

FALKUS JOINERY HEALTH & SAFETY SYSTEM

HS 020 Health & Safety Manual

1. Scope

Falkus Joinery Limited's Health and Safety System covers the Joinery Factory, all construction sites, and administrative functions associated with the Company's activities, projects and services.

Falkus Joinery Limited has been in business as a building contractor for over 60 years and has a wide range of clients and projects including: schools, residential accommodation, commercial developments and heritage projects.

The locations covered are the company's Joinery Factory, and Head Office at 14 Anning Street, London, EC2A 3LQ and all construction sites where employees work.

The purpose of this manual is to provide an overview of Falkus Joinery Limited's Health & Safety System.

2. References

ISO 45001:2015 Occupational health and safety management systems - Requirements

3. Terms and Definitions

- 3.1 Acceptable risk:** risk that has been reduced to a level that can be tolerated by Falkus Joinery having regard to legal obligations and the company's Health and Safety Policy.
- 3.2 Audit:** Systematic, independent and documented process for obtaining 'audit evidence' and evaluating it objectively to determine the extent to which 'audit criteria' are fulfilled.
- 3.3 Continual improvement:** year on year improvements in both Falkus Joinery's health and safety performance and the Health and Safety System.
- 3.4 Corrective action:** action to eliminate the cause of a **nonconformity** or other undesirable situation.
- 3.5 Document:** hard copy or electronic information in written, diagrammatic or pictorial form.
- 3.6 Hazard:** source, situation or act with a potential for harm in terms of injury or **ill health**.

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- 3.7 Hazard identification:** the process of recognising that a **hazard** exists and defining its characteristics.
- 3.8 Ill health:** identifiable, adverse physical or mental condition arising from and/or made worse by a work activity and/or work-related situation.
- 3.9 Incident:** work-related event in which an injury or **ill health** or fatality occurred or could have occurred.

Note 1: An accident is an incident which has given rise to injury, ill health, or fatality.

Note 2: An incident where no injury, ill health or fatality occurred is referred to as a near miss.

Note 3: A dangerous occurrence is a particular type of near miss.

Note 4: An emergency situation is a particular type of incident.

- 3.10 Interested party:** person or group outside the **workplace** concerned with or affected by the **OH&S performance** of the company.
- 3.11 Nonconformity:** non-fulfilment of a requirement.
- 3.12 Occupational health and safety (OH&S):** conditions and factors that affect, or could affect, the health and safety of employees or other workers (including temporary workers and contractor personnel), visitors or any other person in the **workplace**.
- 3.13 OH&S management system:** part of an organisation's management system used to develop and implement its **OH&S policy** and manage its **OH&S risks**.
- 3.14 OH&S objective:** **OH&S** goal, in terms of **OH&S performance** set annually by Falkus Joinery in order to achieve one of its Health and Safety Policy commitments.
- 3.15 OH&S performance:** measurable results of Falkus Joinery's management of its **OH&S risks**.
- 3.16 OH&S policy:** overall intentions and direction of the company related to **OH&S performance** as expressed by the Board of Directors.

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- 3.17 Organisation:** company, corporation, firm, enterprise, authority, or institution or part or combination thereof, whether incorporated or not, public or private that has its own functions and administration.
- 3.18 Preventive action:** action to eliminate the cause of a potential **nonconformity** or other undesirable potential situation.
- 3.19 Procedure:** specified way to carry out an activity or a process. (May be documented or not).
- 3.20 Record:** documented evidence of results achieved or providing evidence of activities performed.
- 3.21 Risk:** combination of the likelihood of an occurrence of a hazardous event or exposure and the severity of injury or **ill health** that can be caused by the event or exposure(s).
- 3.22 Risk assessment:** process of evaluating the **risk** arising from a hazard(s), taking into account the adequacy or existing controls, and deciding whether or not the risk(s) is acceptable.
- 3.23 Workplace:** any physical location in which work related activities are performed under the control of the organisation.

Note: this includes effects on personnel who are, for example, travelling, working at the premises of a client or working at home.

4. Context of the Organisation

4.1 General

Moral – *'All workers have a right to work in places where risks to their health and safety are properly controlled. Health and safety is about stopping workers getting hurt at work or ill through work.'* (Health and Safety Law Poster).

Legal – There is a wealth of health and safety legislation and codes of practice covering work both within offices and manufacturing sites. Without a formal system in place it is difficult for organisations to ensure that they understand and meet all their legal obligations.

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Financial - In many cases there is often no conflict between what is good for business and what is good for health and safety management. Improved health and safety performance leads to increased productivity, reduced insurance premiums, improved morale and increases the company's chances of winning new business.

4.2 Needs & Expectations of Workers & Interested Parties

All workers have an expectation that neither their health nor their safety will be at risk as a result of their employment with Falkus Joinery.

4.3 Scope of Health & Safety System

The scope of this Health & Safety System covers all work related to joinery and any associated administration at 14 Anning Street and any joinery activities on site.

4.4 Health & Safety Management System

Falkus Joinery's Health & Safety System has been based on the format of the new International Standard ISO 45001:2018.

5. Leadership & Worker Participation

5.1 Leadership & Commitment

Top Management demonstrates leadership and commitment to the Health & Safety System by:

- a) Taking overall responsibility for the prevention of work-related injury and ill health and provision of safe and healthy workplaces and activities.
- b) Ensuring that the OH&S policy and related OH&S objectives are established and compatible with the strategic direction of the company.
- c) Ensuring the integration of the Health & Safety System into the company's business processes.
- d) Ensuring sufficient resources are available for the Health & Safety System.
- e) Communicating the importance of effective Health & Safety Management and of compliance with the requirements of the Health & Safety System.

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- f) Ensuring that the Health & Safety System achieves its intended outcomes.
- g) Directing and supporting persons to contribute to the effectiveness of the Health & Safety System.
- h) Ensuring and promoting continual improvement.
- i) Supporting other relevant management roles to develop their leadership as it applies to their areas of responsibility.
- j) Developing, leading and promoting a culture that supports the intended outcomes of the Health & Safety System.
- k) Protecting workers from reprisals when reporting incidents, hazards, risks and opportunities.
- l) Ensuring the organisation establishes and implements a process for consultation and participation of workers.
- m) Supporting the establishment and functioning of a Health and Safety Committee.

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5.2 Health & Safety Policy

The policy, which has been approved by Jonathan Jerram, is reproduced below

FALKUS JOINERY LIMITED - HEALTH & SAFETY POLICY

1. Management of health and safety falls within the social category of sustainable development and is of equal importance to the economic success of the business and protection of the environment.
2. Our aim is to provide safe working environments and hence to prevent injury and ill health to our employees and all other stakeholders: clients, professionals, subcontractors, members of the public and anyone else affected by our activities, projects or services.
3. We require all directors and managers to demonstrate leadership in health and safety matters in order to develop and maintain a positive health and safety culture.
4. We will comply fully with all relevant health and safety regulations and codes of practice.
5. We will implement and maintain a Health and Safety System to help deliver these policy commitments.
6. We will provide the necessary resources in personnel, finance and time in order to implement and maintain the Health and Safety System.
7. We will set Health and Safety Objectives annually, which reflect our commitment to continual improvement in health and safety performance and the Health and Safety System.
8. We recognise that we need the support of all our employees in order to achieve our Health and Safety Objectives.
9. We will provide relevant health and safety information, training and instruction for our employees.
10. We will consult with our employees on health and safety matters.

Copies of Falkus Joinery's Health and Safety Policy are sent to clients and to sub-contractors working on behalf of the company by the Buyer when requesting quotations or raising purchase orders.

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5.3 Organisational Roles, Responsibilities and Authorities

- a) The QESH Manager is responsible for ensuring that the Health & Safety System conforms to ISO 45001:2018.
- b) The QESH Manager is responsible for reporting on the performance of the Health & Safety System to top management.

5.4 Consultation and Participation of Workers

Consultation and participation of workers is carried out through the Health & Safety Committee.

6 PLANNING

6.1 Actions to Address Risks & Opportunities

6.1.1 General

The following have been considered in the development of the Health & Safety System:

- Hazards.
- OH&S risks and other risks.
- OH&S opportunities and other opportunities.
- Legal and other requirements

6.1.2 Hazard Identification & Assessment of Risks & Opportunities

Joinery activities have been reviewed using experience within the company and by reference to L 114. Well known hazards within the industry are as follows:

- **Machinery** – the woodworking industry has one of the highest accident rates in manufacturing. HSE statistics continue to show that accidents involving either the dangerous parts of a woodworking machine or the wood being machined give woodworking a major injury rate that is above the manufacturing average.
- **Slips, trips and falls** – trips are a common cause of reportable injuries across all industries.

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Ill health by contrast commonly arises as a result of the following hazards:

- **Wood dust** – exposure to wood dust can cause asthma and hardwood dust can cause cancer, particularly of the nose.
- **Manual handling** – lifting heavy or awkward loads causes back and other injuries. Some injuries result from a single lift, but more commonly long term injury develops from repeated minor injury due to repetitive lifting.
- **Noise and vibration** – high levels of noise can cause hearing loss and repeated use of vibrating tools can cause hand-arm vibration syndrome (damage to nerves and blood vessels – most commonly in the hands and fingers).
- **Chemicals** – exposure to materials such as cement and solvents can cause skin problems such as dermatitis.

Risks arising from any joinery or associated activities on site are rated as:

- **High Risk – unacceptable risk.** Another way of carrying out the task must be found before this starts or the activity must be stopped immediately.
- **Medium Risk – undesirable risk.** An activity, which has resulted or could have resulted in a RIDDOR reportable accident or incident within the company in the last 3 years or is not being controlled by a Method Statement, which meets an Approved Code of Practice or equivalent to this.
- **Low Risk – acceptable risk.** A risk that has been reduced to a level which is unlikely to result in an injury or ill health.

6.1.2.1 Hazard Identification

Falkus Joinery is a well-established business and uses standard woodworking processes with well understood hazards.

6.1.2.2 Assessment of OH&S Risks & Other Risks

The specific hazards are assessed in the company's Risk Assessments.

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6.1.2.3 Opportunities

Opportunities for improvement are identified and reviewed for incorporation into the Health & Safety System as part of the continual improvement process.

6.1.3 Determination of Legal and other Requirements

Legal requirements are identified in Appendix 1.

6.1.4 Planning Action

Plans are established to address:

- 1) The risks and opportunities.
- 2) Legal requirements.

6.2 OH&S Objectives & Planning to Achieve Them

6.2.1 OH&S Objectives

OH&S objectives are established annually.

6.2.2 Planning to Achieve Objectives

When planning how to achieve OH&S Objectives the following will be determined:

- a) What will be done.
- b) What resources will be required.
- c) Who will be responsible.
- d) When it will be completed.
- e) How will the results be evaluated, including indicators for monitoring.
- f) How the actions will be integrated into the company's business processes.

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7 SUPPORT

7.1 Resources

Jonathan Jerram is responsible for ensuring that all necessary resources for the establishment, implementation, maintenance and continual improvement of the Health & Safety System:

- Personnel.
- Equipment.
- Finance.
- IT.
- Information.

7.2 Competence

Individuals are deemed to be competent by the Joinery Manager if they have the appropriate level of qualifications, knowledge, training and skills to be able to carry out tasks assigned to them to an acceptable standard; in a reasonable amount of time and without close supervision.

Eric Tomlinson, the company's QESH Manager, is NEBOSH qualified and a Technical Member of the Institution of Occupational Health & Safety.

7.3 Awareness

- a) The OH&S Policy and Objectives are posted on the Workshop Noticeboard.
- b) Machine Sheets are posted adjacent to each machine to identify the risks and actions required by Operatives.
- c) All employees have the ability to remove themselves from work situations that they consider present an imminent and serious danger to their life or health and will not suffer any undue consequences for doing so.

7.4 Communication

7.4.1 General

Communications on health and safety will be accurate, clear and timely.

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7.4.2 Internal Communications

Falkus Joinery has relatively few employees and hence most communication is face to face. Email is also used where more detailed information or reports need to be shared.

7.4.3 External Communications

Will Burn and Katy Carter are responsible for communications with clients.

Eric Tomlinson is responsible for communications with The Building Safety Group, the HSE (including RIDDOR reporting) and insurers for ill health/injury.

7.5 Documented Information

7.5.1 General

The Falkus Joinery Health & Safety System includes the following documentation:

- Health & Safety Policy.
- Health & Safety Manual.
- Risk Assessments.
- Machine Instructions.

7.5.2 Creating & Updating

The responsibility for creating and updating documents is as follows:

- Health & Safety Policy – Jonathan Jerram.
- Health & Safety Manual – Eric Tomlinson.
- Health & Safety System Procedures - Eric Tomlinson.
- Process documentation – Will Burn.

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7.5.3 Control of Documented Information

Documented information is controlled so that:

- It is available and suitable for use when and where needed.
- It is legible.
- It is updated as necessary.
- Obsolete copies are removed promptly and archived or destroyed.

8 OPERATION

8.1 Operational Planning & Control

8.1.1 General

- a) Criteria for processes are defined by Will Burn and will include some or all of the following:
 - Guarding of rotating blades/machinery.
 - Use of extraction systems.
 - Exclusion zones.
 - List of Competent Operatives.
 - PPE.
- b) Chris Stanley is responsible for ensuring that the above controls are in place at all times.
- c) Will Burn maintains Plant Maintenance Records.

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8.1.2 Eliminating hazards & Reducing OH&S Risks

Elimination of hazards and reduction of risks is carried out in line with the following hierarchy of controls:

- a) **Eliminate the hazard.**
- b) **Substitute with less hazardous process, operations, materials or equipment.**
- c) **Use engineering controls (guards) and reorganisation of work.**
- d) **Use administrative controls, including information, instruction and training.**
- e) **Use adequate PPE.**

8.1.3 Management of Change

- a) New products, services and processes will be reviewed and changes made to the Health & Safety System as necessary.
- b) Changes to legal and other requirements will be reviewed and changes made to the Health & Safety System as necessary.
- c) Changes in knowledge or updated information about hazards and risks will be reviewed and changes made to the Health & Safety System as necessary.
- d) Changes in technology will be reviewed and changes made to the Health & Safety System as necessary.

8.1.4 Procurement

8.1.4.1 General

Procurement of products and services is carried out in line with the requirements of the company's Health & Safety System.

8.1.4.2 Contractors

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Will Burn is responsible for co-ordinating risks associated with contractors to ensure that:

- a) The contractors' activities do not impact on activities in the Joinery Workshop.
- b) Activities in the Joinery Workshop do not impact on the contractors' workforce.
- c) The contractors' activities do not impact on activities do not impact other interested parties in the workplace.

8.1.4.3 Outsourcing

The following outsourced functions are controlled as follows:

- External joinery works and site installation – Will Burn.
- Joinery and paint spraying – Chris Stanley.
- Building Safety Group, Fire Risk Assessments/DSEAR Assessments – Eric Tomlinson.

8.2 Emergency Preparedness & Response

This is covered by the Head Office Emergency Procedure – EP 815.

9 PERFORMANCE EVALUATION

9.1 Monitoring, Measurement, Analysis and Performance Evaluation

9.1.1 General

- BSG Inspections are carried out every 4 months.
- Accidents and incidents are recorded as they occur and are analysed annually.

9.1.2 Evaluation of Compliance

Evaluations of compliance will be carried out annually by Eric Tomlinson against the current Register of Legislation in Appendix 1.

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9.2 Internal Audits

These are carried out by Eric Tomlinson when required.

9.3 Management Review

Management Reviews are carried out annually and are chaired by Jonathan Jerram.

10 IMPROVEMENT

10.1 General

Falkus Joinery continually improves health and safety performance by:

- Investing in new equipment.
- Investigating and reviewing accidents and incidents.
- Improving risk assessments.
- Investing in training.
- Improving health and safety procedures

10.2 Incidents, Nonconformities and Corrective Action

Accidents and incidents are recorded and investigated in accordance with HS 531.

- a) In the first instance all accidents, near misses and incidents are reported to Chris Stanley who will organise the following in a timely manner:
 - 1) Take action to control or correct it, including first aid if necessary.
 - 2) Dealing with the consequences
- b) Once the immediate issues have been addressed, an evaluation will be carried out with the participation of workers and the involvement of other interested parties to establish the need for corrective action to eliminate the root cause of the incident or nonconformity in order that it does not recur by:
- c) Existing Risk Assessments and Method Statements will be reviewed and updated as necessary.

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- d) Determine and implement any action needed.
- e) Assessing OH&S risks that relate to new or changed hazards prior to taking action.
- f) Review the effectiveness of any action taken, including corrective action.
- g) Make changes to update the Health & Safety System as necessary.

10.3 Continual Improvement

The company continually improves the suitability, adequacy and effectiveness of the Health & Safety System by:

- a) Enhancing OH&S performance.
- b) Promoting a culture that supports an OH&S Management System.
- c) Promoting the participation of workers in implementing actions for the continual improvement of the Health & Safety System.
- d) Communicating the relevant results of continual improvement to workers.
- e) Maintaining and retaining information as evidence of continual improvement.

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Appendix 1

Falkus Joinery Register of Legal Requirements

Title	Reference	PDF
Health and Safety at Work etc Act	1974	
Health and Safety (First Aid) Regulations	1981/0917	L74
Electricity at Work Regulations	1989/0635	
Health and Safety (Information for Employees) Regulations	1989/0682	
Health and Safety (Display Screen Equipment) Regulations	1992/2792	L26
Manual Handling Operations Regulations	1992/2793	L23
Personal Protective Equipment at Work Regulations	1992/2966	L25
Workplace (Health Safety and Welfare Regulations)	1992/3004	L24
Supply of Machinery (Safety) Regulations	1992/3073	
Health and (Safety, Signs and Signals) Regulations	1996/0341	L64
Health and Safety (Consultation with Employees) Regulations	1996/1513	L146
Working Time Regulations	1998/1833	Regs
Provision and Use of Work Equipment Regulations (PUWER)	1998/2306	L114
Lifting Operations and Lifting Equipment Regulations (LOLER)	1998/2307	L113
Employers Liability (Compulsory Insurance) Regulations	1998/2573	
Management of Health & Safety at Work Regulations	1999/3242	L21
Personal Protective Equipment Regulations (Design/man/supply)	2002/1144	L25
Control of Substances Hazardous to Health Regulations (COSHH)	2002/2677	L5
Electricity Safety, Quality and Continuity Regulations	2002/2665	
Dangerous Substances and Explosive Atmospheres Regulations	2002/2776	L138
Work at Height Regulations	2005/0753	Regs
Control of Vibration at Work Regulations	2005/1093	L140
Regulatory Reform (Fire Safety) Order	2005/1541	Guide
Control of Noise at Work Regulations	2005/1643	L108
Smoke-free (Premises and Enforcement) Regulations	2006/3368	Regs
Supply of Machinery (Safety) Regulations	2008/1597	
Building Regulations	2010/2214	Regs
Control of Asbestos Regulations	2012/0632	L143
Health & Safety (Fees) Regulations - £129 per hour 2012/13	2012/1652	HSE 47
Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations	2013/1471	INDG 453
Construction (Design and Management) Regulations 2015	2015/0051	L153

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