



GENERAL STATEMENT OF INTENT

Darren Hancock

DMH Interiors Ltd





General statement of intent – Health and Safety

This Statement has been prepared to define the way in which DMH Interiors Ltd. Intends to manage, comply, and implement all aspects of Health and Safety, the associated regulations, legislation and client requirements.

DMH Interiors Ltd. Recognise the importance of Occupational Health, Safety and Welfare in the successful operation of its activities.

DMH Interiors Ltd. Believes that it is everyone's responsibility to participate in the occupational health safety and welfare systems and to contribute towards achieving our overall objectives of the highest standards of accident prevention while continually improving health and safety for employees and others.

- It is the policy of all operations of DMH Interiors Ltd.to:
- Provide so far as reasonably practicable, safe methods/systems of work, safe working conditions and a healthy environment in particular to:
- Ensure the H&S of all employees in connection with the use, handling, storage and transport of any articles or substances.
- Provide and maintain safe access o and egress from any place of work under our control.
- Provide and maintain a working environment which is adequate as regards facilities and arrangements for the health and welfare of employees whilst at work.
- Strive for effective and continual improvement of its performance in managing occupational health and safety through implementing an H&S Management System
- Communicate the contents of the policy to all employees with the intent that the employees are made aware of their individual health and safety obligations.
- Provide training and /or instruction as may be necessary to personnel at all levels.
- Provide means of consultation on Health and Safety matters for all employees
- Provide and display this policy and any such written instructions as are necessary to assist in the regulation of Health and Safety practices and operations
- Provide a copy of the policy to interested parties.

Occupational health, safety and welfare is all employees' responsibility. Everyone is expected to contribute towards achieving the organisations, overall aims and objectives.

My aim is to encourage initiative and adopt best practice in a culture where employees and managers are aware of their individual health and safety responsibilities and are actively engaged and committed to improving standards of Health, Safety and Welfare and to maintaining our Management Systems.

This policy is to be reviewed periodically to ensure that it remains relevant and appropriate to the organisation and takes account any changes in legislation or changes to company policy.

Signed: Darren Hancock Date: 1 January 2020
Darren Hancock - Company Director

Document Ref:	Owner	Approved By	Date
HS-POL-002	DMH	D Hancock	January 2020



General statement of intent – Quality

DMH Interiors Ltd is committed to providing quality services and products for all of its projects regardless of the nature or size and to meeting the needs of all its customers by continually enhancing, reviewing & continually improving our quality systems with the intention of providing our clients with the quality of service they expect from a professional organisation.

With this in mind, it is our policy to work towards the realisation of the following objectives:

To provide a professional service.

Total client satisfaction measured using pre-determined Key Performance Indicators.

To be recognised by our clients as a professional organisation providing a quality service, therefore increasing the potential for further market development.

The communication and implementation of the quality policy, system and procedures at all levels of the organisation. Develop and maintain a culture that is self-critical, honest and transparent. Maintain an adequately resourced Quality Assurance system that enables us to evaluate our strengths and weaknesses accurately and to respond to them accordingly.

Review our Quality Management system through an effective internal audit, and management review process. The company quality statement will be reviewed on an annual basis.

It is the intention of the Directors that the policies and procedures outlined and detailed within this policy are implemented on each and every project; adequate resources will therefore be made available to ensure this is achieved.

The Company believes strongly that responsibility for quality assurance lies closest to the point of actual delivery - Therefore all personnel are responsible for ensuring compliance with the requirements of the Quality System which will be formally monitored by all members of Management and Supervision.

Signed: Darren Hancock

Date: 1 January 2020
Darren Hancock - Company Director

General statement of intent – Environmental

Document Ref:	Owner	Approved By	Date
HS-POL-002	DMH	D Hancock	January 2020



DMH Interiors Ltd is committed to reducing its impact on the environment. We strive to reduce our environmental impact by:

- Continually monitor legislative changes and developments and make changes to our policy and practice to ensure compliance
- Ensure the responsible use of energy (in our case, principally electricity) throughout our business by conserving energy wherever possible, monitoring and improving energy consumption and efficiency on a regular basis, and encouraging best practice within our company and by our business associates
- Conserve natural resources by re-using and recycling packaging and stationery material, purchasing recycled materials where appropriate and recycling packaging and other materials wherever possible
- Be a responsible member of the local business community and its immediate area in the way we impact on the environment that we share, and to act promptly and effectively to correct any problems or incidents that may affect the environment or the health and safety of our staff, our business neighbours or the inhabitants of the area
- Utilize products that we know to be safe to use, energy efficient in operation, protective of the environment and that can be re-used, recycled or disposed of safely
- Make all employees aware of this policy and their responsibilities for environmental issues
- Undertake regular and comprehensive self-assessments of our compliance with this policy and report annually to the management meeting
- Review and update this policy on an annual basis or more frequently if required

In practical terms this includes:

- Non-essential electrical equipment will be switched off whenever possible
- In particular the office lights will be turned off overnight and at weekends
- Office heating will be turned down to acceptable and staff agreed levels
- All procurement of goods or services should consider the environmental impact of the product purchased, its packaging and delivery method. Where it is sensible we will use second-user or recycled equipment
- We will actively look for practical public transport alternatives for any trip
- We will aim to share lifts whenever two or more staff are visiting the same site and have a similar route or part of route
- We will attempt to reduce travel in general by careful planning of meetings with clients and travelling to site in groups
- All paper, plastics and glass consumed within the office will be e-cycled separately from other refuse. Confidential papers will be shredded before recycling

Signed: Darren Hancock

Date 1 January 2020
Darren Hancock - Company Director

Organisation and Managerial Responsibilities

The company is owned and managed by Darren Hancock whom is directly responsible for Health and Safety matters within the company. The responsible person will seek external assistance where

Document Ref:	Owner	Approved By	Date
HS-POL-002	DMH	D Hancock	January 2020



necessary to ensure that the company meets both its statutory obligations and the objectives laid down in this Health & Safety Policy.

The organisation of the workforce is the responsibility of the Company Directors, who remain responsible for ensuring that the company's Health & Safety Policy and associated procedures are implemented by all site operatives.

Day to day management of the company's operations is the responsibility of Darren Hancock who may be supported by site managers, each responsible for one site or customer premises. Depending on the size and nature of the site, the responsible person may be supported by one or more supervisors responsible for the direct supervision of the company operatives.

Employee/Contractor Responsibilities

All company employees and contractors have a statutory duty to take reasonable care in relation to their own personal health & safety, and the health and safety of any other person who may be affected by their acts or omissions.

Therefore, it shall be the duty of all employees/Contractors whilst at work:

- To take reasonable care for the health & safety of themselves and others, who may be affected by their acts or omissions at work.
- To co-operate with the employer to ensure compliance with all the company Health & Safety policies and procedures.
- To refrain from intentional or reckless interference with equipment and/or systems provided in the interest of Health,

Safety and the Environment.

- To co-operate with management when required on such things as accident prevention and all procedures with regard to Health, Safety and the Environment as set out in the Health & Safety at Work etc. Act 1974, the Environmental Protection Act 1990 and all associated Regulations and approved code of practices.
- To maintain good standards of housekeeping in our premises and on client premises.
- To report any accident or incident including near-misses (whether or not personal injury results) to the office.
- To report any defects in equipment without delay to their immediate Supervisor and not to attempt repairs which they have not been authorised and specifically trained and competent to undertake.
- To ensure that no potentially hazardous item, substance or machine is brought on to site or used without the prior knowledge and authority of their immediate Supervisor.
- To use and if applicable wear any item of Personal Protective Equipment. It is a requirement of law that any equipment supplied for safety must be used, and when not in use it is properly cleaned, stored and maintained.
- To undergo any Health, Safety, Environmental and operational training deemed necessary by the company. Staff Consultation;

If an employee or contractor becomes aware of any potential breaches of health & safety legislation or unsafe working practices they must notify the Site Supervisor who will duly report to the Company Directors.

If an employee or contractor feels that health & safety procedures may be improved, for example by use of alternative equipment, they are encouraged to discuss any suggestions directly with the company management.

Document Ref:	Owner	Approved By	Date
HS-POL-002	DMH	D Hancock	January 2020



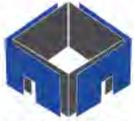
Specific Safety Functions and Named Responsibilities;

Safety function	Person responsible
Overall responsibility	Company Director/s
Accident and incident investigation	Company Director/s
Provision of a safe system of work	Company Director/s
Provision of safe to use electrical appliances	Company Director/s
Providing information, instruction training and Supervision on projects	Company Director/s
Ensuring sufficient first aid Provisions are available on each site	Company Director/s
Reporting any issues	All employees and contractors
Taking care of their of their own health and safety and that of others who may be affected by their acts or omissions	All employees and contractors
Pre-Use equipment inspections	All employees, contractors and users of the equipment
Inspection of all equipment to protect workers from the risks associated with work at height	All employees, contractors and users of the equipment

**DMH Interiors Ltd.
Basic Health and Safety Arrangements**

1. Training and Supervision

Document Ref:	Owner	Approved By	Date
HS-POL-002	DMH	D Hancock	January 2020



D.M.H INTERIORS LTD
PARTITION/CEILINGS PLASTERING SPECIALIST

2. Risk Assessments
3. Workplace & Site Safety, and Welfare
4. Control of Substances Hazardous to Health
5. Asbestos
6. Manual Handling
7. First Aid
8. Accident Reporting
9. Electrical systems and equipment
10. Noise
11. Vibration
12. Working at Height
13. General Work Equipment
14. Fire
15. Computer Screens
16. Personal Protective Equipment
17. Contractors and Sub-contractor control

ARRANGEMENTS AND PROCEDURES

1. Training and Supervision

It will be the policy of DMH Interiors Ltd. ("the Company") that health and safety information relevant to the activities at hand is given to both employees and any sub-contractors.

An initial assessment will be carried out followed by ongoing training where needed to ensure that employees at all levels are:

Document Ref:	Owner	Approved By	Date
HS-POL-002	DMH	D Hancock	January 2020



- Competent to carry out work safely, to operate standard and specialist tools, plant and work equipment.
- Aware of their health and safety responsibilities.

Decisions relating to ongoing training of employees will be reviewed on a regular basis. The designated Health and Safety person will be responsible for identifying and implementing health and safety training needs. Records of the training will be kept on each employee's individual file.

Before any works are awarded to sub-contractors, checks will be made to ensure that they are competent to carry out the tasks applicable to their trade and that they have appropriate health and safety management systems in place.

Principal Contractors will undertake induction of all operatives on the 1st day of working on their site. The Contracts Manager/Foreman will ensure that company risk assessments and method statements are briefed to all operatives prior to commencing any new project.

Training requirements will be identified, and an annual training programme developed. The training programme will form part of our set aims for the year. In house training will be undertaken via toolbox talks.

2. Risk Assessments

(Reg. 3 Management of Health and Safety at Work Regulations, 1999)

The management teams involved in programming work and supervising it on site will ensure that all potentially hazardous work activities undergo a suitable and sufficient Risk Assessment. They will then ensure that control measures are implemented to prevent any injury, disease or dangerous occurrences arising and that these will be maintained and revised as needed.

Risk Assessments will always be carried out on:

- Anything that involves working above ground level,
- Any activity that involves the use of mobile plant.
- All activities involving the use of a hazardous substance.

Where required, a point of work risk assessment shall be undertaken on site by Employees and Contractors representing DMH Interiors Ltd.

Point of Risk assessments shall be recorded on the form HS-FORM-001

3. Workplace Safety and Welfare

(The Workplace (Health, Safety and Welfare) Regulations 1992; Construction (Design & Management) Regulations 2015)

The management will work with the Principal Designer to ensure that the required pre-start safety protocols are in place before work begins. They will then ensure that the staff involved in programming work and supervising it on site will ensure that at no time are any premises left with exposed edges, trailing leads or live cables, or anything that may present a hazard to anyone who uses the area. Where works are to take place where members of the public have

Document Ref:	Owner	Approved By	Date
HS-POL-002	DMH	D Hancock	January 2020



access, the site supervisor will ensure that measures will be taken to ensure that they are not adversely affected.

The management will ensure that all the Company workplaces are provided with welfare facilities that meet the needs of all those who will use them including contractors and wherever appropriate, people with disabilities.

4. Control of Substances Hazardous to Health (COSHH 2002)

For all materials or substances utilised which may be hazardous to health, a formal COSHH Assessment will be carried out by a competent person.

A register of hazardous substances shall be kept at the head office along with all relevant Safety Data Sheets.

The COSHH assessment includes determining the hazardous substances that are likely to be encountered, thinking about the risks they present to health, asking how much and how often the substances are used, how hazardous they are and what are the exposure routes and finally deciding on the action needed to prevent exposure or to reduce it as far as is reasonably practicable. This will also include the actions to be taken in an Emergency, to clear up any spills and to safely dispose of any residues. Except for the most trivial cases, the conclusions of this assessment must be recorded, made readily accessible and reviewed regularly.

All COSHH Assessments shall be recorded on form HS-FORM-002

5. Asbestos

(Control of Asbestos at Work Regulations 2012)

Asbestos is recognised as being an extremely hazardous substance and as such must be treated with the utmost care. When working on site, staff and contractors will assume any suspicious material is asbestos and stop work unless there is conclusive evidence to the contrary.

No disturbance such as drilling, breaking or cutting etc. shall be carried out to any material suspected of containing asbestos fibres.

Any suspicious material shall be reported to the site or building manager immediately.

A Management Survey should always be made available. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspected Asbestos Containing Materials (ACMs) in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition prior to starting work.

Refurbishment and demolition surveys should be made available where refurbishment work or other work involving disturbing the fabric of the building is carried out.

DMH Interiors Ltd.'s company policy is that we will not generally work on asbestos products. Under limited circumstances and when authorised, Company employees, with an appropriate

Document Ref:	Owner	Approved By	Date
HS-POL-002	DMH	D Hancock	January 2020



current training certificate, will be allowed to work on non-licensed asbestos works as prescribed by the HSE. This type of work will be risk assessed separately from other tasks.

A copy of the risk assessment and method statement must be understood and signed by all employees when working with asbestos.

In the event that any that a substance suspected to be containing asbestos is found during the course on any site, all works in the area will cease immediately to avoid any risk of exposure. Work will be suspended in that area until the substance has been identified and if appropriate made safe/removed by specialist contractors. No works will be carried out that may disturb suspect substances without a suitable Asbestos Survey having been done by a specialist contractor.

6. Manual Handling

(Manual Handling Operations Regulations, 1992.)

Under the Manual Handling Operations Regulations 1992 (MHOR), manual handling is interpreted as the transporting or supporting of any load.

Regulation 4 of MHOR requires the employer to avoid the need for hazardous manual handling activities, so far as is reasonably practicable. Where it is not possible to eliminate hazardous manual handling, an assessment must be undertaken to determine the level of risk.

Suitable controls must then be introduced to reduce the risk of injury to the lowest extent that is reasonably practicable. This may be achieved by the use of automation, mechanical aids or redesigning the system of work or even the workplace itself.

An assessment should take into consideration the task, the load, the individual, the environment and any other factors which may affect safe lifting and carrying (for example the use of personal protective equipment).

- Assessments should be reviewed when there is a significant change in the:
 - Activity or process.
 - Working environment.
 - Numbers or abilities of personnel.
- Nature of the load(s) to be handled.
Reassessment may also be required where accident/absence statistics show that the original control measures were not sufficiently effective.

The company will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Measures to achieve this include ergonomic design of the workplace and activity and the provision of automated or mechanical aids such as trolleys, chutes and conveyors.

An assessment of manual handling activities will be carried out by the Site Supervisor and the operative involved with the task.

Risks which are identified will be reduced to the lowest level reasonably practicable Manual handling risk assessment shall be recorded on form HS-FORM-003

7. First Aid

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

Document Ref:	Owner	Approved By	Date
HS-POL-002	DMH	D Hancock	January 2020



To enable DMH Interiors Ltd. to comply with Health and Safety at Work act 1974 and specifically meet its obligations under the health and safety (First Aid) regulations 1981. We shall:

- Provide appropriate treatment for all injuries and ill health experienced at work. To provide appropriate numbers of trained First Aiders and Medical personnel along with suitable facilities, equipment and supplies.
- Ensure that all employees have access to adequate First Aid provision at all times. The level of cover shall be determined by risk assessment. It will be the site supervisor's duty to ensure that every site has a first aid trained person.

First aid assessments shall be recorded on form HS-FORM-004

8. **Accident Reporting**

(Reporting of Injuries, Diseases, Dangerous Occurrences Regulations 2013)

We aim to progressively reduce the accident rate and the level of ill health by ensuring that all accidents/incidents and near misses, which occur at work, will be reported, investigated and where appropriate controls implemented to reduce the risk of recurrence. The records of all accidents within the company will be recorded online using the accident book facility within our Think-safe programme.

All Notifiable Accident, incident/Dangerous occurrences and cases of occupational ill-health and industrial disease shall be reported to the Health and Safety Executive by the Company Director

All accidents will be recorded in an accident book at the site/location where it occurred. All personal details will be kept secure to comply with Data Protection legislation. Any reportable accidents, incidents, or dangerous occurrences will be reported to the HSE.

Accidents and Near misses shall be recorded on form HS-FORM-005

9. **Electrical systems and equipment** (Electricity at Work Regulations, 1989)

The main duties imposed upon employers and employees with regard to electrical safety are contained in the Health and Safety at Work Act 1974 (HSW Act) and the Electricity at Work Regulations 1989 (EAWR).

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment. The company acknowledges that work on electrical equipment can be hazardous and it is therefore the company's intention to reduce the risks as far as is possible. The implementation of this policy requires the total cooperation of all members of management and staff, as well as any contractors hired to carry out work involving electrical equipment. Where a problem arises related to electricity at work, employees must inform a responsible person immediately and the company will then take the necessary measures to investigate and remedy the situation.

We will ensure electrical systems and equipment are installed maintained and managed to the appropriate standard. To ensure persons working with electrical systems and equipment are competent to do so.

It is the policy of the Company that wherever possible, all hand tools will be battery powered or 110v. Where this is not possible a Residual Current Device (RCD) will be used.

Document Ref:	Owner	Approved By	Date
HS-POL-002	DMH	D Hancock	January 2020



10. Noise

(Control of Noise at Work Regulations, 2005)

Noise is an unavoidable aspect of working in the building industry.

Under the Health & Safety at Work Act 1974 and the Control of Noise at Work regulations 2005, Employers have a legal duty to prevent damage to the hearing of workers from excessive noise at work.

The Noise Regulations apply to all workers in the United Kingdom and are based on a European Community Directive 86/188/EC.

Employers are responsible for action at the workplace, and employees must co-operate with their employer's programme to prevent hearing damage.

The Noise Regulations deal only with people at work and with risks to hearing. The Health and Safety at Work Act is more general in scope and means you will have to take action if noise causes risks other than hearing damage or creates risks to people other than workers.

There is also specific requirement under the Management of Health & Safety at Work Regulations 1999 for you to provide adequate health surveillance i.e. if there is criteria of significant risk of hearing loss from exposure to loud noise at work.

Action Levels

There are three action levels of noise as defined in the Noise Regulations

1. The first action – a daily personal noise exposure (LEP,d) 80 dB(A)
2. The second action level – a daily personal noise exposure (LEP,d) of 85 dB(A)
3. The peak action level – a peak sound pressure of 200 Pascal (140 dB re 20uPa)

The formal definition of LEP'd is the daily personal exposure to noise at work as measured over an eight-hour period but taking no account of any ear protection worn.

The peak pressure is the highest pressure reached by the sound wave, for example the peak pressure of the sound impulse generated by a cartridge tool.

The site supervisor will ensure that noisy works such as drilling, cutting or using a breaking tool etc. do not cause a nuisance to others. Where practicable, noisy works will be screened. The site supervisor will ensure that occupants of any neighbouring properties who may be affected by noisy operations are informed prior to the works starting. All those who will be in the vicinity will be given suitable ear protection to wear.

Noise health surveillance shall be recorded on form HS-FORM-006

11. Vibration

(Control of Vibration at Work Regulations, 2005)

As with noise, vibration caused by holding cutting/drilling/breaking tools is an unavoidable aspect of working in the Construction industry.

Document Ref:	Owner	Approved By	Date
HS-POL-002	DMH	D Hancock	January 2020



To ensure that exposure to harmful levels of vibration is prevented or where this is not reasonably practicable, to reduce exposure to as low as is reasonably practicable, but in any case below the exposure limit value

Vibration levels and limits:

- 2.5m/s² A8 is referred to as the “Exposure Action Value” □ 5m/s² A8 is referred to as the “Exposure Limit Value”

All reasonable practicable measures will be taken to reduce exposure to below the 2.5m/s² A8 exposure level.

The management will ensure that where the use of vibration causing hand tools cannot be reduced, suitable safeguarding procedures are brought in, including where appropriate, anti-vibration gloves.

Vibration health surveillance shall be recorded on form HS-FORM-007

12. Work at Height

(Work at Height Regulations 2005)

Many activities in the building industry involve ‘work at height’. The management teams involved in programming work and supervising it on site will assess the task beforehand and will consider the most suitable means of access. Wherever practicable mobile towers, ‘podium hop ups’, or similar will be used. Ladders and steps will only be used for short term access or where the use of mobile towers or ‘podium hop ups’ etc. is deemed unsuitable or unnecessary due to the duration of the works. Suitable control measures such as exclusion zones will be put in place to ensure the safety of any others who will be in the vicinity.

This policy outlines the steps to be taken to ensure that staff or others do not work at height where it can be avoided. Where this is not possible a written suitable and sufficient risk assessment must be undertaken, and a safe system of work developed.

Any work at height needs to be properly planned in advance of the work activity, appropriately supervised and carried out in a safe manner. Careful consideration should be given to the selection and use of work equipment.

Work at height rescue plan – HS-FORM-008 Harness Inspection form – HS-FORM-009

13. General Work Equipment

(The Provision and Use of Work Equipment Regulations (PUWER) 1998) (Lifting Operations and Lifting

Equipment Regulations (LOLER) 1998)

It will be the Directors’/Partners’ responsibility to ensure that the Company:

- Provides suitable equipment for all work to be done (Reg 4).
- Ensures that equipment will be maintained, in working order and in good repair (Reg 5).
- Ensures that all equipment and plant shall be inspected as required by (Reg 6).
- That all employees are competent to use the equipment (Regs 8 & 9).

Document Ref:	Owner	Approved By	Date
HS-POL-002	DMH	D Hancock	January 2020



- Checks the operating certificates of any employees or sub-contractors before they use any plant requiring them.

On occasion, the Company may need to hire equipment due to either the specialised nature or quantity of work. The equipment will only be obtained from approved hire companies who supply the appropriate safety documentation and where necessary supply training to ensure all users are suitably trained in the use of the equipment.

Work equipment inspection shall be recorded on form HS-FORM-010

14. Fire
(The Regulatory Reform (Fire Safety) Order 2005)

It will be the responsibility of the Directors/Partners and the site supervisors to ensure an adequate supply of fire extinguishers are available at all work locations. All fire extinguishers are to be checked annually by a specialist contractor.

Where any hot works are to take place the site supervisor will ensure that a suitable extinguisher is to hand at all times and that site procedures are in place to ensure checking for any smouldering once the works are complete.

The site supervisor will be responsible for ensuring that escape routes are maintained at all times.

Fire risk assessments on company premises shall be recorded on form HS-FORM-011

15. Computer screens
(The Health and Safety (Display Screen Equipment) Regulations, 1992)

The Directors/Partners will ensure suitable assessments are carried out for all persons who use display screen equipment. The assessments will consider the amount of time a person uses a VDU and the work done, the usability of their workstation and general working environment.

All computer workstations shall be assessed and recorded on form HS-FORM-012

16. Personal Protective Equipment (PPE)

(The Personal Protective Equipment at Work Regulations (PPE) 1992)

The Company will provide task appropriate PPE free of charge to guard against risks, which have been identified through risk assessment and for which other control measures are inadequate or impracticable for particular processes or areas. To provide information on the correct use, maintenance, storage and hazard relating to the use of PPE and monitor and ensure the correct wearing of PPE where required.

The company acknowledges that health and safety hazards will have been identified if this equipment is used. It is the intention of the company to ensure, through the proper use of this equipment, that any risks are reduced to a minimum. Whilst it is generally recognised that the use of PPE can be undertaken without undue risks to health, it is appreciated that some employees may have genuine reservations and concerns.

Document Ref:	Owner	Approved By	Date
HS-POL-002	DMH	D Hancock	January 2020



The implementation of this policy requires the total co-operation of all members of management and staff. There will be full consultation with employees through existing channels of communications.

Persons found to be persistently breaching PPE rules will be subject to disciplinary procedures which may include ejection from site.

The Directors/Partners and the site supervisor will ensure that all employees and sub-contractors have access to a sufficient supply of PPE when required.

All PPE issue shall be recorded on HS-FORM-013

17. Contractors and sub-contractor control

Where required DMH Interiors Ltd shall utilise sub-contractors to provide additional labour support to our operations. Sub-contractors will be selected following completion of a re-work assessment form completion. Upon completion of the first activity on behalf of the company, A task appraisal form shall be complete detailing whether the sub-contractor meetings the require health, safety and quality standards of our company.

Sub-contractors on site shall be monitored by Company Supervision and Site Management with dynamic reports on contractor performance being actively regularly provided to the Company Director by a delegate person, including the Principal Contractor if required.

Pre-work assessment shall be recorded on HS-FORM-014 Post-work assessment shall be recorded on HS-FORM-015

18. Monitor and review

Monitoring will be undertaken by regular visits to site from the Managing Director/Contracts Manager at these times any deficiencies will be immediately rectified. Monitoring will also be undertaken via regular communication with the Principal Contractor and by attending site meetings as requested.

Annually we will formally review our policies, procedures and aims and objectives this will be documented.

These arrangements shall be reviewed annually or when there is a change in circumstances, in work practices or the introduction of new legislation.

Document Ref:	Owner	Approved By	Date
HS-POL-002	DMH	D Hancock	January 2020