

Health and Safety Management System

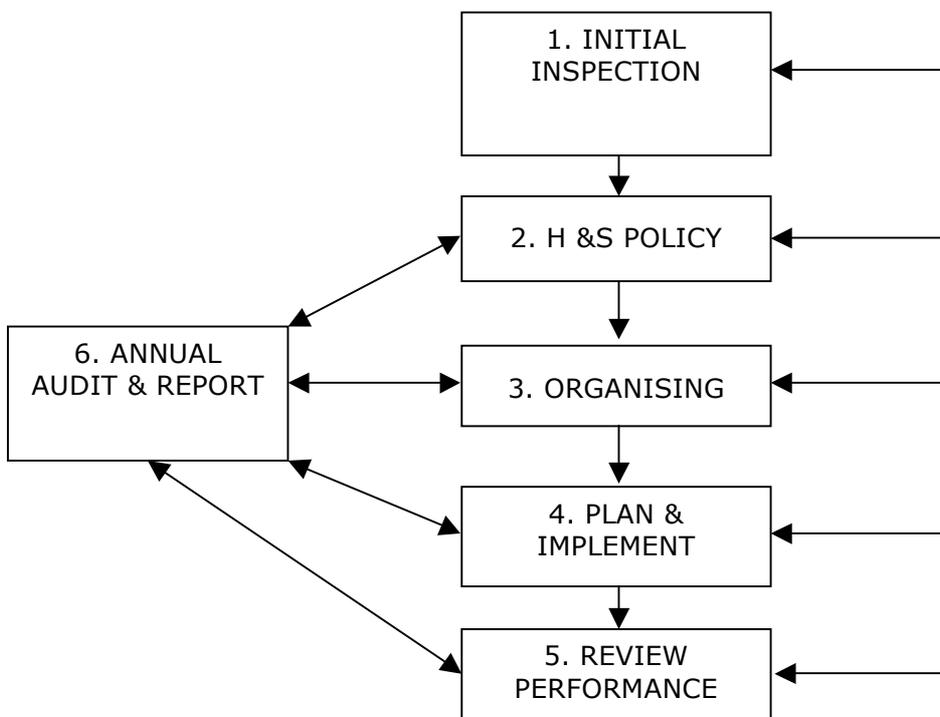
Health and Safety Management System

The Management of Health and Safety at Work Regulations (Regulation 5) requires the employer to have arrangements in place to cover health and safety. These arrangements should, where possible, be integrated within the management system that is already in place for the company. The arrangements when implemented however will depend on the size and nature of the business and will require the following factors to be considered when integrating them into any management system: -

- Planning
- Organisation
- Control
- Monitoring and review

This health and safety policy includes a management structure and arrangements developed for the company to ensure compliance with the law and can be integrated within the present company management system. Including the factors mentioned above and using current health and safety principles and management practises, the system outlines clearly how to manage the requirements. Guidance is provided to show how this policy can be used as part of an effective health and safety management system to ensure compliance and control in a logical manner.

The flow diagram below provides a pictorial representation of good management practises in health and safety. Each step is further described detailing how the company can in a logical process ensure that they implement all aspects of health and safety plans.



Health and Safety Policy

Health and Safety Policy

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Introduction

In compliance with the requirement of Section 2 (3) of the Health and Safety at Work etc Act 1974, the company are effectively discharging its statutory duties by preparing a written health and safety policy.

A copy of the policy, which outlines the company's health and safety arrangements and organisational structure, is provided at the company premises that must be read by all employees and any other interested person who may be affected by their work activities.

In order for Plaster Plus Interiors to discharge its statutory duties, employees are required by law, to co-operate with the management in all matters concerning the health, safety and welfare of themselves and any other person who may be affected by their acts or omissions whilst at work.

The health and safety management system for Plaster Plus Interiors is available for inspection by any interested party upon any reasonable request.

Plaster Plus Interiors agrees that in order to ensure that the health and safety policy is sustained in an effective condition, it is essential that the information is up-to-date and accurate. It is the responsibility of the Health and Safety Director to ensure that suitable revisions are made that reflect changes that have taken place within the company and any new and relevant legislation. In addition the policy will be reviewed if accident reports or the findings of any management inspections raise concerns.

Plaster Plus Interiors encourages all employees to inform their immediate superior of any areas of the health and safety policy that they feel are inadequate to ensure that the policy is maintained as a true working document.

Plaster Plus Interiors

HEALTH AND SAFETY POLICY STATEMENT

In accordance with the duty under Section 2 (3) of the Health and Safety at Work Act 1974 etc. and in fulfilling our obligations to our employees, visitors, contractors, neighbours and members of the public who may be affected by our activities, Plaster Plus Interiors have produced the following statement of policy in respect of health, safety and welfare concerns

It is the policy of Plaster Plus Interiors to comply with the terms of Health & Safety at Work Act 1974 etc., and with the safe working practices outlined in associated Health & Safety Regulations and Health & Safety Executive guidelines.

The Company will, as far as is reasonably practicable, ensure:

- The provision and maintenance of plant and systems of work that are safe and without risks to health.
- The safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- The provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all our employees.
- The maintenance of any place of work under the Company's control in a condition that is safe and without risks to health, and the provision and maintenance of means of access and egress that are safe and without such risks.
- The provision and maintenance of a working environment that is safe, without risks to health, and adequate as regards facilities and arrangements for the welfare of our employees at work.
- That person's not in our employment who may be affected thereby are not exposed to risks to their health and safety.
- Provide an environment in which everyone can carry out his or her tasks without fear of intimidation, harassment, violence or undue stress.
- An organisation structure that ensures that this Health & Safety Policy will be implemented in full and updated as appropriate.
- That our management team afford health and safety matters equal priority to other management functions.
- To regularly monitor, inspect and audit our systems and procedures to ensure continuous improvement.
- Ensure the co-operation of all employees in the operation of this policy.

The Company's Health and Safety objective is to assess all significant risks to its employees, visitors and contractors and to develop and implement proactive measures aimed at eliminating those risks, or at least reducing them so far as is reasonably practicable.

Signature:

Position:

Date:

Review date:

Plaster Plus Interiors

Environmental Statement

Plaster Plus Interiors recognise the need for sustainable development and continually aim to improve the environmental effect of its activities.

To achieve this we will: -

Establish sound environmental management by: -

Meeting or improving upon relevant legislative, regulatory and environmental codes of practice.

Developing objectives that target environmental improvements and monitor performance by regular review.

Considering any environmental issues in the decision-making process.

Developing a relationship with suppliers and contractors so that we all recognise our environmental responsibilities.

Educating staff so that they carry out their activities in an environmentally responsible manner.

Provide for the effective use of resources by: -

Promoting waste minimisation by recycling or finding other uses of by-products whenever economically viable.

Promoting the efficient use of resources, energy and fuel throughout the company's operations.

Co-operate with: -

The communities in which we operate.

The government, regulatory bodies and other interested parties with the shared vision of being a good and trusted neighbour.

Signature:

Date

Position:

Review date:

Plaster Plus Interiors

Safety Structure

Individual responsibilities

Section 2 of the Health and Safety at Work etc Act 1974 places a duty on employers to prepare a written health and safety policy, which will give details of the responsibilities for ensuring the health, safety and welfare of all employees. The following list of responsibilities has been collated to ensure compliance with legislation.

Managing Director

The Managing Director/Owner will have overall responsibility for health and safety throughout the group.

In particular this includes: -

- Lead by example
- Have a good understanding of the main requirements of the Health and Safety at Work etc. Act 1974 and other relevant legislation.
- All levels of the organisation fully understand the arrangements for the implementation of the safety policy.
- The policy is reviewed for compliance with the objectives for health and safety.
- Sufficient funds are made available for the requirements of health, safety and welfare provisions.
- Details of safe systems of work, rules and procedures are communicated to all relevant persons with suitable records kept.
- Health and safety issues raised by employees and non-employees are recorded and investigated.
- Adequate training is provided for relevant personnel including workplace induction, toolbox talks or any other relevant job specific training.
- Arrangements for fire safety are implemented and that all relevant checks are carried out as per site requirement.
- All accidents and dangerous occurrences are investigated and control measures implemented to prevent any reoccurrence.
- Nominated personnel complete, record and review specific assessments / safe working practices and inform employees of the results.
- That suitable and sufficient personal protective equipment is provided for employees at no cost and that suitable records are maintained.
- A joint consultation between management and other relevant personnel takes place.
- Relevant statutory signs and notices are provided and displayed in prominent positions.
- Environmental controls are in place as required to ensure compliance with relevant environmental legislation.

Employer's responsibilities

As employers we have a duty to all employees, casual workers, part-time workers, trainees, visitors and sub-contractors who may be in our workplace or using equipment provided by the company. Consideration must also be given to our neighbours and the general public.

Management will ensure they: -

- Assess all risks to worker's health and safety and bring the significant findings to the attention of employees.
- Provide safe plant and equipment that is suitably maintained.
- Provide a safe place of work with adequate facilities and safe access and egress.
- Provide adequate training and information to all employees regardless of their position within the company.
- Have provisions in place to guarantee that articles and substances are handled and stored in a proper manner.
- Provide health surveillance to employees where it is deemed necessary.
- Appoint competent persons to help comply with health and safety law.

Employee's responsibilities

The Health and Safety at Work etc Act 1974 details two main sections which employees are required to comply with. These are: -

Every employee working for the company has a duty of care under the Health and Safety at Work etc Act 1974 Section 7 to take reasonable care of himself/herself and any other person who may be affected by his/her actions and omissions.

In addition to the above, Section 8 states that under no circumstances shall employees purposely or recklessly interfere or misuse anything provided in the interest of safety or welfare, life saving equipment, signs or fire fighting equipment.

Employees also have a duty to assist and co-operate with their employers and any other person to ensure all aspects of health and safety legislation are adhered to.

Employees are obliged to: -

- Always follow safety rules, avoid improvisation and comply with the health and safety policy.
- Only perform work that they are qualified to undertake.
- Always store materials and equipment in a safe manner.
- Never block emergency escape routes.
- Always practise safe working procedures, refrain from horseplay and report all hazards and defective equipment.
- Always wear suitable clothing and Personal Protective Equipment for the task being undertaken.
- Inform the Manager and/or First Aider of all accidents that occur.

Information for employees

Information regarding health and safety law is provided by a number of methods as follows: -

- The approved poster "Health and Safety Law – What You Should Know" will be displayed at the head office. This poster will always be kept in a legible condition with the address of the local enforcing authority, the Employment Medical Advisory Service (EMAS) and the names of responsible persons entered in the appropriate spaces.
- Management and employees have access to the company health and safety general policy that contains all relevant information with regard to recording and monitoring.

The Management of Health and Safety at Work Regulations require all employees to: -

- Utilise all items that are provided for safety.
- Comply with all safety instructions.
- Report to management anything that they may consider to be of any danger.
- Advise management of any areas where protection arrangements require reviewing.

Responsibilities and duties of contractors / sub contractors

- Will be made aware of the company's health and safety policy and safety rules.
- Will themselves be fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work etc Act 1974 and other relevant legislation.
- Will comply with all instructions given by the management of the company.
- Will co-operate with the company in ensuring a high standard of health and safety on all contracts with which they are involved. If the standards stipulated by the company are higher than basic requirements, then they shall comply with the higher standard.
- Will carry out risk assessments in relation to their activities, ensure that appropriate health and safety arrangements are implemented and by adequate liaison inform and co-operate as necessary with the company.
- Will ensure that all activities are detailed in comprehensive method statements, and that everything possible will be done to ensure full compliance with the statements produced.
- Will ensure that they sign into the premises prior to undertaking any work at the premises.

Joint consultation

The Health and Safety (Consultation with Employees) Regulations require all employers to consult with their employees who are not represented by safety representatives under the (Safety Representatives and Safety Committees Regulations).

Plaster Plus Interiors recognises the importance and benefits to be gained by consultation with our employees. All information with regard to health and safety is communicated by means of consultation between management and employees.

It is the responsibility of the Health and Safety Director to ensure that consultation takes place in good time on matters relating to employee's health and safety at work.

If at any time the method of consultation becomes ineffective due to the size or nature of the business then the company would recognise the rights of employees or groups of employees to elect one or more persons to act as their representative for the purposes of such consultation.

Health and safety will be on the agenda of all management and site meetings. Items that may be included in the meeting are: -

- Review of accident statistics, near misses and trends
- New legislation
- Compliance with the objectives of the health and safety plan
- Occupational health issues
- Introduction of new technology
- Result of health and safety audits
- Review of significant findings identified by any reports, inspections or audits
- Completion of corrective actions
- Review of training needs

The Health and Safety Director along with other professional bodies will inform senior management of any relevant changes to health and safety. This information will be disseminated to the Health and Safety Director who in turn will inform the appropriate members of staff.

If any visitors/clients raise any concerns with regard to health and safety, the Health and Safety Director will investigate the issue and either deal with it himself or with guidance from the Health and Safety Advisors.

The working time regulations

Working time is any period during which a worker is working, at the employer's disposal and carrying out his activity or duties, any period when the worker is receiving relevant training and any additional periods that the employer and workers agree by relevant agreement.

With the exception of exempt workers, employees will not be required to work more than an average of 48 hours in a seven-day period. The average is normally calculated over a 17-week rolling reference period but this can be successive 17-week periods if this is specified in a relevant agreement.

The average is calculated using the formula $\frac{(A) + (B)}{(C)}$ where: -

- (A) The total number of hours worked during the reference period,
- (B) The total number of hours worked immediately after the reference period to compensate for any 'excluded days' and
- (C) The number of weeks in the reference period.

'Excluded days' are non-working days that occur because of holidays, sickness, etc. Where there are excluded days during the reference period, hours worked on an equivalent number of days immediately after the reference period have to be added in to the calculation as (B).

For the first 17 weeks of employment, workers should not have an average in excess of 48 hours a week; their average is calculated by dividing the total number of hours worked by the total number of weeks worked.

There is a general requirement on our company to take reasonable steps to ensure that workers do not work in excess of the 48-hour average, which includes asking whether or not the worker has more than one job.

There is no requirement to keep specific records of hours worked, but if required we will show an officer of the HSE or local authority that workers have not exceeded the 48-hour average.

Employees can opt-out of the maximum 48-hour week by means of an individual agreement. This agreement must be in writing and may either be for a fixed period or for an indefinite period. Unless a period of notice to terminate the agreement (which cannot exceed three months) is specified, it can be terminated with seven days notice by the employee.

Employees cannot be forced to opt-out of the 48-hour week and it is unlawful to take action against them for refusing. If an employee does opt-out of the 48-hour week, we have to keep a copy of the individual opt-out agreement but do not have to keep any records in relation to the hours worked.

Rests

Employees are entitled to a minimum uninterrupted rest break away from the workplace of 20 minutes in any work period that exceeds six hours, unless different periods are agreed in a collective or workforce agreement.

For young workers (16 to 18 year olds) the rest break is 30 minutes in any work period that exceeds four-and-a-half hours and no agreement can alter this.

The break must be continuous unless a situation arises which is unforeseen and unavoidable, in which case compensatory rest breaks must be given within three weeks.

Employees are entitled to a daily rest of at least 11 consecutive hours (12 hours for young workers) in each 24-hour period.

Employees are entitled to a weekly rest of at least 24 consecutive hours in a seven-day reference period. The seven-day period starts at midnight between Sunday and Monday unless a relevant agreement states otherwise. The weekly rest should start immediately after an 11-hour daily rest unless there are objective,

technical or organisational (OTO) reasons why the weekly rest cannot follow the daily rest. Derogations on weekly rests can be made by local, collective or workforce agreements.

For adult workers, the 24-hour weekly rest can be averaged over a 14-day reference period by giving two rest periods of at least 24 consecutive hours or one rest period of at least 48 consecutive hours in each 14-day period. The option to use a 14-day reference period is the company's and in theory this would give a maximum continuous work period of 24 days in two 14-day periods (2 off, 12 on, 12 on, 2 off).

Young workers should have two 24-hour rest periods in each seven-day reference period, preferably consecutive. This can be reduced to 36 continuous hours (12 hours daily rest followed by 24 hours weekly rest) if this can be justified for OTO reasons.

As with the 48-hour average working week, it is unlawful to take any action against workers for taking or attempting to take their entitlement to rest breaks or daily/weekly rests.

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Abrasive wheels

The incorrect use of such equipment can result in injuries not only to the operator but also to other persons standing close by. The types of injuries that can be sustained vary from fairly minor types to major injuries or in the worst-case fatal injuries.

Where such equipment is being used by employees all reasonable steps will be taken by the company to ensure, so far as is reasonably possible, the health and safety of employees and other persons who could be affected by their use.

The company acknowledges that safety hazards may arise when using this type of equipment and will ensure that the guidance note below are followed before using any such equipment.

The company will: -

- Complete a documented risk assessment for the use of the equipment and issue copies to all employees who use the equipment.
- So far as is reasonable practicable, take measures to reduce the risks found as a result of the assessment.
- Ensure that all equipment used for grinding / disc-cutting operations is maintained in good condition and is suitable for the task and the environment in which it is used.

If and when any employee's raises a query relating to health and safety of abrasive wheels or disc-cutting equipment it is the company's policy to: -

- Take all necessary steps to investigate the circumstances
- Take corrective measures as appropriate
- Advise the employee of the actions taken

Where a problem arises in the use of abrasive wheels or disc-cutting equipment employees are instructed to:

-

- Inform their Supervisor or other responsible person immediately.
- In the case of an accident or emergency take all necessary actions, in accordance with company accident procedures

Information and training

The company will provide sufficient information, instruction and training to ensure the health and safety of workers who use abrasive wheels or disc-cutting equipment. Employees authorised to fit or dress abrasive wheels or cutting discs will be given specific training. This provision also applies to persons not in direct employment such as temporary staff and contractors. Training in the use of abrasive wheels and disc-cutting equipment will cover aspects of health and safety legislation in general and Provision and Use of Work Equipment Regulations in particular.

The main types of injury relating to the use of abrasive wheels are those that result from flying particles that occur when the wheel or disc bursts and those that are caused by the wheel and the operative's hand coming into contact.

It is the company's policy to adapt the following safety precautions in order to reduce the risk of the accident and injury: -

- Ensure that all persons who use abrasive wheels or disc-cutting equipment are adequately trained.
- Ensure that all grinding, cutting machines and abrasive wheels are maintained and in good working order.

- Ensure that the correct types of abrasive wheel or disc for the job are selected.
- Ensure that grinding wheels or disc cutters are not operated at excessive speed. Both spindles and the abrasive wheels/discs will be marked with their maximum operating speed.
- Ensure that trained and competent persons mount all abrasive wheels/discs as failure to mount the wheel/discs correctly can cause them to burst or shatter. All damaged wheels/discs will be disposed of safely.
- Ensure that guards are securely attached to the body of the grinding /disc-cutting machines and are strong enough to withstand the impact of flying fragments should a wheel/disc burst or shatter
- Those operators are issued with the appropriate PPE where defined by Risk Assessment and that the Supervisors will check to ensure that the operator is using/wearing the PPE in accordance with company policy and the manufacturers' recommendations.

Employees are reminded that if they find any defects in the equipment they must report them immediately to the Supervisors and the equipment must not be used until the problem has been safely rectified. Any equipment that is involved in an accident must be withdrawn from service and tagged and stored at company head office pending the outcome of any investigations and may not be used under any circumstances until the equipment has been cleared

Access and egress

The company is committed to providing a safe place of work and a safe means of access and egress within all parts of premises.

To achieve this, the company will ensure, so far as is reasonably possible, that: -

- Articles or substances do not impede safe access and egress in the premises and that objects that may restrict safe movement within the premises are removed immediately.
- Any access restrictions are adhered to, so that suitable and safe arrangements for work in confined spaces and other areas of high risk are guaranteed.
- Safe systems of work are implemented in all areas where there is significant risk.
- Employees are encouraged to report any situation where safe access and egress is restricted or obstructed so that arrangements for the appropriate remedial action can be taken.
- Access equipment is regularly inspected to ensure that it is maintained in a safe condition.
- All contractors will be closely monitored to ensure that they do not hinder safe access/egress of personnel when working at the premises.

The company recognises that the maintenance of safe access and egress is especially important whilst carrying out work on site away from the company's premises.

To ensure that safe access and egress are maintained in such areas under the control of the company with regular inspections of the workplace are undertaken.

Accident injury statistics

Accident incidence and frequency rates provide a basis for calculating safety performance over a period of time and then comparing them with accident statistics recorded by outside sources such as the health and safety executive.

As employers the company are required by law to keep records of all accidents/injuries at work and report specific injuries to the health and safety incident centre under the (RIDDOR) Regulations. The particular injuries that are required to be reported include fatalities, serious injuries to employees, self-employed people and the general public, along with incidents which necessitate the need for employees or self-employed people being absent from work for more than seven days.

The validity of the nationwide collated accident/injury statistics rests on employers adhering to the legal requirements of reporting every incident. Some instances of under reporting, in certain industries, can lead to unfavourable injury rates in comparison with the published figures, therefore as a responsible employer the company will endeavour to report all relevant incidents.

In small businesses with a small number of employees, reportable accidents/injuries equate only to a minor proportion of the total number of actual injuries to employees. Records of more minor, non-reportable injuries may also be calculated and used to check trends over a period of time between contrasting departments. An evaluation of the information to establish the main causes of injury can assist in identifying certain risks that should be controlled to avoid future accidents.

The formula that the company use for calculating an annual injury incidence rate is: -

$$\frac{\text{Number of reportable injuries in financial year}}{\text{Average number employed during year}} \times 100,000$$

This gives the rate per 100,000 employees. This formula does not allow for any changes in part-time employment or overtime. These calculations are per annum and will be adjusted if they cover a shorter period. Short-term rates will only be compared with corresponding periods – not the national annual rates.

The HSE calculates accident/injury incidence rates per 100,000 employees; however other industries calculate the frequency rate per million hours worked. The latter method often gives a clearer picture and avoids misrepresentation in the incidence rate calculations which can be caused by part and full time employees and overtime working.

Frequency rates can be easily calculated for any time period.

Therefore the calculation is: -

$$\frac{\text{Number of injuries in the period} \times 1,000,000}{\text{Total hours worked during the period}}$$

Accident reporting procedures

The company defines an accident as: -

An unplanned or unforeseen event, which causes injury to persons, damage to property or a combination of both. I.e. a fall from height resulting in a fracture; incorrect operation of machinery leading to breakdown or damage.

The company defines a near miss as: -

An unplanned or unforeseen event that does not cause injury or damage, but could have done so. I.e. items falling near to personnel; short-circuits on electrical equipment.

The company defines a dangerous occurrence as: -

An unplanned or unforeseen incident that may not have caused a notifiable injury under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) but it had the potential to do so and must be reported to the enforcing authority. Lists of dangerous occurrences that must be reported are available on the HSE's web site.

The first priority when an accident occurs is to obtain first aid treatment for all injuries, if the incident is serious enough to warrant medical intervention the senior person present will dial 999 and request an ambulance/paramedic.

When the casualty has received suitable medical/first aid treatment details of the accident should be recorded in the accident book for future reference.

In order to determine what corrective action is necessary to prevent a repetition it is essential to isolate all contributing factors. This can only be done by an investigation. The outcome of all investigations will be communicated to all members of staff who need to take action as a result of an accident.

Accident investigations are carried out to establish the facts relating to the accident/incident not individual's opinions. Under no circumstances will such investigations be used as a mechanism to apportion blame. Investigations are primarily a management tool to identify suitable measures to prevent a recurrence.

In order to comply with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR) it is imperative that all major accidents are reported to the enforcing authority. It is the responsibility of the Health and Safety Director to investigate the accident/dangerous occurrence and contact the national incident centre immediately when necessary. If there is any doubt about reporting accidents or dangerous occurrences the Health and Safety Director will seek advice from the HSE help line.

All accident information that is entered into the accident book will be kept for a minimum of four years.

Accidents that occur must be reported to the Health and Safety Director.

Near misses are defined as incidents that almost become accidents, but only missing by a very small margin of error. All near misses should be reported and recorded because a series of near misses could very easily become a hit or an accident.

Relevant risk assessments, method statements or safe operating instructions may require revision following a near miss incident.

Reporting Procedures – Employees

Any accident or dangerous occurrence must be reported to a responsible person. Injuries, which occur whilst carrying out work duties off-site, must be reported in the same way and the occupier of the site should be advised accordingly. If an injury renders an employee unable to make an entry on the accident form, a witness, or someone who is able to enter an account of the incident should complete it. The employee's account must be entered as soon as possible after the event. Employees must ensure that they are aware of the location of the accident report form.

All accidents and near misses must be recorded, however minor. Unless Henderson Risk Management is informed of these incidents, it will be unable to take remedial action. A first aider or an appointed person may deal with an injury. However, if an emergency arises an ambulance must be called at the first opportunity.

Any incident involving an emergency must be reported to senior management immediately. Where an accident results in absence from work, employees must tick the appropriate box on the self-certification form. Employees who are absent as a result of an accident at work must keep their manager informed of their progress, up to and including a return to normal duties.

Reporting procedures – Managers

If an injury, damage incident or near miss is reported to a member of management, that manager should ensure that appropriate records are maintained.

After an accident is reported, Managers/Supervisors must (if the accident results in lost time), complete a thorough investigation using the "Accident Investigation Form" (link above). As part of the investigation, if applicable, the local enforcing authority must be informed on a prescribed form (F2508) within seven days. This will be completed by the Health and Safety Director or in her absence the most senior manager on site. Major incidents (as defined in RIDDOR) must also be reported to the enforcing authority immediately by telephone. A photocopy of the completed form should be kept for company records and to advise the insurers of a potential claim. Note: Managers may be accompanied by the Safety representative on investigations.

The manager must keep records of any developments to the injured person's health, up to and including a return to normal duties. The manager must check that self-certification forms submitted by an injured employee are completed as part of the return to work interview process, to reflect that the absence was caused by a work accident.

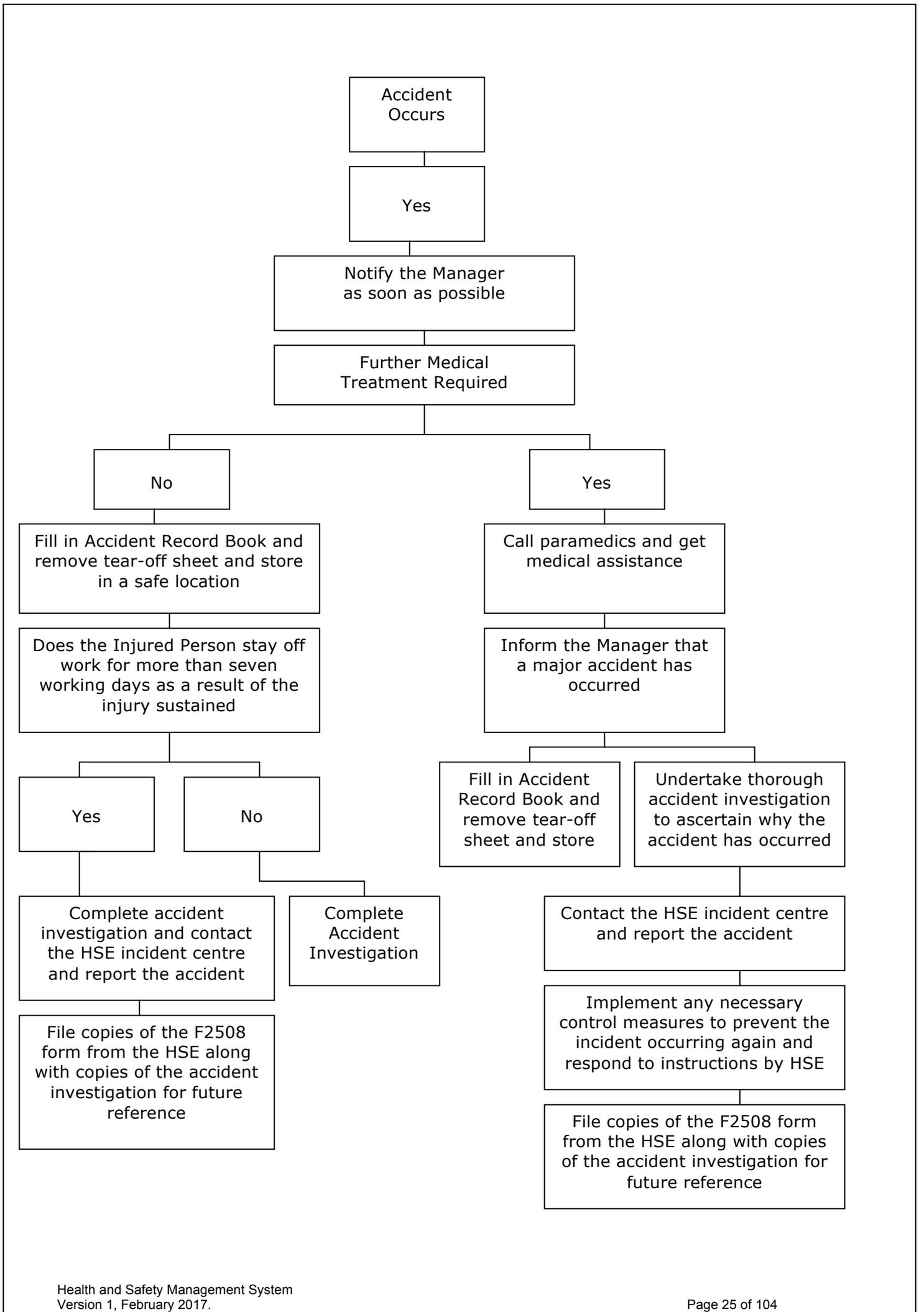
The manager is responsible for assisting contractors and visitors in complying with company policy regarding accident reporting whilst on company premises.

Reporting procedures – Visitors and Contractors

Any non-employee who experiences an accident or near-miss incident whilst on the premises should be informed to report the incident immediately to the person responsible for his/her presence on site. If the person responsible is not available, the visitor/contractor must obtain the assistance of a responsible person to ensure that company procedure is adhered to.

All injuries must be reported and recorded, however minor. Visitors and contractors who are unable to enter their own account in the accident form must arrange for another person to make an entry on their behalf. Visitors and contractors should also notify their own employer where applicable.

All accidents involving visitors or contractors must be investigated to the same standard and quality of those completed for employees, using the same documentation.



Adverse Weather Conditions

The company has a responsibility so far as is reasonably practicable to ensure that the car park, yard, walkways, entrances, exits and frequently used thoroughfares, even if not designated walkways are safe to minimise the risk of accidents.

This means making regular checks on these areas and taking the appropriate action,

We will ensure:

Snow/ Frost

- Clear areas with a shovel and grit/salt the areas to prevent ice forming on walkways and in front of the workplace entrances.
- Continue to grit the paths as often as necessary because the slush may refreeze as ice.
- Do not forget to clear and grit emergency exits.
- Use safety cones, signage to highlight the risk
- Monitor and control external working activities

Gale Force Winds

- Bring any Mobile Display Signs frames into the building.
- Monitor the condition of any external banners, posters and signs
- Monitor and control external working activities

Wet Weather

- Use safety cones/signage to highlight the risk of 'wet floor'.
- Pay particular attention to entrances and exits; prevent collection of excess water by mopping as required.
- Place carpet mats at entrances
- Monitor and control external working activities

Hot Work

Exposure to the sun can cause skin damage including sunburn, blistering and skin ageing and in the long term can lead to an increased risk of skin cancer. Skin cancer is one of the most common forms of cancer in the UK with over 50,000 new cases every year.

People can avoid unnecessary exposure by such means as:

- Wearing long sleeve shirts or loose clothing with a close weave;
- Wearing hats with a wide brim; and
- Taking breaks in the shade whenever possible.

Sun protection is important and people need to realise that sunburnt skin is damaged skin. A suntan is not a sign of good health.

Indoor workplaces

The company, in consultation with employees will work to provide:

- a reasonable working temperature in workrooms usually at least 16°C, or 13°C for strenuous work (unless other laws require lower temperatures);
- local heating or cooling where a comfortable temperature cannot be maintained throughout each work room (e.g. hot and cold processes);
- thermal clothing and rest facilities where necessary, e.g. for 'hot work' or cold stores;
- heating systems which do not give off dangerous or offensive levels of fume into the workplace
- sufficient space in work rooms.

Outdoor workers and their managers need to be aware of the risk of heat exhaustion and UV radiation and the need to maintain fluid intake. Heat exhaustion is a condition caused by loss of water and salt from the body. Signs and symptoms include headache, nausea, muscular cramp in the abdomen, fast shallow breathing, weak and rapid pulse, the casualty's face will be pale and the skin will feel cold and clammy.

Guidance for managers

You can help ensure thermal comfort in warm conditions by:

- Providing local air-cooling equipment;
- Providing fans, e.g. desk, pedestal or ceiling-mounted fans (new equipment does not need to be tested, but it should be added to your records for future inspection);
- Ensuring that windows can be opened in naturally ventilated buildings;
- Shading employees from direct sunlight with blinds or by using reflective film on windows to reduce the heating effects of the sun;
- Siting workstations away from direct sunlight or other situations or objects that radiate heat (e.g. plant, machinery);
- Providing additional facilities, e.g. cold water dispensers
- Where possible introducing systems of work to limit exposure, e.g. flexible working patterns, job or workstation rotation etc;
- Allowing sufficient breaks to enable employees to get cold drinks or cool down;
- Relaxing formal dress code – but you must ensure that personal protective equipment is provided and used if required.

You may need the assistance of the senior manager / facilities manager to implement some of these measures.

Guidance for employees

- Ensure you take sufficient fluids during the day at frequent intervals. Thirst is not a reliable indication of body hydration. Water is preferable to caffeine or carbonated drinks. Drinking 6 to 8 glasses of water a day is the health recommendation and ordinary tap water is fine;
- Use fans and window blinds where they are provided,
- Open windows to encourage air circulation;
- Switch off any electrically powered equipment not in use

Aids/HIV

There has been a great deal of concern about the spread of HIV, the virus that leads to AIDS.

The company will encourage employees who have been diagnosed as HIV positive to obtain counselling advice and support from a responsible person. Disclosure of any information will be treated in the utmost confidence and employment rights will not be affected.

The company will, so far as is reasonably possible, take all suitable precautions to secure the safety of employees who have been diagnosed with HIV whilst at work and of those employees working in close contact with the infected person.

Based upon existing research and knowledge of the virus there is very little, if any, risk of employees becoming infected with this virus through contact with an infected employee? However the company recognises that there is a residual risk from exposure to blood spillage arising from accidents or from exposure to contaminated syringes. The company intends to ensure that such risks are kept to a minimum. Suitable information and training will be provided to personnel regarding measures to deal with risks presented by HIV and AIDS in the workplace as and when the need arises.

Arrangements for ensuring the health and safety of workers

The company will, in consultation with employee's and/or their representatives: -

- Prevent employees from coming into contact with blood-spillage and make arrangements to isolate areas where blood has been spilt until it has been cleared.
- Ensure that spillages are cleared by a responsible and authorised person who will use suitable personal protective clothing to prevent any direct skin contact or splashes, etc.
- Provide First Aiders with information about dealing with spillages of blood and discarded needles during first aid training and ensure that first aid boxes contain disposable gloves to protect against any possible contamination when handling an injured person.
- Allow the use of syringes within the workplace only for medical reasons (Employees using syringes at work for any other reason than for treatment of a medical condition will be subject to disciplinary action).
- Ensure the privacy and safety of persons undergoing injections and maintain confidentiality of medical records and medical details at all times.
- Make suitable arrangements for the storage and disposal of syringes before being permitted to be used within the workplace.
- Treat any information that has been given by an employee in respect of a HIV positive condition in complete confidence.

The following points will assist in ensuring that potential exposure to HIV is reduced to the lowest reasonably practicable level: -

- All medical conditions that require drugs to be administered by the use of a syringe are reported to management.
- Arrangements will be introduced into the workplace for the storage, use and disposal of syringes and similar medication.
- All persons are removed immediately from the vicinity of any blood spillage arising within the workplace. The area will be quarantined until the spillages have been cleared away.
- All first aid boxes will be regularly checked for supplies of equipment, including PPE for use when dealing with employees diagnosed with HIV and any blood spillage.
- Ensure that a responsible and authorised person who will use suitable personal protective clothing to prevent any direct skin contact or splashes, etc clears spillages.

- All cuts and abrasions will be suitably protected by wound dressings whilst at work, particularly in areas of food preparation.
- Counselling and advice will be made available for any employee who requests the service.

Alcohol and drugs

The company realise that the consumption of alcohol or drugs by employees can be a serious problem not only for the abuser but also for their co-workers. The possession of certain drugs is illegal, exposing the abuser to criminal charges.

The company has a general duty under The Health and Safety at Work etc Act 1974 to ensure the health, safety and welfare of all employees, the company will also be breaking the law if they knowingly allowed drug related activities on their premises and they failed to act.

Responsibility

The Health and Safety Director is responsible for carrying out the company's policy, however it is the responsibility of all staff to ensure that its aims are carried out in areas under their control. This policy applies to all employees and they should have access to the full policy and be aware of any changes.

Signs of misuse

Senior staff will be aware that the misuse of drugs or alcohol by employees might come to light in various ways. The following characteristics, especially when arising in combination, may indicate the presence of an alcohol or drug related problem.

- Unexplained and increased absenteeism
- Instances of unauthorised absence or leaving work early
- Poor time keeping i.e. lateness, especially on returning after lunch
- Unusually high level of sickness/absence for colds/flu/stomach upset
- Impaired job performance
- Dishonesty/theft
- Unusual irritability, aggression and mood changes
- Tendency to be confused and fluctuations in concentration & energy
- Accidents

Company procedure on drugs and alcohol

- Employees are expressly forbidden to consume alcohol when at work or to bring it onto company premises without prior management permission. Any breach of this rule will result in disciplinary action being taken that is likely to result in summary dismissal.
- Employees who misuse drugs which have not been prescribed on medical grounds will, in the absence of mitigating circumstances, be deemed to be committing an act of gross misconduct and will thus render themselves subject to the company's disciplinary procedures. This also applies to employees believed to be buying or selling drugs or in possession of unlawful (i.e. un-prescribed) drugs.
- If an employee is known to be or strongly suspected of being intoxicated by alcohol or drugs during working hours, the most senior manager on site or nominated deputy should make

arrangements for the employee to be escorted from the company premises immediately, pending further investigation.

- A Manager who feels an employee's unsatisfactory performance may be drug or alcohol related will at the first instance assess the ability of that person to work safely and act accordingly. The nature of work they do will be a significant factor in this assessment and may result in the person being removed from the workplace in the interests of safety.

Safeguards when dealing with drugs and alcohol problems

It should be made clear that the company is aware that a person suffering from these problems will be dealt with fairly.

The company realise that: -

- Absence for treatment and rehabilitation will be regarded as normal sickness
- Relapses may occur
- The policy will be monitored with consultation with employees and safety representatives

Drug misuse awareness

All Managers and staff will be made aware of the effects of alcohol and drug misuse. All employees should also be made aware of the company procedures and information through notices, posters and leaflets will be made available. All employees are encouraged not to cover up for employees with a drink or drug problem but to recognise that collusion represents a false sense of loyalty and will, in the longer term, damage those employees. Individual advice should be sought, confidentially through the management structure of the company, the policy details this procedure. External advice and information can be obtained through local organisations dealing with drugs and alcohol abuse.

Asbestos

It is our policy to ensure so far as reasonable practicable that all persons entering our premises for whatever reason are not exposed to airborne asbestos fibres.

- To take reasonable steps to find materials likely to contain asbestos.
- Assess the likelihood of anyone being exposed to asbestos and prepare a plan to manage the risk.
- Make a written record of the location and condition of all identified and presumed ACM's.
- Repair, seal or remove any ACM's if there is a risk of exposure, via an approved contractor
- Ensure adequate information, instruction and training to employees who are liable to be exposed to asbestos, or those who supervise such employees, or those who carry out work in connection with the company's duties under these Regulations, so that they carry out the work effectively

The company accepts the potential risks to health posed by exposure to asbestos or asbestos containing materials and will:

- Employ a competent 3rd party contractor to undertake the relevant asbestos survey, and act on finding therein.
- Produce an asbestos management plan in order to manage the asbestos in the workplace on a day to day basis
- Ensure all employees receive an 'asbestos awareness briefing'
- Locations of all asbestos will be clearly labelled.
- Ensure a plan detailing the location of all asbestos is positioned within the visitors/contractors register.
- Ensure no works are undertaken on or near asbestos without prior approval from the senior manager.
- Ensure all works required on asbestos are undertaken by a fully licensed and competent 3rd party

Employees are instructed to: -

- To report any damages or defects to identified asbestos areas immediately to the management team.
- Report any unsafe working practices within those specific areas which may cause damage to asbestos areas.

Banksmen

The role of banksman is often underestimated and given to the 'available' person rather than the competent person. The provision of a banksman will only be considered based on the findings of a specific risk assessment for the areas concerned.

Where reversing activities can not be avoided the company will ensure the selection of a competent person(s) will be based on the candidate's known ability to carry out the role in a safe and responsible manner, a person who is not prone to short cuts or turning a blind eye.

Banksmen authorised by the company will be:

- Sufficiently mature to undertake the duties involved. It is recommended that they are at least 18 years of age;
- medically fit for the purpose which may include good: a) eyesight b) hearing c) reflexes d) aptitude for judging distance, height, speed and perspective;
- Thoroughly trained in a hand-signalling system.
- Wear suitable clothing for the area including high visibility clothing / reflective coats and or vests

Minimum Constraints Relating To A Safe System Of Work (Subject To Local Conditions)

The banksman will be instructed to.

- only use set safety procedures and signalling instruction at this location;
- ensure that drivers know and understand the systems being used;
- give clear and precise signals;
- ensure that vehicle drivers can be seen during all manoeuvres, and vice-versa;
- warn and stop any pedestrians from entering the area of the manoeuvre;
- ensure safe access and egress for the vehicle and themselves;
- report any known or potential hazards to the business owner;
- stop the movement of any vehicle that is being driven with disregard to the safe systems of work for the location.

Compressed air/cartridge tools

The use of either compressed air or cartridge-operated tools can result in serious injury not only to the operator but also to other persons near by if not used correctly.

The company accepts that the use of such equipment may be necessary during their operations and that said equipment will be fully inspected before being issued to employees.

The company will ensure that all such equipment is correctly maintained and serviced to the manufacturers recommended specifications and that employees are also issued with the relevant risk assessments and method statements when the equipment is first issued.

The company will provide all employees with adequate training in the correct and safe use of all such equipment.

All employees will be made be aware of the following information: -

- Under no circumstance should you use compressed air hoses to dust yourself down or clean any area.
- Prior to using any air tools check that the hose connections are in good condition and that the lines are free from dirt.
- Always isolate the main air supply before disconnecting any air tools.
- When placing a mobile air compressor unit always ensure that it is positioned on firm and level ground. It is important to keep the area around the compressor tidy at all times.

Employees will be reminded of the need to follow the following instructions:

- Manufacturer's instructions are followed at all times
- Tools are only operated by trained personnel
- Equipment is not left lying around and is kept under lock and key when not in use.
- Never point the gun at anyone whether loaded or not.
- Hands must always be kept clear of the muzzle of the gun.
- Eye and ear protection must always be worn.
- The cartridge gun must only be used by trained operators and not loaned to any other company or persons.
- Never leave the gun loaded or leave any live cartridges lying around.

Employees are reminded that if they find any defects in the equipment they must report them immediately to the Health and Safety Director and the equipment must not be used until the problem has been safely rectified. Any equipment that is involved in an accident must be withdrawn from service and tagged and stored at company head office pending the outcome of any investigations and may not be used under any circumstances until the equipment has been cleared.

Compressed Gas Cylinders & Transportable Gas containers

The company will take all reasonable steps to secure the health and safety of employees who work with compressed gas cylinders (transportable gas containers) and associated plant and equipment.

The company acknowledges that health and safety hazards may arise from the reception, transport, distribution, storage, use and/or disposal of any compressed gas cylinder or gas contained within it. It is the intention of the company to ensure that any risks are reduced to a minimum. Adequate training will be given and the correct information on safe working procedures will be supplied to each employee handling compressed gases.

The implementation of this policy requires the complete co-operation of all members of management and staff. Existing channels of communication with employees or their representatives will be utilised for dealing with such problems that may arise.

The Company will, in consultation with employees and/or their representatives:

- Carry out an assessment of each workstation or operation to note any risks with substances, plant or equipment that may affect the worker or the environment
- Take all necessary measures to rectify or reduce to a minimum any risks highlighted as a result of the assessment
- Introduce changes in work procedures wherever possible to reduce the risk to the worker or the environment
- Introduce safety devices into the plant and equipment or supply all necessary PPE in order to minimise the risk of injury or damage to persons, plant or the environment
- Provide employees with accurate information on the safe use of compressed gas cylinders (transportable gas containers) and gases and the plant and equipment used in conjunction with them.

When a matter related to health and safety, is raised by an employee regarding the safe use, etc of working with compressed gas cylinders (transportable gas containers) and gases contained within them, we will:

- Investigate the circumstances of the enquiry or complaint
- Take the necessary corrective measures where appropriate
- Advise the employee of the action taken.

Where a problem arises, regarding either the use of compressed gas cylinders (transportable gas containers) gases contained within them or plant and equipment used with them, employees must adopt the following procedures:

- Inform a responsible person immediately.
- In the case of a health condition, advise your manager immediately.

The company will provide sufficient information, training and instruction as is necessary to ensure the health and safety of workers involved in the use or handling of compressed gas cylinders (transportable gas containers), gases and plant or equipment used with them. This provision also applies to others not in direct contact with gases or equipment such as purchasing staff as well as temporary staff and contractors.

Any persons likely to suffer ill health from working with compressed gases due to a known health condition should not be employed in a location where they are likely to experience further problems. Where it is identified through risk assessment that there is a possibility of a health risk, alternative employment or provision of adequate PPE should be considered.

Employees who transfer to a job involving the use of compressed gas cylinders (transportable gas containers) or gases will be provided with training to enable them to carry out the work in a safe manner.

Employees are entitled to the supply of all PPE, its periodic replacement due to fair wear and tear and its inspection by a competent person at intervals recommended by the equipment supplier or statutory requirement.

Compressed gas cylinders

The company accepts that compressed gases present several hazards.

Such items will be stored in accordance with labels written on the cylinders and material safety data sheets supplied. The company also recognises that in addition to the gas hazard, compressed gas cylinders pose other hazards such as manual handling.

The company will determine that compressed gas cylinders under their control are in a safe condition. It is the company's policy to undertake a visual inspection before use and when the cylinders are returned to the storage area. It is important that all gas cylinders are treated with care regardless of the gas, any gas under pressure can explode if the cylinder is improperly stored or handled.

It is company policy to ensure that all members of staff responsible for handling gas cylinders and equipment have adequate knowledge of the gas and the precautions to be taken in the event of an emergency.

The Health and Safety Director is responsible for ensuring that all relevant testing and inspections are carried out in accordance with HSE and manufacturers guidelines.

Employees using or handling compressed gas cylinders will be instructed in the following rules: -

- Always store cylinders in their designated location and ensure that they are not likely to be struck by another object. It is important to ensure the area is well ventilated and away from any source of heat, naked flame or direct sunlight.
- Always store cylinders in segregated areas according to the gas type with oxidizers being stored at least 20 feet away from flammable gases.
- Never permit any cylinders to be dropped or allowed to fall. To combat this all gas bottles will be stored in an appropriate rack in an upright position.
- Suitable and sufficient training is provided for those required to work with compressed gas
- Before the gas is used, install the proper pressure-reducing regulator on the valve. After installation, verify the regulator is working, that all gauges are operating correctly and that all connections are tight to ensure that there are no leaks. When you are ready to use the gas, open the valve with your hands. Never use a wrench or other tool, if you cannot open it with your hands do not use it!
- Before moving any cylinders ensure all valves are closed and the regulator removed.
- Always be aware of the contents and handle in accordance with the relevant COSHH assessment.
- Always use the correct connections (hoses, clamps etc).
- Always turn off valves after use.
- Report any damage to cylinders or attachments.
- In the event of a fire it is essential that the emergency services know of the location of all cylinders.
- Gas cylinders will always be handled with care and magnets will not be used for lifting the bottles.
- Oxygen cylinders are not stored with propane.
- Oxygen will not be used to sweeten the atmosphere or clean down clothing.
- At the end of the day, all cylinders should be isolated at the cylinder valve.

Confined spaces

It is the policy of the company to take all reasonable steps to secure the health and safety of those persons in our employ who are required to make entry into confined spaces.

The company acknowledges that health and safety hazards may arise when entry into confined spaces is required. It is the intention of the company to ensure that any risks are reduced to a minimum.

The implementation of this policy requires the total co-operation of all members of management and staff. There will be full consultation with employee representatives through existing channels of communication. In order that The Company complies with the Confined Space Regulations, the company will:

The company will, in consultation with employees and their representatives:

- Provide such information, instruction and training as is necessary to enable the appointment of "competent persons" capable of carrying out risk assessments when entry into confined spaces is planned
- When entry into confined spaces is required for employees:
 - Where applicable, maintain sufficient serviceable sets of appropriate breathing apparatus, safety belts and ropes, to ensure safe entry where there is danger from gases, fumes, vapours, etc or where there is liable to be a deficiency of oxygen.
 - If applicable, provide training in the use of breathing apparatus (and safety ropes where necessary) for those employees who may be required to use such equipment when working in confined spaces.
 - When entry into confined spaces by contractors and sub-contractors (including the self-employed) is required, the company will, as far as is reasonably practicable, ensure that they carry out their tasks in a safe manner as is required in such areas.

Where, an employee raises a matter related to health and safety associated with work in confined spaces, we will:

- Take all necessary steps to investigate the circumstances
- Take corrective measures where appropriate
- Advise the employee of actions taken.

Where a problem arises associated with work in confined spaces, the employee must inform a responsible person immediately, and in the case of an adverse health condition, advise his/her own general practitioner.

The company will provide sufficient information, instruction and training as is necessary to ensure the health and safety of workers who are required to enter into confined spaces. Managers and supervisors who are responsible for workers required to enter confined spaces, will also be given appropriate training where necessary. Employees involved in working in confined spaces and manager/supervisors responsible for such, must complete a permit to work

Control of Contractors

The Health and Safety at Work etc. Act 1974, places a duty on our business, as well as the contractors that it employs, to protect the health, safety and welfare of staff, contractors, visitors and anyone else who may be affected when contractors are working at the company premises.

Mr Andrew Sharkey will be responsible for the ensuring the competency of contractors.

In order to ensure that competent contractors are appointed, the company will scrutinise all sub-contract companies who undertake work by issuing contractors questionnaires, which must be returned along with other relevant health and safety information e.g. safety policy, method statements, risk assessments etc. before any work is commenced. When this action has been completed and the documents assessed, the contractors will be placed on an approved list for future consideration.

All work that is undertaken by sub-contractors will be supervised on a day-to-day basis by the relevant department manager in order that health and safety standards are monitored.

The overall performance of contractors will be reviewed on a regular basis by management, and individual contractors whose standards do not meet those of the company will be removed from the approved list.

After a contractor has undertaken work, the relevant Manager will check that the work has been completed satisfactorily and the area has been left in a safe condition ensuring all debris and tools have been removed.

All electrical equipment that is brought onto the premises by contractors must be suitably marked and hold the appropriate test certificates. Where electrical equipment is supplied by the company for use by contractors the equipment will be tested at least annually by a competent person.

All contractors working for the company must comply with the following rules: -

- Abide by all fire, safety, environment and emergency procedures.
- All accidents where any injury occurs are to be reported to a First Aider immediately so that the incident can be recorded in the accident book. All other incidents are to be reported to a Senior Manager as soon as possible.
- Under no circumstances are any contractors permitted to eat, drink or smoke in any areas that are not specifically designed for the purpose. All contractors are required to seek the permission of a Senior Manager prior to using any welfare facilities provided by the company.
- For certain tasks / activities contractors may be issued with a permit to work; these permits will be issued by the Senior Manager. (refer to permit to work section for further guidance)
- All Suitable footwear must be worn at all times, when necessary the footwear should be fitted with toe protection.
- Ear defenders must be worn whilst using cutting tools and when undertaking noisy activities. If necessary the area should be cordoned off to prevent any access and exposure to unauthorised personnel.
- When undertaking work activities that involve working above head height, suitable hard hats must be worn.
- Safety goggles must be worn when cutting and drilling tools are being used.
- When using 110-volt power tools the transformer is plugged directly into the power supply and 110-volt extension leads used where necessary.
- All extension leads are checked daily by the contractor for breaks and cuts and where necessary damaged extension leads are shortened or discarded.
- All lifting slings and lifting equipment is to be visually checked before use.

- All power tools should be in a good condition and suitably tagged to show that they have been PAT tested.

Control of substances hazardous to health (COSHH) assessments

It is the intention of the company to secure the health and safety of all persons so far as is reasonably practicable from the hazards in the use, handling, storage, disposal and transportation of all substances, by assessing the risks to prevent or control any ill health effects or accidents arising from or out of any such activities.

The company acknowledges that no substance can be considered completely safe. All reasonable steps will therefore be taken to ensure that all exposure of employees to substances hazardous to health is prevented or at least controlled to within the statutory limits.

The company recognises that the co-operation and assistance of all staff is of the utmost importance. In assessing the risks, the recommendations of the employees undertaking the tasks will form an important part of the assessment and where practicable will be implemented during any alteration to the work environment, practices or equipment.

To enable the company to comply with the control of substances hazardous to health regulations (COSHH) the company will endeavour to hold all the relevant data on the toxicity and potential hazard of all substances used within the premises.

Each level of management is directly responsible for ensuring that persons within their control are not injured or adversely affected by substances. This will be accomplished by identifying hazardous substances and assessing the associated risks from them together with the processes they are used in or derived from, and then implementing such safety measures to reduce, control or eliminate the risk at source.

The company have appointed the Health and Safety Director to complete all (COSHH) assessments for the workplace. This person is responsible for providing reports to senior management on progress, requirements and problems associated with hazardous substances. They are also responsible for providing adequate training to in the recognition of substance hazards and assessing the risks.

The Health and Safety Director will ensure that contractors visiting the premises or site, who are required to use hazardous substances, provide copies of their COSHH assessments for the materials they are to use prior to arrival at site.

The Health and Safety Director is responsible for ensuring that their COSHH lists are kept up-to-date and that any changes are notified to the appointed person as soon as possible by submitting an amended listing.

A copy of each relevant COSHH risk assessment will be held within the health and safety file and a copy will be provided to all those persons considered to be at risk.

Where unsafe practices are viewed, individuals are to be reminded by the Health and Safety Director of their responsibilities under the regulations. Where, in the opinion of company, management contractors are using unsafe practices, they are to inform them to cease work until a safer alternative is agreed upon.

The company's approach to the regulations is to: -

- Familiarise itself with the legal requirements.
- Identify and list what substances are used within the company.
- Assess the risks to health from working with the substance.
- Introduce all the necessary control measures to safeguard all employees and other persons who may be affected by the company's undertakings.
- Decide what additional precautions may be required.

- Implement the precautions that have been decided.
- Monitor the precautions that have been implemented and introduce any technique/procedure that would improve safety.

All employees have a duty under the COSHH regulations to: -

- Take part in training programmes.
- Read container labels.
- Practise safe working.
- Report any hazard or defect to the Manager.
- Use personal protective equipment provided.
- Store equipment and tools properly.
- Return all substances to their secure location after use.
- Use control measures properly.

Labelling of containers

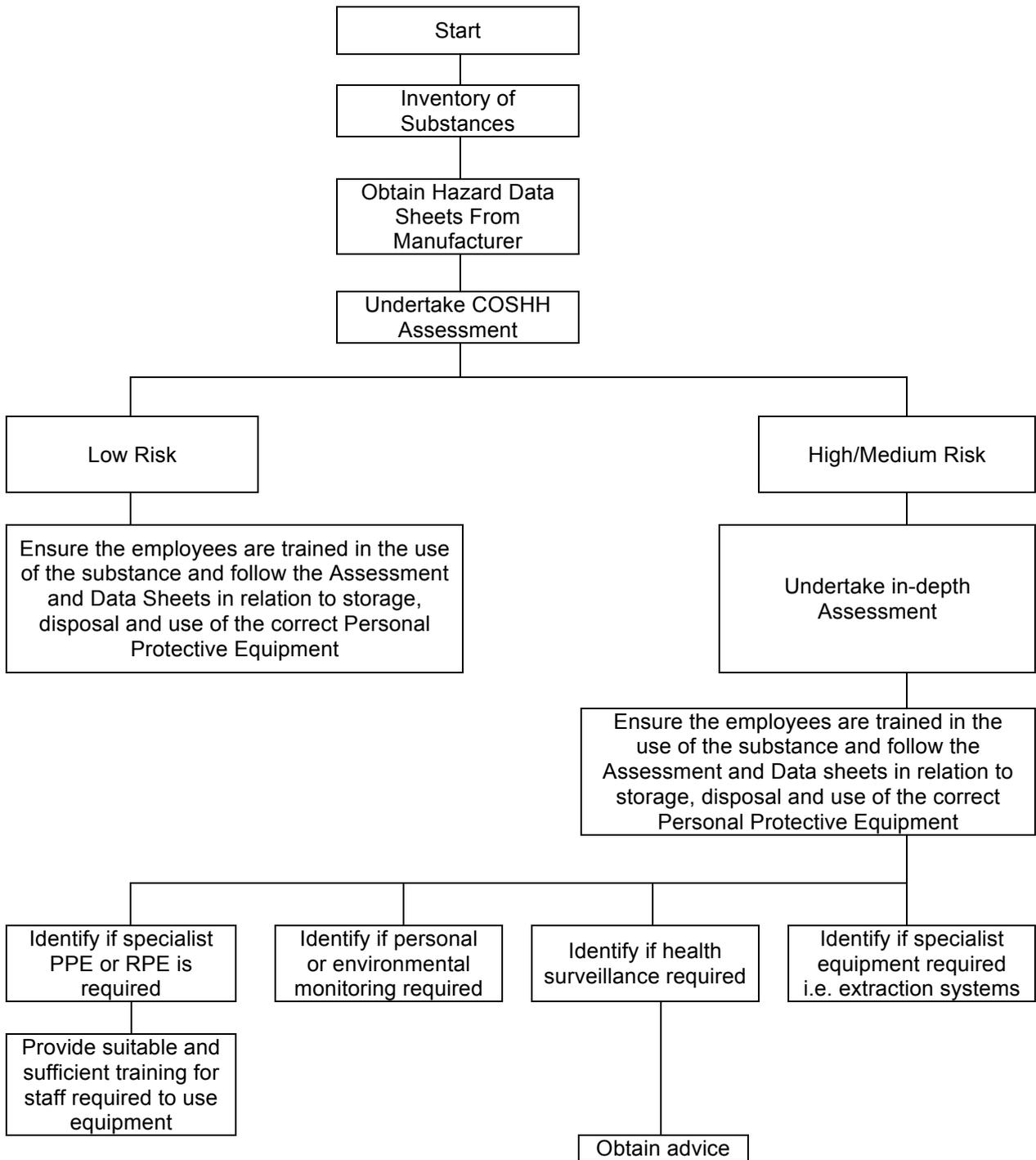
The company recognises the need to ensure that all chemical labelling on containers that are used by the company are clear and concise to ensure that risks to staff are reduced to the minimum.

It is the policy of the company to mark containers used to hold a temporary preparation with a suitable marker pen advising of the contents.

Any container used to store hazardous preparations will be identified with the appropriate warning symbol(s) and warning phrase. Due to lack of space on smaller containers i.e. 125ml or less it may not be possible to write the warning phrase, therefore this may be omitted.

It is a legal requirement of CLP 2015 (the Classification, Labelling and Packaging (CLP) Regulations 2015 - the European Regulation (EC) No 1272/2008 on classification, labelling and packaging of substances and mixtures) to ensure that all chemical substances that are supplied be correctly labelled. Therefore any chemical substances that are delivered to the company without appropriate documentation will be rejected and returned to the supplier. Guidance on what labelling is required will be obtained from the hazard data sheet supplied with the substance.

COSHH assessment flow chart



Display screen equipment (DSE)

The company will take all reasonable steps to secure the health and safety of employees who work with display screen equipment (DSE).

The company acknowledges that health and safety hazards may arise from the use of this equipment. It is the intention of the company to ensure that any risks are reduced to a minimum. Whilst it is generally recognised that the use of DSE can be undertaken without undue risks to health it is appreciated that some employees may have genuine reservations and concerns. The company will seek to give information and training to enable a fuller understanding of these issues. The implementation of this policy requires the total co-operation of all members of management and staff. There will be full consultation with employee representatives through existing channels of communication.

The company will, in consultation with workers and their representatives:

- Carry out an assessment of each workstation taking into account the DSE, the furniture, the working environment and the worker using the DSE assessment form
- Take all necessary measures to remedy any risks found as a result of the assessment.
- Take steps to incorporate changes of task within the working day, in order to prevent intensive periods of on-screen activity.
- Review software to ensure suitability for the task.

The company will arrange for and contribute towards eye and eyesight tests, frames and lenses through an approved outlet, but only where assessment and tests show that they are specifically required.

Where an employee raises a matter related to health and safety in the use of DSE, we will:

- Take all necessary steps to investigate the circumstances.
- Take corrective measures where appropriate.
- Advise the employee of actions taken.

Where a problem arises in the use of DSE, the employee must adopt the following procedures:

- Inform a responsible person immediately.
- In the case of an adverse health condition advise The Company Group and his or her own general practitioner.
-

The company will give sufficient information, instruction and training as is necessary to ensure the health and safety of workers who use DSE. This provision also applies to persons not in direct employment, such as temporary staff and contractors. Managers and supervisors who are responsible for users of display screen equipment will also be given appropriate training where necessary.

Regular eye and eyesight tests: Employees are entitled to an eye and eyesight test at intervals recommended by the person who carried out the previous test. All tests are specifically for users of DSE and must be arranged through the company.

Visual discomfort: Where an employee experiences visual difficulties and has reason to believe that these may be caused by work with DSE, we will offer an eye and eyesight test.

Costs of testing: The costs of eye and eyesight tests will be met by the company, provided that testing has been arranged through the company. Where an employee obtains a test independently and without the knowledge of the company, even if the test is specifically related to display screen use, we shall not be responsible for the costs incurred.

Supply of glasses: Where glasses are found necessary, specifically for the use of DSE, we will contribute towards the purchase. This can be used to obtain a standard frame and lenses, or be put towards a more expensive model. Evidence of intended purchase must be produced.

Care and replacement of glasses: The employee is personally responsible for the safekeeping of glasses. It is an offence to interfere with, or misuse, anything provided in the interest of health and safety. Employees are expected to show the same degree of care for glasses as for any other item of company

property. Anybody failing to observe this requirement may be subject to disciplinary procedures.

Where there is a change in an employee's visual defect and this, results in a change to prescription requirements, we will contribute towards the cost of replacement subject to the procedures outlined above.

The purpose of a break from DSE work is to prevent the onset of fatigue. To achieve this objective, we will seek to incorporate changes of activity into the working day. There is no prescribed frequency or duration of breaks from DSE work. Where possible, users will be given the discretion to decide the timing and extent of off-screen tasks. Any employee who believes that his or her DSE workload does not permit adequate breaks should bring this to the attention of management. Users of DSE are encouraged, and will be expected, to take the opportunities for breaks.

Employees using DSE are not at risk from radiation. Scientific research has concluded that such concerns are unjustified. No adverse health effects have been found to arise from the use of DSE. Thus, there is no reason for a person who is pregnant, or is seeking to become pregnant, to avoid working with such equipment.

The company acknowledges that some employees may not be fully convinced by these assurances. It is recognised that, where an employee has a genuine concern, this can contribute to stress and ill health.

The policy is therefore that any pregnant employee may request a temporary transfer or a reduction in the volume of DSE work that she undertakes. Although no guarantee can be given such requests will receive full and proper consideration and will be granted where this can be achieved without disruption of the company's operations.

DSE users will be invited to assist the company in providing a comfortable and safe working environment.

All employees who use DSE will be given training where necessary to enable them to work without risk to health. Training will also cover the provisions of this policy

Dust and fumes

The company recognises the risks involved when working with in environments where dust and fumes are present.

The company will:

- Ensure appropriate specialist assessments are undertaken in relation to dust or fume and the appropriate actions are taken as a result of these assessments.
-
- Undertake suitable and sufficient assessments of the work activities to be undertaken within these areas.
- Ensure employees receive suitable and sufficient training for the activities to be undertaken including the fitting and wearing of RPE.
- Provide equipment as required for the task being undertaken i.e. RPE
- The type of RPE issued will depend on the type of fume or dust present
- Where possible employ mechanical means to avoid exposure i.e. portable LEV
- Ensure all works are subject to and controlled via a permit to work system where a Competent person regularly inspects the working area to ensure the necessary safety precautions are in place and being followed
- Ensure all work areas are condoned off and controlled throughout the operation
- Ensure all employees involved in these activities under go annual lung function tests

Electricity

Electricity cannot be heard or seen yet it can kill if used incorrectly. A small electric shock from an electrical hand tool may not be sufficient to kill but it may be capable of throwing you off balance, which could result in a fall from a height.

All electrical equipment used by the company will be selected carefully to ensure it is suitable for the environment in which it is used.

Movable and portable electrical equipment will be inspected, tested and maintained on a routine basis, depending on the use and application of the particular item and all employees who are required to use electrical equipment will be trained in accordance with the manufacturer's instructions. Any equipment brought into the workplace by other companies or employees will be logged and also be subjected to portable appliance inspection, testing and maintenance.

Any defective equipment will be removed from use immediately until such time as it can be repaired, with remedial action being recorded. Under no circumstances will any makeshift or temporary electrical repairs be made on any electrical equipment.

The implementation of this policy requires the co-operation of everyone either directly employed by the company or by another contracted company.

Management are responsible for ensuring that persons within their control are not injured by electrical wiring or equipment used within their areas of responsibility. This will be accomplished by performing pre-use visual checks identifying hazardous activities, reporting defects, (for rectification by qualified persons), providing safe systems and where necessary permits to work to control any such hazardous tasks.

The company will also: -

- Ensure that electrical installations and equipment are installed in accordance with the IEE (Institute of Electrical Engineers) Wiring Regulations as amended, and a certificate of inspection obtained for retention for record purposes.
- Maintain the fixed installation in a safe condition by carrying out routine safety testing.
- Identify and mark all main circuit breakers/isolators to ensure all persons understand how to isolate the equipment or building services safely in the event of an emergency.
- Inspect and test portable and transportable equipment as frequently as required.
- Promote and implement a safe system of work for maintenance, inspection and testing.
- Ensure that employees who carry out electrical work are trained and competent to do so.
- Exchange safety information with contractors, ensuring that they are fully aware of (and prepared to abide by) the company's health and safety arrangements.
- Provide suitable personal protective equipment as necessary, maintain it in a good condition and replace damaged or lost items as necessary.
- Ensure that all tools and equipment are suitable and adequate for electrical working that is they are EN/BS approved.

All employees must co-operate with management; use the protective and safety equipment provided; not endanger themselves or others; report hazardous or dangerous operations; follow the training and guidance provided to prevent injury to themselves and others; comply with safety rules and use work permits where applicable.

Private electrical equipment must not be brought onto company premises without prior authorisation from the appointed person. Where written permission is granted it will be on condition that all such equipment may be tested in conjunction with the company's electrical safety policy.

The company will introduce testing for Portable Electrical Appliances in office premises in accordance with the following health and safety executive guidance for offices and low risk environments: - Suggested initial intervals

HS(G) 107 Maintaining Portable and Transportable Electric Equipment

Type of business	User checks	Formal visual inspection	Combined inspection and test
Equipment hire	N/A	Before issue/after return	Before issue
Construction (For indication only. See <i>Electrical safety on construction sites</i> for more detail)	110 V-Weekly	110 V-Monthly	110 V - Before first use on site then 3-monthly
	230 V mains - Daily/every shift	230 V mains - weekly	230 V mains - Before first use on site then monthly
Light industrial	Yes	Before initial use then 6-monthly	6 - 12 months
Heavy industrial/high risk of equipment damage	Daily	Weekly	6 - 12 months
Office information technology, e.g. desktop computers, photocopiers, fax machines	No	1-2 years	None if double-insulated, otherwise up to 5 years
Double-insulated equipment <i>not</i> hand-held, e.g. fans, table lamps	No	2 - 3 years	No
Hand-held, double-insulated (Class II) equipment, e.g. some floor cleaners, kitchen equipment and irons	Yes	6 months - 1 year	No
Earthed (Class I) equipment, e.g. electric kettles, some floor cleaners	Yes	6 months - 1 year	1 - 2 years
Equipment used by the public, e.g. in hotels	By member of staff	3 months	1 year
Cables and plugs, extension leads	Yes	1 year	2 years

HS(G) 141 Electrical Safety on Construction Sites

Equipment / Application	Voltage	User checks	Formal visual inspection	Combined inspection and test
Battery-operated power tools and torches	Less than 25 volts	No	No	No
25V Portable Hand lamps (confined or damp situations)	25 volt Secondary winding from transformer	No	No	No
50v Portable Hand Lamps	Secondary winding centre tapped to earth (25 volt)	No	No	Yearly
110v Portable and hand-held tools, extension leads, site lighting, moveable wiring systems and associated switchgear.	Secondary winding centre tapped to earth (55 volt)	Weekly	Monthly	Before first use on site and then 3 monthly
230V Portable and hand-held tools, extension leads and portable floodlighting.	230 volt mains supply through 30mA RCD	Daily/every shift	Weekly	Before first use on site and then monthly
230V Equipment such as lifts, hoists and fixed floodlighting	230V Supply fuses or MCBs	Weekly	Monthly	Before first use on site and then 3 monthly
RCDs Fixed **		Daily/every shift	Weekly	*Before first use on site and then 3 monthly
Equipment in site offices	230 volt Office equipment	Monthly	6 Monthly	Before first use on site and then yearly
<ul style="list-style-type: none"> • *Note: RCDs need a different range of tests to other portable equipment, and equipment designed to carry out appropriate tests on RCDs will need to be used. • ** It is recommended that portable RCDs are tested monthly. 				

Emergency plans

An emergency plan will form part of the detailed health and safety plan and should be used wherever a fatal injury accident, serious occurrence, serious environmental pollution incident or other serious incident such as fire, flood or bomb damage occurs on company premises

This plan will ensure that those required to take action do so at the earliest opportunity and will ensure the situation is controlled by the company and enable correct management, investigation and collection of evidence.

An assembly point will be identified and all employees will be made aware of its location during induction training. It is the responsibility of the Health and Safety Director or in his/her absence, a senior member of staff to organise any evacuation and to call the emergency services.

The first company employee notified of the incident will take the following action: -

- Call the emergency services
- If the incident is in normal working hours, notify the senior person present
- If the incident is outside normal working hours, call the Health and Safety Director

The senior company representative will: -

- Attend the scene and ensure the emergency services have been called
- Take position of controller
- Liaise between the emergency services and the workforce
- Preserve and secure the scene, take photographs and if appropriate contain pollution spread or make safe
- Prevent entry to unauthorised persons
- Notify head office or if the incident is out of office hours, notify the Health and Safety Director
- Provide a witness interview room and temporary means of communications (landline, mobile telephone, radio, etc.)
- Instruct operatives not to speak to the media
- Begin the investigation
- Obtain the details of witnesses (name, home and business address, telephone numbers, employer)

If the incident is being controlled by another person or the authorities, relay all relevant information to that person

Relevant staff will be instructed to:

- Record enquiry caller's details (name, address, name of person enquiring about and relationship). Establish the caller's location and if they require assistance or a companion (note if any action is required)
- Not to release names of deceased or injured persons to anyone and comply with the Police instructions on notifications of next of kin. Keep head office or if the incident is out of hours the Health and Safety Director informed

Never assume the location and status of an individual until this has been confirmed.

Fire precautions

The company recognises that any outbreak of fire threatens the health, safety and wellbeing of those on site and will be costly in terms of damage and delay.

It is therefore company policy to ensure the careful planning and control of the work activities to avoid fires.

Managers will ensure that: -

All employees receive comprehensive induction before commencing work, to ensure that they are fully aware of all the arrangements in place during the evacuation procedure.

A register of employees is kept up-to-date at all times. This register must be available for inspection at all times and will be taken to the fire assembly point in the event of an evacuation for the purpose of calling the roll.

The requirements for employee training in fire safety are adhered to.

A fire logbook is kept up to date with all relevant records relating to fire safety and ensure that it is made available for inspection by the local authority fire brigade.

The fire alarm and associated equipment is tested weekly and tests are recorded in the fire logbook.

All fire-fighting equipment is tested on a regular basis as per the manufacturer's guidelines and records kept.

A fire evacuation drill is carried out at least annually which will be recorded in the fire logbook.

Any automatic fire detection equipment is tested according to current guidelines and the tests are recorded.

Any emergency lighting and emergency exit lights are tested according to current guidelines and tests recorded.

A fire risk assessment is undertaken within the workplace, outlining who may be affected by a fire along with any special requirements that may be identified.

All hazardous chemicals, gases and other hazardous materials are recorded and an inventory kept for information/inspection by the local authority fire brigade.

A regular check is made to ensure escape routes and doors are not obstructed. Fire exit doors should be unlocked and available for use at all times when persons are in the building. Fire doors should be closed at all times and not wedged open.

A regular check should be made to ensure that fire escape routes do not become obstructed or altered in any way as a result of the progress of works on site. If this does become the case, then a new route must be chosen, with new signs posted and all operatives advised of the changes. Relevant fire plans must also be altered to reflect any changes made.

In the event of a fire, the safety of a life shall override all other considerations, such as saving property and extinguishing the fire.

The company does not expect employees to fight fires; however, extinguishing action can be undertaken if it is safe to do so. On no account should a closed room be opened to fight a fire.

Re-entering the building is strictly prohibited until the incident control officer from the emergency services declares that it is safe to do so. Silencing of the fire alarm system should never be taken as an indication that it is safe to re-enter the building.

Employees should report any concerns regarding fire safety to management, so that the company can investigate and take any remedial actions that may be necessary. The hazard detection form can be used for this function.

Record keeping

The following records will be kept: -

- Details of maintenance checks of fire fighting apparatus and warning and detection equipment
- Records of fire alarm tests and practice evacuations
- A copy of the safety evacuation plan
- Records of all information, instruction and training provided

Fire prevention

All electric equipment will be maintained in a safe condition and be cleaned to ensure that dust etc does not block up the ventilation points.

The use of electrical extension leads will be kept to the minimum and they must not be channelled through doorways unless adequately protected from damage.

Electrical faults must be reported to your management as soon as possible.

At the end of the working day electrical equipment must be turned off, unless there is an operational reason to keep the equipment running.

Smoking is prohibited unless in a designated smoking areas

Arson

To prevent arson by outsiders, the company will provide measures such as secure boundaries (e.g. site fences and intruder-resistant external doors), security lighting, intruder alarms and Patrols by security personnel and controlled access to ensure that only authorised people enter the premises.

Fire action

If you discover a fire: -

Immediately operate the nearest alarm call point.

Attack the fire (if trained to do so) with appliances provided but without taking personal risks.

The senior person present will contact the fire brigade immediately by telephone by: -

- Lifting the receiver, select a line and dial 999.
- Give the operator the company's telephone number and ask for the fire brigade.
- When the fire brigade replies give the response distinctly:

“We have a fire at Plaster Plus Interiors ” and give the operator the address.

Do not replace the receiver until the fire brigade has repeated the address.

Call the fire brigade immediately to every fire or on suspicion of a fire.

On hearing the alarm for a fire or notification of a fire: -

- Evacuate the building by the nearest available **SAFE** exit and proceed to the assembly point located in the car park.
- The senior person present will take charge of any evacuation and ensure that no one is left in the building.

Use the nearest available **SAFE** exit

Do not stop to collect personal belongings

Do not re-enter the building until told to do so by the senior Fire Officer

Fire action – vehicles

Upon discovery of a fire on board your vehicle: -

- Halt your vehicle in the safest possible place. If possible, away from the main highway.
- Telephone the emergency services on your mobile phone or by the nearest available phone.
- When the operator answers, ask for the fire brigade and give the telephone number of your mobile or public phone.
- When connected, state slowly and distinctly: -

“This is Plaster Plus Interiors I have a fire on my vehicle.”

State the location of the vehicle.

- Do not replace the receiver until this information has been correctly acknowledged.
- Stand in a safe location clear of the vehicle and await the fire brigade.
- Do not touch any area or item of the vehicle that may have been burnt.

First aid

First aid kits provided will only contain items that the First Aider has been trained to use. They will not contain medication of any kind and will always be adequately stocked. Notices are displayed in prominent areas and information has been detailed in the employee handbook, giving the names of first aid trained staff and the location of first aid equipment.

After all accidents, details must be recorded in the accident book. To ensure compliance with data protection legislation the completed accident book forms will be removed and filed in the main offices.

If employees or their representatives wish to inspect individual records, they can contact the Health and Safety Director who will make them available for inspection.

First Aiders are qualified personnel who have received training and passed an examination in accordance with health and safety executive requirements. First Aiders will be provided with re-training at regular intervals in order to ensure that their skills are maintained.

The Health and Safety Director is responsible for determining the level of first-aid cover required, by undertaking a risk assessment taking fully into account the accident rate at the company.

ALL accidents, no matter how small, must be required to be reported. Even a scratch can become serious if not properly treated so it is important that the following procedure is followed: -

Seek medical attention from the company's First Aider or Appointed Person.

The names of the First Aiders or Appointed Persons are written on the first aid notices, which can be found in prominent locations around the company.

All first aid incidents will be recorded by the person administering first aid treatment. The records will include the name of the casualty, date, time and the circumstances of the accident with the details of the injury sustained and any treatment given.

The following arrangements should be followed in order to ensure that suitable and sufficient provision of first aid personnel and equipment is available at the workplace: -

- First aid personnel must inform the Health and Safety Director when their training certification period is nearing expiry, (3 months prior to expiry) or if they wish to be taken off the approved First Aiders list.
- Management must ensure that employees are familiar with the identity and location of their nearest First Aider and first aid box.
- Management must ensure that easy access to first aid equipment is available at all times.
- Professional medical assistance must be summoned where necessary.
- Ensure that details of all accidents are reported and entered into the accident book. All major injuries must be reported to the health and safety department as soon as possible.

Flammable Liquids

The company will take all reasonable steps to ensure the health and safety of employees who work with flammable liquids. The company acknowledges that health and safety hazards may arise from the use of flammable liquids. It is the intention of the company to ensure that any risks are reduced to a minimum.

Arrangements for ensuring the health and safety of workers

The company will, in consultation with workers and their representatives:

- Carry out assessments of work activities.
- So far as is reasonably practicable, take measures to reduce the risks found as a result of assessments.
- Ensure that all storage and transport vessels are appropriate and adequate.
- Provide suitable and well-maintained emergency fire-fighting equipment.
- Advise all employees, including new employees, who work or will work with flammable liquids of the risks to health and safety and the results of assessments.

Procedures for dealing with health and safety issues

Where an employee raises a problem related to health and safety in the use of flammable liquids, we will:

- Take all necessary steps to investigate the circumstances.
- Take corrective measures where appropriate.
- Advise the employee of actions taken.

Where a problem arises in the use, handling or storage of flammable liquids, the employee must adopt the following procedure:

- Inform a responsible person immediately, usually a supervisor or manager.
- In the case of an accident or emergency, respond quickly and efficiently to ensure that appropriate action is taken.

Training and Information

The company will give sufficient information, instruction and training to ensure the health and safety of workers who use flammable liquids. This provision also applies to persons not in direct employment such as visitors, temporary staff and contractors.

Training in the use, handling and storage of flammable liquids will cover aspects of health and safety legislation in general and the requirements if the **Highly Flammable Liquids and Liquefied Petroleum Gases Regulations** in particular.

Gas safety

The Gas Safety (Installation and Use) Regulations and related legislation require standards of competency and care which seek to ensure that everyone is protected from injury, fire, explosion or other damage arising from work on a gas installation, fittings or appliances.

Therefore The Company will only employ competent Gas Safe registered engineers to undertake work on gas appliances, fittings or to install new gas appliances.

- All gas appliances will be periodically serviced to ensure that it is safe for use at all times and an appropriate service certificate will be retained on file for future reference.
- Wherever possible the company will ensure that the Servicing Engineer will suitably mark the appliance with the date of the service for ease of identification.
- Where necessary, appliances and meters will be adequately protected and guarded to prevent access by children or unauthorised persons.

Health surveillance

The company takes health and welfare seriously. It is the company's aim to create an environment which is free of occupational risk, occupational illness and to encourage a culture of health and fitness for staff.

The company aim to achieve this with the help, involvement, contribution and commitment of all members of staff.

The company recognises that some health and safety legislation requires employers to provide health surveillance for their employees.

It is company policy to introduce health surveillance only in a situation where the health risks cannot be adequately controlled by other means.

Risk assessments of the company's activities will identify if and where surveillance is appropriate.

The company is aware that some activities may require the introduction of health surveillance, special consideration will therefore be taken at the risk assessment stage for activities involving the following potential health risks: -

Activities, which may involve or result in: -

- Excessive noise
- Hand-arm vibration
- Solvents fumes, biological agents or other hazardous substances
- Asbestos, lead or work in compressed air
- Ionising radiation

The company also recognises that although specific legal requirements do not exist the following operations may also require a degree of monitoring by means of health surveillance.

Activities, which may involve or result in: -

- Work related upper limb disorders
- Whole body vibration
- Manual handling
- Night working

Further advice on the appropriate course of action will be sought from the Employment Medical Advisory Service wherever necessary.

If employees are aware of any practises, procedures or systems that the company can improve or which are adversely affecting their health, they are advised to contact the Health and Safety Director.

The company employees are encouraged to identify if they have any physical or medical conditions that could be adversely affected by undertaking work activities on behalf of the company.

If any employee has any concerns about their health or if any screening questionnaire shows that further medical surveillance is required, then the company will send the employee to a designated company Doctor for the appropriate medical examination.

Hot work (welding and cutting)

It is the company policy to ensure that all flame cutting equipment is maintained in a good condition and is checked prior to issue.

Employees will undertake frequent checks to ensure that there are no leaks from hoses, that connections are in good order, and that the overall equipment is correctly working.

Flash back arresters will be fitted to all mixed gas lines and equipment. These will be correctly used and not interfered with.

Any leaks will be rectified immediately and any faulty equipment reported to the site management. When necessary, faulty equipment will be withdrawn from use.

When the equipment is not in use it will be stored in a safe and sensible manner and kept away from mud, dirt, grease and oils. When unused, even for short periods, the gases will be isolated by the valves on the cylinder or some other source of supply.

The company will ensure that the storage of spare gas cylinders, empty or full, are segregated and stored in a suitable lockable open-air cage. Appropriate warning and "no smoking" signs displayed will be displayed on the cage. Employees must co-operate and assist in ensuring these requirements are carried out.

All employees who are required to handle Liquid Petroleum Gas (LPG) will be familiar with its properties, for example: -

- The gas is carried in the cylinder under pressure
- Gas is heavier than air and any leakage can collect at low levels.
- A small proportion of gas in the air can lead to a flammable atmosphere.

The Supervisors will ensure that these requirements are met as necessary.

Each time welding or cutting takes place; it exposes welders and others nearby to risks to their health and safety. The principle hazards from welding or cutting are: -

- Fumes;
- Heat stress;
- Gases - toxic and/or asphyxiating;
- Radiation - ultraviolet, visible and infra red;
- Spatter and hot components;
- Fire and explosion; and
- Electric shock and burns.

The company accepts that welding and cutting activities may be necessary during their operations.

Risk assessments will be carried out by the Supervisors for all welding and cutting operations to enable the risk to be reduced so far as is reasonably practicable.

The results of risk assessments will be communicated to relevant employees by the Supervisors.

Where necessary, assessments will consider shielding gases (which may cause asphyxiation) and gases produced during the welding process as well as the increased hazards posed when working in confined spaces and damp or wet conditions.

Personal protective equipment, identified during risk assessment, will be provided (gloves, face masks, eye protection etc) and must be used at all times by persons carrying out welding operations.

Specific risk assessment on the effects of fumes whilst welding/brazing will be taken into account and appropriate control measures put in place (general or local exhaust ventilation, provision of suitable masks for example) which must be communicated to and used by all persons carrying out welding operations. Guidance on the assessment of exposure to fumes from welding processes in the relevant statutory guidance.

If welding fume is not eliminated, the following hierarchy of control measures will be adopted (some cases will require more than one measure): -

- Choice of the welding process.
- Improvement in working practices.
- Local exhaust ventilation and/or general ventilation.
- Use of respiratory protection equipment (RPE).

All welding equipment, portable extraction systems and associated ancillaries, currently provided, will be subject to maintenance and statutory inspection, as required. Any equipment provided, including equipment provided by an external contractor, must only be used if the inspection and maintenance has been carried out.

Suitable screening barriers with appropriate warning signs clearly displayed must be used at all times to protect other persons in the area from welding operations.

Only trained operatives are to carry out welding operations.

General precautions: -

- Only proprietary fittings should be used on gas welding equipment and only trained and competent persons should fit them.
- On no account must oil, grease or other substance, such as soap, be allowed into contact with an oxygen regulator valve or fittings, as these substances are explosive in the presence of high-pressure oxygen.

Housekeeping

It is company policy that good housekeeping, cleanliness and tidiness are the first steps in prevention of accidents at work.

A tidy work place leads to increased efficiency, is safer and is beneficial to public relations therefore it is essential that the workplace is kept in a clean and orderly condition at all times.

Managers are responsible for maintaining an orderly and tidy site and must insist on sub-contractors fulfilling their obligations in this respect.

In particular the Supervisors will ensure as far as is reasonably practical that the following actions are taken wherever practicable: -

- All employees are briefed on the company's 'clean as you go' procedures
- Floors, walkways stairways and work areas must be kept clear of slipping and tripping hazards
- All combustible rubbish will be cleared away on a regular basis and disposed of in the authorised waste skips / bins.
- Spillages are cleaned and cleared straightaway, using authorised cleaning materials and equipment, leaving the floor area dry.
- Steel and nylon bands used to contain bundles of materials are to be disposed of safely. These can cause serious cuts or abrasions to the ankles if not properly controlled.
- Disposal of any hazardous materials will be undertaken according with all laid down environmental policies and procedures. Special waste, such as asbestos, will only be removed and disposed of by authorised contractors.

Hours of Work

The company acknowledges that excessive working hours can lead to ill health and increased risk of accidents and will therefore do all that is reasonably practicable to ensure that tasks and operations can be carried out without unreasonable demands being made on the time of the employee.

This will require the company to assess the level of risk, plan work and provide sufficient resources. Where there are statutory requirements for limits on working hours, e.g. driving goods vehicles, the company will ensure that records are kept and regularly inspected.

Similarly, it is the duty of all employees involved in these activities not to exceed the permitted hours of work.

Should employees feel that their health or welfare is put at risk by the hours they are expected to work, they should report to their immediate supervisor.

The company will liaise with employees to ensure that adequate discussion takes place.

The company will ensure that the requirements laid down in the Working Time Regulations are complied with fully.

HSE powers of inspectors

The company is aware and appreciates the powers, duties and responsibilities of Enforcing Officers and we will at all times co-operate with them in all aspects of their duties.

An Inspector may visit any department, workshop or office (offices covered by EHO officers) at any reasonable time for the purpose of ensuring that the provisions of any Acts or Regulations are being complied with. Alternatively, an Inspector may visit to specifically investigate the circumstances of an accident or dangerous occurrence or to give advice on a matter.

If an Inspector discovers a contravention of a specific piece of legislation during their inspection, they can either: -

- Issue a Prohibition Notice.
- Issue an Improvement Notice.
- Advise that they intend to prosecute.
- Give instructions and confirm them in writing.

It is the company's policy that any visiting Inspectors should be treated with courtesy and given every co-operation during the course of their inspections.

It must be stressed that any visiting Inspectors have the right to free access to the whole of the operation, to inspect any records or documents which are legally required to be kept, to interview any persons and to take a statement of fact, take samples, photographs and make recordings.

Every Inspector is appointed in writing and carries a warrant card, which they must produce upon request. This right should be exercised by any member of the company if they feel they have reason to doubt that the person is not an Inspector.

Visits from enforcement officers

The Health and Safety at Work etc Act 1974 conveys certain powers on Inspectors who are appointed by the relevant enforcing body, in order that they ensure the relevant statutory requirements are being complied with.

The company recognises the need to co-operate with enforcement officers.

Once satisfactory documentation has been produced employees of the company will provide all necessary assistance and co-operation with the inspector whilst visiting company premises or a transient work site. For this reason, it is important that all required documentation be maintained and kept up-to-date. Such documentation will include this health and safety policy, relevant risk assessments and emergency plans etc.

Information, instruction and training

It is the company's policy to provide all employees with suitable and sufficient information, instruction and training. This is provided not only to ensure the company complies with statutory legislation but also to secure a safe and healthy working environment for all employees and visitors who may be affected by the company's undertakings.

Training is provided for all employees: -

- On recruitment into the company.
- When moved to another task or when promoted.
- When the process, equipment or system of work is changed.
- All health and safety training will be undertaken during working hours wherever possible.
- Specialist training will be delivered where applicable by a competent third party i.e. confined space, asbestos awareness.

It is the company's policy to ensure all management are suitably trained to implement the health and safety policy as well as being trained to undertake specific tasks.

All training will be recorded and retained on each individual employee's personal file for future reference by the Health and Safety Director.

The Health and Safety Director will ensure that the company procedure for information, instruction and training is adhered to.

Employees will report any problems to the Health and Safety Director.

Insurance

Insurance should be viewed within the wider context of managing all risks which relate to the health and safety of employees and (where applicable) non-employees. This is consistent with the general duties prescribed by HSWA and detailed working regulations. These require the employer to anticipate risks and to prevent or eliminate them or minimise their effects. Insurance is therefore not a substitute for the exercise of responsibility but is complementary to it.

Insurance cover must be secured where compulsory and where considered essential for the financial protection of the company, its employees and others who come within the scope of duties under HSWA.

All information necessary for this purpose (including previous claims experience) should be provided. Certificates must be displayed in accordance with the law and current policy documents obtained for reference.

The company must at all times observe the warranties and conditions of the insurance policies governing such elements as safe working practices, reporting of material facts and notification of incidents.

All records pertaining to the needs of insurers should be kept according to the nature of the risk and the applicable working regulations. For instance, the Control of Asbestos at Work Regulations, require health records to be maintained for 40 years after the last date of exposure. This is a prudent limit for all records where there is a latent risk to health and safety.

Ladders and stepladders

Due to the inherent danger of falls from height whilst using ladders and step ladder, the use of ladders and or stepladders within the organisation will only be authorised if there is no suitable alternative e.g. mobile tower.

The practicality of using access equipment such as mobile towers, scaffolding and elevating working platforms etc will be considered by risk assessment.

The company accepts that it is necessary for some operations to use a ladder or stepladder.

Ladder users must be trained and instructed in their use.

Ladders must be: -

- In sound condition and checked by the user for freedom from defects.
- Regularly inspected both visual pre use and formal documented inspected
- Of sufficient length for the work in hand, extending at least 1 metre beyond the highest point to which access is required.
- Erected on a firm and level base at and supported by the stiles only.
- Set at the correct angle- 4 metres of vertical rise for every 1 metre of horizontal displacement.
- Either firmly secured near the top or footed at the bottom by a second person or 'ladder stopper' device.

Only ladders constructed to a national or international industrial standard e.g. BS2037 Class 1 or EN131 ladder may be used within the company.

Risk assessments on the use of ladders will be carried out prior to activity being undertaken. Where identified specialist equipment will be provided with suitable training

Managers will ensure that employees are following the systems laid down for their safety.

Legionella

The Approved Code of Practice (ACOP) for the control of Legionella bacteria in water systems requires an assessment being conducted for all organisations where water is used or stored and where there is a means of creating and transmitting water droplets that may be inhaled, possibly causing a foreseeable risk of exposure to the bacteria.

A water system includes all plant/equipment and components associated with that system, e.g. all associated pipe work, pumps, feed tanks, valves, showers, heat exchangers, quench tanks, chillers etc. It is very important that the system is considered in its entirety.

- The Company will take all reasonable steps to identify potential Legionella hazards in the workplace and will endeavour to prevent or minimise the risk of exposure to such hazards.
- A suitable and sufficient assessment will be undertaken where necessary to identify and assess the risk of exposure to Legionella bacteria from work activities and water systems on the company's premises. The assessment will be completed by a person who is competent to do so.
- Where employees are concerned about the risk of an outbreak of legionellosis, they should report their concerns to a senior member of staff so that the company can take the appropriate measures to eliminate or reduce the risk.
- As far as practicable The Company will operate water systems at temperatures that do not favour the growth of Legionella. For example 60°C is recommended for hot water storage and either above 50°C or below 20°C for distribution (care will be taken to protect people from exposure to very hot water). All water storage tanks will be fitted with secure lids and will be regularly inspected for corrosion, scale deposition and build up of bio-films and sediments.

Lift Trucks

The company will take all reasonable steps to ensure the health and safety of employees engaged in or affected by lift truck operation. The company fully recognises and acknowledges that health and safety hazards will arise from the use of lift trucks. It is our intention to ensure that all risks are reduced to a minimum and to this end will seek to give adequate information, instruction, training and supervision to give a fuller understanding of these issues.

The company will, in consultation with workers and their representatives:

- Carry out an assessment of all tasks involving lift trucks, taking into account the differing types and capacities of trucks, the continually changing working environment, the worker and the variety of substances transported or handled.
- Take necessary measures to remedy risks found as a result of assessment.
- Review, lift trucks in operation, and ensure suitability for the task.
- If applicable, arrange for the provision of health surveillance prior to employment and also at regular intervals thereafter or where a particular problem is experienced.
- Arrange for the free supply of statutory personal protective equipment (PPE) where specifically required for lift truck operators.
- Advise existing employees, visitors, general public and employees operating lift trucks of the risks to health and safety and how these are to be avoided.
-

Where an employee raises a matter related to health and safety in the use of lift trucks, the company will:

- Investigate the circumstances
- Take corrective measures where appropriate
- Advise the employee of actions taken.

Where a problem arises in the use of a lift truck the employee must adopt the following procedures:

- Park the lift truck in a safe position and area, remove the key to immobilise the truck and inform a responsible person immediately
- In the case of an adverse health condition, advise the company immediately.

The company will give sufficient information, instruction and training to ensure the health and safety of workers who operate lift trucks. This provision also applies to persons not in direct employment such as temporary staff and contractors. Forklift truck drivers within the company will be trained, licensed and authorised through a competent certified instructor. Daily inspection checks on such trucks are completed using the appropriate documentation. All operators of forklift trucks must read and sign-off to the safe system of work for lift trucks. Copies of sign-offs should be kept within the department.

Lifting equipment and lifting operations

The company defines lifting equipment as any plant or machinery certified for lifting, this includes cranes, excavators, rigs, hoists, telescopic handlers and forklifts. It also includes lifting accessories such as chains, slings and eyebolts.

Regulations require that lifting equipment be: -

- Strong and stable and marked to indicate safe working loads
- Positioned and installed to minimise any risks
- Used safely, i.e., the work is planned, organised and performed by competent people
- Thoroughly examined and inspected by competent people

The company may use equipment of this type for various activities to be carried out during the course of the work; therefore, the company will ensure that:

- Competent people carry out all lifting operations in a well-planned and supervised manner
- Lifting equipment used to lift people is clearly marked and safe for such a purpose
- All lifting equipment is thoroughly examined before being used for the first time
- Equipment used for lifting people, e.g. mobile elevating work platforms, is thoroughly examined every six months
- Lifting accessories such as chain slings, eyebolts and shackles are also thoroughly examined every six months
- All other lifting equipment is examined annually

Risk assessments will be carried out by the Health and Safety Director to identify what risks arise for the use of lifting equipment and these will be made available to all employees and be available for inspection. When making these assessments the following points will be considered:

- The types of load being lifted
- The risk of the load or equipment falling and striking a person or object
- The risk of the lifting equipment falling or falling over whilst in use

Where necessary, the company will also develop safe working procedures for the use of this equipment and all relevant employees will be trained in and adhere to these procedures.

Should changes in legislation or practice occur or should a reportable injury occur, risk assessments and/or safe working procedures will be reviewed and employees will be informed of any changes.

Lighting

The company regards the provision of a safe and well-lit working environment as fundamental to the health, safety and the well being of all members of staff and visitors to the premises.

All reasonable steps will be taken to ensure that lighting is adequate for the task being undertaken and suitable provisions will be made to ensure that light is provided in the event of an emergency.

Lighting is an important environmental criteria, which makes a safe and effective working environment for the workforce.

In order to ensure that it does not adversely affect working conditions, employees are instructed to follow the precautions outlined below: -

- Report failures of lighting or any defects observed to a responsible person.
- Request additional lighting if existing lighting is not sufficient for the task.
- Do not place portable lighting equipment (such as lamps) in such a position that it will impede access or interfere with other persons or property.
- Keep the workplace tidy and do not let items accumulate on windowsills.

Care will be taken when lighting is being chosen so that there is sufficient lighting, which does not produce glare or a strobe effect. Any stroboscopic effect can make rotating machinery appear stationary and therefore create a hazard for the machine operator.

Liquefied petroleum gases and highly flammable liquids

The company accepts that Liquefied Petroleum Gas (LPG) and Highly Flammable Liquids (HFL) present several significant hazards.

All items will be stored in accordance with information attached to containers and with manufacturers' safety data sheets supplied.

The company also recognises that in addition to the obvious fire and explosion hazards associated with LPG & HFL, other hazards may exist such as manual handling.

The company will determine that LPG cylinders and HFL containers within their control are stored and used in safe conditions.

It is the company's policy to ensure that a regime for visual inspection before every use and when items are returned to storage is in place and enforced.

It is of the utmost importance that LPG cylinders and HFL containers are treated with care at all times, in general use and in storage, as misuse of either has the ability to cause explosion or fire.

The company will ensure that prior to starting work with LPG or HFL, quantities must be reasonably estimated to ensure that adequate storage facilities will be available.

Liaison between contractors, owners and clients must be maintained to ensure the storage facilities remain adequate.

ONLY the MINIMUM quantity required should be held on site at any time.

Employees using or handling either LPG or HFL containers will be instructed in the following rules:

- Storage of LPG and HFL must be in the designated area and in suitable storage containers.
- LPG will be stored in open wire lockable cages in well-ventilated open areas, away from buildings, drains and excavations (LPG is heavier than air and displaces oxygen). Suitable warning signs must be displayed and dry powder fire extinguisher will be readily available.
- LPG cylinders must be kept upright and prevented from falling over. They must be stored away from ALL ignition sources.
- Only LPG cylinders connected to equipment to remain in the work area. All other cylinders whether empty or full must be stored separately in the designated cage.
- HFL must only be kept in suitably labelled containers, and where 20 litres total is exceeded on site, or more than five full containers of LPG special physical controls will be required. All containers must be marked to show that HFL with a flashpoint of less than 32 degrees Celsius is present. All lids must be secure.
- Where the presence of HFL vapour is foreseeable, ALL ignition sources must be excluded, and storage areas must be kept clear of combustible material as far as practicable.
- HFL spillages must be mopped up immediately, and materials removed to a designated safe place.
- HFL MUST NEVER be used for unauthorised purposes, such as starting fires.
- Operatives using either LPG or HFL must be adequately trained, and this training should include leak detection, and the use of fire extinguishers in an emergency situation (only if it is safe to do so).
- Special physical controls will be required if either LPG or HFL is carried in motor vehicles, used in confined spaces or stored inside buildings.
- For HFL, the safety principles are contained in VICES: Ventilation to provide adequate dispersal of vapours from leaks: Ignition sources have been removed: Containment is suitable: Exchange a less flammable substance where possible: Separation well away from other processes and storage areas.

It is company policy to ensure that all members of staff responsible for handling LPG and HFL cylinders, containers and equipment have adequate knowledge of the products and the precautions to be taken in the event of an emergency.

Lone working

The company recognises that with few exceptions it is not illegal to lone work.

The company accepts some company employees will be classed as lone workers if they work by themselves without close or direct supervision in a wide range of situations.

- The decision to lone work will be based on risk assessment.
- Results of assessments will be made available to all employees and will be readily available for inspection. Operatives who are required to undertake lone working activities will be provided with all relevant information, instruction and training resulting from the risk assessment.
- The assessments will be recorded and updated when changes take place or if a reportable injury is sustained.
- Lone working risk assessments will be carried out by the Health and Safety Director.
- The results of the lone working risk assessments will be communicated to relevant employees by the Health and Safety Director.
- The Health and Safety Director will ensure that employees are following the systems laid down for their safety.

Machinery

The safe use, operation and maintenance of equipment, machinery and plant is of paramount importance to the company

Management will ensure:

- Ensure any plant, equipment or machinery that may be used or provided by the company will be safe and fit for the purpose for which it is intended to be used.
- All equipment complies with the requirements of the Provision and Use of Work Equipment Regulations and be included in a regular maintenance programme.
- Ensure suitable and sufficient assessments of the risk are undertaken, findings are documented and communicated to all relevant employees
- Under no circumstances should guards be removed from any equipment, plant or machinery unless by a competent person to allow for maintenance.
- In the event of any plant or machinery breaking down or becoming unsafe to use or operate, the management should be informed as soon as possible to arrange for an engineer to visit the site and repair or service the item of equipment. While waiting for a fitter to arrive on site all relevant plant and machinery must be made safe and isolated.
- Only trained and experienced persons will be permitted to use equipment, plant or machinery.
- Only trained and experienced persons will be permitted to maintain, service and or repair equipment, plant or machinery.
- Equipment, plant and machinery is isolated and locked off prior to any maintenance, service or repair.
- Under no circumstances may equipment, plant or machinery be used by third parties unless authorised by the senior manager.
- Regular inspections of the various types of equipment, plant and machinery are completed and records of the findings of any such inspections are recorded and maintained.
- Employees are instructed to report any damaged to machinery safety devices, guards, isolation switches etc.

Manual handling

The Manual Handling of materials and equipment can result in fractures, sprains, strains and musculoskeletal disorders.

The company accepts that some manual handling activities may be necessary during their operations and will ensure:

- All employees will receive training on Manual Handling techniques
- The organisation will avoid the need for employees to undertake manual handling operations wherever possible. Risk assessments will be carried out for all operations that cannot be avoided to enable the risk to be reduced so far as is reasonably practicable.
- Employees will be encouraged to follow any system developed by the company for safe manual handling operations.
- Manual handling risk assessments will be carried out by the Health and Safety Director.
- The assessments will be recorded and updated when changes take place or if a reportable injury is sustained.
- Results of manual handling assessments will be made available to all employees and will be readily available for inspection. Operatives who are required to undertake manual handling activities will be provided with all relevant information, instruction and training resulting from the risk assessment.
- The Health and Safety Director will ensure that employees are following the systems laid down for their safety.
- Employees will report hazardous handling activities to the Health and Safety Director
- Wherever possible mechanical handling aides will be utilised to reduce the need for manual handling.

Mobile elevated work platforms (MEWPS)

The company recognises that in recent years several fatal accidents have been reported to the HSE involving MEWPS.

The company accepts that in the course of business activities a MEWP may be used.

In the event of such equipment being used the company will ensure that the correct type of mobile elevating work platform. All types of boom (articulated and telescopic) mobile elevating work platforms (MEWPs), commonly known as 'cherry pickers' is selected for any work task that is to be undertaken. This equipment may be vehicle-mounted, self-propelled or trailer-mounted.

Sudden movements caused by an impact, ground movement, failure of a stability critical part, or overreaching, increase the risk of falling from a MEWP. The wearing of appropriate fall protection equipment can provide protection against the residual risk of falling, or being thrown out of the carrier.

Under no circumstances will any member of staff be permitted to operate the equipment without proper and adequate training specifically for the type of machine being used.

It is company policy to issue safety harnesses and will ensure that they are worn at all times by employees using the working platform.

Prior to using any equipment the operator will undertake daily inspections of the equipment before commencing work to ensure that the equipment is in working order.

The correct type of MEWP will be selected for the intended task. Ground conditions, working height, the task itself and the anticipated load will all be taken into account in this decision making process.

The company acknowledges that a MEWP should not be used as a crane. MEWP'S are complex pieces of work equipment that will need to be maintained in particular:

- Inadequate lubrication and electrical repairs have caused problems (e.g. a fault from an electrical repair has caused outriggers to raise while in use).
- After a hydraulic levelling system hose failure, the company will establish whether the carrier tilt will lock when it is brought back to ground level. If it does, people are at risk of being tipped out.

To ensure the safe use, Supervisors will: -

- Segregate other site traffic (delivery vehicles etc) from the work area.
- Ensure parts of a MEWP cannot protrude into roads or other transport routes. If this is not possible, systems of work (e.g. temporary road closure at quiet times) will be required.
- Ensure parts of the MEWP cannot come into contact with overhead power lines, which in the worst-case scenario, could be fatal. Specific risk assessments must be addressed in this situation, and safe working procedures produced accordingly.
- Check the work area for localised features, e.g. manholes, service ducts, potholes, etc (e.g. a hole 75 mm deep caused an overturn).
- Check temporary covers are strong enough to withstand the applied pressure.
- Check temporary and permanent covers are secured and monitor them.
- Establish the load bearing capacity (general and point loading, e.g. outriggers) when working inside in a building or on a structure (e.g. a jetty).
- The company supervision will ensure safe systems of work are appropriate and being used.
- Agreed systems of communication will be used (e.g. between MEWP operators and banksman during steel erection work).

- Check weather conditions have not altered ground conditions (e.g. heavy or prolonged rain).
- Establish limits for safe operation (e.g. maximum wind speed).
- A rescue plan will be agreed and in place for a fall. The company will ensure trained people and rescue equipment are on-site?

All company operators' will: -

- Ensure procedures are in place for loading/unloading during delivery/removal from site.
- Ensure operators are trained and familiar with the performance and controls of the MEWP they going to use (e.g. they know the types of ground/slope it can operate on or when outriggers will require packing).
- Ensure operators have any task-specific training
- Ensure daily checks are done (in accordance with the manufacturer's instructions).
- Ensure operators know when further operation would be unsafe.
- Ensure there is a system for recording faults, repairs and maintenance.
- Check if a different make or model of MEWP is delivered to the site, that it is suitable for the task.

Mobile telephones

In order to ensure the safety of all members of staff who are supplied and required to use mobile telephones whilst working away from the company's premises the following safety procedure has been compiled: -

Recent legislation makes it an offence for a person to drive a motor vehicle if he/she cannot have proper control of the vehicle. This legislation has permitted the introduction of a regulation, effective from 1st December 2003, making it an offence to use or cause and/or permit the use of a hand held mobile phones whilst the engine is operating. A fine or penalty points will be incurred if a fixed penalty notice is issued. If the matter is referred to a court the fine may be increased to a maximum of £1000.

The Highway Code states that:

"You MUST exercise proper control of your vehicle at all times. Never use a hand held mobile phone or microphone when driving. Using hands free equipment is also likely to distract your attention from the road. It is far safer not to use a telephone while you are driving - find a safe place to stop first."

In order to ensure the safety of all members of staff who are supplied and required to use mobile telephones whilst working away from the company premises the company have compiled the following safety policy.

- Only use the mobile phone when it is essential to do so and do not use the phone any longer than is necessary.
- Do not press the telephone to your ear or the side of your head and try to leave a gap between your ear and the handset if possible.
- To comply with the regulations all outgoing calls must be made when the vehicle is stationary with the engine switched off. Ensure that the telephone is removed from the vehicle when it is unoccupied.
- When calling a colleague on a mobile phone always ask whether it is safe to speak.
- Only acknowledge incoming calls on a hands-free system, where answering is automatic or one touch button use short responses and indicate that you will return the call when it is safe to do so.
- When driving never begin a call or a text message even whilst waiting in a traffic queue or at traffic lights.
- Never use your mobile phone on a petrol station forecourt or any potentially explosive atmospheres.
- Wherever possible encourage colleagues to consider your safety and request that they place non-urgent phone calls to an answering service or take a message on your behalf rather than giving your number to a third party or a customer.

Hand-held telephone

The company does not permit any use of a hand-held mobile telephone to make or receive calls whilst driving a vehicle or whilst the engine is in operation.

Hands-free mobile telephones

Where a hands-free model has been fitted to vehicles, the requirements are much the same as hand-held telephones, although it is still important to make all essential calls whilst the vehicle is stationary as notes may be required to be written whilst making the call.

Whilst using a mobile telephone it is advisable to keep all calls as short as possible, wherever possible a landline telephone should be used.

It is important to ensure whilst driving company vehicles that the Highway Code is followed at all times. Any breach of the code may result in prosecution if stopped by the police.

New and expectant mothers

The Management of Health and Safety at Work Regulations require all organisations to assess workplace risks for all employees. Where women of childbearing age are employed, the assessment must also cover risks specific to new and expectant mothers.

When an employee notifies The Company in writing that she is pregnant, has given birth within the last six months or is breast-feeding and after taking normal precautions, a significant risk to her health remains then the company will: -

- Temporarily adjust her working conditions and/or hours of work, if this is not reasonable or will not reduce the risk the company will;
- Offer her suitable alternative work, or if this is not feasible;
- Suspend her from work (with paid leave) for as long as necessary to protect her and the child's health and safety.

All female employees are instructed within their contracts of employment that they must inform the company management as soon as they are aware that they are pregnant to enable the appropriate control measures to be implemented.

When any work involves dealing with members of the public there is a risk of contracting the rubella virus (German measles), it is advisable for all staff that are planning a pregnancy to check their immunisation prior to trying to conceive, screening for the immunity is routinely checked in antenatal clinics.

Night and Shift Work

The company, in recognising the obligations placed upon it by the various statutory instruments in respect of hours of work, will take such steps, as it considers necessary to meet those obligations.

Shift work, and in particular night work, are, by definition, out of the ordinary but the company is concerned that this should not have a detrimental effect on standards of health and safety. Consequently, all persons who are likely to be asked to participate in night work or other shift work will be carefully selected and subject to a process of consultation before agreement is reached on both sides to commence this type of work.

The company will endeavour, so far as is reasonably practicable, to maintain similar standards of health, safety and welfare for people who are required to work shifts as those enjoyed by persons on normal day work. Where deemed necessary, care will be taken to monitor the effect of shift work on the individual and, in the event of any problems becoming manifest, action will be taken to address these problems by medical treatment, counselling or other appropriate means.

If an employee should become aware of the development of problems associated with shift work, the employee should notify the appropriate supervisor or manager. The company will then:

- Arrange for medical or other advice if appropriate.
- Take such corrective or remedial action as is deemed necessary.
- Advise the employee of the course of action taken and the actual or expected outcome.

In areas of increased risk, levels of supervision will be raised accordingly. In low risk areas, arrangements will be made for the employee to be in regular, if not constant, contact with supervision, security or both.

Note: Under the new Working Time Directive all Night Shift Workers will be entitled to an annual health assessment to address hazards with shift work.

Noise at work

Noise is commonly defined as unwanted sound and can lead to permanent damage and illness when individuals are exposed to high noise levels. Permanent hearing damage can be caused instantly by sudden very loud explosive noises, e.g. from cartridge operated machines or can be gradual due to prolonged exposure to noise. Injury can be total loss of hearing or reduced hearing, making it difficult to distinguish words clearly which may be made worse due to tinnitus (ringing or humming noise in the ears).

The Health and Safety at Work, etc. Act 1974 requires all employers to provide a safe working environment. However the Control of Noise at Work Regulations impose additional duties on employers and require certain steps to be undertaken based on personal daily, or in some circumstances weekly, noise exposure levels.

The regulations require that the risk of damage to hearing is reduced; therefore it is company policy to reduce the noise levels to the lowest levels that are reasonably practicable.

This will be achieved by undertaking a noise assessment and determining the noise levels. As a result of the assessment, management will aim to reduce the noise levels to the lowest possible, using effective control measures, and where necessary provide adequate training and instruction to all employees who may be exposed to high noise levels.

Hearing protection must be made available where exposure to noise reaches or exceeds the Lower Exposure Action Values of 80 dB(A) and 112 Pa.

It is company policy to ensure that all employees, and contractors, wear hearing protection where noise exposure reaches the Upper Exposure Action Values of 85 dB(A) and 140 Pa.

Employees will

- Observe mandatory hearing protection zones identified in the assessment
- Wear the appropriate hearing protection
- Attend annual hearing assessments as instructed by the company
- Report any concerns to their line manager
- Follow all safe working procedures

Personal Hygiene

Good personal hygiene practice is important in ensuring a safe and healthy place of work, in that this will help avoid adverse effects on the employee or the product. It is particularly important that high standards are maintained where employees are exposed to substances or conditions, which may be hazardous to health. This policy highlights the standards that are required in relation to personal hygiene and the facilities available to assist employees in achieving these standards.

The company's approach to personal hygiene includes the following elements:

Management Responsibilities

Managers should ensure that the following requirements are met:

- Applicants for employment should be screened for pre-existing health conditions which may have been caused or exacerbated by poor personal hygiene (professional medical assistance and advice should be obtained where required).
- Employees should receive sufficient information and instruction in the standards of personal hygiene that are required and the facilities that are available at the workplace to assist in achieving these standards.
- Personal protective equipment should be stocked, issued and maintained in accordance with company policy, and replaced or disposed of at the appropriate time.
- Suitable laundry arrangements (where appropriate) should be made for cleaning of overalls and uniforms.
- Suitable facilities should be arranged for itinerant workers and those on temporary or mobile sites.
- Work conditions and facilities, including washing and sanitary conveniences, should be adequate to enable workers to maintain good standards of personal hygiene.
- Employees should comply with company rules on eating, drinking and smoking at the workplace.
- Potential hygiene problems should be dealt with quickly and effectively, taking into consideration the need for medical confidentiality where this applies.
- The company disciplinary procedure should be used to improve performance for employees persistently displaying poor personal hygiene standards which put at risk the health and safety of themselves or others.

Employees Responsibilities

Employees are responsible for ensuring that they maintain good standards of personal hygiene whilst at the workplace and for ensuring compliance with the company's working arrangements for achieving this requirement. Where problems are identified in working arrangements or facilities or with the health and safety of the individual, these must be reported

Employees must make full and proper use of facilities, which are provided to assist in achieving the required standards of personal hygiene. These facilities include:

- Washrooms and showers
- Provision of soaps, cleansers, barrier creams and after-work creams
- Laundering arrangements for uniforms and overalls
- Personal protective equipment and clothing

All matters relating to personal hygiene will be handled sympathetically and, where relevant, with medical confidentiality. Employees who deliberately flout the prescribed rules on personal hygiene, which could affect the health of others or product quality, will be liable to disciplinary procedures.

Personal protective equipment (PPE)

The company will compile full risk assessments for all tasks that are undertaken and in turn will assess the need to provide for use, suitable and sufficient personal protective equipment/clothing to all appropriate employees.

PPE may consist of safety footwear, hand protection, face protection RPE & hearing protection etc.

- All PPE provided will be evaluated to ensure that it complies with current standards of suitability, appertaining to the foreseeable risk exposure, and will be affixed with the CE conformity mark, which denotes manufactures standards.
- All employees who are required to wear personal protective equipment will be provided with suitable recorded instruction and training on how to correctly use the equipment along with the procedures for replacing any damaged or defective equipment.
- Employees are not to use PPE, which has been identified with patent defects, or is inappropriate for the task.
- Employees must wear all relevant PPE as instructed. Failure to wear correct PPE as required will be classed as misconduct and dealt with under the company disciplinary procedures.
- Employees are instructed to ensure PPE is stored in the designated areas when not in used.
- The condition of PPE should be inspected by the user prior to use. Any damages or defects must be reported to their manager.
- The Health and Safety Director will be responsible for replacing any defective PPE upon request.
- The Health and Safety Director will undertake regular inspections to ensure that workers are wearing the necessary equipment.

Permit to Work Systems

Written permit to work systems are normally reserved for occasions when the potential risk is high, and where at the same time the precautions needed are complicated and need written reinforcement.

There are many different types of permits, some common examples are:

- Electrical permits to work – a useful example of this type of permit is contained in Appendix 1 of the HSE booklet HS (G) 85 – “Electricity at Work: Safe Working Practices”
- Hot work permits
- Permits to enter premises or confined spaces
- Permits to work on Asbestos Containing Materials
- Permits to Work at Height

The company will ensure:

An experienced, trained and authorised person will pre-assess the hazards and risks involved in the work to be done, and will then complete and sign a certificate giving authority for the work to proceed under controlled conditions specified on the permit.

No one should be in a position to authorise a permit for themselves to do work.

Permit to work systems are completed on pre-printed forms, listing specific checks and/or actions required at specific stages of the work. These may include isolation of supply systems and the fitting of locking devices to controls. Permits are only designed to cover work lasting up to 24 hours, and require an authorisation signature for any time extension.

The permit will include details of the work to be done and what is involved, including all precautions required and emergency procedures, who is to do it and when, and any limits on the work area or equipment.

The permit system will require written acknowledgement by the person who will do the work, or is in charge, and will also allow for signed confirmation that the workplace or the equipment has been restored to safety, for any time extension which may be permitted, and for the cancellation of the permit. There will also usually be some system for keeping a record that a permit has been issued.

Personal safety

Although statistically very few employees are likely to become victims of crime or suffer injury, whether accidental or otherwise, personal safety is an issue that affects all companies.

The company accepts that during the normal course of operations employee may have to deal directly with members of the public. It is foreseeable that employees may be subjected to violent behaviour such as swearing, being threatened or even attacked.

The company will attempt to reduce the risks of such incidents by the following means:

- Taking into account personal safety during specific risk assessments.
- Keeping detailed records of all past incidents
- Asking employees whether they feel threatened
- Being aware of the area where work is to be carried out
- Considering physical security measures such as CCTV or personal alarms.
- Discouraging employees from carrying large quantities of cash or wearing expensive jewellery.

The company will introduce arrangements, which will enable employees who work away from base to keep in touch and will avoid lone worker situations wherever possible.

The company will ensure that all injuries sustained as a result of non-consensual physical violence are reported in accordance with the company's accident reporting procedure.

The company will ensure all employees receive suitable levels of training in relation to lone working, working away from base etc.

Protection of the public

The Health and Safety at Work etc Act 1974 requires all employers to conduct his / her undertakings in a way that other persons, including the general public are not exposed to risks to their health or safety.

The company accepts that hazardous situations may be encountered during the company's activities. Injuries can occur from collision with moving vehicles, falls from height, falling materials and many more.

Precautions should be taken to ensure the safety of visitors to site as far as is reasonably practicable. Suitable precautions will be put into place to prevent access to the site by unauthorised persons. The company will carry out the following precautions: -

- All visitors will be required to sign an attendance register indicating the time of arrival and departure.
- All vehicle and pedestrian routes will be kept clean and clear of obstructions and will be regularly inspected
- Ladders will be blocked off at the bottom and loose ladders will either be secured (i.e. chained) or removed to prevent unauthorised use.
- All electrical equipment will either be securely locked away or effectively locked off.
- All plant and machinery will be immobilised and energy source positively locked off.
- Petroleum spirit, compressed gas, explosives and chemicals will be locked away when not in use.
- Materials should not be stacked too high and should be stable.
- Lighting will be used where required to ensure the safe movement around the premises during darkness.

Racking

It is the company policy to address all work-related hazards in order to control, reduce or eliminate the risks so far as is reasonably practicable.

The company will ensure:

- Racking systems introduced are properly designed and installed, this includes being able to safely take the load of the goods being stored.
- Protect racking if it is likely to be struck by lift trucks and other vehicles.
- Inspect racking regularly to make sure it is repaired and maintained properly and is safe
- Ensure 'Expert' inspections are carried out at intervals by a competent person.
- Ensure all damage that affects the safety of the racking system is reported immediately, offload the racking and introduce controls to prevent it being used until remedial work has been carried out.
- Keep a record of inspections, damage and repairs, e.g. in a logbook.
- Ensure all employees required to work on or with racking receive the appropriate level of training.
- Ensure the appropriate safety signage. I.e. safe working load notices is displayed as required on all racking.
- Ensure safe working loads are never exceeded

Risk assessments

The company accepts that some of its activities could, unless adequately controlled, create risks to employees and others. Therefore in order to comply with the Management of Health and Safety at Work and to safeguard the health, safety and welfare of employees and others, the company will take all reasonably practicable measures to reduce those risks to an acceptable level. This is achieved by undertaking suitable and sufficient risk assessments for all work activities undertaken within the company.

The aim of the risk assessment process is to: -

- Identify hazards associated with the company's undertaking and any hazards associated with the premises.
- Identify any person who may be affected or injured by the hazards.
- Identify and implement appropriate control measures to eliminate or reduce the hazards to a safe level.

Nominated personnel will complete risk assessments for all work activities undertaken by the company and will strive to ensure that the documentation is reviewed if circumstances change. It is company policy to ensure that all persons who are required to compile the assessments attend an appropriate training course to ensure they are competent to undertake risk assessments.

The training that is given to employees will enable them to: -

- Identify all hazards associated with the company's activities.
- Identify when generic assessments are not appropriate, due to the lack of control measures that would only be determined by a site-specific assessment.
- Enable them to implement the necessary control measures prior to anyone being placed in danger due to the hazard.
- Document the assessment process to enable the control measures to be disseminated to all relevant people.

The management will ensure that all employees and other interested parties are informed and instructed of the risks to which they may be exposed, in order that the work activities are completed in a safe manner as documented in the assessment.

The company will not employ or accept as a work placement any young person unless an assessment has been undertaken outlining any hazards to which they will be exposed. When the assessment is completed particular attention will be given to the following areas: -

- The inexperience and lack of awareness of risks along with the immaturity of the young person.
- The layout of the working environment and the workstation where the young person is required to work.
- The nature, degree and duration of exposure to any physical, biological and chemical agents to which the young person will be exposed.
- The type and use of work equipment that is required to be operated along with the way that it is handled.
- The extent of the health and safety training which is provided, along with details of any additional training that is required to be undertaken.

Procedures Management Follow when Completing Risk Assessments

Step 1

- Look for and identify the hazards. Ignore the trivial and concentrate on the significant hazards that could result in serious harm or affect several people.
- List any hazards on the assessment form.

Step 2

- Think about the people who might be harmed and how, taking into account people who may not be in the workplace at all times, e.g. cleaners, visitors, contractors etc.
- List the people who may be harmed on the assessment form.

Step 3

- Decide whether the existing precautions are adequate or whether further precautions are required to be implemented.
- Ask the question, "Can I eliminate the hazard?" If not, "How can I control it?"
- List all the controls that are in place on the assessment form

Step 4

- Assess the likelihood of the event actually occurring and the severity of the event if an accident were to occur. When this has been determined, calculate the factor by multiplying the probability and the severity to decide whether the risks are determined to be low, medium or high.

Step 5

- List the further action needed to adequately control the risk on the assessment form.

Step 6

- Review your assessment at regular intervals and also any new process that is introduced into the company. It is important to ensure all assessments are recorded and distributed to the necessary people.

Safe Systems of Work

Introduction

It has been estimated that at least a quarter of all fatal accidents at work involve failures in systems of work – the way things are done.

A safe system of work is a formal procedure which results from a systematic examination of a task in order to identify all the hazards and assess the risks, and which identifies safe methods of work to ensure that the hazards are eliminated or the remaining risks are minimised.

Many hazards are clearly recognisable and can be overcome by separating people from them physically e.g. using guarding on machinery. There will often be circumstances where hazards cannot be eliminated in this way, and elements of risk remain associated with the task. **Where the risk assessment indicates this is the case, a safe system of work will be required.**

Some examples where safe systems will be required as part of the controls are:

- Cleaning and maintenance operations
- Changes to normal procedures, including layout, materials and methods
- Working alone or away from the workplace and its facilities
- Breakdowns and emergencies
- Control of the activities of contractors in the workplace
- Vehicle loading, unloading and movements

Developing safe systems

Some safe systems can be verbal only – where instructions are given on the hazards and the means of overcoming them, for short duration tasks.

These instructions must be given by Supervisors or Managers – leaving workers to devise their own method of work is not a safe system of work.

The law requires a suitable and sufficient risk assessment to be made of all the risks to which employees and others who may be affected by them are exposed and subsequently can be used to develop a safe system of work this can be used for training new workers in the required method of work.

For all safe systems, there are five basic steps necessary in producing them:

- Assessment of the task
- Hazard identification and risk assessment
- Identification of safe methods
- Implementing the system
- Monitoring the system

Safety of persons with disabilities

The company have a responsibility to ensure that all persons who visit the company's premises are safe at all times. In order that this is done effectively the Health and Safety Director will ensure that disabled visitors are protected from everyday hazards within the company as well as more urgent issues such as emergency evacuation.

It is in the interest of disabled visitors to inform the company prior to their visit in order that any special arrangements can be made.

The company will aim to make as many rooms as accessible and safe as possible for disabled visitors, where this is not reasonably possible an appropriate decision will be made based upon the company's disability policy.

It is the company's policy to make all premises as accessible as possible, however at the company premises the site manager is responsible for ensuring that disabled people are safely evacuated in the event of an emergency.

The Health and Safety Director will ensure that all staff are aware of their responsibilities in ensuring that disabled visitors are safe at all times and where necessary ensure that suitable training is given to staff.

Safety Representatives and Safety Committees

The company acknowledges the importance of employee involvement in health and safety matters. The importance of the positive role, played by safety representatives, appointed under the Health and Safety at Work Act 1974, the Safety Representatives and Safety Committees Regulations 1977 and the Consultation with Employees Regulations 1996, is recognised. As such, it is the intention of the company to provide the facilities and assistance such safety representatives can reasonably expect in order to carry out their functions.

The company undertakes to consult with committee representatives over issues related to health, safety and welfare and to provide the information safety representatives require in order to carry out their functions.

The company has established works committees, which will meet regularly and review safety performance within the company. The committee will consist of employee and/or employer and employee representatives.

Safety Committees

- The committee members will be made up from employees in various areas and shifts throughout the company:
- Members should be allowed reasonable time to meet, discuss, audit and document their findings.
- Safety Representatives will (where appropriate with their Supervisor) complete a weekly health and safety check-sheet / inspection
- Monthly meetings will be arranged with the Health and Safety Director / Site Manager to discuss findings. Any appropriate actions for departmental Managers/Supervisors (as these are the persons directly responsible for H&S matters), will be documented with requested actions and passed on to them through their safety representative. Minutes of these meetings will be logged and kept on record.
- At the following monthly meetings, the Manager/Supervisor will present (through his/her safety representative a report on HSE actions requested from them. The outcome or non-outcome of these actions will be discussed further by the committee.
- Every 3 months, the safety committee will meet with senior management, the agenda would be as follows:
 - Minutes of previous meeting
 - Study of accidents/notifiable disease statistics and trends
 - Examination of safety audit reports and action plans
 - Examination of reports from and links with enforcing authorities (HSE) etc
 - Consideration of reports from appointed safety representatives
 - Development, introduction and monitoring of works safety rules and safe systems of work, including risk assessments
 - Appraisal and effectiveness of safety training
 - Adequacy of safety and health communication and publicity in the work place
 - Any other business

Note: The above system may be overruled where a situation indicates immediate action to eliminate or control any hazard/risk identified within the workplace

Safety signs

The company recognises that it is important that all staff take notice of warning signs at work, as they are in place to safeguard people's health and safety. It is therefore the company's policy to follow all guidance within the Health and Safety (Safety Signs and Signals) Regulations.

All safety signs will be colour coded in accordance with the following guidelines: -

- White circle with red edging and a diagonal line indicate **PROHIBITED** for example no smoking.
- Blue signs indicate that it is **MANDATORY** to carry out an action such as the wearing of personal protective equipment.
- A triangular sign with black edging and a yellow background indicates **WARNING** of a Hazard and should contain a black pictogram.
- **Green** signs identify or locate safety equipment as well as marking emergency escape routes.

The company acknowledge that signs must comply with the regulations, however where necessary the company will design the signs to maintain a safe environment.

Where there is a risk to health and safety that cannot be controlled by any other means signs will be displayed for example where: -

- There is a risk of exposure to excessive noise,
- There is low headroom.
- Speed needs to be restricted.

It is company policy to ensure that any signs which are provided for safety reasons are: -

- Maintained in a good condition.
- Positioned in the correct location.
- Explained to all members of staff to ensure that they are aware of the meaning of the signs and the correct actions to be taken.

Stress in the workplace

It is the company policy to address all work-related illnesses and in particular stress. To control, reduce or eliminate it so far as is reasonably practicable.

The Health and Safety Executive has defined health and safety as both the physical and mental wellbeing of all persons employed by the company. The company recognises that personnel are the company's most valuable assets and that any problem associated with work-related stress is a management duty to control as far as is reasonably practicable.

A certain amount of stress provides high motivation, a positive outlook and good performance. However, it is when these personal levels are exceeded that detrimental health effects may appear. Whilst stress-related problems of short duration often resolve themselves, it is the long-term stresses that the company aim to address.

Through the risk assessment process, the company will continue to identify hazards and assess all mental and physical risks to health and safety with the objective of reducing them, as far as is reasonably practicable.

The main problem with stress is the self-realisation that we are actively suffering from it! Others affected by our stress symptoms tend to shy away from broaching the subject as it may be construed as interference or just being nosy.

Stress is usually brought about by an accumulation of minor irritations that cannot be resolved in the time scale we wish and/or with the desired outcome. But, there may be one single event or set of circumstances that combine to provide the additional stress overload. Some examples are: -

Possible environmental stressors

- Noise.
- Temperature.
- Overcrowding.
- Humidity.

Possible work related stressors

- Deadlines.
- Overworked.
- Under challenged, leading to possible boredom.
- Change.
- Promotion prospects.
- Racial or sexist remarks.
- Personal relationships with superiors and other members of staff.
- Travelling.
- Job satisfaction.
- Harassment.
- Confrontation.
- Likes and dislikes.

Stress counselling can often have a stigma that it is only for the 'weak' or 'mentally ill'. However, the reverse is actually true.

It may be difficult to talk to the direct line Manager about the problem face to face, as it might be that this relationship is the cause, the company have a policy that all members of staff can approach a senior member of staff and raise any concerns relating to stress. All conversations will be addressed in the strictest confidence and a Manager will try and assist individuals suffering from stress to deal with the problem.

Syringes

It is the company policy to address all work-related hazards in order to control, reduce or eliminate the risks so far as is reasonably practicable.

The company will ensure:

- If any syringe is found on the site or the immediate vicinity the person finding it must not pick it up until the correct equipment is available.
- One colleague must stay with the syringe and prevent other colleagues touching it.
- A second colleague must fetch a pair of protective gloves, a rigid container (large enough to hold the syringe without any part protruding) and a reel of tape.
- The syringe must be picked up by one person wearing the gloves and deposited into a container, which must be sealed immediately and marked '**DANGER CONTAMINATED SHARP**'.
- The container must be placed in the Manager's Office
- The above procedures must also be followed for sharps, e.g. broken glass and blades, which may have been used in the contamination of products.

Tachographs and Records

A tachograph is a recording device fitted to a vehicle that is capable of providing on separate sheets (charts) details of vehicle speed, distance covered and driver duty and rest during a 24 hour period.

If you drive a bus, coach, lorry or other vehicle under the European Union (EU) drivers' hours rules or the European Agreement concerning the work of Crews of Vehicles Engaged in International Road Transport (AETR) drivers' hours rules, you will almost always need to use a tachograph. However, if the vehicle you drive is exempt from the EU drivers' hours rules; you will not have to use a tachograph, even if one has been fitted to the vehicle.

There are two types of tachograph: analogue and digital. Analogue tachographs record the driver's periods of duty on a wax-coated paper disc, while digital tachographs store the information on an electronic 'smart card'.

By law, all commercial vehicles first registered on or after 1 May 2006 must be fitted with digital tachographs. However, you can continue to operate an analogue tachograph in any vehicle registered before that date.

In order to comply with the legislation the company will:

- Ensure analogue tachographs are calibrated, inspected and re-calibrated when necessary
- supply drivers with sufficient tachograph charts
- Ensure all drivers receive full training in the use of tachographs, either analogue or digital.
- keep drivers informed of current rules and regulations
- ensure drivers return all their tachograph charts
- schedule work in line with current drivers' hours and tachograph rules
- not pay drivers by distances travelled and/or amount of goods carried in case this encourages a breach of the rules
- check tachograph charts to ensure that drivers are complying with current drivers' hour rules
- produce tachograph records to enforcement officers covering at least 12 months
- take reasonable steps to prevent any breach of these rules
- If agency drivers used, keep their charts in the same way as own drivers charts

Tachograph calibration and inspection

Analogue tachographs must be properly installed, inspected and sealed before any vehicles can be used for commercial purposes. This must be done by the vehicle manufacturer or a Vehicle and Operator Services Agency (VOSA) approved tachograph calibration centre.

Temporary and Casual Staff

It is the Company's policy to protect the health & safety of its employees, including those who work for us on relatively short period of time. With regard to temporary or casual workers in particular we will ensure that:

- They are informed of any special skills, qualifications or requirements that are needed to enable them to function safely and without risk to health.
- On arrival shall be provided with an Induction briefing on the general arrangements within the organisation including fire and first aid arrangements and on specific hazards associated with the work they are to carry out.

Training

The company is aware of the duties placed on employers with regard to the training of employees and are fully committed to training employees to the highest levels.

It is the responsibility of management within the company to identify any training needs and to ensure that these needs are fulfilled.

All aspects of health and safety training within the company will be reviewed on an annual basis.

The company will provide the following

- Induction training for new starters
- Health & Safety training including Manual Handling, Fire etc
- Task specific training
- Machinery and plant training
- Specialist training i.e. working at height, FLT
- Ongoing refresher training as required
- Job specific technical training
- Vocational training (as agreed with management)

All employees should raise any training requirement directly with their department manager for consideration and or approval.

Use of hand Tools

The company will, in accordance with its general duties, make a suitable and sufficient assessment of the risks to the health and safety of our employees to which they may be exposed whilst working with hand tools.

These risks will then be controlled so far, as is reasonably practicable so that neither our employees nor others who could also be exposed to them will be put at risk.

The company will, in consultation with workers and their representatives:

- Ensure that the correct tool for the job is provided.
- Ensure that employees do not misuse tools, which can lead to damage of materials, equipment and the tools as well as possibly leading to injury.
- Implement a system for reporting defective tools at all workplaces.
- Inform users of their responsibility to maintain tools and report any defects to their immediate supervisor.
- Ensure that defective tools are taken out of use and returned to the stores.
- Implement a system for the replacement of defective tools, which will be made known to all employees.
- Arrange for tools to be repaired by trained personnel only.
- Arrange for regular inspection of electrically powered tools in accordance with EAWR; all such tools will be tagged showing the date of the last test.
- Provide personal protective equipment if necessary.
- Ensure that work areas are kept clear of debris and any items that may impede the safe and efficient use of tools.
- Provide suitable storage facilities for tools.

All employees using tools will be trained in their use and the use of any associated equipment used in conjunction with the prime tool. Any employee who is not conversant with a tool must make it known to his or her supervisor.

Vehicle and Pedestrian Movement

Pedestrian and vehicle traffic needs to be carefully managed to ensure safe and efficient movement about site. Traffic management is necessary to prevent accidents, injury to people and damage to equipment, property and vehicles.

The company will ensure:

- The workplace is organised in such a way that pedestrians and vehicles can circulate in a safe manner, without causing danger to health and safety.
- Ensure a suitable and sufficient assessment of the risks associated with the movement of vehicles and pedestrians is completed and any control measures that may need to be implemented are identified and introduced.
- Wherever possible provide separate routes or pavements for pedestrians, to keep them away from vehicles
- Ensure all traffic routes are suitably marked i.e. demarcation
- Provide information instruction and training to all employees in relation to the movement of pedestrians and vehicles

Vibrating tools and white finger

Vibration White Finger (VWF) is the most common symptom of Hand- Arm Vibration Syndrome (HAVS), and is frequently associated with road drills, compactors, power hammers, and chain saws. HAVS can damage blood cells, thus reducing the blood supply, and also injure the nerves in the hand/fingers causing permanent damage. The symptoms are usually set off by the cold, and the first sign is frequently an occasional attack when the fingertips become white, or numb.

The company are committed to reducing this aspect of risk exposure, and will conduct a suitable tool risk/health analysis, as to identify possible health trends, and to all take reasonable precautions to reduce exposure to HAVS.

Typical risk reduction measures will include: -

- The provision of suitable warm clothing, i.e. gloves and coats for prolonged exposure within a cold climate.
- Assessing the suitability of the tool at the purchase stage, as to ensure that not only the calculated vibration is minimal, but also the right tool is provided for the right job, which should condense the vibration magnitude, and avoid the need to grip tools more tightly.
- Encouraging breaks for prolonged work using plant and equipment that produces high vibration.
- Ensuring that all tools are maintained through a planned maintenance scheduling system, and any patent defects should be reported to the Manager.
- Promoting active health and safety awareness training, and vibration hazard consciousness for staff.
- Removing defective tools from service, until they have either been repaired or replaced.
- Ensuring that wherever possible, anti-vibration devices are incorporated within the tool design, taking into consideration current technology.
- Taking initial steps to assess, and reduce the vibration levels of the vibratory tools, including inspection of resilient mounts/flanges, wherever possible mount vibration jackets for road tools, and the provision of, ant- vibration gloves for use by all staff potentially exposed.

People who regularly use hand held power tools are most at risk.

The signs to look out for with regard to VWF include: -

- Tingling and numbness in the fingers.
- In the cold and wet, fingers go white, then blue, then red and are very painful.
- Loss of manual dexterity.
- Loss of strength in the affected parts.

Control techniques include: -

- Use of low vibration equipment.
- Ensure that steels are kept sharp.
- Avoid over gripping the tool.
- Keep fingers and hands warm.
- Reduce the amount of time spent using vibrating equipment.

Violence at work

Violence is defined by the HSE as 'any incident in which a person is abused, threatened or assaulted in circumstances relating to their work'. Verbal abuse and threats are the most common type of incident. Physical attacks are comparatively rare.

Who is at risk?

Employees whose job requires them to deal with the public can be at risk from violence. Most at risk are those engaged in: -

- Giving a service
- Caring
- Education
- Cash transactions
- Delivery/collection
- Controlling
- Representing authority

It is possible that violence could occur in one or other of these categories within your organisation.

Is it my concern?

Both employer and employees have an interest in reducing violence at work. For employees, violence can lead to poor morale and a poor image for the organisation, making it difficult to recruit and keep staff. It can mean extra cost with absenteeism, higher insurance premiums and compensation payments. For employees, violence can cause pain (both physical and mental), distress and even disability or death.

Physical attacks are obviously dangerous, but serious or persistent verbal abuse or threats can also damage employees' health through anxiety or stress.

Effective Management of Violence: -

Stage 1 – Finding out if there is a problem.

Stage 2 – Deciding what action to take.

Stage 3 – Take action.

Stage 4 – Check what has been done.

Stage 1: You may think violence is not a problem at your workplace or that incidents are rare. However, your employees' may be somewhat different.

Ask your staff: do this informally through Managers, Supervisors and safety representatives or use a short questionnaire to find out whether your employees ever feel threatened. Tell them the results of your survey so they realise that you recognise the problem.

Keep detailed records: it is a good idea to record incidents, including verbal abuse and threats. The following information should be recorded: an account of what happened, details of the victim(s), the assailant(s) and any witnesses. The outcome, including working time lost to both the individual(s) affected and to the organisation as a whole, and details of the location of the incident.

Some employees may be reluctant to report incidents of aggressive behaviour that make them feel threatened or worried.

Visiting and working on 3rd Party Sites

It is the company policy to address all work-related hazards in order to control, reduce or eliminate the risks so far as is reasonably practicable.

The company will:

- Ensure suitable and sufficient risk assessments are completed and all relevant colleagues are briefed on the findings
- Receive the appropriate level of training for the work being undertaken
- Are provided with a means of communication i.e. mobile phone
- Are provided with appropriate personal protective equipment
-
- Are made aware of the company's procedures relating to work related driving, lone working and confrontation situations and violence

All employees will:

ENSURE THE OFFICE KNOWS WHERE YOU'RE GOING

When visiting other sites on business, you must abide by all safety precautions as detailed by that site including:

Signing in and out

Make yourself aware and follow the emergency/fire procedures

Wear the relevant PPE if required for access to the site

High visibility clothing
Safety footwear
Hearing Protection
Eye Protection
Etc.....

Do not use machinery or equipment unless you have been trained

Any accidents or incidents must be reported in the first instance to your host. Informing the office as soon as possible thereafter, allowing details to be recorded in the company accident book and the investigation process started.

Report all issues, concerns or dangerous occurrences that occur when working or visiting 3rd party sites are reported to senior manager immediately

Waste disposal

To ensure that the company complies with environmental legislation it is essential that all waste be correctly disposed of. It is therefore company policy to establish contracts with appropriate waste disposal companies to ensure that waste is removed from the premises safely.

- All general waste such as paper and cardboard items should be placed in bin liners and disposed of in the general waste skips that are provided. Where possible all cardboard should be flattened to enable ease of movement.
- All paper and cardboard waste should be placed in the appropriate recycling bins / containers. Where possible all cardboard should be flattened to enable ease of movement.
- All plastic bottles suitable for recycling should be placed in the appropriate recycling bins / containers.
- All chemical / hazardous waste that are required to be disposed of will be stored in their original containers until an authorised waste disposal company can remove them from the company premises. Copies of the waste transfer notes will be held on site for a minimum of two years for future reference.

Welfare

The company will ensure so far as is reasonably practicable the health, safety and welfare of their employees at work. The Workplace (Health, Safety and Welfare) Regulations expand on these duties.

The company will aim to comply with these regulations by: -

- Providing a reasonable temperature in all workplaces during opening hours that will be at least 16 degrees Celsius, unless the activities involve severe physical effort in which case the temperature will be at least 13 degrees Celsius.
- Ensuring suitable and sufficient lighting is provided, that is, so far as is reasonably practicable, natural lighting to enable people to work, use facilities and move around the workplace without experiencing eyestrain.
- Keeping the premises clean and tidy with all traffic routes cleaned at least once a week and any accumulation of dirt and refuse removed at least daily.
- Providing windows and doors that are made from safety material or protected against breakage. They shall also be appropriately marked to make them apparent.
- Providing adequate toilet facilities that are cleaned on a regular basis and have hot and cold running water, soap and towels or other suitable drying facility. In the case of water closets used by women, suitable means will be provided for disposal of sanitary dressings.
- Providing adequate wholesome drinking water that is readily accessible and appropriately marked.
- Providing somewhere that employees can store outdoor and personal clothing whilst at work. This facility should be clean and well ventilated to enable wet clothes to dry.

Work equipment and maintenance

The Provision and Use of Work Equipment Regulations (PUWER) emphasise the general duties that are written in the Health and Safety at Work etc Act. The regulations apply to all work equipment, including second-hand, hired, leased or privately owned equipment when used at work.

It is the company's policy to ensure that all equipment used complies with the regulations.

Wherever there is any significant risk to health and safety due to the work equipment the company will: -

- Undertake full risk assessments for the equipment that is being used and issue copies of the assessments to all operatives along with the people who may be adversely affected by the equipment.
- Ensure that employees are provided with sufficient information, training and supervision when using the equipment. All training will be documented on the employee's personnel file.
- Ensure that all necessary safety controls are in place such as guards, isolation switches etc.

Ensure that all work equipment is maintained and inspected as required by the manufacturer's instructions. Records of all inspections will be held on file for future information.

In order to comply with the regulations relating to maintenance the company will: -

- Ensure that all work equipment is maintained and kept in good working order and where necessary a written maintenance log kept up to date.
- Ensure that all work equipment is provided with a suitable means of isolation to ensure that the electricity or other sources of energy can be switched off / locked off when maintenance work is being undertaken.
- Ensure that when equipment is isolated it cannot be reconnected to the power supply if it will expose the maintenance engineer to risk to his/her health or safety.
- All persons who maintain, supervise or manage maintenance work are competent to do so.
- Provide comprehensive health and safety information relating to specific equipment and where necessary written information about the maintenance requirements for the machinery/equipment.

It is the company's aim so far as reasonably practicable, to take all practical steps to safeguard the health, safety and welfare of all employees who are required to maintain work equipment along with any other person who may be affected by the task.

Working at height

If there is a risk of a fall liable to cause personal injury, this is classified as at height, even if it is below ground. In accordance with The Working at Height Regulations the company shall conduct a risk assessment to identify the hazards and controls in order to complete the task in a safe manner. The company will do all that is reasonably practicable to prevent anyone falling. The hierarchy below will be used for managing and selecting suitable ways for work at height:

- a. Use work equipment or other measures to PREVENT falls where we cannot avoid the task
- b. Where we cannot eliminate the risk of a fall, work equipment or other measures to minimize the distance and consequences for a fall should one occur should be used.

The Company have a duty as an employer to ensure that the risk of injury is removed or minimized. The essential part of this is to plan and organize the work taking into consideration weather conditions that could endanger health and safety and ensuring all people involved in the task are adequately trained. In addition, there is a requirement when working with scaffolding (depending on its' complexity) for an assembly, use and dismantling plan.

In order to ensure that the work is properly planned, appropriately supervised and carried out in a safe manner the following points will be considered within the risk assessment:-

- Competence of people, including those involved in the planning of the task
- Selection of work equipment considering the distance to be travelled for access & egress, duration and frequency of use, practicalities for quick and easy evacuation in an emergency.
- Retaining the hierarchy of controls e.g. guardrails/barriers; scaffold and working platforms; collective fall arrest (nets); PPE/harness & warning signs (last resort)
- Prevention of falling objects and elimination of throwing/tipping from height. Remembering to include the correct storage of materials and objects and load bearing capacity.
- Exclusion zones below the activity if there is no reasonably practicable way of removing the risk of falling objects.
- If personal fall arrest systems are to be used, where appropriate, they will incorporate a suitable means of absorbing energy and limiting the forces applied to the user's body.
- Rescue and emergency plans and procedures are documented and all employees involved in the activity are fully trained.

The Management of Health & Safety at Work Regulations and the Work at Height Regulations state that risk should always be reduced to as low a level as possible, as far as is reasonably practicable.

Work Related Driving

The Company will take all reasonable steps to secure the health and safety of our employees who drive vehicles on company business.

The company will require all drivers to submit their driving licence for inspection annually; the company reserve the right to contact the DVLA in order to monitor the status of individual licences

Employees are reminded that, despite familiarity, driving on the roads may be by far the most hazardous activity they undertake. The following precautions should be taken by each employee to minimise the risk:

- Plan work to minimise driving requirements.
- Ensure that the vehicle is maintained in accordance with the manufacturer's instructions, including specific winter and summer precautions.
- On a long journey take regular breaks to help you relax and reduce tiredness. But remember you cannot stop on the hard shoulder of a motorway except in an emergency.
- Seek to avoid overlong days of work and driving. The company will pay the reasonable cost of overnight accommodation should particularly long business journeys need to be undertaken involving overlong days of work. Seek advice from Health and Safety Director.
- When reporting accidents and other incidents you should contact the emergency services as quickly as possible if an accident or incident needs immediate action.
- Stop your vehicle when and where it is safe to do so or ask a passenger to make the call for you.
- On a motorway, it is best to use a roadside emergency telephone, as the emergency services will be able to locate you easily. If you have to use a mobile phone, first make sure you know your location from the numbers on the marker posts on the side of the hard shoulder.
- Report the development of any health problem that may limit or prevent driving e.g. epilepsy or heart condition.

Young persons at work

The Health and Safety Executive classify all people under the age of 18 years of age, as a young person including children under the age of 16. This definition applies to students, trainees and children on work experience and classify them as employees regardless of the number of hours worked or the period of employment.

Current legislation requires all employers to undertake risk assessments for all employees; this includes young workers who may be working on the company's premises. When the assessment has been completed the employer must implement suitable and sufficient control measures to ensure that the risks are controlled.

Young workers are particularly at risk of injury in the workplace due to their lack of awareness of potential hazards, immaturity and inexperience.

Children under the age of 13 years of age are prohibited from any form of employment; however children between 13 and the Minimum School Leaving Age (MSLA) can undertake work experience schemes approved by local education authorities. If the company offers placements to students, trainees or children they will be treated as employees and will be provided with the same health and safety protection as any other employee.

Before engaging any young employees the company will complete specific risk assessments, these will include: -

- The layout of the workplace and the location of where the individual will work.
- The type of work equipment that will be used and how it is to be handled.
- How various work activities and processes being undertaken are organised.
- The extent of training that has been provided or that will need to be provided to the individual concerned.

Before any children are employed or they are offered work experience, the company will notify the parental guardians of the key findings of the risk assessments and the control measures that have been implemented to reduce the likelihood of an injury occurring.

All young people who start work with the company will receive suitable training in order that they can undertake the work task safely without putting themselves or others at risk.

All training will be assessed on a regular basis to ensure that the key instructions have been understood. The company view this training as a bare minimum and will ensure that the individuals are fully supervised at all times to ensure that they are competent to carry out the task.

In addition to the normal health and safety records that are documented relating to work activities, the following information will be kept with regard to young persons.

- Specific risk assessment records for the tasks that young people within the company are required to undertake.
- Details of training and information that has been given to the young person along with records to show that the individuals have accomplished an acceptable standard of competence.
- Where the young person has not reached minimum school leaving age a record will be kept of any correspondence and information that is communicated to the parents/parental guardian.