulations 1989

L & M Carpentry Limited will ensure that every employee who is at work on operations or works as defined in CDM 2007 will be provided with head protection regardless of whether they will be exposed to a risk of head injury. "Provide" does not necessarily mean that the head protection must be given directly to the employee, but it must at least be readily available

L & M Carpentry Limited and those appointed by them who are in control of others have a duty to ensure so far as is reasonably practicable that head protection is worn unless there is no foreseeable risk of injury to the head other than a fall.

Electricity at Work Regulations 1989

L & M Carpentry Limited will ensure electrical equipment is physically capable of doing the job and designed and constructed so that mechanical and electrical stresses do not cause the equipment to become unsafe. Electrical equipment will be by the user to spot early signs of damage or deterioration. The operator's visual check will include:

- Switching off and unplugging the equipment before any checks.
- Checking that the plug is correctly wired (but only if they are competent to do so).
- Ensuring the fuse is correctly rated by checking the equipment rating plate or instruction book.
- Checking that the plug is not damaged and that the cable is properly secured with no internal wires visible.
- Checking the electrical cable is not damaged and has not been repaired with insulating tape or an unsuitable connector. Damaged cable will only be replaced with a new cable by a competent person.
- Checking that the outer cover of the equipment is not damaged in a way that will give rise to electrical or mechanical hazards.
- Checking for burn marks or staining that suggests the equipment is overheating.

- Position any trailing wires so that they are not a trip hazard and are less likely to get damaged.

If employees are concerned about the safety of the equipment they are advised to stop it from being used and report the matter to their direct supervisor. The supervisor will arrange for a competent person to undertake a more thorough check.

Electrical equipment on construction sites will be treated in a more virulent manner due to the potentially harsh nature of the working environment.

Tools that use 110 V will be subjected to a thorough visual inspection on a weekly basis by the operator, a formal visual inspection by a competent person on a monthly basis and a combined inspection/test before use and at 3 monthly intervals thereafter.

Where site rules allow the use of 240v tools a suitable RCD MUST be used.

Tools that use 240v will be subject to a thorough visual inspection by the operator on a daily/every shift basis, a formal visual inspection by a competent person on a weekly basis and a combined inspection/test before first use and then on a monthly basis thereafter.

The Manual Handling Operations Regulation 1992

L & M Carpentry Limited are aware of the requirements placed upon them as an employer by the regulations. In order to meet these legislative requirements and to protect those employees who may be affected by manual handling activity the company will:

- so far as is reasonably practicable, avoid the need for hazardous manual handling.
- conduct a suitable risk assessment from any hazardous manual handling that can't be avoided.
- so far as is reasonably practicable, reduce the risk of injury from hazardous manual handling.

Manual handling risk assessments will be conducted by the Health and Safety Advisor and will take into account:

- the task being completed and how the risk(s) can be reduced
- the individual(s) conducting the task and any training requirement
- the load involved in the activity and any method that could be used to reduce it to a more manageable size .
- the work environment where the activity will take place.

Employees and sub-contractors of L & M Carpentry Limited are made aware of their responsibilities and duties during the induction process and via a manual handling guidance document. All employees will:

- follow any implemented safe systems of work.
- use any supplied equipment in the manner they have been trained to do.
- co-operate with L & M Carpentry Limited on health and safety matters.
- tell their line manager/supervisor if they identify hazardous handling activities.
- make sure that their work activities do not put others at risk

The Health and Safety (Display Screen Equipment) Regulation 1992

Employees who use display screen equipment e.g. PC/laptop users, are required to complete a work station self assessment form. Completed forms are reviewed by the Health and Safety Advisor and any issues or queries discussed with the DSE user. The assessments will consider factors such as the work station set-up, equipment (chair, keyboard, screen etc), the environment (lighting, heating etc) and types of work being completed. L & M Carpentry Limited ensure that free eyesight testing and correction is available for those employees identified as using DSE.

The Workplace (Health, Safety & Welfare) Regulations 1992

L & M Carpentry Limited ensures that the company premises meets the health, safety and welfare needs of all its employees, contractors, members of the public and people with disabilities. Consideration has been given to the working environment ensuring it is adequate in respect of ventilation, working temperature, lighting, cleaning materials, traffic routes, falling objects, translucent doors, general welfare, toilets, washing facilities, drinking water and eating facilities.

The Personal Protective Equipment at Work Regulations (P.P.E) 1992

L & M Carpentry Limited recognises that this regulation clearly states that Personal Protective Equipment should only be used when risks cannot be avoided or sufficiently reduced by other preventive measures or through work re-organisation. The company will ensure that there is sufficient supply of PPE when required and all employees are suitably trained in the safe storage and use of PPE.

All PPE issued must be stored as per the manufacturers specification.

It is the employees and sub contractors duty to not misuse or interfere with any Health and Safety equipment including PPE supplied for their safety.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

Accidents (no matter how minor an injury may be), incidents, and near misses will be included in the accident book located at the company premises.

An investigation will be carried out by the appointed Health & Safety Advisor where an accident/incident occurs involving an employee. The investigation will establish the actual or underlying cause of the incident and will enable L & M Carpentry Limited to instigate additional control measures to prevent re-occurrence.

The company recognises their legal duties under RIDDOR that require them to report and record some work-related accidents by the quickest means possible.

L & M Carpentry Limited WILL report:

- deaths;
- major injuries;
- over-3-day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 3 consecutive days;
- injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital;
- some work-related diseases;
- dangerous occurrences – where something happens that does not result in an injury, but could have done;

If an accident has occurred in a work situation the Directors will contact the Health and Safety Advisor to discuss the necessary course of action. Relevant accidents/incidents will be reported via the Incident Contact Centre (ICC) when required.

Health and Safety (Consultation with Employees) Regulations 1996

L & M Carpentry Limited consult with employees or their representatives on the following:

- the introduction of any work activity or issue which may substantially affect their health and safety at work, for example the introduction of new equipment or new systems of work.
- the contact details on the person nominated as the company competent person in regards to health and safety.
- information on the risks and dangers arising from the work activities, measures implemented to reduce or get rid of these risks and what employees should do if they are exposed to a risk.
- the planning/organisation for health and safety training

Additional information is displayed via the HSE poster displayed in the workplace, safety posters, leaflets, safety pamphlets and verbal safety information.

L & M Carpentry Limited encourages all sub-contractors to take part in the spirit of the regulations by taking part in discussions with their supervisor. Any required actions from the discussions are agreed with both parties and escalated to senior management level for opinion and rectification where necessary. Any action taken as a result of the information given will be communicated directly to them.

L & M Carpentry Limited fully involves, or will involve, non-English speaking sub contractors including labour only. The company appointed Health and Safety Advisors utilise documents that are readily available on the HSE web site in different languages. These documents and any specific site instruction will be aided by pictograms and interpreters if required

The Health & Safety (Safety Signs & Signals) Regulations 1996

L & M Carpentry Limited will provide specific safety signs whenever there is a risk that has not been avoided or controlled by other means, e.g. by engineering controls and safe systems of work. L & M Carpentry Limited will ensure:

- Where required or necessary, the use of road traffic signs within workplaces to regulate road traffic.
- Maintenance of any safety signs which have been provided by them,
- Unfamiliar signs are explained to their employees and tell them what they need to do when they see a safety sign.

The Provision of Use of Work Equipment Regulations (P.U.W.E.R) 1998

L & M Carpentry Limited Directors ensure suitable equipment is provided and an assessment of risk is carried out. The assessment considers the current provision of protection and preventative measures. All users of Company tools and equipment will be suitably trained in their use. Tools will be checked prior to use and will be maintained in good working order. L & M Carpentry Limited will carry out periodic inspection of tools and record details on a register.

On occasions L & M Carpentry Limited may need to hire in equipment due to specialised work or quantity of work. The equipment will only be obtained from approved hire company's who supply the appropriate training and supporting documentation to ensure all employees and sub-contractors are suitably trained in the use of the equipment.

Lifting Operations and Lifting Equipment Regulations (L.O.L.E.R.) 1998

L & M Carpentry Limited will ensure that lifting equipment will be subjected to an assessment to ensure the equipment is suitable for the intended task. This assessment will ensure that lifting equipment provided for use at work is:

Strong and stable enough for the particular use and marked to indicate safe working loads
Positioned and installed to minimise any risks
Used safely i.e. the work is planned, organised and performed by competent people
Subject to ongoing thorough examination and, where appropriate, inspection by competent people.

Lifting equipment includes any equipment used at work for lifting or lowering loads including attachments used for anchoring, fixing or supporting it. A wide range of equipment is covered by these regulations including, cranes, fork-lift trucks, lifts, hoists, mobile elevating work platforms, and vehicle inspection platform hoists. The definition also includes lifting accessories such as chains, slings, eyebolts etc.

LOLER does not apply to escalators; these are covered by more specific legislation, i.e. the Workplace (Health, Safety, and Welfare) Regulations 1992

Management of Health and Safety at Work Regulations 1999

L & M Carpentry Limited will make, and give effect to, appropriate arrangements for effective preventive or protective measures identified as a result of risk assessments. The Directors assisted by the Health & Safety Advisor will ensure that:

- All premises and activities subject to risk assessments are assessed in accordance with the relevant legislation using an appropriate documented format.
- Such assessments are repeated whenever any of the following factors occur:
 - Change in legislation.
 - Change in control measures.
 - Significant change in work carried out.
 - Transfer to new technology.
 - Original assessment is no longer valid.
- Assessments are recorded and copies held in Health & Safety manual located at the company premises at Arnold House
- The results of all such assessments are communicated to and available for inspection by all employees.
- All assessments identify necessary protective and preventive measures.

L & M Carpentry Limited monitor safety performance on an informal daily basis by ensuring health and safety issues are discussed with the workforce during pre and post commencement meetings. Company vehicles are subject to routine inspections following a set format ensuring that the required standard is achieved and maintained.

Random site inspections are carried out to monitor performance and ensure that all L & M Carpentry Limited site staff are aware of the standards that have been set and are required.

Control of Substances Hazardous to Health (COSHH) Regulations 2002

L & M Carpentry Limited will provide adequate control of exposure to substances by:

- Applying the eight principles of good practice
 1. *Design and operate processes and activities to minimise emission, release, and spread of substances hazardous to health.*
 2. *Take into account all relevant routes of exposure - inhalation, skin absorption, and ingestion - when developing control measures.*
 3. *Control exposure by measures that are proportionate to the health risk.*
 4. *Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.*
 5. *Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment.*
 6. *Check and review regularly all elements of control measures for their continuing effectiveness.*
 7. *Inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risks.*
 8. *Ensure that the introduction of control measures does not increase the overall risk to health and safety.*
- Ensuring that the Workplace Exposure Limit is not exceeded
- Ensuring that exposure to substances that can cause occupational asthma, cancer or damage to genes that can be passed from one generation to another; is reduced as low as is reasonably practicable.

Control of Lead at Work Regulations 2002

L & M Carpentry Limited will ensure no work liable to result in exposure to lead will start until the company has made a suitable and sufficient assessment to determine whether exposure is liable to be **significant**. The company will either prevent exposure to lead or where not reasonably practicable make sure exposure is adequately controlled by means other than PPE so far as is reasonably practicable. The company will provide medical surveillance where exposure is or is liable to be **significant** medical surveillance including biological or monitoring which will occur at frequencies between six months and annually.

Control of Noise at Work Regulations 2005

L & M Carpentry Limited fully accepts the requirements placed upon them by these regulations. To enable L & M Carpentry Limited to fulfil the obligations placed upon them they will:

- Assess the risks to our employees from noise at work
- Take action to reduce the noise exposure that produces those risks;
- Provide employees with hearing protection if noise exposure cannot be reduced enough by other methods.
- Make sure the legal limits on noise exposure are not exceeded.
- Provide employees with information, instruction, and training.
- Carry out health surveillance where there is a risk to health.

It is L & M Carpentry Limited policy to ensure that tools and equipment purchased and used by employees has noise reduction built into the design.

The Control of Vibration at Work Regulations 2005

L & M Carpentry Limited will ensure a suitable risk assessment is carried out to assess the risk of both hand arm and whole body vibration to its employees.

The risk assessment will identify the control measures that L & M Carpentry Limited need to implement to ensure that exposure levels are reduced to an acceptable level to both Hand Arm Vibration Syndrome (HAVS) and Whole Body Vibration Syndrome (WBVS).

As a minimum L & M Carpentry Limited will ensure that;

- Suitable tools with vibration reduction features are used.
- Ensure working patterns are established to rotate and limit the time spent using vibratory tools.
- Supply and train employees in the correct use and storage of personal protective equipment (anti vibration gloves).
- Check for and encourage employees to report any signs or symptoms of HAVS/WBVS.
- Provide information and training to avoid unnecessary exposure to vibrations.

Work at Height Regulations 2005 (amended 2007)

L & M Carpentry Limited will avoid working at heights wherever possible. However if working at height is unavoidable a. L & M Carpentry Limited will require a specific risk assessment for working at height to identify specific hazards and the degree of risk present. They will ensure that:

- All work at height is properly planned and organised.
- Those involved in work at height are competent.
- The risks from work at height are assessed
- Appropriate work equipment is identified, selected, and used.
- The risks from fragile surfaces are properly controlled.
- Equipment for work at height is properly inspected and maintained by a competent person(s).
- Personnel that work at height will be trained in the use of equipment.

The Regulatory Reform (Fire Safety) Order 2005

L & M Carpentry Limited will make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the measures they need to take to comply with the requirements and prohibitions imposed on them by the Order. The nature of the assessment will vary according to the type and use of the premises, the persons who use or may use the premises, and the risks associated with that use. A risk assessment will be reviewed regularly by the L & M Carpentry Limited to keep it up to date, valid and to reflect any significant changes that may have taken place.

The fire procedures will be under the control of the L & M Carpentry Limited management, assisted by the Health and Safety Advisor. The company will ensure systems are in place to check all fire procedures and that monitoring, testing and maintenance of fire fighting equipment, emergency lighting and alarm systems is completed. The Health and Safety Advisor will conduct regular fire assessments and through the management structure implement control measures to reduce the risk. The Fire Evacuation Procedure will be published on the office notice board.

Personnel working at customer premises or sites must observe all Fire Precaution Notices and Fire Prevention Measures put in place and make themselves familiar with Site Fire Evacuation Procedures.

The Environmental Policy Statement of Intent

L & M Carpentry Limited is a professional and environmentally conscious organisation, which acknowledges the impact that our operations may potentially have on the environment. The clear objective of L & M Carpentry Limited is to minimise any impact on the environment by:

- preventing pollution, reducing waste and ensuring that, wherever practical, measures are implemented to protect and preserve natural habitats, flora and fauna;
- considering the effects that our operations may have on the local community;
- taking action to eliminate or reduce, as far as practicable, any potentially adverse environmental impacts;
- promoting environmental awareness amongst our suppliers, contractors and partners by implementation of operational procedures;
- seeking to work in partnership with the community and behaving in a considerate and socially responsible manner;
- ensuring effective and expedient incident control, investigation and reporting.

Management and supervisory staff have responsibilities for the implementation of the policy and must ensure that environmental issues are given adequate consideration in the planning and day-to-day supervision of all work.

L & M Carpentry Limited will fully comply with the duties placed upon it within the requirements of Statutory Legislation, utilising as a matter of best practice the requirements and duties set out within Approved Guidance as issued by the Environmental Agency and other organisations.

All employees and sub-contractors are expected to co-operate and assist in the implementation of this policy, whilst ensuring that their own works, so far as is reasonably practicable, are carried out without risk to themselves, others, or the environment. This includes co-operating with management on any environmental-related matter.

L & M Carpentry Limited will take all practical steps to ensure that potential hazards and risks to the environment are identified and that suitable and effective preventative and control measures are implemented. All employees will be provided with the necessary resources, equipment, information, instruction and training to fulfil the requirements of this policy.

The Directors have overall responsibility for all environmental matters. The operation of this policy and the associated procedures will be monitored and reviewed on a regular basis to ensure that they remain current and applicable to the company's activities. This policy has been endorsed by the Board of Directors who gives their full support to the implementation of the policy.

Objectives

In accordance with its stated Policy, L & M Carpentry Limited has produced the following guidelines as a sound framework for the introduction of practices to implement it. The key elements of these objectives are:

1. Compliance with government legislation and local government regulations.
2. Swift response to accidents or incidents that have a potential to threaten the environment.
3. The provision of advice on the safe handling of company products, or their transportation and their final disposal to customers, contractors, etc.
4. Disposal of any waste products in ways that show concern for the environment.
5. To encourage the developments of products, processes and equipment with concern for the future of the environment.
6. To communicate freely on environmental matters with government officials, employees, customers and members of the public.
7. The provision of training for all employees as appropriate to enable them to carry out their job functions in a manner that shows care for the environment.
8. To carry out environmental audits when required.
9. To promote environmental principles by sharing experience with regulatory bodies, other companies, employees and members of the public.
10. In implementing this formal Environmental Policy, L & M Carpentry Limited will focus on action to conserve resources and energy, to minimise emission to air, water, and land and increase recycling rates.
11. L & M Carpentry Limited will also seek to influence legislative developments and improve public understanding of environmental matters concerning the business.

Signed

Dated

Environmental Policy - Statement of Intent review date