

### **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS: 1988**

The company recognises and takes seriously its responsibilities under the COSHH Regulations in its manufacturing and installation operations to its employees and clients.

Within the company's operations all materials and processes have been evaluated and assessed for their COSHH implications and appropriate steps taken to minimise any likely risk.

The company's products have been similarly assessed and their construction and materials used have been re-engineered where necessary to eliminate all undue risk. The products are constructed in such a way and of such materials that there is considered to be no significant risk in normal operations of the acoustic folding doors produced. Both the materials in use and the manufacturing processes have been selected and controlled so that the finished product is practically inert and does not result in any contamination which could be considered harmful under the Regulations.

The company's acoustic folding doors have been engineered so that they will present no hazards when disposed of under normal waste systems at the end of their usable life.

### **ENVIRONMENTAL POLICY STATEMENT**

The company produces its products from standard parts bought in from a range of suppliers; the fabrication of these parts into acoustic folding doors is done using hand operations which do not generate unfriendly by products e.g. effluent fumes or noise pollution.

The materials purchased for the construction of our products, have been selected from reputable suppliers and wherever possible are of environmentally sound raw materials. The company does not utilise unsuitable materials and has deliberately engineered its products to avoid the use of such materials.

Wherever possible, the company suggests alternative finishes to its customers in order to avoid the use of hazardous or unfriendly substances in the painting or laminating materials and processes, which minimise any environmental impact.

When new designs and methods of production are being evaluated, the Directors pay particular attention to the environmental implications of their proposals.

**CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS: 1994****SAFETY POLICY**

The company recognises the need for good working practices in all areas within its jurisdiction in order to safeguard the health, safety and welfare of its employees and all other persons coming into contact with its operations, whether in-house or on site.

To protect employees in-house, the company has developed full range of risk assessments, staff training and provision of protective equipment, which is kept under review. The essential elements are incorporated in the training and work instructions within the company's quality programme.

Safety aspects of the product are well established and no design or modifications are made without senior management review of the of the safety implications.

When using the company's own employees to fix the company's acoustic folding doors on clients' premises, only employees with the requisite skill and experience are deployed. In all such circumstances they will have been briefed on the particular job in hand and receive specific instructions to follow the standing orders for site safety laid down by the client.

When using sub-contracts for fixing, they will have been selected under the company's quality assurance scheme and their record for safety and safe working practices will have been taken into account in their grading

It is company policy to provide the information needed by the client or principle contractor to complete the safety file under the Construction (Design Management) Regulations 1994 for which a comprehensive safety statement has been prepared

### **COMPANY PRACTICE WHEN OPERATING AS CONTRACTOR OR SUB-CONTRACTOR**

The situation arises when the Company is engaged to fabricate and install acoustic operable walls directly by a client or a Principal Contractor on premises under the client's or the Principal Contractor's control.

The need for sound working practices is addressed as follows:

#### **1. Training**

As part of the company's quality assurance system, every employee receives safety induction training, which is updated regularly as the employee progresses with the company; additional safe working practice training is provided. Only fully experienced operators have received specific safety training are deployed onto clients' premises for installation, modifications or maintenance.

#### **2. Risk Assessment**

The company's Sales Director or its Technical Services Manager will have completed a company safety questionnaire from the information provided by the client during a preliminary site inspection. Specific safety requirements will be incorporated into the fabrication drawing/specification or in the instruction given to the installer.

#### **3. Safety Items**

The company provides folding doors and operable walls which have been designed to enable their installation using the normal range of hand held tools and equipment. The products supplied by the company do not contribute any appreciable risk to the client or themselves and the installation can be carried out without any risk to the client's personnel or property.

**THE FOLLOWING SPECIFIC ITEMS ARE INCLUDED IN THE COMPANY'S SAFE WORKING PRACTICE CODE**

## a) Access and Egress

The installer will ensure that the folding doors are placed safely and securely to ensure they cannot easily be dislodged, causing injury or damage, and do not interfere with the safe passage of site personnel or traffic. As necessary during the installation, at the end of each day and at the end of each installation, the installer will ensure that the working area is cleared up of materials and not left in a hazardous condition.

## b) Safe Working Platforms

When these are required for the installation they will be provided under a company purchase order placed with a reputable and approved supplier and will carry the required certification. At all times the company's staff will use them strictly in accordance with the operating instructions.

Note: **EMPLOYEES ARE NOT AUTHORISED TO ALLOW THE USE OF THESE ITEMS BY ANY OTHER PERSONS**

## c) Power and Lighting

The company will provide power to the site for general use, in exceptional circumstances, and by agreement with the client; company employees may provide power for their own tools and equipment only. Power tools taken onto site by company's employees will be 110volt type only and will have been subject to the normal safety checks imposed by the company's own tools within its control.

## d) Specialist Plant

The company's products do not require the use of any specialists' plant and where such plant e.g. a fork lift truck is required under particular circumstances, it will be provided by a specialist hire company with a qualified operator.