

# ColorKote Ltd



## Health and Safety Policy

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Prepared by



21<sup>st</sup> January 2021

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## Policy Amendment History

Version	Date	Amendment Details
1.0	July 2016	Initial Policy
2.0	July 2017	Updated Version
3.0	July 2018	New Policy Format
4.0	July 2019	Annual Review
5.0	21 <sup>st</sup> Jan 2021	Change in format to policy by HCS reference made to the HCS Safety SafetyNet Database. Sections included with this version include – Covid-19 / Sub Contractor assessment / Asbestos / Stress. Removal of Confined Space / Silica. Change in Company Logo.

Version	Author	Date
V5.0	Dave Hilton	21 <sup>st</sup> January 2021

Compiled and Updated by





## Part 1 – General Statement of Intent

ColorKote Ltd recognises its obligations to ensure the health, safety and welfare of its employees and those affected by its actions. ColorKote Ltd understands the benefits of creating a strong and healthy safety culture within this organisation and appreciates the need for all levels of the workforce to be involved in implementing the policy.

ColorKote Ltd is fully committed to encouraging a culture of openness within our workforce regarding health and safety. We regard the promotion of health and safety matters as a mutual objective of both management and employees to ensure that practical, achievable safety standards are agreed and maintained by everyone within our organisation.

Good safety leadership begins with the commitment of senior management to ensure that the responsibilities and arrangements detailed within this document are carried out fully. The senior decision-makers within the organisation commit to providing the necessary resources to implement this policy. Nathan Woodford is appointed as the Director responsible for health and safety. They will take responsibility for the effective implementation of this policy.

The Company will, so far as is reasonably practicable:

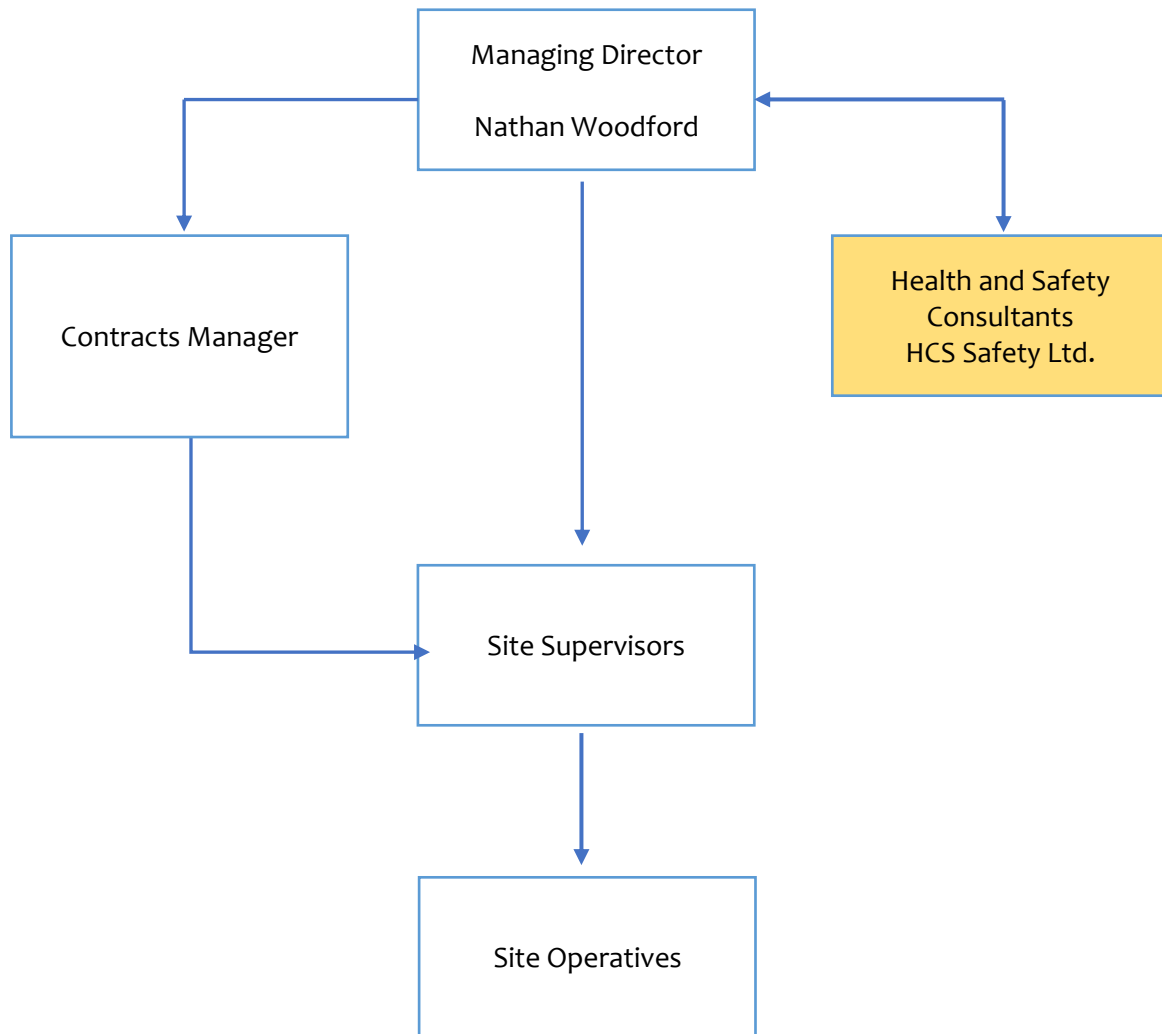
- Provide and maintain plant, machinery, equipment, and systems of work that are safe and without risks to health.
- Arrange safe and healthy systems for use, handling, storage and transport of hazardous articles and substances.
- Provide sufficient information, instruction and training for all our employees, as is necessary, for them to conduct their work activities in a safe manner.
- Provide and maintain means of access to and from the workplace that are safe and without risks to health.
- Provide and maintain a safe and healthy working environment at all locations, in accordance with the relevant statutory requirements.
- Provide and maintain adequate facilities and arrangements for the welfare of our employees whilst at work.

This policy is reviewed annually in liaison with our safety consultants and may be revised in the interim.

Name	Signature	Position	Date
Nathan Woodford		Managing Director	

## Part 2 – Organisation and Responsibilities

### Organisation Chart



# Health and Safety Responsibilities

Everyone within ColorKote Ltd has a significant contribution to make towards implementing this policy.

The following section describes the individual health and safety responsibilities for the roles present on the management structure chart. All persons within the organisation should be familiar with their health and safety responsibilities as failure to undertake them fully may be seen as misconduct or gross misconduct.

## Managing Director

The Managing Director is the director responsible for health and safety and ensures the effectiveness of this policy.

In particular, they will:

- Have full knowledge of all parts of this policy and how it relates to the health and safety management system.
- Authorise health and safety expenditure.
- Implement required training for staff at all levels.
- Ensure that all employees have knowledge of this policy and that they are updated when any changes are made.
- Seek the advice of the safety consultants whenever needed and heed the advice given.
- Inform the consultants in good time of work that they are required to do.
- Consult with the workforce over any changes that may affect health or safety.
- Ensure that any contractor appointed or self-employed person working on behalf of the Company is competent to do the work.
- Ensure that plant and machinery used by ColorKote Ltd is to a suitable standard.
- Ensure that records are kept and retained as required by.
- Liaise with the Principal Designer, Principal Contractor and other contractors as required for effective project management and under the requirements of the Construction (Design and Management) Regulations 2015.
- Sign and date the general statement of intent and ensure that this policy is reviewed at least annually.
- Give support and encouragement to all managers for whom they are responsible.
- Initiate disciplinary action against staff who do not comply with their duties under this policy or statutory requirements.
- Be aware that it is a criminal offence to intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare.
- Set a personal example of safe behaviour and acknowledge suggestions for improvement.



## Contracts Manager

Contracts Managers are accountable to the Managing Director for implementing the relevant requirements of the Company's health and safety policy within the areas and disciplines for which they are responsible.

In particular, they will:

- Ensure compliance with this policy in all activities for which they are responsible.
- Ensure that adequate resources are made available for the safe conduct of every contract under their control.
- Ensure the provision of adequately trained and competent management and supervision for all work activities.
- Monitor the site management team to ensure they are fulfilling their health and safety responsibilities and that standards on site are maintained at the high level expected by ColorKote Ltd.
- Respond to correspondence from the Health and Safety Executive (HSE) as appropriate.
- Establish and maintain procedures to ensure that all workplaces, equipment and systems of work are safe and without risks to the health of employees or others who may be affected.
- Identify health and safety training needs in conjunction with the directors and site managers.
- Give support and encouragement to all site managers for whom they are responsible.
- Take note of any comments on health and safety matters raised by site personnel and pass these on to the directors as appropriate.
- Liaise with the Principal Designer, Principal Contractor and other contractors as required for effective project management and under the requirements of the Construction (Design and Management) Regulations 2015.
- Be aware that it is a criminal offence to intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare.
- Set a personal example of safe behaviour.

## Supervisors

Supervisors are accountable to their own employers and to Site Managers for the implementation of the Company's health and safety policy and site-specific methods of work.

In particular, they will:

- Ensure that all operatives have signed in and have received a site induction.
- Ensure that operatives are familiar with risk assessments (and method statements where relevant), carrying out toolbox talks to ensure full understanding if necessary.
- Ensure that subcontractors and self-employed personnel conduct their activities in a safe manner and comply with safety rules, their risk assessments and other procedures.

- Encourage operatives to report any hazards observed and any defects in safety standards.
- Ensure that all plant, tools and equipment used are safe, free from defect and have the required statutory certification, where appropriate.
- Ensure that all plant operators possess a valid certificate of training for the class of plant to be operated.
- Ensure that operatives tidy away any debris, packaging materials, off cuts, etc. that could cause a slipping, tripping or other hazard to themselves or other trades.
- Ensure that personal protective equipment (PPE) is provided and used as required by risk assessments.
- Co-operate with health and safety personnel in all health and safety matters.
- Be aware that it is a criminal offence to intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare.
- Set a personal example of safe behaviour.

## **All Employees**

All employees will:

- Take reasonable care for the safety of themselves and others who may be affected by what they do or fail to do at work.
- Co-operate with ColorKote Ltd in matters of health and safety.
- Be aware that it is a criminal offence to intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare.
- Read and comply with ColorKote Ltd health and safety rules.
- Behave in a responsible manner at all times; developing and demonstrating a personal concern for the health and safety of themselves and others.
- Report damage to plant, tools or equipment to their immediate supervisor.
- Use only plant, tools and equipment for which they have received training and authorisation.
- Use and look after the protective equipment provided and report to their supervisor when it becomes worn or defective.
- Ensure that any personal injuries are recorded in the accident book.
- Inform their supervisor of any near miss incidents or hazardous situations.
- Propose to their immediate supervisor ways of eliminating hazards and improving safety at their workplace.

## **Contractors on Company Premises and Sites**

All contractors working on Company premises or on any site where ColorKote Ltd has been appointed Principal Contractor will at all times cooperate with ColorKote Ltd rules and procedures.

In particular, they will:

- Provide a copy of their health and safety policy and any risk assessments, procedures and method statements relating to the work to be undertaken.
- Ensure that their activities are conducted safely, without risk to health and in accordance with all relevant health and safety legislation.
- Ensure all work activities comply with the specific requirements of ColorKote Ltd clients, where applicable.
- Ensure that all accidents or injuries sustained as a result of their activities are recorded in the accident book and reported to ColorKote Ltd management team.
- Ensure that any near miss incidents are reported to the Company management team.
- Provide trained and competent operatives, and ensure their attendance at any training course arranged by the Company.
- Ensure that their employees are provided with the appropriate personal protective equipment and that it is used as directed.
- Cooperate with the health and safety advisor during inspections and audits.

## Part 3 – Health and Safety Arrangements

### General Arrangements

#### Health and Safety Assistance

ColorKote Ltd has formally appointed HCS Safety Ltd. as their competent advisors on matters of Health and Safety under Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

HCS Safety provide a retained service which includes the following:

- Use of SafetyNet, a bespoke online system that allows access to:
  - Training records.
  - The latest Annual Safety Review.
  - Records of communication between ColorKote Ltd and HCS Safety.
  - Safety Policy document.
  - Reports of inspections.
  - Editable document library.
  - Facility to create new users within ColorKote Ltd.
- An Annual Safety Review in which we are audited against our safety management system.
- The creation and updating of this health and safety policy.
- Access to a duty advisor over the phone for day to day safety queries.
- Accident investigations for situations where the injured party is an employee of ColorKote Ltd.
- A monthly newsletter to enable ColorKote Ltd to stay up to date with current safety news.
- Access to an Annual Safety Forum that includes industry specific presentations, strategy updates and opportunities to network with similar organisations.
- Free seminars and workshops on live issues
- Exclusive preferential fees for other safety services.

#### Safety Management System (SMS)

HCS Safety have provided a Safety Management System (SMS) which is based on the principles of Plan, Do, Check, Act outlined within the Health & Safety Executive's guidance document HSG 65.

Blank forms to populate the SMS are found in the library section of SafetyNet.

The SMS is divided into broad headings as follows:

- Competent Advice.

- Health & Safety Policy.
- Competence and Consultation.
- Working Safely.
- Monitoring and Recording.

## Reviews and Updates

HCS Safety will conduct an Annual Safety Review each year to monitor the extent to which we are complying with the requirements of our SMS. The review will be attended by our HCS Safety advisor and at least one member of senior management. The review will involve discussion of the previous year's safety performance, any updates needed for this policy, future training requirements and any other safety or health needs that are relevant.

The policy will be updated within two weeks of the Annual Safety Review taking place. Due to the Covid-19 Pandemic during 2020 the Annual Review was suspended.

**Date of last Annual Safety Review: 15<sup>th</sup> June 2019**

An interactive version of the Annual Safety Review report will be available to view on the SMS tab of our SafetyNet portal. Actions may be closed out by adding comments to the observations and advice given.

Selected personnel within ColorKote Ltd will stay up to date on matters of health and safety by receiving a monthly newsletter from HCS Safety and attending the Annual Safety Forum. In addition to these mandatory updates, seminars will be available throughout the year as well as any other training. A suitable member of staff will attend the seminars as appropriate.

Newsletters will either be distributed to the Company personnel or displayed on noticeboards. They can be downloaded from SafetyNet at any time.

## Risk Assessments and Method Statements

ColorKote Ltd ensures that risk assessments are carried out for tasks that involve significant risks to employees or others. Any self-employed personnel working on ColorKote Ltd's behalf will be required to work in accordance with these risk assessments. Subcontractors are responsible for carrying out their own risk assessments which will be reviewed and approved prior to them being permitted to start work.

The person within ColorKote Ltd responsible for ensuring that risk assessments are carried out to a suitable and sufficient standard and are updated on a regular basis is Nathan Woodford.

The following procedure will be used to write risk assessments:

- Identify hazards and who could be affected.
- Evaluate risks, taking into account the likelihood and severity.
- Control the risks, using the principles of prevention (see below).
- Monitor the effectiveness of the control measures.

- Review periodically and as necessary.

Method statements may be required in addition to risk assessments. These method statements outline the safe working procedures and will include the control measures detailed in the risk assessments.

Our approach to risk management will follow the principles of prevention below:

- Avoid risks at source.
- Evaluate those risks which cannot be avoided.
- Combat risks at source.
- Adapt the work to the individual, especially with regard to the design of workplaces and the choice of work equipment.
- Adapt to technical progress.
- Replace the dangerous by the non-dangerous or less dangerous.
- Develop a coherent overall prevention policy, which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment.
- Give collective protective measures priority over individual protective measures.
- Give appropriate instructions to employees.
- Use personal protective equipment as the last resort in risk control.

Risk assessments and method statements (RAMS) will be communicated to all personnel affected by the risks. Each of the relevant personnel will sign to confirm that they understand the contents and confirm that they will be working in accordance with it.

## **Health Surveillance**

It is the aim of ColorKote Ltd that all employees are able to carry out their working duties without risks to their health. Health surveillance will be undertaken to monitor the effectiveness of control measures.

All employees of ColorKote Ltd will be provided with a questionnaire which should be completed and returned to the office. The questionnaire will highlight where additional health surveillance is required.

All answers provided in the questionnaire will be held in confidence under the requirements of the Data Protection Act 2018.

Any issues identified during the surveillance process will be discussed with the employee in question and Nathan Woodford. Appropriate action will be taken to protect employees from further risk and where possible to arrange occupational health support services.

## Training

ColorKote Ltd recognises the importance of providing all our employees with adequate health and safety training.

On recruitment, all personnel are assessed for their individual training needs. Information and certification will be obtained for previous training received, and any further training required is identified and recorded on the training matrix. The training matrix is maintained regularly to ensure that it is kept up to date. The training matrix is maintained by Nathan Woodford.

### Induction Training

All personnel will be required to attend a safety induction prior to starting work for or on behalf of the Company. Induction training into the Company will include:

- The Company's health and safety policy.
- Procedures for reporting of accidents and near misses.
- Risk assessments and safe methods of work.
- First aid arrangements.
- Sources of health and safety information.
- Correct use of personal protective equipment where required.
- The role and function of the Company health and safety consultant.
- Safety consultation procedures.

### General Safety Training

General awareness of safety responsibilities is important for personnel at all levels. ColorKote Ltd has adopted the CITB Site Safety Plus training schemes for the provision of safety awareness training for employees at all levels:

1-day CITB Health and Safety Awareness for Operatives.

2-day CITB Site Supervisors Safety Training Scheme for Supervisors.

1-day CITB Director's Role for Health and Safety for Directors.

### Hazard Specific Training

Specific training will be given to those who require it. This may include:

- First aid.
- Manual handling.
- Asbestos awareness (UKATA or equivalent).
- PASMA scaffold tower training.
- Work at height.

## Consultation and Communication

The Company will ensure that it takes a proactive role to promote the content, guidance and benefits of this policy by communicating the contents and responsibilities at induction.

The Company will encourage feedback from our employees and third parties about the measures enforced and the reasoning behind this policy and safe working practices.

All employees are encouraged to feedback on any health and safety issues they may have and where they believe the Company can improve on the current procedures. During the communication and consultation processes, particular emphasis will be placed on:

- The Company's commitment to health and safety.
- Feedback on risk assessments and method statements.
- Health and safety training requirements.
- The responsibilities of employees to co-operate and work safely.
- The contents of this policy, such as safe working procedures, etc.
- Specific role based issues.

## Management of Contractors

ColorKote Ltd acknowledges the duty to control, coordinate and monitor the activities of all other contractors under our control. Specialist subcontract companies will be engaged by the Company as and when required. These organisations will be required to pass the core criteria for demonstrating competence as set out in PAS 91:2013.

ColorKote Ltd will ensure that contractors possess the appropriate skills, knowledge and experience to do the job safely and without risk to health and safety. To achieve this the contractor will need to complete a health and safety questionnaire before engagement. A health and safety appraisal of the contractor's procedures and health and safety documentation will be carried out, which in some cases may involve an audit of the contractor.

Alternatively, if the contractor can demonstrate that they hold an accreditation with a member of the Safety Schemes in Procurement Forum (SSIP), this will exempt them from the health and safety part of the questionnaire.

All contractors will attend a pre-start meeting to a prepared agenda and minutes of the meeting will be taken. Information will be exchanged between all parties in order to inform the management of the work.

## Self-Employed Labour

The Company will ensure the competence of self-employed persons by ensuring the following:

Each self-employed subcontractor engaged to work on site on behalf of the Company must hold a current CSCS card or equivalent at an appropriate level and have the appropriate experience necessary to carry out the work. This will be established before allowing the person to start work.



Self-employed persons will be assessed during the first 2 weeks to assess their suitability. The findings will be discussed before a final decision is made as to whether to continue with the engagement.

Self-employed workers will be expected to comply with all requirements of this policy when working on behalf of ColorKote Ltd.

Self-employed workers will be expected to work to ColorKote Ltd's risk assessments and method statements when working on the Company's behalf.

## **Accidents**

Accident reporting is not only a legal requirement but also a necessity to ensure a safer future working environment for all employees, customers and visitors to the organisation.

All accidents, no matter how small, will be recorded in the accident book. Nathan Woodford will be informed as soon as possible after the incident. The contact number to call is 0740 101 018.

If there is a possibility that an accident, dangerous occurrence or diagnosis of an occupational disease may be reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), call HCS Safety for advice immediately.

Specified injuries or fatalities must be reported to the HSE immediately and should be notified by phone on 0345 300 9923.

Situations where the injured person is unable to carry out their normal work for 7 days or more must be reported to the HSE within 15 days of the injury being sustained. The HSE may be contacted via the internet at <http://www.hse.gov.uk/riddor/report.htm>.

Nathan Woodford will be responsible for informing the HSE of all reportable incidents and for contacting HCS Safety.

Accidents that are reportable under RIDDOR will be investigated by HCS Safety Ltd and a report produced to identify the causes and make recommendations to prevent a recurrence. This service forms part of the member services agreement and there is no additional charge for accident investigations that are reportable under RIDDOR.

Accidents will be discussed at regular safety meetings and publicised to our employees if appropriate so that others can learn from these events.

Below is an outline of what injuries and dangerous occurrences are reportable under RIDDOR.

### **Specified injuries to workers**

- A fracture, other than to fingers, thumbs or toes.
- Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- Permanent loss of sight or reduction of sight.
- Crush injuries leading to internal organ damage.

- Serious burns (covering more than 10% of the body, damage to the eyes, respiratory system or other vital organs).
- Scalpings (separation of skin from the head) which require hospital treatment).
- Unconsciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

### **Over seven-day injuries to workers**

- This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

### **Dangerous occurrences**

A full list of reportable dangerous occurrences is available on the HSE website. These include:

- The collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
- Plant or equipment coming into contact with overhead power lines.
- Explosions or fires causing work to be stopped for more than 24 hours.
- The complete or partial collapse (including falling, buckling or overturning) of a substantial part of any scaffold more than 5 metres in height.
- structural collapse – The collapse or partial collapse of any building involving over 5 tonnes of material or a collapse of any false-work.
- Failure of a pressure vessel.
- Serious electrical incidents causing explosion or fire.

### **Reportable occupational diseases**

- Carpal tunnel syndrome.
- Severe cramp of the hand or forearm.
- Occupational dermatitis.
- Hand-arm vibration syndrome.
- Occupational asthma.
- Tendonitis or tenosynovitis of the hand or forearm.
- Any occupational cancer.
- Any disease attributed to an occupational exposure to a biological agent.

### **Fire**

ColorKote Ltd will ensure that a suitable and sufficient fire risk assessment is carried out by a competent person and any recommendations are acted upon. This will be updated annually and after any notable change to the layout or use of the premises. Nathan Woodford is responsible

for ensuring that a sufficient number of trained staff are available to manage the situation in the event of a fire. This will include the testing of evacuation procedures and logging of any comments arising from the evacuation drill.

Information regarding the identity and location of the fire wardens, the position of fire extinguishers and routes of escape can be found on the safety notice board.

Employees working on external sites will be made aware of the fire plan for that location at the time of their induction. Any work carried out that increases the risk of fire should have a fire extinguisher nearby and is likely to require a hot works permit.

All personnel working on external site locations will co-operate with the Principal Contractor / Client on all matters of fire management. These may include taking part in fire drills, signing in and out and informing the Site Manager / Client's representative if any fire exit signs need to be removed as part of preparation work.

## **Housekeeping**

The importance of good housekeeping should not be underestimated. As well as improving morale, quality and efficiency and reducing fire risk, good housekeeping is essential in reducing slips, trips and falls at any work location.

Work activities will be carefully planned to ensure the work areas are not overcrowded. The need for good housekeeping will be included in risk assessments and may include the management of people, tools, trailing leads, packaging and waste.

It is the responsibility of all personnel to keep their work area tidy and this is emphasised during the Company induction.

Nathan Woodford will ensure that arrangements are in place for the removal of accumulated waste and to ensure that provision is made for safe and defined stacking of materials and storage of equipment.

## **Welfare Facilities**

As an employer, ColorKote Ltd is required to ensure that welfare facilities exist for the use of our employees. It is the employer's duty under both Section 2(2)e of the Health and Safety at Work etc. Act 1974 and Construction Design Management (CDM) Regulations 2015 / The Workplace (Health, Safety and Welfare) Regulations 1992 to ensure that work is not carried out in the absence of these facilities.

The Regulations require the following facilities to be in place and maintained in a reasonable state.

- Sanitary conveniences.
- Chairs with backs.
- Washing facilities.
- Drinking water.

- Facilities for rest and preparing food.
- Changing rooms with lockers.

Our workers are expected to play their part in keeping the welfare facilities tidy and report any defects with the facilities (such as malfunctioning water heaters or blocked toilets) to the Site Manager and Nathan Woodford as soon as possible.

For transient workers, arrangements will be made to use either the Client's facilities, make use of local public facilities or the facilities of local businesses. Agreement will be sought from the Client or provider of the facilities prior to the start of the work.

Handwipes and sanitisers will be provided to all vans as a minimum, but this will be determined as a result of risk assessment. For personnel who work with particularly hazardous substances, hand cleansers, soaps, water and paper towels will be provided.

## **First Aid**

The name of the first aiders within the company premises will be displayed on the safety notice board. The first aiders will regularly check and replenish the first aid boxes when required. They will also be responsible for ensuring that accidents are recorded in the accident book and reported to Nathan Woodford.

A qualified first aider is required to be present in all workplaces, including those away from ColorKote Ltd premises. The Contracts Manager must ensure that a qualified first aider is available to employees when they are working away from company premises. Information about first aid personnel and facilities must be provided to our employees by the host company Principal Contractor.

## **Personal Protective Equipment (PPE)**

ColorKote Ltd will ensure that suitable PPE is provided to their employees who may require it to control risks to their health and safety while at work.

ColorKote Ltd will ensure that PPE is:

- Of a standard that will adequately protect the person from the risks.
- Replaced when worn out.
- Properly looked after by the person using it.
- Compatible with other types of PPE, if more than one item is required.
- Regarded as the last resort in risk control.

ColorKote Ltd will comply with additional PPE standards required by different Principal Contractors.

## Drugs and Alcohol

The Company regards the promotion of health and safety matters as a mutual objective of both management and employees. The effective management of drug and alcohol abuse is an important part of this. ColorKote Ltd will:

- Not knowingly permit any employee, contractor or self-employed person working on the Company's behalf, to report for work or attend work premises under the influence of alcohol or drugs, nor to consume these whilst on duty or on our premises.
- Implement control measures to prevent, as far as reasonably practicable, such people reporting for work or attending work premises when affected by drugs or excess alcohol or consuming drugs or alcohol at work.
- Provide a positive approach to those persons seeking help or guidance in overcoming alcohol and / or drug related problems, but only where these problems are raised at any time prior to being selected for random testing.
- Not knowingly employ or retain any person, directly or indirectly, who has been justifiably dismissed by any employer for drug and/or alcohol related offences within the previous 12 months.
- Take suitable action, usually dismissal or termination of contract, against anyone testing positive to alcohol or drugs in breach of this policy.

Any person found to have tested positive after any drug or alcohol test will be immediately suspended from the work in which they are engaged, pending a full investigation.

Any person, testing positive for drugs or excess alcohol, or refusing to take a test will face sanctions up to and including termination of contract.

## Lone Working

ColorKote Ltd will ensure, so far as is reasonably practicable, that employees who are required to work at home, alone or unsupervised for significant periods of time, are protected from risks to their health and safety. Measures will also be adopted to protect anyone else affected by solitary working.

Working alone can be a significant risk factor. The Company will either entirely remove the risks from these hazards or, where complete elimination is not possible, to reduce them to an acceptable level.

Risk assessments for working alone will be carried out in accordance with the Management of Health and Safety at Work Regulations 1999. This will include the identification of hazards from, for example, means of access and egress, plant, machinery, goods, substances, environment, atmosphere, etc.

Particular consideration will be given to:

- The remoteness or isolation of workplaces.
- Any problems of communication.

- The possibility of interference, such as violence or criminal activity from other persons.
- The nature of injury or damage to health and anticipated "worst case" scenario.

Personnel carrying out lone working tasks will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone. All personnel will be required to follow the safe working procedures devised which will include the provision of first aid, communication procedures and awareness of emergency procedures. All personnel are required to co-operate with these efforts to ensure safe working and to report any concerns to management.

## Health Risk Management

ColorKote Ltd is fully aware of the responsibility for ensuring that health risks are identified and controlled to protect our employees whilst working for the Company. The policy for managing these risks are as follows:

### Coronavirus: Covid-19

In order to discharge our duty as effectively as possible in the light of the new threat that is Covid-19; it is vital that we continue to remain up to date with the latest guidance on this subject. The research is ongoing and new information may come to light at any time that may change the way we need to deal with this hazardous agent.

Our approach to controlling risks will be detailed on risk assessments for company activities. These will be updated following new research or guidance. Control measures for locations, situations or activities identified in risk assessments will be a combination of the following:

#### Minimize the numbers of people potentially exposed

Members of staff who can work from home should do so. Those who do need to enter the workplace, either as they have no choice or because it is necessary from time to time, will work according to the risk assessment for our workplace.

#### Making use of available technology

- We will use video conferencing software where possible to conduct meetings and conversations.
- Tracking and tracing apps: Will be considered if requested by the clients.

#### Encourage good hand hygiene

- Employees and any other people on our premises will be encouraged to wash hands thoroughly in accordance with NHS guidelines on entry into the premises and frequently throughout the day. This simple but effective measure is one of the most powerful control measures at limiting the spread of this virus.
- Hand sanitizer (minimum 60% alcohol) will be made available also and should be carried by those who need to travel as part of their job.

## **Arrange the workplace to allow social distancing**

- Workplace layouts, floor markings and signage will be reviewed to ensure social distancing can be adhered too in all workplaces controlled by ColorKote Ltd. Employees will be given information on the use of the workplace and how to reduce the chances of contracting or passing on the virus.

## **Cleaning regimes**

- The virus can live on some surfaces for up to 3 days, so controlling this risk by instigating hygiene procedures is vital. The cleaning regime for the workplace will be upgraded to accommodate the need for additional or more thorough cleaning. A detailed checklist of what is required will be drawn up.

## **Provide information, signage and warnings to employees and others**

- Clear warnings and reminders will be posted and updated regularly in the workplace. All employees will be made aware of this policy and the risk assessments that affect them. Visitors to the building will be issued with information relevant to their visit.

## **Provide personal protective equipment**

- Face coverings may be required in order to reduce the potential spread of the virus. In situations when social distancing is not possible, any need for either face coverings or RPE will be identified on the risk assessment.

## **Employees Duties**

- All employees have a duty to take reasonable care of themselves and those affected by their acts or omissions. It is vital that the risk assessments are adhered to and that any defects or weaknesses in control measures noted by employees are reported to line management.
- Employees must stay away from work if they or any of their household experience any symptoms of Covid-19. They must inform their line manager, obtain a test and follow NHS guidance on self-isolating.

## **Hazardous Substances (COSHH)**










ColorKote Ltd will adhere to the hierarchy of risk controls to minimise potential health effects to our employees. ColorKote Ltd will:

- Make an inventory of chemicals used in our processes.
- Rationalise these chemicals to reduce the number of different chemicals.
- Select less hazardous chemicals where it is reasonably practicable to do so.
- Obtain Material Safety Data Sheets of all chemicals.
- Produce COSHH Assessments for these chemicals, ensure the control measures stated are adhered to and monitored where necessary.
- Communicate risks effectively to our employees and others who may be affected.

A range of COSHH assessments are available to download from the library within SafetyNet. These will be made specific to ColorKote Ltd processes.



Hazard warning markings on containers must also be heeded. A summary of the common warning signs follows:

	toxic		Harmful		Harmful to the environment
	Gases under pressure		Explosive		Oxidising
	Corrosive		Causes long term health effects		Flammable

## Asbestos

Asbestos is a fibrous mineral that can cause fatal lung diseases if inhaled. It was used extensively in buildings up to the early 1980's and is also found in buildings up to as late as 1999. The material cannot be identified by appearance only and is often concealed by other materials or coatings.

The Company premises were built before 2000 and there is asbestos known to be present in the building. An asbestos survey is the responsibility of the landlord. ColorKote Ltd, will not be modifying the infrastructure of the office, if in the future this is an option the Asbestos Register / Survey will be requested from the landlord.

When working on refurbishment projects, or within buildings built prior to 2000, ColorKote Ltd will require the asbestos survey for that building and carry out a risk assessment before work starts.

It is important to be aware of the potential presence of asbestos and ColorKote Ltd ensures that all personnel who could carry out work where asbestos may be present, have received Asbestos Awareness training.

ColorKote Ltd will not be carrying out non-licensed work with asbestos.

## Noise

Excessive noise can cause permanent damage to hearing. The damage is often gradual and is always irreversible. Even a small amount of hearing loss can have a debilitating effect on a person's quality of life. To reduce the risks of damage to hearing for our employees and others we will:

Assess the noise levels in our own premises and other places in which our employees work and act according to the table below.

<p><b>Lower Exposure Action Value</b> <b>80dB(A)</b></p>	<ul style="list-style-type: none"> <li>▪ Carry out a noise assessment to identify sources and levels.</li> <li>▪ Reduce noise levels.</li> <li>▪ Provide hearing protection to employees who request it.</li> </ul>
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	<ul style="list-style-type: none"> <li>▪ Maintain equipment to reduce noise outputs.</li> <li>▪ Provide training about noise.</li> </ul>
<b>Upper Exposure Action Value</b> <b>85 dB(A)</b>	<ul style="list-style-type: none"> <li>▪ Introduce controls to eliminate/reduce risk.</li> <li>▪ Provide hearing protection and ensure this is worn.</li> <li>▪ Create Hearing Protection Zones in work areas.</li> <li>▪ Provide health surveillance.</li> <li>▪ Provide training, information, and consultation regarding noise.</li> </ul>
<b>Daily Exposure Limit</b> <b>87 dB(A)</b>	<ul style="list-style-type: none"> <li>▪ Exposure must not exceed this.</li> </ul>

When selecting work equipment, information on the noise (and vibration) output of the machine will be sought from the manufacturer or hire company. Quieter machines will be selected over inferior equipment.

Noise awareness training will include:

- How the ears work and how damage occurs.
- Action levels and time limits.
- Choosing hearing protection.
- Estimating noise levels.

## Vibration

Exposure to excessive vibration can cause neurological, vascular, and musculoskeletal health problems. These conditions are known collectively as Hand-Arm Vibration Syndrome (HAVS) which can become severely disabling if ignored.

A very serious form of HAVS is Vibration White Finger (VWF) which can result from the transmission of vibration from a vibrating implement (such as impact drills) to the hands, occurring as a result of medium to long term exposure. This condition is not treatable and therefore results in a permanent potentially life changing condition.

Exposure is measured on a points system which relates to Exposure Action Levels and Exposure Limit Values. ColorKote Ltd will protect our employees by taking the following action at the levels indicated below:

<b>&lt;100 points</b> <b>(Below Exposure Action Value)</b>	<ul style="list-style-type: none"> <li>▪ Reduce exposure to lowest reasonably practicable level.</li> <li>▪ Consider vibration when purchasing and hiring tools.</li> <li>▪ Provide awareness training in vibration hazards.</li> <li>▪ Aim to ensure employees remain below the Exposure Action Value.</li> </ul>
<b>100 - 400 points</b> <b>(At or above Exposure Action Value)</b>	<ul style="list-style-type: none"> <li>▪ Introduce controls to eliminate/reduce risk including limiting exposure time.</li> <li>▪ Consider vibration when purchasing or hiring tools.</li> <li>▪ Provide awareness training in vibration hazards.</li> <li>▪ Keep records of vibrating equipment use.</li> <li>▪ Provide health surveillance.</li> </ul>

**>400 points  
(Exposure  
Limit Value)**

- Take immediate action to reduce exposure below the limit value.
- Continue to enact EAV measures.

Information on vibration magnitude and safe exposure times will be sought from the manufacturer or hire company. ColorKote Ltd will take into account the specifics of condition and use that may affect vibration output.

## Manual Handling

Manual handling can cause Musculo-skeletal health effects. ColorKote Ltd will operate according to the hierarchy below:

- Avoid manual handling where reasonably practicable through good planning and organisation of work. Where appropriate questioning the specification of heavy items at the earliest possible stage.
- Mechanise the movement of materials and plant by utilising equipment such as forklifts, genie lifts and hoists.
- Conduct a manual handling risk assessment taking into account the individual(s) concerned, the nature of the load, the task to be undertaken, and the environment in which the manual handling will take place.
- Utilise manual lifting aids where possible such as sack trucks, trollies, wheelbarrows, carrying handles.
- Provide training in safe lifting techniques.

## Workplace Stress

Workplace stress is the harmful reaction some people have to undue pressures and demands placed on them by their work. It is a risk like any other and employers are responsible for preventing and managing it.

ColorKote Ltd aims to create an open and honest culture whereby employees feel empowered to be honest about their experiences. Open dialogue is vital in order to be able to accurately assess risk and put appropriate control measures in place.

ColorKote Ltd aims to create and promote a workplace environment that supports and promotes the mental wellbeing of all our employees. We acknowledge that certain working conditions and practices can negatively affect employees' mental wellbeing, including aspects of work organisation and management, environmental and social conditions that have the potential for psychological as well as physical harm.

ColorKote Ltd will endeavour to work to the HSE's management standards in order to reduce the risk of workplace stress. These standards aim to tackle the following primary sources of stress at work.

- Demands – This includes issues such as workload, work patterns and the work environment.
- Control – How much say the person has in the way they do their work.

- Support – This includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.
- Relationships – This includes promoting positive working to avoid conflict and dealing with unacceptable behaviour.
- Role – Whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles.
- Change – How organisational change (large or small) is managed and communicated in the organisation.

ColorKote Ltd will undertake research among employees to gauge how well they believe the management standards are being implemented.

### **New and Expectant Mothers**

Once informed in writing that an employee is pregnant, ColorKote Ltd will undertake a risk assessment with the employee to assess specific risks for new and expectant mothers. These risks can be from any process, working condition or physical, biological or chemical agents. All aspects of the role will be risk assessed and consideration will be given to:

- Lifting or carrying of heavy loads.
- Standing or sitting for long lengths of time.
- Exposure to infectious diseases.
- Work-related stress.
- Workstations and posture.
- Other people's smoke in the workplace.
- Threat of violence in the workplace.
- Long working hours.
- Excessively noisy workplaces.

ColorKote Ltd will regularly monitor and review any assessment made to take into account possible risks that may occur at different stages of pregnancy.

ColorKote Ltd will also take into account, during the specific risk assessment, any medical advice from the new and expectant mother's General Practitioner or midwife about their health and make reasonable adjustments to their working conditions accordingly.

# Safety Risk Management

## Office Safety

ColorKote Ltd appreciates that accidents and ill health effects can result from working in the office and will endeavour to reduce the risk by the following means:

- Wastepaper bins and packing materials will be removed daily.
- Cables will be managed to defined routes so that they do not present a trip hazard or an overload to a circuit.
- Training will be provided to employees in the correct use of fire extinguishers, where required.
- Lighting levels will be suitable for the tasks being undertaken.
- Shelving and storage areas will be provided to reduce the possibility for stretching or awkward lifting.
- Cleaning chemicals will be kept away from foodstuffs in the kitchen area.

## Display Screen Equipment (DSE)

ColorKote Ltd will analyse and assess workstations to reduce risks to health. Users of DSE equipment will be asked to carry out a DSE Assessment to identify any areas that require attention. ColorKote Ltd will ensure that:

- Workstations comply with the requirements of schedule 1 of The Display Screen Equipment Regulations 1999 in relation to the equipment used. This will include the desk, chair, screen and other relevant items.
- The daily work routine of users allows for breaks away from the screen and/or changes in activity.
- Eye and eyesight tests are carried out by a competent person on a regular basis, for employees who use display screen equipment.
- If deemed appropriate by the person carrying out the tests, corrective visual appliances will be provided by the Company, if this is required under the regulations.
- Training in the use of display screen equipment will be provided to users.

## Driving at Work

ColorKote Ltd understands its responsibilities to ensure the safety of employees while they are driving on Company business and will follow the advice given in the HSE / Department of Transport document, INDG382 – Driving at Work – Managing Work Related Road Safety.

Company vehicles are managed by Nathan Woodford, who ensures all insurances, driving licences, services and MOT's are provided and regularly reviewed.

All drivers will be expected to carry out weekly checks to their vehicle in accordance with the Company procedure and report back any issues to their Nathan Woodford.

Nathan Woodford will carry out regular monitoring of the procedure for driving at work to ensure its effectiveness and to ensure all documentation is up to date.

## **Construction Arrangements - CDM**

Under the requirements of the Construction (Design and Management) Regulations 2015 (CDM 2015), ColorKote Ltd, will take on the duties of Contractor. For work on Company premises, we will also take on the duties of the Client. The following summarises these duties.

### **Responsibilities for all parties under CDM 2015**

For all roles undertaken, we will:

- Accept only an appointment if they possess the necessary skills, experience, training and organisational capacity to carry out the work safely.
- Only appoint Designers or Contractors who possess the necessary skills, experience, training and organisational capacity to carry out the work safely.
- Provide the necessary evidence to prove their abilities as above when requested by those that may appoint them.
- Cooperate with others involved in all projects to promote health and safety standards.
- Inform their workforce and all others on site of the need to report to site management anything which is likely to endanger their own health or safety or that of others.
- Ensure that information is provided in a comprehensible form and as soon as is practicable.

### **Responsibilities as a Contractor Under CDM 2015**

When undertaking the role of Contractor, ColorKote Ltd will comply with the Contractors' duties we will:

- Only accept an appointment if they possess the necessary skills, experience, training and organisational capacity to carry out the work safely.
- Only undertake construction work once they are satisfied that the client is aware of their duties.
- Plan, manage and monitor their work and that of others under their control to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety.
- Not appoint a designer or contractor unless they have the necessary skills, experience, training and organisational capacity to carry out work safely.
- Not employ a person unless that person has, or is in the process of obtaining, the necessary skills, knowledge, training and experience to carry out tasks safely.
- Provide their workforce with appropriate supervision, instructions and information. This information will include a suitable site induction, (where not already provided), procedures to be followed in the event of serious and imminent danger and any other necessary information on risks to health and safety.
- Ensure that information is provided in a comprehensible form and as soon as is practicable.

- Cooperate with others involved in all projects in order to promote health and safety standards.
- Inform the workforce of the need to report to site management anything which is likely to endanger their own health or safety or that of others.
- Not begin work unless reasonable steps have been taken to prevent access by unauthorised persons to the site.
- Be satisfied that welfare facilities are provided as required under Schedule 2 of the Regulations.

**For multiple contractor projects where the Company is NOT Principal Contractor, we will:**

- Comply with any directions given by the Principal Designer or the Principal Contractor.
- Adhere to relevant parts of the Construction Phase Plan.

**For projects when the Company is the only contractor we will:**

- Take account of the general principles of prevention when design, technical and organisational aspects are being decided in order to plan the various items or stages of work, as well as when estimating the period of time required to complete the work or work stages.
- Draw up, or make arrangements for, a Construction Phase Plan to be drawn up, as soon as is practicable prior to setting up a construction site.
- Undertake the duties of the Client where they are a Domestic Client, in collaboration with the Designer or Principal Designer.

## **Work at Height**

The Work at Height Regulations 2005 require the following hierarchy of risk controls to be implemented:

- Avoid working at height if possible.
- Use an existing safe place of work.
- Provide work equipment to prevent falls.
- Mitigate distance and consequences of a fall.
- Instruction and training and/or other means.

A variety of different means of access may be selected in accordance with the situation and the hierarchy above. Specific equipment will be named in task risk assessments and control measures included which will be specific to the task and the situation. Access equipment, fall prevention and protection systems may include:

- Low level access platforms such as podiums.
- Trestles.
- Safety decking systems.
- Oxford systems.

- Step ladders.

## **Scaffolding**

When scaffolding is selected or provided by another for our use we will:

- Ensure the scaffold has been erected by a competent organisation.
- Ensure the scaffold has been regularly inspected by a competent person and that the scaffold inspections register is up to date. Inspections must occur following completion of any section of scaffold, following any event likely to have affected the stability of the scaffold structure, such as severe weather or being struck by plant, following any addition or adaptation and at regular intervals not exceeding 7 days.
- Ensure the scaffold has been adapted as necessary to suit the differing needs of users.
- Ensure the scaffold meets the requirements of the NASC guidance TG20:13, which provides compliant scaffold designs in accordance with BS EN 12811-1 Temporary Works Equipment – Scaffolds.
- Any scaffolds that cannot be erected in accordance with TG20:13, will require a bespoke design. No one will be permitted to access the scaffold, until a copy of the design is provided to site and an initial check has been made to ensure compliance.
- Authorisation from the Contracts Manager must be gained before using any scaffold.

## **Mobile Access Towers**

When mobile access towers are selected, we will:

- Ensure that the manufacturers' instruction manual is provided which explains the erection sequence, including any bracing requirements. If the tower has been hired, the hire company has a duty to provide this information. This information will be passed on to the person erecting the tower, as this will differ slightly depending on the manufacturer.
- Ensure mobile access towers are erected following a safe method of work and by a competent person who is trained to the standards required by the Prefabricated Access Suppliers' and Manufacturers' Association (PASMA).
- Be aware of the limitations of the equipment, including weather and weight limitations.
- Not allow our towers to be loaned to other contractors.

## **Mobile Elevated Work Platforms (MEWP's)**

When Mobile Elevated Work Platforms are selected, we will:

- Ensure that it is suitable for its purpose in terms of the reach and capacity of the machinery.
- Ensure the work area, ground conditions, overhead obstructions and public safety have been considered prior to it starting work.
- Ensure the equipment is operated only by a competent person in possession of a certificate of training achievement issued by the International Powered Access Federation (IPAF) or equivalent certificate issued by a recognised training authority.



## Roof Work

All roof work is carried out at height and therefore, the Work at Height section above will apply and will cover access to and from the roof area; however, additional hazards may need to be considered when working on roofs. ColorKote Ltd will ensure that preventing or minimising risk is considered during the planning phase of the work.

A detailed risk assessment will be prepared prior to the start of any roof work and will include:

- Access routes to and from the roof, including emergency access and egress.
- The specific locations of work to be done on the roof.
- How falls are to be prevented, or the distance and consequences of that fall minimised
- How falling materials are to be prevented and controlled, providing protection to both workers and members of the public.
- How risks to health will be controlled.
- How other risks identified at planning and survey stages are to be controlled, e.g. handling hot bitumen.
- What equipment will be needed.
- What competence and/or training is needed.
- Who will supervise and check that the control measures are effective.

## Fragile Roofs

Wherever possible, work on fragile roofs will be avoided. If this is not possible, precautions will be put into place to prevent a fall or minimise the distance or consequences. This will apply to all roof work activities, including construction, maintenance, repair, cleaning or demolition.

The hierarchy for work on fragile roofs is:

- Work from underneath the roof using a suitable work platform.
- Where this is not possible, a MEWP will be considered so that roofers can work from within the MEWP basket without standing on the fragile roof.
- If access onto the fragile roof cannot be avoided, perimeter edge protection will be installed, and staging used to spread the load. If all the work and access is on staging or platforms that are fitted with guard rails, safety nets should be installed underneath the roof or a harness system used; and
- Where harnesses will be used only as a last resort and on the condition that adequate anchorage points are available.

A detailed rescue plan will be prepared on all occasions when working on roofs and will be included as part of the site-specific method statement.



## Lifting Operations

ColorKote Ltd may use mobile cranes for certain tasks. All lifting operations will be carried out in accordance with the Lifting Operations and Lifting Equipment Regulations 1998.

Each crane operation will be treated as unique and will be planned on an individual basis. The Company may be responsible for managing lifting operations or may engage the services of a competent contractor for lifting operations. This will be clearly established before the project begins. In either case, a lifting plan will be drawn up by a competent person (The Appointed Person) for each individual lift.

Items to be considered in the writing of a lifting plan will include the following broad categories:

- The load to be lifted.
- The equipment required.
- The environment in which the lift will take place.
- The competencies of the personnel involved.

If the author of the Lifting Plan cannot be on site to control the operation, a Lift Supervisor will undertake the role of ensuring that the lift is carried out in accordance with the plan.

## Working with Power Tools

The person within the Company with responsibility to oversee the safety of tools is the Contracts Manager; however, the operatives must ensure the safe use, care, and maintenance of their own equipment. Records of regular inspections of tools and other work equipment including access equipment are an important part of the SMS.

### Electrical Tools

Only trained and competent personnel will be permitted to operate power tools. The policy of the Company for the provision and use of power tools is to ensure:

- Only battery powered or 110v electrical tools to be permitted for use on site.
- All tools will be inspected before use, and regularly whilst in use.
- All electrical tools will be tested and examined every 6 months by a competent person, who will issue a certificate of safety.

Nathan Woodford is responsible for ensuring that portable appliance testing (PAT) is carried out on a regular basis.

### Hand Tools

Individual operatives are responsible for ensuring that their hand tools are kept in good order. They will ensure the following:

- Tools will always be kept in good working condition, kept clean and ready for use.
- Tools will be stored appropriately in toolboxes or racks with cutting edges protected.

- Tools will be checked frequently to ensure that handles are secure, and guards and covers are in place.
- The use, suitability and condition of work equipment and tools will be regularly monitored by the Contracts Manager during their site safety inspections.
- Personnel are required to report any defects to the Contracts Manager and not to use any items that are in poor condition.

### **Use of Abrasive Wheels**

Abrasive wheels are used by the Company on occasions and can be particularly hazardous. For this reason, only persons trained in the mounting and use of abrasive wheels will be permitted to use them. Discs will be kept in a safe place and discarded as soon as they begin to show signs of excessive wear or unevenness of edge.

PPE will be provided and worn by those using abrasive wheels. If following risk assessment, others who have to work in the vicinity may be at risk from flying debris, screens will be considered, or PPE provided to those working in the area. Eye protection to be worn must comply with BS EN 166B.

Dust will be controlled, wherever possible, by damping down the cutting operation. Most disc cutters are fitted with hose attachments and if they are fitted, they should be used. Where water suppression is not an option, a vacuum system will be used. Dust masks to a suitable standard (FFP3) will always be worn in order to reduce the risk of respiratory health illnesses.

### **Working in Occupied Premises**

The Client / building occupier will be consulted prior to any work activity to ensure ColorKote Ltd personnel are fully aware of:

- Emergency arrangements including fire procedures and how these interface with ColorKote Ltd activities and emergency arrangements.
- Any other specific procedures they will have to adhere to while on the premises.
- Any locations that require specific authorisation.
- Any hazardous work activities on the premises that may affect the work force.
- Access and egress routes that must be maintained to ensure safe passage to all work areas for people and materials.
- How communication between ColorKote Ltd personnel and the Client / building occupier will be managed and maintained.
- How the work will be monitored to ensure the effectiveness of the shared arrangements

Client / building occupiers will be kept informed throughout the work, of all activities and where they might affect them, and what precautions will be taken.

### **Working in Socially Difficult Areas**

There may be on occasions the need to go into socially difficult areas, where risks to health or safety could be foreseen. These may include:

- Risks of violence.
- Risks of members of the public indulging in risk taking behaviour.
- Risk of the public ignoring signs or barriers.
- Risk of discovering needles or other drug paraphernalia.
- Risk of infestations of fleas or other vermin.

When undertaking risk assessments for work, the environment should be taken into account, as these hazards will need to be controlled.

In the event that personnel are of the opinion that they may be at risk due to the social climate of an area, they will contact their supervisor immediately, who in turn will contact the Client to determine a safe solution.

The potential for working in socially difficult areas, is discussed during the Company induction, including the precautions to be taken and the reporting process.

# Safety Policy Communication



It is the duty of every employer to prepare and update, as necessary, a policy for health, safety and welfare. It is also a duty for employers to communicate this policy to their employees.

For the purposes of ensuring safety, health and welfare, ColorKote Ltd personnel will be expected to read, understand and adhere to this policy.

Non employees will be asked to read, understand and adhere to relevant sections of this policy.

It is important that you read the policy carefully, as it contains:

- Important information on ColorKote Ltd's safety procedures and safe systems of work.
- Responsibilities that you must undertake and comply with.

If you have any questions about the safety policy, please raise these as soon as possible with your line manager. Feedback on the content of this policy from all personnel is welcomed - if you have any suggestions as to how safety could be improved for this Company, please pass these on also.

Please sign and date below to indicate that you have read and understood the policy and will adhere to it while at work.

Name:	
Date:	
Occupation:	
Signature:	