



BY APPOINTMENT
TO HER MAJESTY THE QUEEN
LINNEY COOPER LIMITED, NORTH WALES
CARPET SUPPLIER & INSTALLER



BY APPOINTMENT
TO HRH THE PRINCE OF WALES
LINNEY COOPER LIMITED, NORTH WALES
CARPET SUPPLIER & INSTALLER



Linney Cooper

the carpet consultants

Jubilee House, Unit 1 Builder Street
Llandudno, North Wales LL30 1DR

Tel: 01492 874000

Fax: 01492 873432

Email: carpets@linneycooper.co.uk

Health and Safety Policy

Ensure that you follow the documented safe system of work. Please pay particular attention to the following rules to preserve not only your own safety but also that of others.

These following guidelines cover the basic requirements that apply to Linney Cooper Ltd personnel and have been prepared for your safety. Unit Management will give unit specific induction/information to all members of staff prior to commencement of contract.

Linney Cooper Ltd's objective is to provide a safe, healthy and secure working environment for all workers and members of the public on its premises.

By following these guidelines you will be helping to ensure your own health and safety and that of other people working on or visiting the premises.

All staff are to comply with all existing relevant legislation, including the **Health & Safety at Work Act 1974** and the **Management of Health & Safety at Work Regulations 1999** (we will advise upon these). Should dangerous circumstances arise through non-compliance or negligence, work may be stopped.

Working Area

Directors: R.H.Hughes, R.B.Jones, G.Hughes, A.Hughes

Registered Number: 801547 Linney Cooper is a trading name of Linney Cooper Limited V.A.T. Reg. No. 158 9702 26



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- **Inspect the working area for potential hazards at the start and finish of every shift and report any findings to a Linney Cooper Ltd authorised representative.**

Equipment

- **Do not remove any existing guards, barriers or locks without permission. They may be in place for your safety.**
- **All tools and plant must be maintained in a safe condition and be regularly inspected.**
- **Do not use makeshift tools or equipment.**
- **Do not climb upon any structure unless authorised to do so.**
- **Transport equipment/materials in a safe manner along agreed routes.**
- **Do not enter machinery/ride enclosures unless the power has been properly isolated.**
- **Do not leave plant and/or equipment in a dangerous condition and unguarded.**
- **Wear personal protective equipment if it is required for the tasks to be undertaken.**

Electricity

- **All electrical equipment is to be suitably tested and marked as required under the Electricity at Work Regulations 1989 and 16th Edition IEE Wiring Regulations.**

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Electrical equipment above 110v may not be used without specific authorisation and must only be used in conjunction with R.C.D. protection.

- **Do not carry out any electrical isolation or reinstatement of electrical equipment without permission.**

Hot Work

Do not commence hot work without first ensuring the authorised isolation of the heat or smoke detectors in the immediate area and a Linney Cooper Ltd work permit has been issued.

Safety Barriers and Signs

Ensure that safety barriers and signs are placed around the working area where appropriate and that they are removed upon completion of the work.

Housekeeping

- **Keep all aisles, corridors, exits, and etc clear. Ensure you do not block fire exits.**
- **Do not allow rubbish to accumulate. All substances, residues and waste materials must be removed from site as soon as possible and disposed of in an advised manner.**

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Accidents and First Aid

- **Remember to report all accidents, near misses and hazards to Linney Cooper Ltd representative. Remember you are responsible for your health and safety as well as others. The name and location of First Aider shall be displayed on the unit notice boards.**

General

- **Approved warning signs and notices must be displayed to warn of particular hazards.**
- **Do not work alone on potential hazardous operations.**
- **All contractors must follow all relevant method statements (no contractor may amend any method statement or system of work without prior authorisation from the Project Manager.)**

Control of Substances

- **Hazardous substances must be assessed as per COSHH Regulations prior to being brought onto site (again, you will be advised on these regulations and guidelines).**
- **Particular attention must be given to the control of asbestos to comply with current legislation.**
- **Hazardous and flammable substances must be stored, handled and used in accordance with applicable safety regulations. Quantities should be limited to that required for one day's work only.**

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Children and Young Persons

Everyone should be aware that children and young persons are attracted to building or work sites. Particular attention should be given to the above rules whenever children and young persons may be present.

Access and Egress

The Contractor will agree, with the Unit Duty Manager, a procedure for safe access to and safe egress from the area of work.

Signed.....

Position.....

Date.....

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