

Safety, Health & Environment

Health, Safety & Arrangements Policy

Version

1.4

October 2024

Contents

1. Statement of Intent

2. Organisation

3. Roles, Responsibility, Accountability & Authority

- 3.1 Managing Partners & Board
- 3.2 Senior Partner Responsible for Health & Safety & Managing Director – Furniture Solutions Ltd (FSL)
- 3.3 Head of Health & Safety
- 3.4 Senior Partners / Project Directors
- 3.5 Design Directors (Inc FSL)
- 3.6 Technical Directors (Inc FSL)
- 3.7 Construction Managers (Inc FSL)
- 3.8 Site Managers / Foremen / FSL Supervisors
- 3.9 Office Manager / FSL Warehouse Manager
- 3.10 Sub-contractors & Self-Employed Persons
- 3.11 Maris Interiors LLP Site Labourer / Ganger
- 3.12 Site Operatives & Labourers
- 3.13 FSL Warehouse & Furniture Installation Staff
- 3.14 Maris Interiors LLP Handy Man
- 3.15 Office & Support Staff
- 3.16 Principal Designer
- 3.17 Construction Director
- 3.18 Health & Safety Manager

4. Arrangements – General

- 4.1 Information, Instruction, Training & Supervision
- 4.2 Risk Assessment
- 4.3 Accident Reporting & Investigation Procedures
- 4.4 First Aid
- 4.5 Partnership Vehicles
- 4.6 Mobile Telephones
- 4.7 Young Persons
- 4.8 Expectant & Nursing Mothers
- 4.9 Stress
- 4.10 Consultation
- 4.11 Alcohol & Drugs

5. Arrangements – Office & FSL Warehouse

- 5.1 Office Environment

6. Arrangements – Construction Project

- 6.1 Construction (Design & Management) Regulations
- 6.2 Construction Project Induction Training
- 6.3 Fire & Emergency Procedures
- 6.4 Working at Height
- 6.5 Asbestos
- 6.6 Welfare
- 6.7 Project Security
- 6.8 Project Access & Logistics
- 6.9 Demolition
- 6.10 COSHH
- 6.11 Work Equipment / Lifting Equipment
- 6.12 Protective Clothing & Equipment
- 6.13 Manual Handling
- 6.14 Services (Electricity / Gas / Water etc)
- 6.15 Permits to Work
- 6.16 Confined Spaces
- 6.17 Noise / Vibration
- 6.18 Corporate Manslaughter
- 6.19 Employment of Non-English Speaking Workers
- 6.20 Site Waste Management Plans

Appendices

- a. Link to Compliance Obligations Register (Legislation)
- b. Revision Index

Health & Safety Policy Statement

October 2024

Maris Interiors LLP & WPB will carry out our work activities in accordance with this Health & Safety Policy, including all relevant and current statutory provisions relating to the management of Health & Safety at work.

Our Main goal is to ensure that NO ONE is injured or adversely affected as a result of our undertakings. To achieve this, we commit to prevention of injury and ill health and to pursue continual improvement in Health & Safety management and Health & Safety performance in accordance with the requirements of ISO 45001:2018.

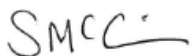
Truly effective implementation of our Health & Safety Policy is dependent upon every employee and all of our Sub-Contractors ensuring that our work is carried out in compliance with our Health & Safety Policy and any relevant Health & Safety legislation and with other requirements to which Maris Interiors LLP subscribes that relate to our identified Health & Safety hazards.

In order to fulfil our goal, we will provide sufficient resources and take appropriate steps; including the provision of appropriate equipment, information, instruction, training and supervision for our employees. We will also consult with our Employees and Sub-Contractors / or their respective representatives on any aspect of their work activities relating to Health & Safety. This provides a framework for setting and reviewing Health & Safety objectives.

The Partners have nominated Shaun McGuinness as the Partner accountable for Health, Safety & Environment. Simon Vaughan has been appointed as the Managing Director Responsible for Health, Safety & Environment within Furniture Solutions Ltd (FSL) which is a fully owned subsidiary company that operates in full accordance with the Maris Interiors LLP policy and procedures.

This policy will be communicated to all persons working under the control of Maris Interiors LLP with the intent that they are made aware of their individual Health & Safety obligations and will be made available to other interested parties as required. The contents of the policy will be reviewed annually to ensure that it remains relevant and appropriate to Maris Interiors LLP.

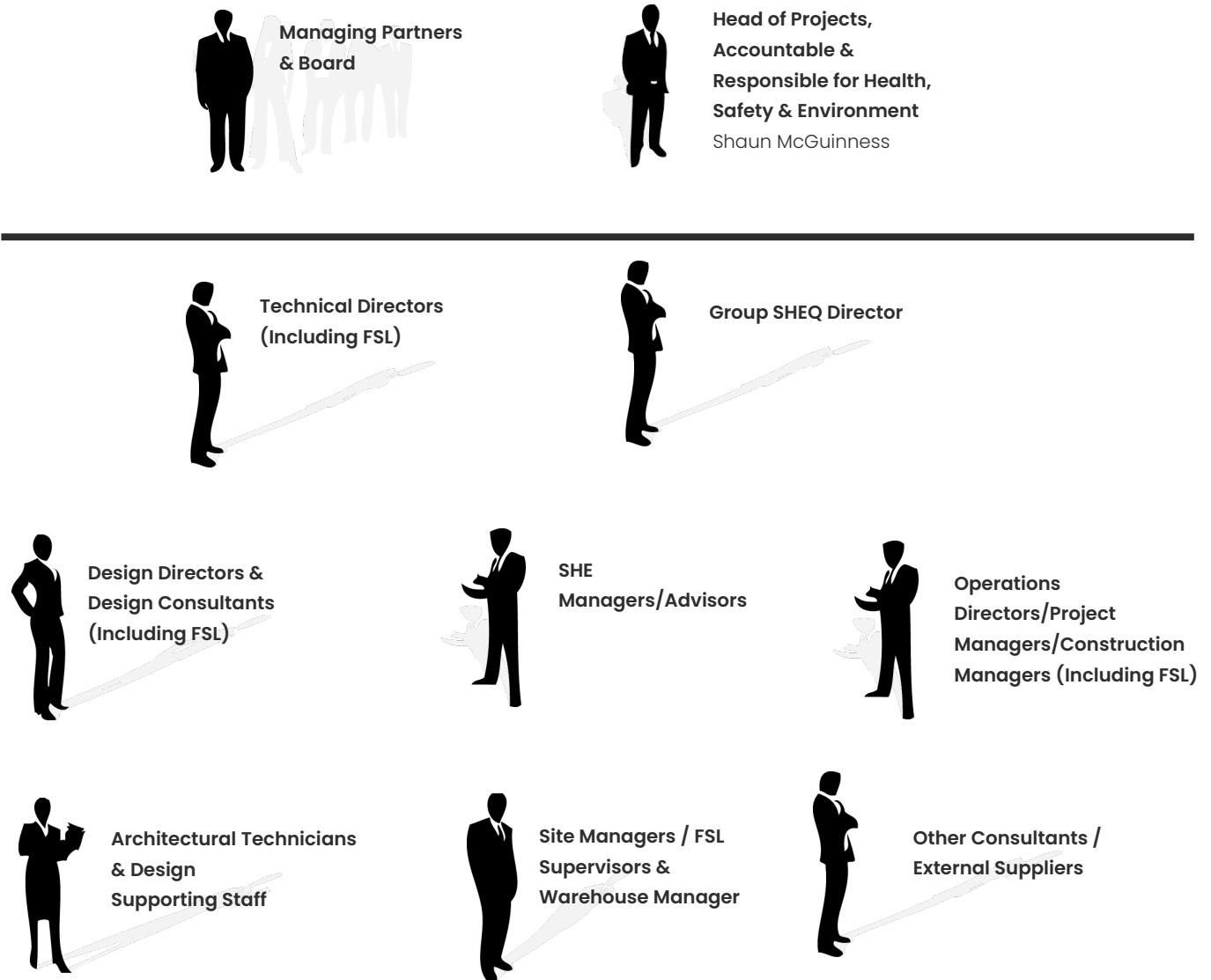
Shaun McGuinness



Partner appointed by Managing Partners with Responsibility for Occupational Health, Safety & Environment

3.0 Roles, Responsibility, Accountability & Authority

Ultimate accountability and responsibility for SHEQ lies with the Managing Partners and Board of Maris Interiors LLP, but advisory duties have been delegated to the Group SHEQ Director. The following chart depicts the hierarchy of Health & Safety reporting and communication within the organisation:



*Simon Vaughan (Managing Director – Furniture Solutions) has been appointed as the Managing Director Responsible for Health, Safety & Environment within Furniture Solutions – who operate as a subsidiary company of Maris Interiors LLP and work directly in accordance with our overall Health & Safety Policy. He shall report to Shaun McGuinness with respect to the overall implementation and development of this Health & Safety Policy.

3.1 Managing Partners & Board

The Managing Partners and members of the Board have ultimate responsibility and accountability for Health & Safety.

They shall:

- Provide leadership and take a proactive interest with respect to the implementation of the Maris Interiors LLP & WPB Health & Safety Policy
- Read and understand the Maris Interiors LLP Health & Safety Policy and carry out work in accordance with its requirements. Ensure the Partnership's policy and procedures are implemented on a daily basis
- Support and cooperate with the Senior Partner responsible for Health & Safety
- Support and cooperate with the Health & Safety Manager and ensure that appropriate resources are provided to enable him to fulfil his duties as the appointed 'competent person' (Regulation 7 – Management of Health & Safety At Work Regulations 1999)
- Reprimand or discipline any person who fails to discharge assigned safety responsibilities satisfactorily
- Attend prescribed Health & Safety training programmes relevant to their undertakings and position within the organisation
- Set a personal example by wearing appropriate protective clothing on site
- Review the overall performance of the Partnership, the implementation of this policy and any accident incident records or reports and recommendations made by the Senior Partner Responsible for Health & Safety and / or the Head of Health & Safety
- They shall also have ultimate responsibility for ensuring that procedural improvements and revisions are adopted and implemented throughout the organisation
- Review the Health & Safety Board Report, produced on a monthly basis by the Director of Health & Safety and submitted to the Board of Directors for review and action

3.2 Partner Responsible for Health & Safety

The Board and Managing Partners have appointed Shaun McGuinness as the Partner with overall Responsibility for Health, Safety & Environment.

The Partner Responsible for Health & Safety shall:

- Provide leadership and take a proactive interest with respect to the implementation of the Maris Interiors LLP Health & Safety Policy.
- Read and understand the Maris Interiors LLP Health & Safety Policy and carry out work in accordance with its requirements. Ensure the Partnership's policy and procedures are implemented on a daily basis.
- Provide encouragement and support, including appropriate resources to enable the Head of Health & Safety to fulfil his duties as the appointed 'competent' person (Regulation 7 – Management of Health & Safety At Work Regulations 1999).
- Reprimand or discipline any person who fails to discharge assigned safety responsibilities satisfactorily. Attend prescribed Health & Safety training programmes relevant to her position and responsibility.
- Set a personal example by wearing appropriate protective clothing on site.
- Promote an interest and enthusiasm for Health and Safety matters throughout the Partnership.
- Monitor, with the assistance of the Head of Health & Safety, the effectiveness of implementation of the policy throughout the Partnership's operations.
- Oversee and ensure that adequate procedures are in place to report all incidents affecting the Health & Safety of workers or others, and to initiate investigations and implement any remedial measures necessary to prevent, where reasonably practicable, a reoccurrence.
- Report to the Management Committee on a regular basis, information regarding the implementation of this Health & Safety Policy and its procedures and ensure it is recorded in the minutes.
- Chair the Health & Safety committee meetings and actively encourage employee feedback and cooperation

Managing Director Responsible for Health & Safety – Furniture Solutions Ltd (FSL) The Managing Director (FSL) Responsible for Health & Safety shall:

- Comply with the general requirements as detailed for the Senior Partner with overall responsibility for Health & Safety.
- Additionally, they shall provide pro-active leadership with respect to the management of Health & Safety within the FSL warehouse and all related undertakings
- They shall consult and cooperate with the Partner Responsible for Health, Safety & Environment with respect to the overall management and implementation of the partnerships Health & Safety Policy

3.3 Group SHEQ Director

The Partners have appointed Royston Somerfield as Director of Health & Safety. His role shall be to provide encouragement, assistance and support to all Employees. He will also endeavour to promote genuine enthusiasm and attention to Health & Safety matters at all levels within the organisation, including an understanding that accident prevention and occupational hygiene are an integral part of business and operational efficiency.

The Group SHEQ Director shall:

- Monitor, in conjunction with the Managing Partner Responsible for Health & Safety, the effectiveness of the implementation of this policy and the related Health & Safety performance of Maris Interiors LLP.
- Act as Management Representative for the Occupational Health & Safety Management system to ensure management system is established, implemented and maintained in accordance with the ISO 45001:2018 standard, and to ensure that this policy is reviewed regularly and updated as necessary.
- Reprimand or discipline any person who fails to discharge assigned safety responsibilities satisfactorily.
- Identify Health & Safety training requirements for all Employees (including himself) and make recommendations regarding resourcing and arranging of suitable training programmes.
- Director of Health & Safety will undertake in house Health & Safety training as required.
- Oversee and advise and / or instruct as required with respect to the notification of accidents or incidents to the HSE or relevant enforcing authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and also ensure that the Managing Partner Responsible for Health & Safety is made aware of such an event.
- Oversee and advise upon the implementation of Sub-contractor approval / authorisation process.
- Know the requirements of the appropriate safety standards or legislation, and ensure these standards are adequately applied to all projects undertaken by the Partnership.
- Attend relevant seminars, meetings (Health & Safety) and obtain / read suitable publications so as to ensure that he remains up to date with any changes to Health & Safety law / recommended practice etc.
- Advise upon and comment upon the suitability and adequacy of project related documentation – i.e. the Project Safety Plan including the Construction Phase Plan.
- Where Maris Interiors LLP are appointed as the Design Director, Principal Designer and / or Principal Contractor (Construction {Design and Management} Regulations) advise and comment upon our level of compliance with the respective duties that are placed upon the these parties.
- Report on the performance of the OH&S management system to top management. The reports to be used as a basis for improvement of the OH&S management system. This involves the creation of regular Health & Safety Review to an agreed template to allow the partners to discuss Health & Safety at the Board Meetings.

3.4 Senior Partners & Operations Directors

Partners and Project Directors shall:

- In conjunction with the Managing Partners and Board provide leadership and take a proactive interest with respect to the implementation of the Maris Interiors LLP Health & Safety Policy.
- Read and understand the Maris Interiors LLP Health & Safety Policy and carry out work in accordance with its requirements. Ensure the Partnership policy and procedures are implemented on a daily basis.
- Where appropriate ensure that the Technical Directors obtain adequate and sufficient pre- construction information pertaining to all construction projects.
- Ensure that Technical Directors liaise and communicate effectively with Design Directors and Construction Management.
- If Maris Interiors LLP is appointed as Principal Designer, ensure the role is efficiently and professionally undertaken.
- Ensure that Clients / potential Clients are informed as to the importance of giving due consideration to Health & Safety when planning for / and arranging for construction projects to be undertaken.
- To provide potential Clients / Clients with information regarding the revised duties and roles that a Client (CDM) must discharge.
- Ensure that Technical Directors make allowances for sufficient programme time / provision of adequate resources appertaining to project Health & Safety when negotiating with Clients.
- Cooperate with and support the Head of Health & Safety whilst undertaking his duties.
- Attend prescribed Health & Safety training programmes relevant to his position and responsibility. Reprimand any member of Staff or Contractor who fails to discharge safety responsibilities satisfactorily. Set a personal example by wearing appropriate protective clothing on site.

3.5 Design Directors (Including FSL)

Directors shall:

- Read and understand the Maris Interiors LLP Health and Safety Policy and carry out work in accordance with its requirements. Ensure the Partnership policy and procedures are implemented on a daily basis with special respect to design criteria and elements relating to our undertakings.
- In conjunction with the Maris Interiors LLP Technical Directors, undertake design considerations with respect to their designs and eliminate hazards (so far as is reasonably practicable) and where this is not possible provide sufficient information regarding the design to allow respective contractors to undertake the installation / construction / maintenance / removal without excessive risk to themselves or others.
- Identify and implement adequate measures into designs, so as to minimise the risk to the Health & Safety of all persons especially those with disabilities. Ensure that all due consideration is given to these issues during the design and planning stages of a project's development.
- Coordinate the day-to-day management of Health & Safety in design, and liaise with Clients, other Designers, Consultants and Contractors.
- Cooperate with and support the Head of Health & Safety whilst undertaking his duties.
- Attend prescribed Health & Safety training programmes relevant to their undertakings and position within the organisation.
- Cooperate and communicate regularly with the Technical and Construction Management teams and ensure that delays in preparing designs and / or providing relevant information are avoided.
- Follow the design process for all contracts and ensure full cooperation is provided to the Principal Designer Set a personal example by wearing appropriate protective clothing on site.

3.6 Technical Directors (Including FSL)

Directors shall:

- Read and understand Maris Interiors LLP Health & Safety Policy and procedures and carry out work in accordance with its requirements.
- Undertake the lead role of Principal Designer until the letter of intent is issued and then pass on relevant information to the design and Health & Safety Team.
- Ensure that Information for the Project Safety Plan, including provision of detailed and site-specific pre- construction information is prepared in good time for all projects and coordinated with the design team.
- Ensure the client notifies the Health and Safety Executive (HSE) of all projects using form F10 – and ensure that the Client signs and returns the declaration on the F10 in good time prior to the start of construction works.
- Ensure that Clients (CDM) are made fully aware of their duties with specific regard to allowing sufficient time for Maris Interiors LLP to plan and undertake construction works.
- Arrange for any information pertaining to asbestos / asbestos surveys to be made available and / or undertaken in good time prior to 'hand over' to the Construction Managers.
- Where appointed, ensure that the role of Principal Designer is efficiently undertaken.
- Reprimand any Member of Staff or Contractor who fails to discharge safety responsibilities satisfactorily. Cooperate with and support the Health & Safety Manager whilst undertaking his duties.
- Attend prescribed Health & Safety training programmes relevant to their undertakings and position within the organisation.
- Reprimand any Member of Staff or Contractor who fails to discharge safety responsibilities satisfactorily.
- In the absence of The Appointed Principal Designer arrange for a waste removal licence to be obtained from the Environmental Agency prior to the project commencing (See Environmental Policy / waste registration procedure).

3.7 Project/Construction Managers (Including FSL)

Construction Managers shall:

- Read and understand Maris Interiors LLP Health & Safety Policy and procedures and carry out work in accordance with its requirements.
- Develop the Project Safety Plan, specifically the Construction Phase Plan and related arrangements as detailed within.
- Where appropriate during the construction phase of the project fulfil the role of Principal Designer and monitor design work with respect to any unforeseen risks / significant risks that may arise.
- Not allow construction works to commence on site unless the Construction Phase Plan has been sufficiently developed.
- Forward the pre-construction information pack to relevant Contractors.
- Prepare the Health & Safety File for the Client and forward this to the Principal Designer for checking.
- When attending site, take note of and comment on accordingly regarding the standards of Health & Safety compliance and performance as seen.
- Ensure that the Head of Health & Safety is advised of any (RIDDOR) accidents / incidents that occur.
- Ensure that all Project Health & Safety documentation / accident records etc. are returned to the main office upon completion of site operations and copies forwarded to the Health & Safety Manager.
- Cooperate with and support the Head of Health & Safety whilst undertaking his duties.
- Attend prescribed Health & Safety training programmes relevant to their undertakings and position within the organisation.
- Reprimand any Member of Staff or Contractor who fails to discharge safety responsibilities satisfactorily. When based on site undertake the duties of Site Manager.
- Set a personal example by wearing appropriate protective clothing on site

3.8 Site Managers / Foremen / FSL Supervisors

Managers shall:

- Read and understand Maris Interiors LLP Safety Policy and procedures and carry out work in accordance with its requirements.
- Ensure that all persons attending sites to work receive a site-specific induction, prior to their works commencing.
- Manage construction works on site to ensure that work is carried out to the required standards and in accordance with this policy, Health & Safety plans, Site Managers Manual, safety rules, procedures and permits to work.
- Manage and coordinate works on site, so as to avoid confusion about areas of responsibility for health, safety and welfare.
- Plan for and maintain a tidy site and ensure that all means of access and safe operation are free of obstruction. Ensure that all materials, plant and equipment are stored and secured in such ways as to minimise the risk to Health & Safety of persons, especially children.
- Ensure that the Project Safety Plan is maintained and updated as the project develops – and advise the Health & Safety Manager in the event that any short falls or failings become apparent with respect to Maris Interiors LLP management of the project.
- Undertake regular inspections of the workplace, access equipment, plant, emergency arrangements etc. Review Sub-contractors Method Statements and Risk Assessments prior to commencing works on site.
- Ensure copies of plans and procedures are available on site and that statutory notices are prominently displayed.
- Ensure that all plant and equipment to be used on site has been adequately maintained, tested and inspected, and that operators, drivers etc have been adequately trained and are competent.
- Ensure that where applicable, any registers, records and reports are properly completed and maintained by Sub-contractors / Maris Interiors LLP.
- Notify the Health & Safety Manager of any accidents or occupational ill health involving Employees, Contractors, and Occupiers of premises and / or Members of the Public. Ensure that all Project Health & Safety documentation / accident records etc. are returned to the main office upon completion of site operations.
- Liaise and cooperate with any adjacent duty holders (CDM).
- Be a qualified First Aider (HSE approved 4 day course) and attend Health & Safety training courses as directed.
- Cooperate with and support the Head of Health & Safety whilst undertaking his duties and immediately notify him if a Health & Safety Executive (HSE) inspector visits
- Reprimand any Member of Staff or Contractor who fails to discharge safety responsibilities satisfactorily. Set a personal example by wearing appropriate protective and corporate clothing on site.

3.9 Office Manager / Warehouse Manager (Maris Interiors LLP / FSL)

Shall:

- Read and understand Maris Interiors LLP Health and Safety Policy and procedures and carry out work in accordance with its requirements. Ensure this policy and procedures are implemented in his area of control, on a daily basis.
- Ensure that statutory notices / documentation / certification and insurances etc are displayed in a prominent place / notice board and updated regularly.
- Organise activities to ensure that work is carried out to the required standards and in accordance with the Partnership policy, safety rules and procedures, thus reducing the risks to the Health & Safety of workers or other persons who may be affected.
- Ensure that location and task specific Risk Assessments are undertaken for all relevant office hazards and related risks. Ensure that this information is passed to all workers and contractors as necessary.
- Ensure there is adequate equipment to ensure safe access to high-level storage areas.
- Plan for and maintain a tidy workplace and ensure that all means of access and safe operation are free of obstruction. Ensure that all materials and equipment are stored and secured in such ways as to minimise the risk to Health & Safety of persons.
- Arrange for regular maintenance of safety critical equipment including fire extinguishers.

- Ensure that emergency arrangements and evacuation procedures are prepared and implemented / coordinated with other Building Occupants / Landlord etc.
- Arrange for periodic inspection and servicing of electrical equipment, including portable appliances / electrical equipment in risers etc.
- Cooperate with and support the Head of Health & Safety whilst undertaking his duties.
- Attend prescribed Health & Safety training programmes relevant to his undertakings and position within the organisation.
- Ensure that all registers, records and reports are properly completed and maintained. Ensure copies of procedures and regulations are available on the premises, and those statutory notices are prominently displayed.

Additionally, The Warehouse Manager Shall:

- Undertake regular inspections of the warehouse and racking / forklift and lifting apparatus.
- Ensure that all persons operating the forklift truck are competent and trained and authorised to do so. Prevent unauthorised access into the warehouse loading areas.

3.10 Sub-Contractors & Self-Employed Persons

Construction Managers shall:

Maris Interiors LLP may be liable for the actions of any contractors who adversely affect Health & / or Safety whilst working on Partnership premises or projects. To minimise the risk of this occurrence, all Contractors will be assessed for their competence in Health & Safety issues prior to their appointment, and they must accept and follow our procedures.

Sub-Contractors and Self-Employed Persons shall:

- Adhere to all relevant statutory requirements applying to the work they are carrying out.
- Ensure that work is adequately discussed with the Maris Interiors LLP representatives to identify potential hazards and risks to the Health & Safety of Occupiers of premises, Contractors' Employees, Partners, Employees or Members of the Public from the work being undertaken.
- Provide detailed methods of working, sequence of operations and their Risk Assessments for the specific projects. Brief their own Employees or Sub-contractors on site safety issues, Method Statements and procedures.
- Cooperate with and support the Head of Health & Safety whilst undertaking his duties. Cooperate with any person giving safety related instructions or information.
- Provide suitable and adequate protective clothing to their Employees - e.g. safety boots and helmets as necessary. Wear the corporate clothing provided for identification and security purposes.
- Provide suitably skilled Managers and Supervisors, who are competent to ensure the work is carried out correctly and in compliance with Partnership rules and procedures, and the above-mentioned legal requirements.
- Liaise with the Construction / Site Manager at the start, during and on completion of the work. All portable electrical equipment will run off 110-volt or less and tested on a 3 monthly basis.
- Sub-contractors and Self-Employed Persons shall also comply with the following general project rules:
- Alcoholic beverages and drugs, other than those correctly prescribed, must not be brought onto site, consumed on site or personnel are under their influence whilst on site.
- Smoking is prohibited in all areas.
- All equipment brought onto and / or used on site, must be to an appropriate standard, correctly maintained, in good and safe condition and with all relevant test and inspection certificates and suitably labelled.
- All Health & Safety and other relevant signs must be obeyed.
- Children under the minimum school leaving age are not permitted on site.

3.11 Maris Interiors LLP Site Labourer / Gangers

Shall:

- Attend a site induction with their respective site manager on starting work at each new project.
- Undertake their activities in accordance with this Risk Assessment and the instructions provided by the Maris Interiors LLP Site Manager.
- Set a good example to other persons on site by their behaviour and attention to site rules and regulations.
- Notify the Site Manager as to any Contractors' Labourers whom he may believe are behaving in such a manner as to give rise to an unsafe condition / action that might lead to the occurrence of an accident or incident.
- Pay specific attention to the standard of housekeeping on site – and take appropriate action where standards appear to fall below those expected by Maris Interiors LLP.
- Ensure that site welfare areas and toilet / washing facilities are maintained in a clean and orderly fashion.
- Ensure that during demolition and strip out works any protruding nails and / or screws are bent over or removed.
- Oversee and assist with removal of debris and site waste in bins – and ensure that the bins are not overloaded so as to give rise to a safety risk.
- Wear safety shoes and any other prescribed safety equipment as directed by the Site Manager.
- Use any tools / plant or access equipment as directed by the Site Manager and in accordance with the Risk Assessment undertaken.
- Report any accident / near miss to the Site Manager – or in the event that he is unavailable, the Construction Manager / Health and Safety Manager or Contracts Director.
- Ensure that they are familiar with the emergency arrangements on site and assist the Site Manager during any emergency drill or evacuation.
- During periods when the Site Manager is temporarily absent from the site to act as 'Site Supervisor' in accordance with the temporary site cover procedure.
- Wear a Maris Interiors LLP t-shirt / tabard at all times working on site.
- If qualified as an appointed first aider to undertake the role of first aider in accordance with the site temporary cover procedure.

3.12 Site Operatives / Labourers – Site

Shall:

- Assist the Site Construction Managers in the implementation of Maris Interiors LLP policy and procedures for minimising risk to Health & Safety.
- Cooperate with and support the Head of Health & Safety whilst undertaking his duties and cooperate with any other persons who have a legitimate interest in the Health & Safety of the project works.
- Not do anything recklessly, interfere or misuse anything / contribute to endangering the Health & Safety of any persons who could be affected by the works.
- Ensure that all materials stored on site are kept in a manner that will not cause harm to persons and are adequately secured against interference by unauthorised persons, especially children.
- Make the Site Manager aware of any defects or concerns over Health & Safety on site, or where changes in procedures may facilitate a healthier or safer work environment.
- Report immediately to the Site Manager any defects noted which might jeopardize the Health or Safety of any person and or cause any detrimental circumstances to the work operations.
- Ensure they are fully aware of the site arrangements in the event of fire or other emergencies.
- If involved in an accident, personal injury, or occupational ill health, no matter how slight, report it immediately to the Site Manager, who will ensure that it is logged on the accident report sheet.
- Notify their Site Manager immediately if an Inspector of the Health & Safety Executive (HSE) or Local Authority (EHO) comes to site.
- Employees must cooperate with their Employer and the Principal Contractor and wear any protective clothing, identification clothing, or equipment provided, as failure to do so may jeopardize their Health & Safety.

3.12 Site Operatives / Labourers – Site

Shall:

- Assist the Site Construction Managers in the implementation of Maris Interiors LLP policy and procedures for minimising risk to Health & Safety.
- Cooperate with and support the Head of Health & Safety whilst undertaking his duties and cooperate with any other persons who have a legitimate interest in the Health & Safety of the project works.
- Not do anything recklessly, interfere or misuse anything / contribute to endangering the Health & Safety of any persons who could be affected by the works.
- Ensure that all materials stored on site are kept in a manner that will not cause harm to persons and are adequately secured against interference by unauthorised persons, especially children.
- Make the Site Manager aware of any defects or concerns over Health & Safety on site, or where changes in procedures may facilitate a healthier or safer work environment.
- Report immediately to the Site Manager any defects noted which might jeopardize the Health or Safety of any person and or cause any detrimental circumstances to the work operations.
- Ensure they are fully aware of the site arrangements in the event of fire or other emergencies.
- If involved in an accident, personal injury, or occupational ill health, no matter how slight, report it immediately to the Site Manager, who will ensure that it is logged on the accident report sheet.
- Notify their Site Manager immediately if an Inspector of the Health & Safety Executive (HSE) or Local Authority (EHO) comes to site.
- Employees must cooperate with their Employer and the Principal Contractor and wear any protective clothing, identification clothing, or equipment provided, as failure to do so may jeopardize their Health & Safety.

3.13 Warehouse & Furniture Installation Operatives (Maris Interiors LLP / FSL)

Shall:

- Cooperate with and support the Head of Health & Safety whilst undertaking his duties and cooperate with any other persons who have a legitimate interest in the Health & Safety of the warehouse operations – specifically the Warehouse Manager.
- Not do anything recklessly, interfere or misuse anything / contribute to endangering the Health & Safety of any persons who could be affected by the workings of the warehouse.
- Ensure that all materials stored within the warehouse are kept in a manner that will not cause harm to persons and are adequately secured against interference by any unauthorised persons, persons visiting or moving through the warehouse.
- Make the Warehouse Manager of any defects or concerns over Health & Safety within the warehouse, or where changes in procedures may facilitate a healthier or safer work environment.
- Report immediately to the Warehouse Manager any defects noted which might jeopardise the Health or Safety of any person and or cause any detrimental circumstances to the work operations.
- Ensure that they are fully aware of the site arrangements in the event of fire or other emergencies.
- If involved in an accident, personal injury, or occupational ill health, no matter how slight, report it immediately to the Warehouse or Office Manager, who will ensure that it is logged in the accident report sheet.
- Never attempt to use the forklift truck if not trained or authorised to do so. When working on construction sites:
- Report to the person in charge / Maris Interiors LLP Site Manager prior to attempting to enter onto the site working area.
- Not attempt to start work on site unless they have been inducted and fully understand the precautions to be adhered to as detailed in their Risk Assessment.
- Make use of all mechanical lifting aids provided and use all plant and equipment as instructed. Report any accidents or unsafe conditions to the Site Manager / person in charge.

3.14 Handyman

Maris' Handyman shall:

- Read and understand Maris Interiors LLP Safety Policy and procedures and carry out work in accordance with its requirements.
- Cooperate with and support the Head of Health & Safety whilst undertaking his duties and cooperate with any other persons who have a legitimate interest in the Health & Safety of his undertakings whilst working on Client's premises / away from the office.
- Not do anything recklessly, interfere or misuse anything / contribute to endangering the Health & Safety of any persons who could be affected as a result of his activities whilst undertaking works on behalf of Maris Interiors LLP.
- Report to the person in charge / Maris Interiors LLP Site Manager prior to attempting to enter onto the site / premises working area (where applicable).
- To comply with the general directions and precautions as detailed in the Risk Assessment included in the Health & Safety manual and any other permits or instructions issued.
- To take appropriate steps to ensure that when undertaking decorative / repair works etc, warning signs and barriers are displayed and erected around the working area (so far as is reasonably practicable) so as to prevent unauthorised persons from entering into the work area.
- To carry the prescribed handyman Health & Safety manual at all times and ensure that it is maintained and updated when advised to do so.
- Monitor the condition of and maintain all equipment provided to him / her with respect to ensuring that Health & Safety is not compromised – i.e. vehicle / power tools / fire extinguishers and PPE. Record and report and defects where his / her safety and that of any other persons / road users might be affected.
- If involved in an accident, personal injury, or further to suffering from an occupational illness or medical condition, no matter how slight, report it to the line manager and Head of Health & Safety.
- Attend prescribed training courses as directed by the Health & Safety Manager.

3.15 Office & Support Staff (Including FSL)

Staff shall:

- Read and understand Maris Interiors LLP Safety Policy and procedures and carry out work in accordance with its requirements.
- Not attempt to repair or maintain any office equipment or machinery for which they have not been adequately trained.
- Report any defects in office equipment or machinery immediately to their Line Manager. Find out from their manager the position of the first aid kit and the names of the First Aiders.
- Ensure they are fully aware of the emergency arrangements in event of fire and other emergencies.
- Ensure that all corridors, office floors, doorways etc. are kept clear and free from obstructions, and do not allow the accumulation of trailing cables across the floor.
- Not attempt to lift or move articles or materials so heavy as likely to cause injury – if unsure obtain assistance from a colleague.
- Not attempt to reach items on high shelves unless using steps or properly designed equipment. Never improvise or attempt to climb up shelving units or bookcases.
- Attend prescribed Health & Safety training programmes relevant to their undertakings and position within the organisation.
- Cooperate with and support the Head of Health & Safety whilst undertaking his duties.
- Suggest ways of eliminating hazards and improving working methods. Warn new Employees, particularly young people, of known hazards.
- Not to enter the FSL warehouse unless given specific authorisation to do so by the Warehouse Manager.

3.16 Principal Designer

Shall:

- Read and understand Maris Interiors LLP Safety Policy and procedures and carry out work in accordance with its requirements.
- The Principal Designer shall be appointed following the letter of intent and shall liaise with the Technical Director to obtain the relevant information on the particular contract.
- The Principal Designer shall discharge his duties to comply with the CDM Regulations :
- Advise and assist the Client with his / her duties by attending meetings where necessary and providing relevant information and training.
- Notify the HSE on behalf of the client on the Form F10 and ensuring the Client signs the declaration prior to starting work on site.
- Coordinate Health & Safety aspects of design work and cooperate with others involved with the project. This shall be achieved by checking the design process has been followed and the design considerations completed to an acceptable standard.
- Facilitate good communication between Client, Design Directors and Contractors. Liaise, when necessary with the Construction Managers regarding ongoing design.
- Identify, collect and pass on pre construction information. This shall be undertaken by preparing the yellow Health & Safety Folder (Part 1) and including the Pre-Construction Information Pack within the Project Folder on the I drive.
- Check the Health & Safety File prior to delivery to the Client (prepared by Construction Managers).

3.17 Head of Projects

Shall:

- Read and understand Maris Interiors LLP Safety Policy and procedures and carry out work in accordance with its requirements.
- Ensure the Health & Safety Plan and related Health & Safety documentation is completed in accordance with the procedures for projects under their control.
- Oversee and ensure that adequate procedures are in place to report all incidents to the Health & Safety Manager to enable accident investigations to be undertaken, when necessary.
- Ensuring that the OH&S management system is established, implemented and maintained in accordance with the ISO45001 standard.
- Ensuring that management review reports on the performance of the OH&S management system are presented to top management for review and used as a basis for improvement of the OH&S management system.
- Attend the Project Meetings, when appropriate, to provide Health & Safety support to the Construction Team. Cooperate with and support the Head of Health & Safety whilst undertaking his duties.
- Attend prescribed Health & Safety training programmes relevant to their undertakings and position within the organisation.
- Ensure the Construction Managers undertake their Health & Safety responsibilities.
- Reprimand any Member of Staff or Contractor who fails to discharge safety responsibilities satisfactorily. Promote Health & Safety and ensure its importance is put forward at meetings and site visits. Set a personal example by wearing appropriate protective clothing on site.
- When attending site, take note of and comment on accordingly regarding the standards of Health & Safety compliance and performance as seen.

3.18 Health & Safety Manager/Advisor

Shall:

- Review the Health & Safety Policy and suggest improvements to comply with current legislation and best practice.
- Reprimand or discipline any person who fails to discharge assigned safety responsibilities satisfactorily.
- Identify Health & Safety Training requirements for all Employees (including herself) and make recommendations regarding resourcing and arranging of suitable training programmes. Where appropriate competencies are held, the Health & Safety Manager will undertake in- house Health & Safety training including inductions, tool box talks and other procedural related training.
- Advise and / or instruct as required with respect to the notification of accidents or incidents to the HSE or relevant enforcing authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and also ensure that the Head of Construction, responsible for Health & Safety is made aware of such an event. In addition undertake accident investigations in accordance with the Health & Safety Policy and compile the accidents statistics on a regular basis.
- Oversee and advise upon the implementation of Sub-Contractor approval / authorisation process.
- Know the requirements of the appropriate safety standards or legislation, and ensure these standards are adequately applied to all projects undertaken by the Partnership.
- Attend relevant seminars, meetings (Health & Safety) and obtain / read suitable publications so as to ensure that he remains up to date with any changes to Health & Safety law / recommended best practice etc.
- Advise upon and comment upon the suitability and adequacy of project related documentation – i.e. the Construction Phase Plan and produce these upon request.
- Produce Health & Safety information to the Head of Health & Safety to allow the quarterly Health & Safety Board report to be produced.
- Undertake site inspections to an agreed schedule and liaise with Contractors and Staff to put forward improvements.
- Undertake inspections for Furniture Solutions and provide Health & Safety assistance for the sites and the regional office.
- Undertake Health & Safety audits for the site activities and the office locations.
- Oversee the workstation assessments and provide advice and assistance within the office environment.
- Attend Health & Safety Committee Meetings and meeting with Contractors to promote Health & Safety.
- Liaise with the external Health & Safety Advisors and if appointed, undertake joint inspections when necessary to ensure a consistent approach is applied to all sites.
- Complete the Client's Health & Safety Questionnaires and prepare the requested Health & Safety documentation. Set a good personal example at all times.

4. Arrangements General

4.1 Provision of Information, Instruction, Training & Supervision

Maris Interiors LLP recognise the importance in complying with the Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1999 with respect to the provision of training. This shall ensure employees are competent, help reduce accidents and contribute to the economic success of Maris Interiors LLP.

The management will show commitment, support and interest with respect to the provision of training and provide the necessary resources to ensure compliance with the above regulations.

External trainers used by the company shall be assessed for their competence not only academically but also their practical knowledge and experience in a particular field.

When external training has been delivered a questionnaire shall be issued to all delegates to evaluate the performance of the training provider. In addition the Health & Safety Manager shall evaluate the benefits achieved from the training through site inspections and verbal discussions with the delegates.

Information

Health & Safety Information will be provided via site and office notice boards. These will display statutory notices / a copy of the company Health & Safety Policy Statement and other Health & Safety information / bulletins and updates. Employees are also encouraged to visit the Health & Safety Executive Website at: Information about Health & Safety at Work.

Instruction & Training

Maris Interiors LLP provides all Employees with a comprehensive Health & Safety induction on joining the company. During the training they are instructed as to their Health & Safety responsibilities and relevant precautions to be taken when undertaking their respective duties.

The induction training for all employees will include an explanation of the Maris Interiors LLP "Health & Safety Information for Employees" booklet which includes the following topics:

- Maris Interiors LLP commitment to Health & Safety
- Health & Safety at Work Act 1974 (Employers and Employees duties)
- Health & Safety Policy
- Alcohol and Drugs
- General Health & Safety Guidance (risk assessment principles)
- Fire, Evacuation & Emergency Procedures
- Accidents & First Aid Provision
- First Aiders & Fire Marshals
- Health & Safety Signs
- The Office Environment
- Display Screen Equipment
- Designated "Construction" Areas

1.4

As part of the induction all employees shall view the following DVD's:

- Manual Handling in the Workplace – “Watch your Back”
- Health & Safety for Computer Operators
- Fire Safety Essentials

All employees will receive a copy of the Health & Safety Policy and “Health & Safety Information for Employees” booklet and sign to acknowledge receipt of the induction training.

Additional Health & Safety instructions will be given to those Employees (and Sub-Contractors' Employees) when visiting our construction projects. This shall include the following:

- Health & Safety Law
- Duties of the employer and employee
- Access and Security
- Welfare
- PPE
- Emergency / Fire Alarm & Evacuation Procedures / Assembly Point location
- First Aid Arrangements
- Welfare Arrangements
- Restricted areas and site specific rules
- Any other relevant information

The Head of Health & Safety will also send out important instructions via email and copies will be displayed on the office notice board.

Upon appointment, The Health & Safety Director shall assess each employee with respect to their training needs and obtain any existing training certificates for the records. The training shall then be identified and arranged with the details included on the training matrix. The training shall be reviewed upon a change of responsibilities, the introduction of new work equipment, the introduction of new technology or the introduction of a new system. In addition, training shall be repeated periodically where appropriate, be adapted to take account of any new or changed risks and take place during working hours. All training shall be free of charge for employees.

Maris Interiors LLP will provide appropriate Health & Safety training for all Employees so as to enable them to undertake their respective duties without detriment to their own / or any other parties safety.

Management Training

The Construction Managers shall receive the following training:

- Site Managers Safety Training Scheme Course (SMSTS)
- Asbestos Awareness
- First Aid (HSE approved three-day course)
- Health & Safety Policy
- Specific Laws and Rules applicable to the employees and contractors
- Safety Inspections and actions required
- Causation and consequences of accidents and their reporting, recording and investigation
- Disciplinary procedure
- Risk Assessments, Control Measures and the use of PPE.
- Techniques for motivating employees and contractors in terms of Health & Safety.

Other training shall be provided for any site specific needs and as a result of the findings from the site specific inspections undertaken by the Health & Safety Manager.

Maris Interiors LLP employ "labour only" individuals who are treated as direct employees in terms of Health & Safety. These persons are inducted and receive additional training with respect to the risk assessments for activities such as manual handling, housekeeping etc. (refer to Site Labourers Induction & General Risk Assessment)

Refresher Training

Refresher training shall be assessed by the Health & Safety Manager through the regular Health & Safety inspections and reviews. Should an employee not meet the training objectives then refresher training shall be organised. In the event of an accident, an investigation will be undertaken and training may be identified as a means of preventing a re-occurrence.

Refresher Training shall be undertaken for the Construction Managers at the frequency detailed below:

- Site Managers Training Scheme Refresher (2 days) – This is to be undertaken after a five year period from the initial course.
- Refresher Asbestos Awareness Training – This is to be undertaken after a five year period. First Aid Refresher (Annual Skills update 0.5 day) and First Aid at Work Requalification (2 days) after three years.
- Refresher Training in the Maris Interiors LLP Site safety Documents and Site Procedures after 5 years.

Sub-contractors will be expected to provide suitably competent and trained operatives with appropriate confirmation and certification available on site prior to commencement of activities. The Construction Skills Certification Scheme (CSCS) is actively encouraged for all contractors as a way of demonstrating competence of individuals.

Supervision

Project supervision will be provided by Maris Interiors LLP Site Management and appointed Supervisors, in conjunction with Sub-contractors' own management and supervisory staff. The Office Manager (Inc FSL) / Warehouse Manager will have overall responsibility for the supervision of staff and visitors at the 65 Southwark Street offices and the FSL offices and Warehouse at Farnham.

4.2 Risk Assessment

Introduction

Risk Assessments are undertaken to assess those that may be affected by our undertakings. This will enable Maris Interiors LLP to identify the measures necessary to comply with Health & Safety law, with the main goal to provide a safe working environment for Employees and non-Employees.

Construction Projects

As a Construction Management company the majority of our activities will be undertaken by Contractors and self employed persons. Risk Assessment packages will be 'reviewed' by Maris Interiors LLP Site Managers and / or Construction Managers with assistance and input from the Maris Interiors LLP Safety Team as required. The review sheet shall be used to "sign off" the Method Statements and Risk Assessments and until this time no work shall be undertaken by that Contractor.

Organisational / planning and guidance Risk Assessments will also be undertaken during the development of the Construction Phase Health & Safety Plans – covering those areas where Maris Interiors LLP have an over-riding responsibility for coordination of works / the ensuing risks (where and when applicable). These procedural assessments are appended to the Construction Phase Plan for reference purposes. These Risk Assessments are undertaken with the standard template that details the following:

- Activity
- Hazards
- People affected
- Possible affects / harm
- Pre-control risk rating
- Required controls
- Post control risk rating
- Date
- Name / prepared by

Office & Warehouse Premises

The Office / Warehouse Managers will be responsible for ensuring that Risk Assessments have been undertaken for relevant activities and typical hazards that may be encountered within an office work environment.

General

In addition to identifying the risks, effective control measures and precautions need to be put in place following the results of the assessment using the following hierarchy of control:

- Elimination of the hazard;
- Substitution with something less hazardous;
- Engineering controls to separate the person from the hazard;
- Signage/warnings and/or administrative controls;
- Use of personal protective equipment.

In order to maintain the validity of Risk Assessments carried out, an effective monitoring process shall be implemented so as to confirm that standards and control measures have effected.

Those Employees required to undertake or vet Risk Assessments will be provided with appropriate training and information to assist them.

The Maris Interiors LLP on Site Construction Team will be on hand to give assistance and provide any further information and instruction for those people carrying out or vetting Risk Assessments. Additional assistance can be obtained from at Havio.

Health Surveillance

The hazards shall be identified by the Risk Assessment process indicated below and should certain substances or processes exist then health surveillance shall be introduced in the following circumstances:

- There is an identifiable disease or adverse health condition related to the work concerned
- Valid techniques are available to detect indications of the disease or condition
- There is reasonable likelihood that the disease or condition may occur under the particular conditions of work
- Surveillance is likely to further the protection of the Health and Safety of the employees to be covered for Maris Interiors LLP

The correct level and frequency for health surveillance shall be introduced by a competent person employed by Maris Interiors LLP and suitable records shall be kept.

Objectives of Risk Assessment

When conducting and / or reviewing Risk Assessments the following criteria must be considered:

- Identification of hazards, including those that may not be apparent when conducting the assessment, but could reasonably be foreseen to occur when carrying out / as a result of the activity
- Identifying and inspecting all work activities, tools, equipment, transport, substances, electrical, fire etc by a competent person and consulting Employees during this process
- Persons who might be affected - remembering to give due consideration to other Contractors, members of the public and especially children
- Situations that could be realistically expected to occur whereby persons may
- experience ill health or injury - how could the above circumstances arise?
- How serious are the possible outcomes - a minor scratch or permanent disability even death?
- What control measures are in place to prevent the risks from being realised?
- Are the existing control measures sufficient and appropriate?
- What statutory requirements are relevant and has full compliance been achieved?
- Will further action be required in order to satisfy the above requirements?
- When evaluating and implementing control measures, the general principles of prevention as listed in Schedule 1 to the Management of Health & Safety at Work Regulations 1999 shall be followed. (See Appendix).

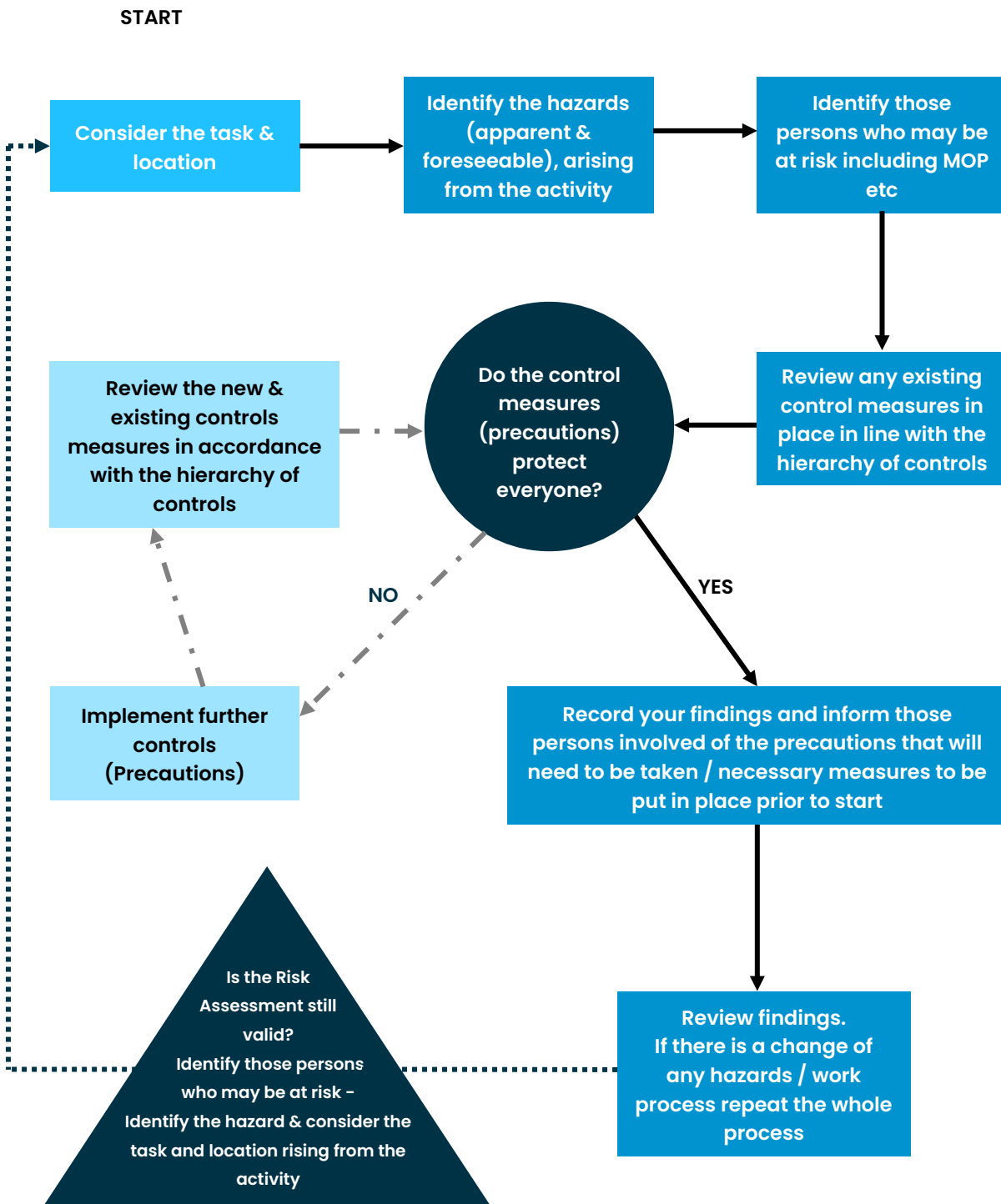
Monitoring

The Risk Assessments shall be monitored to ensure the processes are understood and implemented. This shall be undertaken by inductions, explanations of the Risk Assessments, safety inspections by the Head of Health & Safety and the Health & Safety Manager during their fortnightly inspections.

Review

Risk Assessments are reviewed as the nature of work changes or when monitoring arrangements may reveal conditions such as an occupationally induced disease or similar. If there is reason to believe that the Risk Assessments no longer valid it will be reviewed and will be done at regular intervals, depending on the level of risk.

Maris Interiors LLP Risk Assessment Procedure & Methodology



4.3 Accident Reporting

Accident prevention continues to be a high priority for all Maris Interiors LLP Partners, Management and Employees. SHEQ team will be advised of all accidents / incidents and will investigate the causes and make recommendations as to prevent future occurrences.

All Employees are expected to report any injuries or ill health (however trivial they might appear) resulting from work related accidents or incidents. After an entry is made on the Accident Report Sheet the individual form shall be forwarded to the Group SHEQ and Compliance Director for secure filing in accordance with the Data Protection Act.

On construction projects all accidents / incidents etc shall be reported to the Site Manager, who in turn shall notify the Head of Health & Safety so that where appropriate an investigation can be undertaken, and a report prepared. The Construction Manager shall ensure that all accident records and reports and sent for the attention of the Group SHEQ and Compliance Director.

Specific categories of injury or dangerous occurrence, as set out in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) have to be reported to the enforcing authorities for the workplace. They are categorised as follows:

- Fatality
- Major injuries - Fractures, amputation, dislocation, loss of sight, electric shock / burn, unconsciousness or hospitalisation for over 24 hours.
- 'Over 7 day injury' (including days on which they would not normally work)

Dangerous Occurrence - examples including:

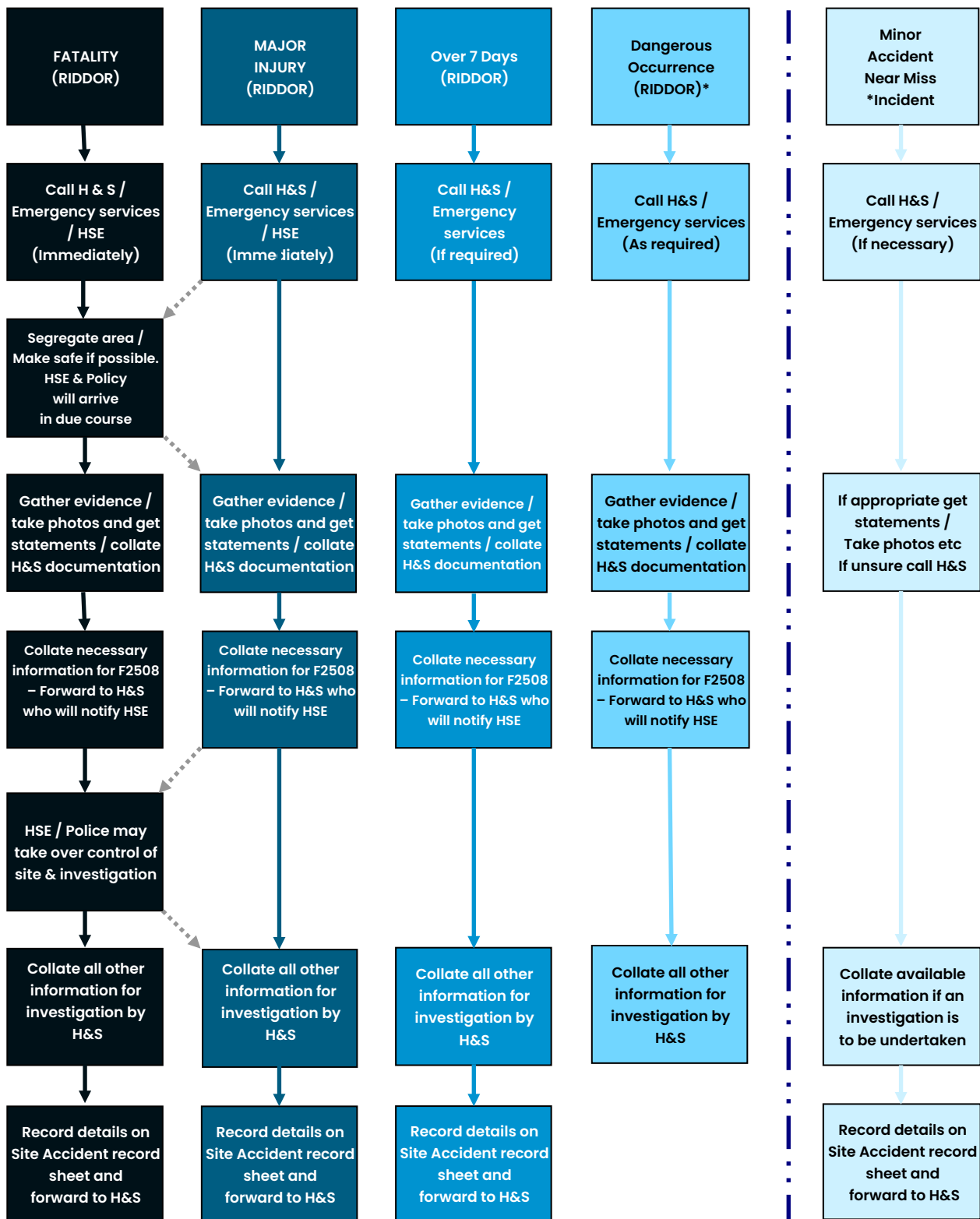
- Collapse or partial collapse of scaffolding over 5m high
- Failure of structural / load bearing walls / floors
- Certain electrical incidents
- Incidents involving dangerous substances

The report must usually be by the quickest means, i.e. telephone, with a follow up, written report on form F2508, within 10 days.

Incidents can be reported online at [RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations – HSE](#)

The chart on the following page depicts the designated reporting procedures to be adhered to when accident or incident occurs.

Accident / Incident Reporting Procedures (RIDDOR 2013)



Accident Investigation Procedure

Following an accident / incident the Site Manager or Employee shall inform the Head of Health & Safety who shall decide whether an accident investigation is necessary. The decision shall be based on the potential consequences and the likelihood of re-occurrence and not just the injury itself. For example, a near miss that could have involved a serious injury would be investigated. In addition, if a number of similar minor incidents occur, these will also be investigated together with any accident involving a Member of the Public, RIDDOR accident or fatality. Records are maintained via incident and accident forms available via the Health and Safety Secretary.

The accident shall be investigated promptly by the Group SHE Director or Health & Safety Manager and shall supervise the investigation and ensure the accident scene is not disturbed.

Photographs shall be taken initially of the accident scene followed by ensuring all witnesses provide a witness statement, detailing the facts, in their own words which is signed and dated (please refer to accident investigation report). The Head of Health & Safety or the Health & Safety Manager shall seek the answers to these questions:

- What did the witness actually see or hear?
- What was the witness doing at the time?
- What was the proximity of the witness to the accident or occurrence?
- What actions did the witness take?
- What actions did others take before and after the accident?
- What was the condition of the workplace at the time?
- What hazards or unsafe conditions existed and what unsafe acts were performed?
- What was the probable cause(s) of the accident?

The Health & Safety Manager shall investigate with the following items in mind: What, How, Where When, Who and Why?

Evidence shall be obtained that shall include items such as plant, equipment, machines, scaffolds, ladders or hand tools, where the use of or the state or condition has a bearing on the accident. In addition plant or maintenance records, warning notices, written procedures, Health & Safety inspections, Risk Assessments, Method Statements, induction training, training records, permits, drawings, thorough examination certificates, medical records, PPE issue sheets.

Should an expert be required in a particular field, one will be employed to provide advice and assistance.

The Head of Health & Safety shall complete the investigation by writing a conclusion bearing in mind all the evidence. The recommendations from the investigation shall be put into place within a time related programme which will be monitored for compliance.

4.4 First Aid

General

In accordance with the requirements of the First Aid at Work Regulations Maris Interiors LLP / FSL/ WPB will ensure that there are adequate arrangements in place at our offices / warehouse and construction sites for persons to receive first aid during working hours.

Office

Details of the appointed first aiders will be displayed on the office / warehouse Health & Safety Notice Boards. First Aiders will be provided with suitable (recognised) training via the British Red Cross or other HSE approved provider (i.e. 3 day course).

Construction Sites

In addition to providing a Site Manager holding a recognised (HSE 4 day first aid at work) first aid certificate all Maris Interiors LLP appointed Site Labourers and Gangers shall hold a similar qualification so as to provide back up in an emergency situation. Note: Sub-Contractors still have their own duties as employers under the above legislation and are expected to provide their own first aiders.

4.5 Partnership Vehicles / Including FSL Vans / Lorries

Only personnel who have a valid operating or driving licence of the class applicable and authorised by the Partnership may drive Partnership vehicles. The drivers must inspect their vehicles on a daily basis, and any defects found are to be reported to their Line Manager.

Loads must not exceed the capacity of the vehicle and must always be secured in a safe manner. Passengers are not allowed to ride on / in a site vehicle unless there is adequate seating.

Partnership cars should only be used in compliance with the Partnership policy. Any Partner or Employee either directly or indirectly tampering with vehicle restrictive devices will be subject to immediate dismissal. Likewise, any falsification of fuel or vehicle expenses will result in immediate dismissal. All incidents or accidents involving Partnership vehicles must be reported immediately to the head office. Failure to do so may result in disciplinary action.

4.6 Mobile Telephones

Maris Interiors LLP do not endorse the use of mobile telephones whilst driving. Calls shall only be made or received using an approved hands-free device. Alternatively, the vehicle should be parked up in a safe location.

All company owned vehicles / vehicles used for company business must be equipped with a fully compliant hands-free kit – which shall be provided by Maris Interiors LLP.

Note: Further to changes in current opinion as to the safe use of hands-free kits; all business car drivers are requested to pull over as soon as safe to do so in the event that they have to take a call and should only make outgoing calls whilst stationary / parked up safely.

4.7 Young Persons

The Partnership will follow HSE guidance on the Health & Safety of young workers. Note: School children under the minimum school leaving age will not be permitted to 'work' or enter our construction projects unless specific permission has been obtained from the Senior Partner Responsible for Health & Safety.

A Risk Assessment shall be undertaken before employing a young person, addressing the risks to his or her Health & Safety, whilst considering of a number of factors, such as:

- The inexperience and immaturity of young people, and their lack of awareness of risks
- Type of work equipment and the way it is used
- Possibility of exposure to physical, biological and chemical agents

Having carried out this assessment, Maris Interiors LLP will determine whether the young person should be prohibited from doing certain types of work because of the risks involved such as:

- Which is beyond his physical or psychological capacity
- Involves harmful exposure to agents which are toxic or carcinogenic, or which in any way chronically affect human health
- Involves harmful exposure to radiation
- Involves the risk of accident which it may be reasonably assumed cannot be recognized by young persons, owing to their insufficient attention to safety or lack of experience or training
- Where there is a risk to health from extreme cold or heat, noise and / or vibration

4.8 Expectant / Nursing Mothers

A new or expectant mother is defined as an Employee who is pregnant, who has given birth within the previous six months, or who is breastfeeding. The Employee that is pregnant is advised to inform the Operations Manager in writing to enable a Risk Assessment to be undertaken and for information to be provided. This shall be the HSE guidance booklet, "New and expectant mothers at work". When notified to the Head of Health & Safety an assessment shall be undertaken with respect to any nursing / expectant mother – to ensure that the mother and baby are not at any significant risk whilst at work. The options available may include altering the working hours, suitable alternative work or suspension from work.

4.9 Stress

The Partnership fully understands and appreciates that employees may be placed under pressure whilst undertaking their work-related duties. However, it is important to differentiate between 'good' and 'bad' levels of pressure:

Good pressure should create a 'buzz' and encourage motivational factors and increase an individual's stimulation and drive.

Bad pressure is caused when the existing levels of pressure are 'allowed' to build up to extreme levels without any means of release or counselling / help being available.

To this end the Partnership hope that all employees working for Maris Interiors LLP find their work roles satisfying and do not experience excessive levels of pressure as a result of undertaking their regular work duties.

Should any of our Employees consider they are experiencing the symptoms of work-related stress / or are struggling to cope with any work related pressures, it is imperative that they contact their Line Manager without delay so that help can be provided to find a beneficial solution to their predicament.

4.10 Consultation

Maris Interiors LLP recognise the importance of obtaining feedback from the workforce and actively encourage the opinions of the Employees and contractors alike. The feedback is obtained in a number of ways and these include the following:

- A comment sheet is placed on the notice board on site to allow contractors to fill in any Health & Safety comments which are forwarded to the Site Manager for a response
- Contractors are actively encouraged to highlight Health & Safety issues to the Site Manager verbally, so the necessary action can be taken
- A monthly return sheet allows the Construction Management to provide feedback on Health & Safety matters
- Tool box talks are undertaken on a monthly basis and feedback is encouraged and comments are then passed onto the Head of Health & Safety and action taken

On a 6 monthly basis a committee meeting is held which is chaired by the Partner Responsible for Health & Safety. The purpose of the meeting is to obtain feedback from the staff and encourage ideas to promote safe working practices. Notice of the meeting is distributed to all staff two weeks prior to the meeting. The feedback from the sites as listed above are also discussed with the meeting minutes forwarded to all staff with appropriate action points. An Employee is invited from each department and the following agenda is discussed.

- Introductions
- Aims and objectives of the committee
- Comments from Interior Architect representative
- Comments from Site Management representative
- Comments from Office representative
- Comments from Site Staff representative
- Comments from Trade personnel
- Comments from Adapt representative
- Comments from Sales representative
- Comments from Partners / Senior Management
- Comments from Furniture Solutions representative
- Training
- Health & Safety initiatives
- Changes to work practices
- Date of next meeting
- Any Other Business

4.11 Alcohol & Drugs

Maris Interiors LLP is committed to ensuring a safe place of work and recognises the potential dangers of Employees being under the influence of alcohol or drugs. Our aim is to prevent misuse amongst all Employees, including managers and to detect at an early stage with the appropriate action taken.

“Under the influence” means that there is a sufficient amount of the substance in the Employee’s system to produce a positive result from a medical test or breathalyser unit and / or that the employee shows erratic, abnormal behaviour likely to pose a risk to others or to interfere with their job performance. The term substance includes the use of illegal drugs, misuse of legal drugs, such as prescribed drugs or other substances such as solvents or alcohol.

Line Managers / Heads of Department are responsible for implementing the policy and the Partner responsible for Health & Safety, Simon Vaughan shall have overall responsibility. The Group SHEQ Director and will provide competent Health & Safety advice and assistance.

1.4

Employees must not use, possess, conceal, transport, or promote prohibited substances whilst on company premises, in company vehicles, on Client premises or on site. Employees must tell their Line Managers if they are affected by misuse and will be treated with the same rights to confidentiality and support as they would if they had any other medical or psychological condition. It is expected that all Employees take a responsible approach to alcohol outside of work, so it does not have a detrimental effect during working hours.

Managers shall be aware that the misuse of alcohol, drugs or solvents cause the Employee's behaviour to change and therefore should look out for the following signs:

- Absenteeism
- Instances of unauthorised leave
- Frequent Friday / Monday absences
- Leaving work early
- Lateness (especially on returning from lunch)
- Excessive level of sickness absence
- Strange and increasingly suspicious reasons for absence
- Unusually high level of sickness for colds, flu, stomach upsets
- Unscheduled short term absences, with or without explanation

High Accident Level

- At work
- At home / driving

Working Performance

- Problems with remembering instructions or own mistakes
- Individual tasks take more time
- Difficulty in concentrating
- Deterioration in relationships with colleagues and managers

Mood Swings

- Depression
- General confusion
- Unusual irritability or aggression

If a person is suspected of being under the influence of drugs (see Table 1) an interview shall be conducted with the Line Manager who will ensure a discreet and sympathetic approach is adopted. The interview or consultation shall discover the extent and cause of the problem and then a recovery action plan shall be agreed. The Employee shall be informed that the performance must be improved to an acceptable level within an agreed time period.

In compliance with the Management of Health & Safety at Work Regulations 1999 a risk assessment shall be undertaken by the Line Manager to assess the risks to the person involved and others that may be affected by the person's activities. It shall be a priority to ensure no-one is affected by a person that is under the influence of any drug and the suspension of the Employee shall be considered, together with selecting a different role. Initially an offer of support shall be adopted with a recommendation to seek help from the individual's GP or specialist drug agency. In the event of the following circumstances the person shall receive disciplinary action in accordance with the Employee handbook.

1.4

- If help is refused and or poor performance continues
- Possession or dealing (this will be reported to the police and there is no alternative to this procedure)
- In the event of gross misconduct
- In the event that a return to work would jeopardise a satisfactory level of performance or the Employee's recovery, dismissal would be considered, but only after consultation with the Employee and after an up to date medical opinion has been obtained.

In extreme cases where the Employee or Contractor is strongly suspected of being intoxicated by alcohol or drugs, arrangements shall be made to escort the person off the company premises or site immediately. Maris Interiors LLP recognises that Health & Safety on the sites will not be compromised by persons that are under the influence of alcohol or drugs and there will be no compromise in these situations.

Drugs or / alcohol misuse shall be defined as the use or being under the influence of the drugs detailed within Table 1.

Should further advice be required, the followings organisations shall be contacted:

HSE Information Services

HSE Infoline: 0845 3450055

National Drugs Helpline: 0800 776600

Table 1 – Most Commonly Misused Substances in the UK

Name / Street Name	How Usually Taken	Harmful Effects Include	Legal Status
Heroin, smack, horse, gear, H, junk, brown, stag, jack	Injected, snorted or smoked	Physical dependence, overdose can lead to coma and even death. Sharing injecting equipment brings risk of HIV or hepatitis infection	Class A
Cocaine, coke, charlie, snow, C, gear	Snorted in powder form, injected	Dependence, restlessness, paranoia, damage to nasal membranes	Class A
Crack, freebase, rock, wash, stone	Smokable form of cocaine	As for cocaine, but because of the intensity of its effects, crack use can be extremely hard to control, damage to lungs	Class A
Ecstasy, E, XTC, doves, disco biscuits	Swallowed, usually in tablet form	Possible nausea and panic, overheating and dehydration if dancing, which can be fatal. Use has been linked to liver and kidney problems	Class A
LSD, acid, trips, tabs, dots, blotters, microdots	Swallowed on tiny square paper	“Bad trip” leading to frightening experience, long term mental problems	Class A
Magic mushrooms,	Eaten raw or dried, cooked in food or brewed in tea	As for LSD, with the additional risk of sickness and poisoning	Not illegal, unless processed
Barbiturates, barbs, downers	Tablets, capsules, injected	Severe withdrawal symptoms, dependency and tolerance, overdose can lead to coma or death	Class B
Amphetamines, speed, whiz, uppers	In powder form, dissolved in drinks, injected, sniffed	Insomnia, mood swings, panic, “hangover”	Class B
Cannabis, hash, dope, grass, blow, ganja, weed, puff, marijuana	Rolled with tobacco into a spliff, joint or reefer and smoked in a pipe or eaten	Impaired co-ordination and increased risk of accidents, poor concentration, anxiety, depression, increased risk of respiratory diseases	Class C
Tranquillizers, valium, Altivan	Swallowed as tablets, injected	Dependency and tolerance, increased risk of accidents	Class C
Anabolic steroids	Injected or swallowed	Risk of heart attack or liver problems	Class C
Poppers, alkyl nitrates	Vapours breathed through mouth or nose	Nausea and headaches, fainting, loss of balance, skin problems	Without prescription illegal
Solvents, lighter gas refills, aerosols, glues	Sniffed or breathed into the lungs	Nausea, blackouts, increased risk of accidents	Not sold to <18

This procedure will be brought to the attention of all Partners, Employees and Sub- contractors employed by the Partnership and reviewed annually / further to any significant changes to Health & Safety legislation or information regarding drugs.

5. Offices & Warehouse

5.1 The Office Environment (Additional Arrangements) General

Office layouts will be planned to avoid trailing cables across floors to office equipment. All access ways, stairways, fire exits will be kept clear of materials and well lit.

All office equipment will be sited and maintained correctly and serviced in accordance with the manufacturers' recommendations. All staff required to use office machinery will be given training and instruction in its use.

Proper facilities will be provided for office staff required to reach items from high shelving.

Induction

All new Employees / Agency Workers shall be notified to the Head of Health & Safety so that they can receive a Health & Safety induction (on the day they start works).

The induction training shall provide them with information regarding fire / emergency procedures and any other significant or specific risks relating to the office (and where appropriate construction site projects). During the course of the induction any additional training needs will be identified and action taken as appropriate).

Display Screen Equipment (DSE)

Maris Interiors LLP place great importance with respect to ensuring that Employees are comfortable whilst using their DSE. Accordingly the office has been refurbished and workstations / display screens and chairs have all been replaced with suitable equipment complying with the requirements of the Health & Safety (Display Screen Equipment) Regulations 1992. All persons using DSE will be offered a workstation assessment and if required / identified additional work aids will be provided.

Asbestos

Where there is any possibility of Asbestos Containing Materials, existing in office premises, the Building Manger's Surveyor will be consulted, or if no information is available, a detailed survey will be required before any maintenance / repair works commence.

Any staff member discovering a substance that they suspect may be asbestos, or the identity of which is not known, will cease work immediately in that area, and notify their manager.

If required by the Client, a specialist Contractor will be appointed to identify and remove any asbestos or other hazardous materials.

Fire & Emergency

Fire Risk Assessments have been undertaken and procedures implemented to prevent / eliminate all possible sources of ignition and combustion in all office premises and the FSL warehouse.

Those persons responsible –the Warehouse Manager and Office Manager, shall review the fire risk assessment and procedures regularly.

Fire Marshals have also been appointed in all areas of occupation and they will move through the office / warehouse to ensure that all persons have left the building / provide assistance to disabled persons as required.

Welfare

Appropriate arrangements have been put in place at all Maris Interiors LLP office / warehouse premises to ensure that welfare arrangements are provided and to a high standard, including the provision of drinking water / toilets and washrooms / food preparation equipment and areas – and any other requirements as detailed within the Workplace (Health, Safety and Welfare) Regulations 1992.

COSHH (Control of Substances Hazardous to Health)

The offices and warehouse do not give rise to any significant hazards relating to the use / storage etc of COSHH substances. Where appropriate persons who might be expected to come across / utilise any COSHH related substances will be provided with appropriate information and instruction.

Plant & Equipment – General

All electrical apparatus is PAT tested on an annual basis and subject to inspections by members of office management on a regular basis. Any faulty / broken appliances should be reported to the Office Manager / Group Health and Safety Director in the event that a potential Health & Safety risk is evident.

Plant & Equipment – Warehouse Fork Lift Truck

Only trained and authorised operatives shall be allowed to use the forklift truck and the warehouse manager shall have overall responsibility for ensuring that it is used in accordance with the Risk Assessment undertaken and any applicable legislative requirements.

Manual Handling

Maris Interiors LLP does not expect any operative, particularly a young person or female Employee to undertake strenuous manual handling or lifting.

In the office / warehouse - the Office / Warehouse Manager will plan layouts in such a manner so as to minimise the need for manual handling. Pallet trucks and barrows / bogies are available to transport materials and all female Employees are encouraged to seek assistance from suitably able male colleague, if required to undertake any significant manual handling (such as archiving boxes etc). The Partnership will provide training to partners or employees in an endeavour to reduce the risk of back injury or other muscular skeletal damage.

6. Construction Projects

6.1 Construction (Design & Management) Regulations

The majority of Maris Interiors LLP construction projects are undertaken as a Design and Build Contractor, accordingly under the Construction (Design and Management) Regulations 2015 (CDM) Maris Interiors LLP fulfil the following roles:

- Principal Designer
- Design Director
- Principal Contractor
- Contractor (Non Notifiable projects)

The following 10 pages have all the relevant information regarding the following:

- CDM – Summary of the Key Roles & Responsibilities Maris Interiors LLP
- CDM Policy
- Design Process: Flow Chart
- Principal Designer role – Considerations / Restraints applicable to Maris Interiors LLP – Specifically as an Interior Design & Build Contractor
- Construction Management: Roles & Responsibilities / Hierarchy & Communication

Construction (Design & Management) Regulations 2015 – Roles & Responsibilities

Assigned duties only in respect to construction work that is Notifiable to the HSE*

*Notifiable = Last more than 30 working days with more than 20 workers working at the same time **or** involving 500 person days of work.

Client	Principal Designer	Principal Contractor	Design Director	Contractor
Appoint Principal Designer if one or more Contractor is to be used	Advise and assist Client with his / her duties	Plan, manage and monitor construction phase in liaison with Contractors	Check Client is aware of his duties and CDM Advisor has been appointed	Check Client is aware of duties and a Principal Designer has been appointed / HSE notified
-	Notify the HSE on behalf of the Client (should instruction by the Client be given)	-	-	-
Appoint Principal Contractor	Coordinate Health & Safety aspects of design work and cooperate with others involved in the project	Prepare, develop, and implement a written plan and site rules (Initial plan completed before the construction phase begins)	Check HSE has been notified	-
-	-	Give Contractors relevant parts of the plan	Provide any information needed for the Health & Safety file	Cooperate with Principal Contractor in planning and managing work, including reasonable directions and site rules
Note: There must be a Principal Designer and Principal Contractor in Place until the end of the construction phase	Facilitate good communication between Client / Interior Architect and Contractors	Make sure that suitable welfare facilities are provided from the start and maintained throughout the construction phase	-	Provide details to the Principal Contractor of any Contractor whom he engages in connection with carrying out the work
Make sure that the construction phase does not commence unless there are suitable welfare facilities and Construction Phase Plan in place	Liaise with Principal Contractor regarding ongoing design	-	-	-
-	Prepare / update Health & Safety file	Check competence of their appointees	-	Provide any information needed for the safety file
Retain and provide access to the Health and Safety file	-	Ensure all workers have site inductions and any further information and training needed for the work	-	Inform the Principal Contractor of problems with the plan
-	-	Liaise with Principal Designer regarding ongoing design	-	Inform the Principal Contractor of reportable accidents, diseases, and dangerous occurrences
-	-	Secure the site	-	-

Assigned duties only in respect to construction work.

Client	Principal Designer	Principal Contractor	Design Director	Contractor
Check competence and resources of all appointees -			Eliminate hazards and reduce risks during design -	Plan, manage and monitor own work and that of workers -
Ensure that there are suitable management arrangements for the project -			Provide information about remaining risks	Check competence of their Appointees and Workers -
Allow sufficient time and resources for all stages -	N/A – only applicable to notifiable projects	N/A – only applicable to notifiable projects		Train own Employees -
Provide pre-construction information to Interior Architects and Contractors				Provide information to their Workers -
				Comply with the specific requirements of the regulations (relating to construction Health & Safety) -
				Ensure there are adequate welfare facilities for their Workers

Assigned Duties in Respect to All Construction Work – Applicable to All Parties

- Check own Competence
- Cooperate with others and coordinate work to ensure the Health & Safety of construction workers and others who may be affected by the work
- Report obvious risks
- Comply with requirements of the regulations for any work under their control (Relating to workplace inspection reports and duties relating to Health & Safety on construction sites)
- Take account of and apply the general principles of prevention when carrying out duties (Hierarchy of controls – MHSW Regs Schedule 1)

Construction (Design & Management) Regulations – Maris Interiors LLP Policy & Procedural Guidance

The above CDM Policy and Procedural Compliance chart has been included in this document as it forms the basis of our approach to / and compliance with the various obligations, roles and related duties that are applicable to Maris Interiors under CDM.

CDM Duty Holders (Notifiable Projects)

Client (C)	Principal Designer (PD)	Principal Contractor(PC)	Design Director (DD)	Contractor (SC)
-------------------	--------------------------------	---------------------------------	-----------------------------	------------------------

Maris Duty Holders

Maris Sales Team (MST)	Maris Technical Team (MTD)	Maris Construction Team (MCM)	Maris Design Team (MDT & PD)	Maris Head of Health & Safety (H&S PD)
-------------------------------	-----------------------------------	--------------------------------------	---	---

Maris Site Managers (MSM) **Maris Contractors (MSC)**

Phase	Regulations Requirements / Other Comments	CDM Duty Holder	Action to be Taken	Maris Duty Holder
PRE-CONTRACT STAGE	Pre-appointment Stage	MST	Potential Clients to be 'advised' as to their new duties under CDM - with specific emphasis on the requirement to allow sufficient time for works to be undertaken safely	MST
Initial Client Contact			Standard letter to be sent out or offered explaining CDM duty holders and principle roles that will need to be undertaken	MST

Construction (Design & Management) Regulations 2015 – Maris Interiors LLP Policy & Procedural Guidance

Phase	Regulations Requirements / Other Comments	CDM Duty Holder	Action to be Taken	Maris Duty Holder
INITIAL PLANNING	Client must appoint Principal Designer and Principal Contractor 'as soon as possible.'	C / PD / PC	Client should be aware as previously advised by Sales Team – if not MTD/ PD to advise	ST / MTD / PD
PRE-CONTRACT				
CONTRACT AWARD	Client must notify the HSE in the form of the F10 or in writing appoint the Principal Designer to do this on their behalf.	C	Client or PD to raise F10	C / PD
	Client may need to confirm Maris competence / resources to undertake roles	PD	Completed CDM questionnaire / confirmations and supporting documentation as to Maris competences / resources and expertise / experience to be forwarded at Client's request	MTD / MCM / H&S / PD
	PD needs to advise and assist Client so that he can fulfil his duties	C / PD	Letter to be sent out to Client explaining his / all duties as assigned and detailing acceptable / agreed timings for project preparation / mobilization and duration / handover etc. (TBC as acceptable by MPM / H&S)	PD
	PD to agree with Client format for H&S file	C / PD	Note: Important as Client will be signing F10 to confirm that he understands and will comply with them	PD
	Note: If an H&S file does not exist the PD is required to prepare one!		Design work commences – Note: Designs must now comply with requirements Workplace (Health, Safety and Welfare) Regs – i.e. be compliant / safe for users of the workplace	PD
			MTD / H&S to coordinate H&S aspects of design during planning stage	MTD / H&S / PD

Phase	Regulations Requirements / Other Comments	CDM Duty Holder	Action to be Taken	Maris Duty Holder
PLANNING	Pre-Construction Information to be completed by the Principal Designer and passed to the PC for development of the Construction Phase Plan	PD / PC	Start preparing / obtaining pre-construction information and ensure that this process is ready for review and handover to Contracts by pre-agreed date	PD / H&S
PRE-CONSTRUCTION			Agree format for Health & Safety File with Client and ensure this information passed onto MPM in plan. This should include asbestos information / design considerations / information as to any significant risks that are known to exist on site. Any adjacent duty holders?	PD / MCM / MTD / MCM H&S /
Handover from Pre-contracts to contracts			Handover to take place in accordance with agreed timescales allowed for preparations and enabling	MTD / MCM

NB: If the handover is unacceptably delayed and / or the pre construction information deemed to be insufficient the Group Health and Safety Director will advise Client that preparations are unsatisfactory and that the 'agreed' start / handover dates for the construction phase will need to be revised. This will ensure that Maris protects Clients with respect their own particular obligations under the regulations.

Phase	Regulations Requirements / Other Comments	CDM Duty Holder	Action to be Taken	Maris Duty Holder
CONSTRUCTION PHASE	Construction Phase Plan is prepared / developed from the pre-construction Information	PC	The plan must be site specific (this is stated in the regs) although the clear majority of projects are fairly generic by nature it is absolutely essential that high risk activities are clearly identified, and management procedures implemented	MCM
Development of construction phase plan	Relevant information from the Health & Safety Plan to be made available to Contractors	PC / SC		
	Note: The Client has a responsibility for ensuring that there are 'reasonable management arrangements in place throughout the project' - as the Clients advisor (PD) Maris must ensure that the relevant arrangements are made in advance as the H&S manager will visit site at start up to confirm this	C / PC / PD	Proposed Sub-Contractors should be confirmed and / or appointed as early in the project as possible - so that relevant extracts from the Construction Phase Plan can be forwarded	MCM / MTD / MSC
	The Client is also responsible for ensuring that adequate welfare arrangements are in place for the duration of the project and if necessary, the Client must cooperate with the PC so that compliance can be achieved	C / PC / PD	Sub-contractors should be made aware of the required input expected from them with respect to the preparation of the Health & Safety file	MCM / MSC
	Coordination of design must be ongoing - especially in the event that there are any late changes that might give rise to increased Health & Safety risk	C / PC / PD / MIA	Any new / Client nominated Contractors will need to be authorised / pre-qualified by Health & Safety	CM / H&S
			Arrangements for fire protection and prevention / welfare / Safety inspections (SS UK) to be confirmed	MCM
			Site Manager and supervisory / first aid arrangements to be pre-determined - MSM to assist MPM with collation of site information / notices and forms	MCM / MSM
			Design meetings to be held with reference to the 'control' and monitoring of risks related to design	MCM / MTD / PD / MIA / (H&S)

1.4

Phase	Regulations Requirements / Other Comments	CDM Duty Holder	Action to be Taken	Maris Duty Holder
CONSTRUCTION PHASE	Principal Designer is now responsible for confirming that the Construction Phase Plan and other documents / arrangements have been sufficiently prepared and developed for works to start	PD / C / PC	Health & Safety will visit site on first or second day to confirm:	
Principal Designer advises on suitability of Construction Phase Plan and related management procedures and arrangements			Welfare arrangements are 'adequate' 'Reasonable management arrangements are in place' including fire prevention / segregation and site security (with particular emphasis on adjacent users / MOP	H&S
			Provided arrangements are satisfactory Client will be advised in writing	H&S

NB: The definition of construction works includes site enabling – Hence items such as basic welfare necessities and fire extinguishers etc must be programmed to arrive / be available on day one

Design Procedure

CDM coordination by Technical

Meeting with Client – design brief competent team appointed for project
(Sales, Technical and Design)

Site visit – assess access and obvious hazards
(Technical and Design)

Prepare design in accordance with the principles of prevention and establish design review meetings
(Technical, Design and M & E Contractor)

Prepare general arrangement drawings and specifications
(Technical, Design and M & E Contractor)

Submit to Client

Client approval – Letter of Intent

CDM coordination by Principal Designer

Principal Designer meeting with Designer and Technical	Prepare working drawings
Principal Designer prepares pre- construction information pack and distributes information	Prepare design considerations / design risk assessment and place in project file / forward to Principal Designer (Technical, Design, contractors with a design element EGM & E)

Issue drawings and pre-construction information pack to Construction Team
(Design and Principal Designer)

Client approval leading to start of construction

Significant design changes / request for information from Site Managers

Contract completion – preparation of Health and Safety file



Construction (Design & Management) Regulations Maris Interiors LLP – Principal Designer Role

This is a new role – replacing the CDMC and is only applicable for Notifiable Projects – Notifiable = Last more than 30 working days with more than 20 workers working at the same time or involving 500 person days of work the organization / persons undertaking this role must be appropriately competent and for high risk work* they would need to hold additional competencies and have further relevant experience and / or knowledge and understanding of the hazards and related risks

*Types of high-risk work (CDM)

Structural Alterations	Near to High Voltage Overhead Power Lines	Risk of Falling into Water (Fast or Potentially Fast Flowing)	Diving
Explosives	Unusual Working Methods / Safe Guards	Heavy or Complex Lifting Operations	Ionizing Radiation
		Deep Excavations	

Maris Interiors LLP is essentially an internal office fit-out / interiors design and build Contractor

It is highly probable that Maris Interiors LLP will not be undertaking any projects where any of the above 'high risk' works might be undertaken. It is however essential that in the event such an undertaking might become a possibility, Maris Interiors LLP take appropriate steps to ensure that additional competent persons and resources are obtained in order to ensure that the appointment as the Principal Designer (Designer / Principal Contractor etc) can be fully accredited and recognised

CDM 2015 – Project Management: Roles & Responsibilities / Hierarchy Senior Partner Responsible for Health & Safety

Has overall responsibility for Health and Safety on all of Maris Interiors LLP undertakings. This person shall provide proactive leadership and be actively involved with respect to the formulation and effective implementation of the Partnerships Health and Safety Policy and Health and Safety management of construction projects.

Head of Projects

Has responsibility for ensuring the Health and Safety on the sites under his control is effectively implemented in accordance with the Maris Interiors LLP Health and Safety Policy.

Group SHE Director

To provide advice and assistance with the implementation of the Organisations Health & Safety Policy and all safety related issues. Monitor and audit site undertakings and liaise with the Construction Management Team.

Site/Construction Manager

Has overall responsibility for the day-to-day management of Health and Safety management on construction projects. Daily supervision and monitoring of Health & Safety on site.

Construction Director

Prepares and develops the Construction Phase Plan. Overall responsibility for the implementation and resourcing of site welfare and other management related arrangements (fire extinguishers / approval of sub-contractors etc). Provides support and assistance to the Site Manager, so as to ensure that he can fully discharge his duties. Oversees implementation of design during the construction phase. The Construction Manager shall also undertake the Site Managers responsibilities when based on site.

Technical Director

Assists the Principal Designer in the preparation of the pre-construction information (Part 1). Advises the 'Client' with respect to his duties under CDM. Liaises with the Maris Interiors LLP Designer and any other Designers so as to ensure that Health and Safety aspects of any designs are identified and managed early in the planning stages of the project.

Interior Architects

Considers Health and Safety aspects of the design with respect to construction and after hand over (i.e. workplace requirements) and where any related risks cannot be eliminated to provide information for Project / Site Manager and Contractors / End users. Liaise with Construction / Site Manager / Health and Safety Manager during construction phase to ensure that design Health & Safety aspects are monitored.

Sub-Contractor

To cooperate with Site and Construction Management. Ensure that his / her sub-contractors are competent and advise Maris Interiors LLP in this respect. Undertake works in accordance with risk assessment. Ensure that all Employees are provided with training / information / instruction / supervision and appropriate equipment.

Site Operatives

Comply with site rules. Cooperate with any directions given by Site / Construction / Health & Safety Managers.

Health & Safety Manager/Advisor

Undertakes fortnightly inspections, tool box talks and provides general Health & Safety advice.

6.2 Construction (Design & Management) Regulations

All site operatives and any other persons or visitors who wish to access the site without direct supervision shall receive an induction from the Site Manager – prior to entering the works area – they will be required to sign a form confirming:

- They have been inducted and understand the site rules and related procedures to be adhered to on site
- They have been briefed and understand the requirements and controls as detailed in their respective works packages / method statements and risk assessments
- That they have no health-related problems that might affect their wellbeing / the safety of any other persons on site
- That they will not bring any alcohol or recreational drugs onto site / and that they understand that if they are suspected of being under the influence of alcohol or drugs they will be immediately removed from site and banned from entering any other Maris Interiors LLP Project

6.3 Fire & Emergency Procedures

Fire and Emergency / Evacuation Strategy

Fire precautions will be provided in accordance with the Regulatory Reform (Fire Safety) Order 2005

A general fire / emergency evacuation procedural risk assessment has been undertaken and is appended to each construction Phase Health and Safety Plan. A site-specific logistics plan will also be developed that will detail the following information:

- Defined exit routes through site to fire exits (marked out via HV tape)
- Location of fire exits
- Location of fire points
- Other logistics arrangements including location of welfare / toilets / access / storage etc

Emergency instructions shall also be provided and displayed on the Project Health and Safety Information Board.

When working in occupied / partially occupied premises Maris Interiors LLP will coordinate fire / emergency evacuation procedures with the building management team / other affected parties.

All persons working on / visiting the site will be given details of the procedures to followed in the event of an emergency evacuation during their induction.

The Risk Assessment and procedures shall be reviewed regularly by the Site Manager.

The Health and Safety Manager shall review the effectiveness of such procedures during inspections and other monitoring of the Group's activities and premises.

6.4 Working at Height

Maris Interiors LLP Work at Height Policy

Maris Interiors LLP is keen to implement the measures and guidance provided under the work at height regulations 2005. The following hierarchy for working at height on Maris Interiors LLP Projects (Internal works such as suspended ceiling removal / replacement) is as follows:

If the task can be done without working at height, do it that way!

- Use mobile tower scaffolds as a foremost means for accessing and undertaking works in the ceiling void. (The use of proprietary access equipment such as mini scissor lifts should also be considered where practically possible)
- The mobile tower should be of a suitable design for the task and location. (i.e. double guard rail / toe boards as appropriate)
- Where tower scaffolds cannot be used effectively due to space constrictions / unusual ceiling design etc - the use of a suitable podium access platform should be designated
- If the above means are not practicable due to extreme space restraints / uneven floors / other issues affecting their safe erection and use - step ladders may be stipulated - providing the task has been sufficiently assessed, is of a short-term nature and can be done safely - hence justifying the use of such equipment
- A risk assessment must be produced that satisfies the above criteria and has been fully explained to all relevant personnel, who in turn have confirmed their acceptance and understanding of the precautions to be taken

External works including Scaffolding & Roofing work

When working at heights an adequate system of security will be incorporated to safeguard the Health and Safety of third parties, who may inadvertently enter the site adjacent to or below the working area.

1.4

When work is undertaken on sloping roofs which may be fragile or of unknown strength, safe systems of access must be used at all times. Asbestos sheeted, other fibre cement sheeting, roofs with integral in-plane roof lights or other fragile roofing systems will be accessed by the use of the perimeter scaffolding, scaffolding towers or tied ladders, in association with crawl boards with guard rails, roof ladders or other safe system.

The dismantling of roof structures must be carried out in strict accordance with an agreed safe working procedure.

Scaffolding shall only be erected, dismantled or altered by fully authorised and competent scaffolding labourers. Contractors must never interfere with a scaffold structure or other access system. No scaffold structure will be accepted for use until a competent person, approved by Maris Interiors LLP, has inspected it.

Scaffold structures will be inspected prior to their use and thereafter every seven days or after modification or alterations. The results of inspection will be recorded in the appropriate register and kept on the site.

All access equipment; ladders, scaffolding or roof ladders etc. must also be inspected prior to their use both for their condition and security. No scaffold will remain in place when it is more than two lifts above the structure being demolished.

6.5 Asbestos

Construction works shall not commence unless Maris Interiors LLP have been provided with sufficient information as the possible / likely presence of any Asbestos Containing Materials (ACM's).

If there is any possibility of Asbestos Containing Materials existing in the premises within which project works are planned, the Client's surveyor will be consulted, and information requested. If no information is available and / or the existing information is insufficient, a suitably competent contractor will be instructed to undertake a survey of the building / relevant areas. In most situations the survey will need to be fully intrusive – Refurbishment / Demolition Survey (HSG 264).

Any operative discovering a substance which he suspects to be asbestos, or the identity of which is not known, will cease work immediately in that area and notify his supervisor.

A licensed contractor will be appointed to identify and remove any asbestos or other hazardous materials.

6.6 Welfare

Maris Interiors LLP expect the welfare arrangements made on all projects to be of the highest standard practicably possible – and not merely to a satisfactory level of compliance with existing statutory requirements – as set out in the Construction (Design and Management) Regulations 2015 (CDM).

The following site wide issues shall also be considered when setting up the site:

- Ensure sufficient fresh air is available at every work place, and associated plant is capable of giving visible or audible warning of failure
- Make sure a reasonable working temperature is maintained at indoor work during working hours
- Provide facilities for protection against adverse weather conditions
- Make sure suitable and sufficient emergency lighting is available, including providing secondary lighting where there would be a risk to Health & Safety if primary or artificial lighting failed
- Keep construction sites in good order and in reasonable state of cleanliness

Welfare facilities and site accommodation shall be planned and laid out taking the construction activities and programme of works into account. Where possible the welfare facilities and site project offices should be located close to the site entrance. This should be considered when drawing up the site logistics plan.

Sanitary Conveniences

The number of toilets provided shall be sufficient for the maximum number of people expected to be on site at any one time. Wherever practicable toilets will be flushed by water and connected to a foul water system. When / if this is not possible - chemical toilets will be used. All toilet facilities shall be adequately ventilated and lit.

No. of people at work	No. of WCs	No. of Urinals
1 to 15	1	1
16 to 30	2	1
31 to 45	2	2
46 to 60	3	2
61 to 75	3	3
76 to 90	4	3
91 to 100	4	4

Washing Facilities

Wash basins with hot and cold water, soap, barrier cream and moisturiser and towels / dryers should be sited close to the toilets.

Note: When planning the wash station / washing arrangements, due consideration shall be given to ensuring that wash basins are large enough to allow operatives to fully insert their hands and forearms.

Drinking Water

An adequate supply of drinking water must be provided for everyone on site. Drinking water taps should be marked accordingly.

Storing & Changing Clothing

Maris Interiors LLP will ensure that there are arrangements on site for operatives to store clothing not worn on site and Protective clothing needed for site work – although the size and extent of such facilities will be in accordance with the overall size of the project and space / resourcing allowances.

However, when planning welfare provision, any activities that may give rise to need for additional welfare provisions / requirements should be identified and appropriate arrangements made, for example: Asbestos strip out works will necessitate the provision of a decontamination unit and work where persons have been exposed to corrosive and toxic substances / on contaminated land etc will require the provision of shower unit(s) additional drying and changing / work clothing storage areas.

Rest Facilities

Segregated facilities for operatives to take breaks and meal breaks will also be provided - they will vary according to the nature and size of the project but generally should include:

- Tables and seats with backs
- A kettle or urn for boiling water (must be PAT tested)
- Running hot and cold water
- Drinking water with cups. Drinking water should be clearly marked
- Microwave oven (must be PAT tested)
- Adequate numbers of waste bins

6.7 Project Security

The site layout will be so designed to minimise unauthorised access to the site, safe access for pedestrians and vehicles, to provide safe storage areas and adequate welfare and office facilities.

All reasonable measures shall be taken to minimise unauthorised access to the work areas and other locations, which may endanger any persons gaining access adjacent to or under work areas.

The external perimeter of the sites will be fenced or otherwise suitably secured to prevent unauthorised access to the site. Where works are to be undertaken in the vicinity of areas in which members of the public, and especially children, are at risk, a greater degree of protection shall be provided.

The project entrances and / or gates etc shall be kept locked at all times when the site is unattended or shut.

6.8 Project Access / Logistics & Traffic Management Site Logistics

Access to and from the work site will be so designed so as to minimise the possibility of risk to the Health and Safety of pedestrians or vehicle traffic from the movement of site plant, equipment or delivery vehicles. Adequate barriers and signs will be positioned to achieve this goal.

A Site Logistic and Layout Plan (And where identified as necessary – a Transport and Traffic Management Plan) shall be prepared prior to commencement of the project.

The site logistics layout plan shall include:

- Access / Egress points to the building and site
- Welfare locations (project offices, toilets, drying rooms, canteen etc)
- Scaffolds and gantries (Where appropriate)
- Unloading and storage areas
- Safe Routes / authorised walkways to the project accommodation
- First Aid Points
- Fire points
- Emergency exits
- Any known areas where access is restricted / prohibited

The site logistics plan should be of 'A3' or equivalent size and displayed in the relevant place on the Maris Interiors LLP site notice board. Additional (location specific) floor plans shall be produced to show: Copies of these plans shall be included within the Health and Safety Plan.

Site Traffic Management

On larger projects / where there is an interface between pedestrians and road or construction traffic a Traffic and Transport risk assessment shall be undertaken as to identify the principle hazards arising from vehicular / plant movement on / adjacent to the site.

The Site Layout Plans and Transport Plan will need to be updated and reviewed when site conditions change and should take into account all construction activities.

Early planning of the site layout is essential and shall be Coordinated with the construction programme The Construction Manager shall revise the Site Layout Plan and Transport Plan as conditions on site change.

6.9 Demolition

Before any demolition works are undertaken, a Safe System of Work shall be developed further to risk assessment of the identified hazards and associated risks arising. A detailed written method statement shall be prepared to ensure that all work has been adequately planned and coordinated. All operatives shall be made aware of the Safe System of Work and the Site Manager shall be responsible for ensuring that they have confirmed their understanding and acceptance.

6.10 COSHH

Maris Interiors LLP shall comply with the Control of Substances Hazardous to Health Regulations 2002, the Control of Pollution and other specific Regulations and relevant guidance.

This shall be undertaken with a suitable assessment of hazardous substances which are classified as follows:

- Substances classified under the Chemical Hazards (Information for Packaging for Supply) Regulations 2009 (CHIP)
- Substances assigned Occupational Exposure Limits (contained in Health & Safety Executive Guidance Note EH40)
- Biological agents that are used for, or produced as, part of a work activity.
- Dusts, and any substance that could pose a hazard to health in the working environment. In addition, any substance displaying the Very Toxic, Toxic, Harmful, Corrosive or Irritant symbols

The assessment shall take be undertaken in a step by step process taking into account the following points:

Step 1

Assess the risk taking into account the following:

- Hazardous properties of the substance.
- Information on the health effects provided by the supplier (any person purchasing a hazardous substance shall ensure a safety data sheet hazard is provided)
- The level, type and duration of exposure
- The circumstances of the work
- Activities which may increase the potential of exposure
- Exposure limits
- Effects of control measures
- Results of monitoring
- Possible combinations of substances increasing the risks
- The approved classification of any biological agent

The assessment shall dictate the precautions or control measures that are required to ensure the health and safety of those persons that may be affected by the substance.

Step 2

Prevent or adequately control exposure taking into account the items below in order of priority:

- Eliminate the use of a harmful product or substance and use a safer alternative
- Use a safer form of the product eg paste rather than powder
- Change the process to emit less of the substance
- Enclose the process so that the product does not escape
- Extract emissions of the substance near the source Have as few workers in harm's way as possible
- Provide personal protective equipment (PPE) such as gloves, coveralls and a respirator.

Step 3

Ensure the control measures are maintained

- The control measures shall be maintained on a regular basis in accordance with the manufacturer's instructions and where applicable visual checks. Where LEV plant is used, this shall be thoroughly examined and tested at least once in every 14 months. The respiratory protective equipment shall be thoroughly examined at least once a month and records kept.

Step 4

Monitor exposure

- In the event that the assessment identifies that there could be a serious risk to health if control measures fail, exposure limits might be exceeded or control measures might not be working properly; then the concentration of hazardous substances shall be measured. The measurement shall identify whether the concentrations are below the workplace exposure limits (concentrations of hazardous substances in the air, averaged over a specified time period, referred to as a time weighted average) (TWA). Depending on the circumstances either a long-term exposure limits (8 hours) or a short-term exposure limit (15 mins) will be assessed. Although there are workplace exposure limits set for various substances there are no safe limits and in all cases Maris Interiors LLP shall aim to reduce the exposure to the lowest achievable level.

Step 5

Health Surveillance

- Should the risk assessment dictate that health surveillance be necessary then Maris Interiors LLP shall ensure a competent person/ doctor undertakes the necessary checks, dependant on the type of substance. In addition, health surveillance, shall be undertaken in situations where early detection will be beneficial in arresting the progression of ill health.

Step 6

Procedures to deal with accidents, incidents and emergencies.

- In the event that carcinogens, mutagens or biological agents are used, or the need is identified within the COSHH assessment, then a warning and communication system shall be set up to provide an immediate response should an incident occur. This shall detail the persons that are allowed to remain in the area, the safety equipment and the actions required to deal with the emergency.

Step 7

Supervision & Training

- All persons that may be affected by hazardous substances shall be suitably trained and provided with adequate supervision. Those persons ordering substances shall ensure the supplier provides a safety data sheet to comply with the Chemical Hazards (Information for Packaging for Supply) Regulations (CHIP) 2002.

Any employees who are involved in the use etc. of substances and materials will be told of the hazards and necessary precautions by their line managers. They must work and handle these substances and materials in accordance with the instructions and the training given to them.

6.11 Work Equipment / Lifting Equipment

All Sub-Contractors shall comply with all Regulations that are applicable to such specified equipment. The Provision and use of Work Equipment Regulation 1998, The Lifting Operations and Lifting Equipment Regulations 1998, and any other relevant legislation or industry guidance.

The Partnership will make sure that equipment is suitable for its' planned use and will take into account the working conditions and hazards in the workplace when specifying the equipment to be used.

Maris Interiors LLP will provide adequate information, instruction and training, and will provide equipment that conforms to both, the EC product safety directive and UK Regulations.

Plant or equipment shall only be used for operations and under conditions for which it is suitable. The equipment shall be maintained in an efficient state, in good working order and in good repair.

All equipment shall be inspected regularly and records of such inspections kept operators of plant and equipment shall hold a valid training certificate.

Before using lifting equipment, it must be checked by the nominated Partnership competent person. Only trained authorised personnel can co-ordinate lifting operations, use lifting equipment, sling loads or direct lifting operations.

Where a crane lift is identified as necessary this shall be undertaken as a 'Contract Lift' and by an appropriately competent lifting contractor. The lift shall be planned and coordinated by the lifting contractors 'Appointed Person' – who will provide full details of certification and relevant competencies prior to being engaged.

Those involved in lifting operations must ensure that all other persons are clear of the work area and adequate barriers and signs erected.

Lifting equipment that is hired will have been checked to ensure that its documentation is up to date and that its operator is in possession of a current operator's certificate.

6.12 Protective Clothing & Equipment

Personal Protective Equipment shall be provided for all employees where the risk assessment has identified the need for a particular item. PPE shall be considered a last resort after all other means of eliminating or controlling the risks have been considered. The type of PPE selected shall take into account the hazard that the PPE is being used to protect against, the wearer, and ensure the different PPE is compatible. In addition, the PPE shall suit the ergonomic requirements of the wearer and any existing health conditions, fit the wearer properly and as far as is practicable control the exposure to risk but without increasing the overall risk. Upon issue of the PPE the employee will be provided with suitable information, instruction and training. All PPE shall be provided free of charge.

The PPE supplied shall comply with the requirements of the respective regulations e.g. The Control of Noise at Work Regulations 2007 and comply with any relevant British Standards, European Directives and must have a CE mark. Maris Interiors LLP shall ensure the PPE supplied is maintained in a good condition and replaced when necessary. The use of PPE shall be inspected by the Health & Safety Manager during the fortnightly Health & Safety Inspections. All PPE shall be maintained and stored in accordance with the manufacturer's instructions.

Maris Interiors LLP shall comply with the Construction (Head Protection) Regulations 1989 as amended and ensure suitable head protection is provided in accordance with the site- specific risk assessment. The head protection shall comply with BS EN 397 and suitable signage shall be provided indicating the areas where head protection shall be worn.

Hearing protection shall be issued to employees where extra protection is needed above what has been achieved using noise controls, and as a short-term measure while other methods of controlling noise are being developed. Hearing protectors shall be provided upon request when the noise exposure is between the lower and upper action exposure action levels. It will be enforced when the noise exposure exceeds the upper exposure action values. These shall comply with BS EN 397.

Respiratory equipment shall be provided as a result of the risk assessment and take into account the hazards of dust, vapour, gas and oxygen deficient atmospheres. Disposable filtering face pieces or respirators, half or full face respirators, air fed helmets or breathing apparatus shall be considered. (BS EN 149).

Eye protection shall be worn wherever there is a risk of contamination from chemicals or metal splash, dust, projectiles, gas and vapour or radiation. The risk assessment shall identify the correct eye protection with safety spectacles, goggles, face shields and visors as possible options. These shall comply with BS EN 166 (BS EN 169 lens filters for welding).

1.4

Hand protection shall be provided for handling items that may be sharp, rough, hot, cold, contaminated with either chemical or biological agents or liable to cause a hazard by breaking in the hand. The gloves selected, shall have the necessary abrasion resistance, cutting resistance, tear resistance and performance resistance for mechanical hazards (BS EN 388) and sufficient chemical resistance for substances (BS EN 374).

Foot protection shall be worn in areas where there is a risk to feet from crushing injuries, through materials penetrating through the soles or through exposure to chemicals. Foot protection is mandatory on all Maris Interiors LLP sites (BS EN 346).

High visibility clothing (class 2) shall be worn on site where plant is in operation or while working on or near the roadside. These shall comply with (BS EN471).

Safety harnesses shall only be worn when physical control measures are not reasonably practicable and the user has been trained in its use together with emergency rescue procedures. Harnesses shall be stored correctly in accordance with the manufacturer's instructions, examined by a competent person every 3 months and a record of examination kept. These shall comply with (BS EN 361).

Protective clothing shall be provided in the event of cold or wet weather conditions.

Upon issue of the PPE the individual will sign to acknowledge receipt of the particular item/s.

In addition to the PPE Maris Interiors LLP Site Management and Contractors shall wear Maris Interiors LLP Uniform in accordance with the specified corporate colours and design.

Any person observed not to be wearing protective clothing or equipment, whilst undertaking work, or in a location which requires such articles to be worn/used, will be instructed to stop work or leave the area until the equipment is obtained and worn or used.

6.13 Manual Handling

Maris Interiors LLP will take into account, in developing its work procedures, The Manual Handling Operations Regulations 1992.

Maris Interiors LLP Designers are responsible for eliminating / reducing exposure to manual handling when undertaking design work and where the design cannot eliminate manual handling, mechanical handling equipment will be utilised and the undertaking planned in advance to minimise any associated risks.

Sub contractors' undertaking operations involving manual handling will be required to provide suitably fit and trained operatives for the task – and this will be confirmed by the Maris Interiors LLP Site Managers during the operatives Site Induction training.

Site Managers shall also check to ensure that all persons undertaking manual handling operations have been provided with suitable equipment / gloves as required when handling materials that could cause injuries due to their size or shape.

The Partners will insist that all partners and employees on site wear safety footwear and the supervisor will caution any sub-contractors' employees wearing unsuitable footwear and ask them to leave site.

6.14 Services (Electricity / Gas / Water etc.)

Prior to works commencing, information from utility companies, together with a site survey, will be used to ascertain the exact position of all services. Specialist contractors will be used to isolate all services to or within the site and to fix signs as to the location of any retained services, passing across or near to the proposed works, which cannot be isolated, diverted or otherwise made safe.

Procedures for dealing with services:

- Live services will be marked on drawings, signed and taped when identified – i.e. ceilings / under floors etc.
- Isolated services will be marked on drawings and signed
- Overhead services / obstructions identified, protection installed as necessary and shown on drawings
- Underground services, pipelines, tanks etc. will be identified and their location signed and marked on drawings and on site
- Any electrical equipment or installation shall be in accordance with the Electricity at Work Regulations and will be installed, tested and maintained by qualified electricians only. All portable electrical equipment, and extension cables, will be 110-volt; centre tapped to earth, or lower voltage and will be inspected 3 monthly and proof of testing provided

6.15 Permits to Work

Risks involved in installation commissioning testing and maintenance of systems, require strict control over work activities and practices. These controls will include the implementation of system 'lock off' procedures, and in some situations a Permit to Work System.

Once a system has been handed over to the engineer in charge, a permit to work system may be used for operations regarding that system, to safeguard Site Manager or other persons. Permits should be implemented in conjunction with the Client / Building Manager / Principal Contractor, as appropriate, and controlled by the Site Manager.

Clients and other site operatives shall be made aware if a permit to work system is implemented and abide by its provisions for the duration of the maintenance task.

Site Managers employed by Maris Interiors LLP, are trained in implementing Permits to Work, and shall liaise with the Client / Building Managers, to ensure the permit to work system is understood and enforced among their operatives.

6.16 Confined Spaces

If any operative is required to carry out work activities in an area that is a Confined Space, as defined in The Confined Spaces Regulations 1997, then the provisions of those regulations will be followed.

Risks pertaining to confined spaces shall be assessed by a competent person, to ascertain the nature of the environment and related risks arising, including control measures to be implemented.

Operatives to be employed in confined spaces will receive adequate training, and certification for confined spaces operations. All specific safety equipment that is required will be provided, an adequate rescue plan will be developed and operatives briefed on its implementation.

Restricted Space is applicable to any area where room to carry out work operations is limited, or to which access points are smaller than a normal doorway. Risks to be considered include:

- Difficulty in removing a casualty from the workplace, particularly if they are unconscious or otherwise incapacitated

1.4

- Hazards posed by pipe / ductwork, possible contact with live services in the restricted work area (meter reading in an Electrical Cupboard)
- The possibility of claustrophobia or the onset of cramp while in a restricted location can make egress from the location impossible for the victim without assistance

While a restricted space is not necessarily a confined space, the risk associated with any limitation on freedom of movement or access and egress during work activities requires an assessment to be made and suitable safe systems of work to be implemented.

Site supervisors will carry out assessment at the work location; if necessary, assistance will be sought from the Construction Managers.

6.17 Noise & Vibration

Noise

Contractors undertaking ‘noisy’ works on our construction projects will be required to eliminate / reduce and control such emissions in accordance with the requirements of the Noise at Work Regulations. In addition to protecting their own operatives they must address the risks arising to any other third party that might be affected Maris Interiors LLP will oversee and coordinate such works to ensure that they do not expose any other persons working in the vicinity / within an adjacent area or passing by, to an excessive Noise exposure above the Minimum action level of 80dBA (as per NAW Regs 2005).

- Cutting operations to be undertaken off site / within a cutting both away from other activities.
- Works to be programmed to take place at times when other trades / building occupants are not present.
- All projects to have a supply of earplugs available for all persons who might be affected by such works and appropriate warning signs displayed and instructions given.

Typical Noise Ratings for Activities undertaken on Construction Sites (Source HSE)		Likely Noise Exposure (LEP,d)	
		Average	Range
Site Agent (up to 50% day on site)		80	
Bricklayer		83	81-85
Carpenter		92	86-96
Concrete	Chipping / Drilling	85+	
	Floor Finishing	85	
	Grinding	85+	
Concrete worker		89	
Engineer	Surveying	80	
Foreman	Supervising Workers	80	
Ganger	General Work	94	
Labourer	Digging / Scabbling	100	
	General Work	84	
	Shovelling Hardcore	94	
M&E installer	General	89	82-96
	Small Works	84	78-89

Vibration

Contractors undertaking works using tools or equipment that give rise to significant vibration levels shall undertake an assessment of the exposure risk prior to commencing works on site.

The following criteria should be addressed:

- Can the use of such tools be eliminated / substituted with remote control devices – i.e. robotic breakers
- Obtaining the Vibration Magnitude Rating form the equipment supplier / manufacturer and calculating the maximum operating time per user

Ensuring that operators are not allowed to work over the maximum permitted time / are over exposed. A shift log should be provided and completed during such works.

Persons using such equipment should be monitored regularly for any symptoms of Vibration White Finger / other Work-Related Upper Limb Disorders.

The HSE provide a hand arm vibration calculator that should be used by contractors / Site and Project Management to confirm exact levels of vibration exposure and maximum exposure durations.

6.18 Corporate Manslaughter

The Corporate Manslaughter and Corporate Homicide Act 2007 came into force on 6th April 2008. The Act sets out a new offence for convicting an organisation where a gross failure in the way activities were managed or organised results in a person's death. Maris Interiors LLP senior management recognise that the management systems and practices across the company are of paramount importance to ensure the Health and Safety of employees and members of the public.

An organisation can be found guilty of an offence if the way in which its activities are managed and organised causes a death and amounts to a gross breach of a duty of care to the deceased. A substantial part of the failure within the organisation must have been at a senior level. Senior level means the people who make significant decisions about the organisation or substantial parts of it.

A gross breach is identified by an organisation's conduct that has fallen far below what could have been reasonably expected. A duty of care exists for example in respect of the systems of work and equipment used by employees, the condition of work sites and in relation to products and services supplied by the company. An organisation guilty of the offence will be liable to an unlimited fine, prosecution and a publicity order.

6.19 Employment of Non-English Speaking Workers

Maris Interiors LLP will provide information, instruction, training and supervision and make sure that all their workers can understand the instructions.

Maris Interiors LLP will make sure non-English speaking workers have the necessary knowledge and skills to do the work for which they have been employed, competently and safely. Information will be provided in relevant language(s) and a competent translator, familiar with any technical terms will be made available for directly employed staff.

All contractors working for Maris Interiors LLP who employ non- English speaking workers shall ensure there is a translator that can communicate the induction and other instructions. This shall be in a group no greater than three other persons and these persons shall work together. In addition the contractor shall translate the method statements and risk assessments into the language that is spoken by their employees with the employees acknowledging receipt of the training. Pictorial signage will be provided so far as is reasonably practicable to communicate instructions etc and these shall comply with the Health and Safety (Safety Signs and Signals) Regulations 1996.

6.20 Site Waste Management Plans

Maris Interiors LLP recognise that the Site Waste Management Plan Regulations 2008 have been revoked, however Maris Interiors LLP can create Waste Management Plans to ensure waste is minimised at the design stage and during the project.

This is undertaken at the specific request of the client or as a contractual requirement. Where required, the plan will be created by the Construction Managers and be included within the appendix of the Health and Safety Plan. Where employed, the objective is to achieve a minimum of 70% of waste to be re-cycled which will be achieved through the segregation of waste and the use of dedicated waste management providers. The anticipated waste and actual waste will be measured for the contracts with a summary provided by the waste carrier.

6.21 Project Health & Safety Management Forms

The individual sites shall be provided with a folder containing the following forms. The Site Managers shall ensure the following documents are completed to manage the various activities on site:

Contents of the Health & Safety Index Folder

Title	Complete By	Comments	Revision
Health & Safety Induction Training log	Site Manager	Records names of all persons inducted	October 2023
Record of site inspection	Site Manager	All persons should be inducted in accordance with the Site Manager's manual and sign the form, together with the Site Manager	October 2023
Site Labourer's Induction & General Risk Assessment	Site Manager	Directly employed or labour only individuals to be trained in the risk assessments and responsibilities with a copy provided to the labourer	October 2023
Labourer's Site Induction Log	Site Manager	All directly employed or labour only individuals to be recorded following the induction	October 2023
Accident Report Sheet	Site Manager	To be completed following any incident/ accident in accordance with the accident reporting procedure and forwarded to the Health & Safety Manager	October 2023
Health & Safety Information Return	Site Manager	To be completed on a monthly basis and returned to the H & S Manager	October 2023
Risk Assessment/ Method Statement Review Sheet	Site Manager	To be completed upon receipt and fixed to the contractor's method statement and risk assessments	October 2023
Risk Assessment (Blank Template)	Site Manager	To be completed for labour only individuals that are undertaking activities not included within the generic risk assessments	October 2023
Project Fire Strategy Safety Checklist	Site Manager	To be completed on a weekly basis	October 2023
Hot Works Permit	Site Manager	To be completed for all hot works	October 2023
Permit- Working on Electrical Equipment	Site Manager	To be completed when working on live electrical equipment	October 2023
Permit to Work- Access High Risk Areas	Site Manager	To be completed when working in high risk areas e.g. confined spaces, roof work	October 2023
Project permit Issue Log	Site Manager	To be completed following the issue / sign off	October 2023

1.4

Work Equipment Register	Site Manager / Contractors Supervisor	To be completed for equipment requiring a thorough examination e.g. lifting equipment	October 2023
PAT Testing Register	Site Manager	To be completed for Maris Interiors LLP electrical equipment to record PAT testing – 3 monthly basis	October 2023
PPE/ Tabard/ T Shirt Issue Log	Site Manager	To be completed when personal protective equipment is issued To be completed by someone who has received a scaffold inspection course	October 2023
Scaffold & Working Platform Inspection Register	Site Manager (trained)		
Tool Box talk Attendance Register	Site Manager/ Safety Advisor	Names and signatures are to be recorded	October 2023
Mobile Crane Lifting Operations	Site Manager	Lifting documentation to be checked and recorded on the form	October 2023
Temporary Site Supervision & First Aid Arrangements	Site Manager	To be completed and displayed on the H & S information Board when the Site manager is absent during short periods of time	October 2023
Site Managers Manual		Reference document describing the responsibilities and site set up arrangements	October 2023
HSE Documents		Various HSE documents	October 2023
COSHH Assessments		Various COSHH assessments	October 2023

Appendices

1. Principle Health & Safety Legislation Governing Maris Interiors LLP

Maris Interiors LLP maintains a Compliance Obligations register as part of ISO14001 and ISO45001 compliance. Relevant compliance obligations that are directly applicable to Maris Interiors LLP are listed and explained in this document along with the results of a periodic evaluation of compliance check against the requirements to assure the board that ongoing legal compliance is maintained throughout the business.

2. The Management of Health & Safety at Work Regulations

Principles of Prevention (The Hierarchy of Controls) Regulation 4, Schedule 1:

- Avoid the risk
- Evaluate those risks that cannot be avoided (i.e.: Risk Assessment) Combat the risk at source
- Adapt the work to the individual using appropriate methods such as ergonomic controls, systems of work, rotation of work shifts etc
- Adapting to technical progress
- Replacing the dangerous with the non-dangerous or less dangerous
- Developing an overall policy that covers technology, organization of work, working conditions, social relationships and the influence of factors relating to the working environment
- Giving collective protective measures priority over individual protective measures Providing appropriate instructions to Employees

3. Regulations Requiring the Undertaking of Risk Assessments

- The Management of Health and Safety at Work Regulations 1999 (Regulations 3 and 4) The Work at Height Regulations 2005
- The Control of Asbestos at Work Regulations 2012
- The Control of Substances Hazardous to Health Regulations 2002 (Including rev 2022) The Manual Handling Operations Regulations 1992
- The Noise at Work Regulations 2005
- The Health & Safety (Display Screen Equipment) Regulations 1992 Construction (Design & Management) Regulations 2015

NB: This is not an exhaustive list Revision Index

Rev	Date	Details
1	09/01/2007	Maris Handyman – H&S Responsibilities added
2	28/03/2007	CDM 2007 – various changes – responsibilities / arrangements and project H&S procedures. Site Labourers responsibilities / induction
3	02/01/2008	Remove Richard Hoad’s name and replace with Richard Knight – General Item Page 6 – last paragraph, Health and Safety Review added Page 8 – last paragraph- H & S Managers Responsibilities- Add H & S Quarterly Review Page 10 – Para 8 – Designers Responsibilities –Design process added Page 11 Para 3 – CDMC duties altered slightly Page 12 – Para 4 & 5 – Pre-Con Info Pack added, H & S File to CDM C for checking Page 13 – Para 3 – Site Managers Manual added Page 21 – CDM Advisor duties added Page 30 – Remove paragraph on spray booths in the office Page 34 / 38 – Principal Designer added within Maris duty holder Page 39 – Design Process added Page 46 – Washing facilities – barrier cream and moisturiser added. Page 46 – Seats with backs added Page 52 – Corporate Manslaughter and Corporate Homicide Act 2007 added Page 53 – Regulations amended and year of regulations adjusted
4	02/06/2008	Page 27 – Accident Investigation Procedure added Page 53 – Site Waste Management Plans added Page 53 – Employment of Non-English-Speaking Workers added
5	04/11/2008	Various- Name change, Project Manager to Construction Manager Various- Name change, Pre-Contracts Manager to Technical Director 3.2 – Director –Responsibilities added, – committee meeting attendance 3.7 – Construction Manager–Responsibilities added– Duties of Site Manager 3.17 – Construction Directors responsibilities added 3.18 – Health and Safety Advisor responsibilities included 4.2 – Additional risk assessment information added. 4.8 – New and expectant mothers- additional information added Project Management Hierarchy – Construction Director added, and Head of Construction added 4.10 – Consultation with the workforce
6	27/02/2009	4.8 – Drugs & Alcohol procedure added 6.21 – Project Health & Safety Management Forms Various – Ian Crossman’s name changed to Simon Vaughan Various – Kate O’Neil – Health & Safety Advisor name added
7	05/01/2010	Various – Remove reference to Safety Services UK Ltd, change Construction Director to Head of Construction and Designer to Interior Architect
8	15/06/2010	Various – Title changes for the Health & Safety Manager and Health & Safety Advisor. 6.5 – Replace MDHS 100 with HSG 264
9	21/09/2010	Updates to section 4.1 Training, 6.10 COSHH, and 6.12 PPE.
10	07/05/2011	Various – Mick Stallard Head of Health and Safety replaced with Philip Willis Head of Health and Safety
11	10/9/2012	Philip Willis removed as Head of Health and Safety
12	06/12/2012	Simon Pearson replaces Kevin O’Sullivan as Head of Construction
13	13/7/2015	CDM 2007 replaced with CDM 2015
14	24/09/2015	General Review
15	22/02/2016	General review to incorporate BS OHSAS18001 requirements
16	08/02/2017	General Review, SWMP regs compliance requirement removed, link to compliance obligations register included.
17	01/05/2016	Simon Vaughan overall Responsibility for Health, Safety & Environment.
18	21/09/2017	Shaun McGuinness replaces Simon Vaughan as the Partner with overall Responsibility for Health, Safety & Environment

1.4

19	14/01/2019	Various – Kate O’Neil Health and Safety Manager replaced with Karen Black at Havigo
20	21/04/2020	Scott Manton Appointed as Health and Safety Director
21	06/08/2020	Various – Updated with correct Health & Safety references, e.g. Havigo replaced with inhouse H&S team
22	01/05/2022	Shaun McGuinness appointed new COO
23	10/10/2022	Royston Somerfield appointed as Group SHEQ Director
24	14/11/2022	Full document updated to new Maris Branding standard (new logo)
25	09/10/23	Full document updated
26	11/03/24	Names and role updates
27	October 2024	Annual updates
28		
29		
30		