

# HEALTH AND SAFETY MANUAL

PREPARED EXCLUSIVELY FOR USE BY

**Tecserv UK Ltd**



**Registered Office  
Apex House  
1 Mansfield Road  
Nottingham  
NG16 5FF**

# HEALTH AND SAFETY MANUAL

## INTRODUCTION

The legal framework and the specific requirements relating to health and safety policies are contained in section 2(3) of the Health and Safety at Work Act 1974 which states that “it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all his employees.”

The Health and Safety Policy of any organisation has a pivotal role in determining the standards of health and safety that apply within that said organisation.

This Health and Safety Manual has been structured to assist the company meet the requirements of relevant legislation and has been prepared by Lighthouse Risk Services LLP on our behalf and with our involvement. This manual contains the information we need to effectively manage the hazards and risks associated with our premises and activities and comprises of the following key elements:-

- **The General Statement**

This provides declaration of our intent to provide and maintain, so far as reasonably practicable, a safe and healthy working environment and to enlist the support of employees towards achieving these ends. The statement will be signed by the CEO, to demonstrate commitment to managing health and safety.

- **The Organisation**

This section details specific health and safety responsibilities within the Company in order to demonstrate the logical delegation of duties for ensuring the policy is effectively implemented. Key individuals and their job titles are named, and responsibilities defined within a job description.

- **The Arrangements**

This section covers the systems and procedures in place for ensuring employees' health and safety. It is the largest part of the manual and is most often changed or amended due to new legislation and developments within the Company's arrangements for managing health and safety.

Additional information, guidance or arrangements may be required when new processes or activities are introduced, or as a result of risk assessments undertaken by the Company. In such circumstances we will contact Lighthouse Risk Services LLP for further advice and support.

Lighthouse Risk Services LLP may be contacted on:

**Tel: -           0845 459 1724**  
**Email: -       [info@lighthouse riskservices.co.uk](mailto:info@lighthouse riskservices.co.uk)**  
**Address: -     Elmwood House, Ghyll Royd, Guiseley, Leeds, LS20 9LT**

## REVIEW AND AMENDMENTS RECORD SHEET

The development history of our documentation is recorded to demonstrate that we have reviewed and updated our Health and Safety Policy. This review will take place in conjunction with Lighthouse Risk Services LLP periodically and at least annually. We will communicate any changes to the staff affected and implement any new arrangements or requirements.

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## ACKNOWLEDGEMENT FORM

By signing this form you confirm that you have read and understood the information contained within this health and safety manual, and in particular your individual responsibilities for health and safety.

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# CONTENTS

## **SECTION 1 – HEALTH AND SAFETY POLICY**

Health and Safety Policy Statement	1
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## **SECTION 2 – ORGANISATION AND RESPONSIBILITIES**

Organisation and Responsibilities	3
CEO	4
General Manager	5
Health and Safety Manager	6
Managers	7
Supervisors	8
Employees	9
First Aider	11
Fire Marshal	12
Lighthouse Risk Services LLP	13

## **SECTION 3 – ARRANGEMENTS FOR POLICY IMPLEMENTATION**

Accident/Incident Reporting and Recording	14
Communication and Consultation	17
Confined Space Work	19
Construction (Design and Management)	21
Contractors – Appointment and Management	25
Control of Asbestos	27
Control of Noise at Work	29

Control of Substances Hazardous to Health (COSHH)	31
Control of Vibration at Work	35
Display Screen Equipment (DSE)	37
Electrical Safety	39
Fire Safety	41
First-Aid at Work	48
Hazard Reporting	51
Health Surveillance	52
Legionella Control	53
Lone Working	55
Manual Handling Operations	56
Monitoring, Evaluation and Review	58
Personal Protective Equipment (PPE)	60
Risk Assessment	62
Stress	66
Substance Abuse	67
Training	69
Welfare and Workplace	71
Work at Height	72
Work Equipment	77
Work Related Driving	80

# **Tecserv UK Ltd**

## **HEALTH AND SAFETY POLICY STATEMENT**

The Health and Safety at Work Act 1974 requires the employer to prepare, and as often as may be appropriate revise, a written statement of the general policy with respect to the health and safety at work of employees.

The Company acknowledges and accepts its statutory responsibility under the terms of the Health and Safety at Work Act 1974, for ensuring the Health, Safety and Welfare of all its employees and others affected by our undertakings. This statement and manual will be brought to the attention of all employees and formally reviewed at least once every twelve months. Any revisions or new legislation / regulations will be effectively communicated to all relevant persons.

The Company will take steps, so far as is reasonably practicable, to meet its statutory health and safety responsibilities, paying particular attention to:-

- The provision and maintenance of all buildings, plant and work equipment.
- The provision of adequate facilities to enable the safe handling, storage and transportation of articles and substances related to our work activities.
- The provision of sufficient information, instruction, training and supervision to enable the Company's employees to avoid hazardous situations and contribute positively to their own health and safety at work.
- The provision of safe access and egress to and from the workplace.
- The provision and maintenance of a healthy working environment including the adequacy of welfare facilities.
- The inclusion of health and safety into the planning, organisation, controlling, monitoring and review arrangements of our management systems.
- The use of suitable and sufficient risk assessment techniques to assess the health and safety risks applicable to our employees and others who may be affected by our work activities.
- The continued retention of access to competent advice and assistance through the support of Lighthouse Risk Services, thereby ensuring the Company is aware of statutory requirements, relevant changes in legislation and 'good practice'.



A Health and Safety Policy is unlikely to be successful unless it actively involves the people who work within the Company. The Company will therefore seek to ensure effective Consultation and Communication through the Director Responsible for Health and Safety, the Company's Health and Safety Consultant and the Company Employees.

Equally, it is the duty of every employee to take reasonable care for the Health and Safety of him/her self and his/her fellow workers, or other persons who may be affected by their actions at work. In addition to this, employees must co-operate with the Company to enable our statutory duties to be addressed. To achieve this, our employees must correctly use all resources provided by the Company in accordance with their instruction and training, and must immediately report any defective items or unsafe conditions to their Line Manager.

The Company regards the promotion of health and safety measures as an integral part of our framework. To achieve this aim, both Management and Employees will actively work together to comply with the following goals:-

- Accidents and incidents at work will be minimised through the promotion of high safety standards.
- Continuous liaison and communication between Management and Employees to facilitate the safety review process.
- Risk assessments of health and safety issues will be applied to all existing work activities and also when planning new work processes or activities.
- Safety will be included on the agenda of all Company business meetings.
- A continuous program of health and safety inspections to assist in detecting and eliminating unsafe practices and conditions.

<b>Signed</b>	
<b>Title</b>	<b>CEO</b>
<b>Company</b>	<b>Tecserv UK Ltd</b>
<b>Date</b>	<u>18/04/16</u>

# ORGANISATION AND RESPONSIBILITIES

While everybody working within the Company has a duty to ensure that every possible consideration is paid to health and safety of all who work at Tecserv UK Ltd, the law requires that the ultimate responsibility of health and safety in each workplace rests with the highest level of management.

Therefore, overall and ultimate responsibility for health and safety within the Company rests with the CEO. However, it is the responsibility of everyone in our organisation to co-operate in providing and maintaining a safe working environment. All employees are responsible for their own safety and the safety of those affected by what they do, or fail to do.

This section contains information about our organisation and responsibilities for health and safety.

## RESPONSIBILITIES

Health and Safety matters are a management responsibility that rank equally with responsibilities in other areas of the business. Prime responsibility will therefore be with:

- Mr Graham Tilley - CEO

In practice, certain duties have to be delegated and we aim to have an unbroken and logical delegation of duties via our management team. Therefore, we have allocated health and safety responsibilities to individual members of staff to ensure that we are managing health and safety effectively. We have also identified the responsibilities that we all hold as employees and the rules that we must adhere to.

**The following members of staff have been designated as holding specific health and safety responsibilities:**

- CEO
- General Manager
- Health and Safety Manager
- Managers
- Supervisors
- Employees
- First Aider
- Fire Marshal
- Lighthouse Risk Services LLP

These responsibilities are detailed next in this section.

## CEO

The CEO accepts that health, safety and welfare at work are matters of vital concern to management and employees. He is ultimately responsible for ensuring that all reasonably practicable steps are taken to:

- Provide a healthy and safe working environment.
- Operate healthy and safe working practices, monitor working areas, processes and methods in order to identify risks and improve, wherever possible, standards of health, safety and welfare.
- Train employees to work efficiently and safely with a clear understanding of hazards and the necessary preventive measures.
- Provide procedures to address and queries on health, safety or welfare matters raised by employees.
- Provide adequate arrangements for communication and consultation between management and employees on health and safety matters.

The CEO is assisted in achieving these aims by various identified staff, Managers and employees whose delegated responsibilities are detailed in this section. He will ensure that Managers:

- Understand and implement the company's Health and Safety Manual.
- Are aware of their safety responsibilities and follow recognised procedures where these are laid down.
- Undertake periodic checks to ensure that procedures are being followed.

## **GENERAL MANAGER**

The General Manager has, in addition to any duties set out in this document or elsewhere, been appointed to be directly responsible for the establishment, implementation and maintenance of an effective manual for ensuring, as far as is reasonably practicable, the health, safety and welfare of employees and other persons who may be affected by the work activity. He will fulfil his responsibility by:

- Ensuring that the company's Health and Safety Manual is fully understood by all levels of Management.
- Providing advice on health, safety and welfare matters.
- Arranging and/or undertaking regular inspections, audits, surveys and tests to assess the standards achieved.
- Ensuring risk assessments are undertaken and safe working practices developed to ensure the health and safety of employees.
- Consulting with the CEO to ensure that competent staff and adequate funds are available to meet the requirements of health and safety.
- Periodically appraising the performance of Managers and others in the fulfilment of their responsibilities.
- Ensuring that effective channels of communication are provided within the Company so that information concerning health and safety is communicated to employees and any matter concerning health and safety raised by an employee is recorded and appropriate action taken.
- Bringing to the attention of the CEO any information or new legislation affecting health and safety.
- Ensuring that safety aspects are considered in all plans for the installation and design of buildings, machinery, plant and equipment.
- Investigating the cause of significant accidents and dangerous occurrences and recommending appropriate remedial action.
- Reporting notifiable incidents to the appropriate authority.

## HEALTH AND SAFETY MANAGER

The Health and Safety Manager has, in addition to any duties set out in this document or elsewhere, been appointed to be directly responsible for the administration and maintenance of an effective manual for health, safety and welfare at work by:

- Taking a direct interest in the Health and Safety Manual and positively supporting all persons whose function it is to carry it out.
- Keeping the CEO and managers informed of statutory requirements.
- Consulting with the CEO to ensure that competent staff, adequate funds and materials are available to meet the requirements of health and safety.
- Assisting the CEO to ensure that responsibility is properly assigned and understood at all levels.
- Appraising the effectiveness of health and safety documentation.
- Providing an advisory service on health, safety and welfare matters.
- Ensuring that investigations into the cause of all significant accidents and dangerous occurrences are carried out and recommendations made for remedial action.
- Arranging and/or undertaking regular inspections, audits, surveys and tests to assess the standards achieved using, where appropriate, external assistance.
- Liaising with managers and technical personnel to ensure that health and safety aspects of all new plant, equipment and processes are fully assessed.
- Assisting with the undertaking of risk assessments and development of safe working practices to eliminate or reduce risks to the health and safety of employees or other persons.
- Checking that appropriate records are maintained in respect of specific plant, machinery and processes.
- Reporting notifiable incidents to the appropriate authority.

## MANAGERS

The Managers are, in addition to any duties set out in this document or elsewhere, responsible for:

- Taking a direct interest in the Health and Safety Manual and positively supporting all persons whose function it is to carry it out.
- Consulting with the Director to ensure that competent staff, adequate funds and materials are available to meet the requirements of health and safety.
- Ensuring that investigations into the cause of all significant accidents and dangerous occurrences are carried out and recommendations of any remedial action implemented.
- Reporting notifiable incidents to the appropriate authority.
- Ensuring that appropriate personal protective equipment is provided and that employees are given appropriate training concerning its use, storage and maintenance.
- Undertaking the inspections at regular intervals and taking appropriate action as necessary.
- Arranging and/or undertaking regular inspections of work activities to ensure compliance with the company's safe working procedures.
- Ensuring that health and safety aspects of all new plant, equipment and work activities are fully assessed.
- Ensuring that appropriate records are maintained in respect of specific plant, machinery, and processes.
- Liaising with clients and subcontractors to obtain safety policies, permits to work, general site rules, and conditions.
- Preparing when required detailed method statements and site specific risk assessments.
- Meeting with clients and subcontractors to identify hazards and hazardous work and agree appropriate precautions and work methods.
- Considering what plant and equipment is necessary for the contract and agreeing who will provide, maintain, use and inspect it.

# **SUPERVISORS**

Supervisors are, in addition to any duties set out in this document or elsewhere, responsible for:

- Being familiar with the company's Health and Safety Manual.
- Demonstrating personal involvement and support to ensure the company's Health and Safety Manual is effective and maintained.
- Ensuring employees under their control comply with relevant health and safety legislation and follow approved procedures and systems of work.
- Ensuring employees under their control are aware of action to be taken in the case of fire, accident or illness.
- Ensuring that properly maintained fire extinguishers are available, and emergency exits are clear and accessible.
- Ensuring that good standards of housekeeping are maintained.
- Ensuring that all safety devices are correctly fitted, adjusted and maintained in good working order.
- Ensuring employees under their control are adequately trained and fully aware of the hazards associated with any task to which they are deployed.
- Ensuring employees under their control use the specified personal protective equipment and it is maintained in good order.
- Monitoring standards of health and safety in their section and ensuring that safe systems of work are being properly followed.
- Initiating disciplinary procedures should any employee disregard the safety rules.
- Reporting and investigating all accidents in their area and taking action as necessary to prevent a recurrence.
- Communicating any health, safety and welfare issues to employees under their control.

# EMPLOYEES

All employees are responsible for acting in a safe manner whilst at work. By understanding their responsibilities and following the Company's safety rules, they will be helping to comply with our legal duties and contributing to the safe running of our workplace.

All employees of Tecserv UK Ltd as a term of their Contract of Employment must comply with the duties placed upon them under sections 7 and 8 of the Health and Safety at Work etc. Act 1974 and regulation 14 of the Management of Health and Safety at Work Regulations 1999.

Failure to comply with health and safety duties, legal requirements, safe systems of work and work rules, on the part of any employee and/or an attitude of non co-operation may lead to disciplinary action.

Health and Safety breaches, which endanger the life of any person, or which create a risk of injury will be classified as gross misconduct making the employee liable to dismissal.

All employees have the responsibility for:

- Taking reasonable care for the health and safety of themselves and for that of other persons who may be affected by their acts or omissions.
- Co-operating with management to enable them to fulfil their statutory duty.
- Observing all relevant Company rules and instructions relating to health, safety and welfare in order to ensure not only their personal safety but also that of others.
- Not intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety or welfare at work.
- Not being under the influence of any alcohol, illegal or prescribed drugs that impair their ability to work in a safe manner.
- Using the personal protective equipment, clothing or safeguards provided.
- Ensuring that personal protective equipment is stored correctly and kept in good condition.
- Immediately reporting any conditions or practices appearing likely to jeopardise health or safety.



- Ensuring they only operate machinery or use equipment where they have received appropriate training and are authorised to do so, using all necessary guards and safety devices.
- Ensuring that any damaged work equipment is reported immediately and removed from service until it is repaired.
- Conducting themselves in an orderly manner while on company business and being alert for obstacles and other hazards, and refraining from any form of horseplay.
- Reporting all accidents, whether or not any injury was sustained, and any case of ill health which may be related to the work activity or any medical condition which might affect the health of themselves, fellow workers or others.
- Being aware of the fire evacuation procedure, location of any break glass alarm points and fire extinguishers.
- Complying with the Company's no smoking policy and not, by their acts or omissions, creating or increasing the risk of fire.
- Maintaining a good standard of housekeeping at the place of work.

## **FIRST AIDERS**

The First Aiders are, in addition to any duties set out in this document or elsewhere, responsible for:

- Keeping abreast of first-aid practices relevant to the work and maintaining a valid first aid training certificate.
- Checking that appropriate and sufficient first-aid boxes are sited about the premises and they are properly stocked and maintained.
- Checking that appropriate and sufficient eye wash facilities are sited about the premises and maintained in a proper state of readiness.
- Being aware of the various hazards likely to be the cause of injury and the appropriate first-aid treatment necessary.
- Providing treatment or advice within the limits of their training and experience and referring any cases of doubt to a hospital or doctor.
- Recording details of all accidents and treatments in the appropriate registers.
- Being aware of the emergency procedures and ensuring suitable and sufficient notices are displayed.

## **FIRE MARSHALS**

Fire Marshals are, in addition to any duties set out in this document or elsewhere, responsible for:

- Being aware of the emergency procedures.
- Checking suitable and sufficient notices are displayed.
- Checking fire escape routes and doors are kept clear.
- Checking fire check/smoke doors are kept closed.
- Checking appropriate extinguishers are in place and are subject to regular maintenance.

### **Upon hearing the fire alarm they will:**

- Collect roll call registers.
- Help employees and other persons to evacuate the building using the nearest safe exit.
- As far as possible ensure that their section is fully evacuated, including nearby toilets and meeting rooms.
- Go to the designated assembly point.
- Conduct a roll call.
- Ensure all persons have been accounted for and remain in the roll call area until instructed otherwise.
- Report to the senior manager to confirm all persons are accounted for.
- Report any persons missing to the senior manager.

**FIRE MARSHALS MUST NEVER PUT THEMSELVES AT RISK WHILE UNDERTAKING THEIR ROLE**

## **LIGHTHOUSE RISK SERVICES LLP**

Lighthouse Risk Services LLP has been appointed as our competent person as required under Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

The service offered by Lighthouse Risk Services LLP cannot alter responsibilities under statute or common law but is intended as an aid to help fulfil such duties. Health and Safety Consultants are Members of the Institute of Occupational Safety and Health (IOSH), and Lighthouse Risk Services LLP meets its responsibilities by:

- Undertaking health and safety audits in order to help identify hazardous operations, breaches of legislation and non-compliance with recognised guidance and standards.
- Preparing a Health and Safety Manual to assist our organisation manage health and safety and to recommend amendments when necessary to encompass changes in legislation.
- Providing advice and guidance on all aspects of health, safety and welfare.
- Providing advice and guidance in the event of a major injury accident or dangerous occurrence and undertaking an investigation if necessary.
- Liaising with enforcement authorities/other interested parties on our behalf.
- Providing advice and assistance in undertaking risk assessments.
- Recommending training for specific groups of employees to ensure they are familiar with their responsibilities and the standards expected.
- Recommending other specialist advice, training, surveys, examinations, etc. where necessary.

# **ACCIDENT/INCIDENT REPORTING AND RECORDING**

An accident is an unplanned or uncontrolled event that may or may not result in personal injury, damage to equipment, premises or environment. Accidents where no personal injury occurs may be referred to as incidents. We have established this policy to assist us in the management and control of accidents and their causes. There are legal requirements placed on us by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 which are referred to in this policy.

It is our policy to:

- Record all injuries in the approved Accident Book and instruct employees on the procedure to be followed.
- Seek advice from our Health and Safety Consultant on any situation reportable under RIDDOR and any serious 'near miss' incident.
- Report all injuries, industrial diseases and dangerous occurrences, as detailed in RIDDOR, to the Enforcing Authority.
- Keep records of all accidents/incidents (including those involving non-employees) detailing those that are reportable and how they were reported.
- Keep details of occupational ill health, including how this was reported to the Enforcing Authority where appropriate.
- Investigate all accidents, including 'near miss' incidents, to prevent recurrence.

## **ACCIDENT INVESTIGATION**

All accidents will be investigated by the company. The degree of investigation may well vary with the degree of injury, damage and circumstances. However, as a matter of course it should always include the following points:

- The chain of events leading to the accident;
- The cause(s) of the accident and of the injury;
- Recommendations for action to prevent a reoccurrence.

The Investigation should also consider:

- Breaches of statutory duty or company rules;
- Other hazards or weaknesses in procedures which, though not contributory may have been revealed during the investigation;
- Existing accident statistics.

The objective of the accident investigation is never to apportion blame on any individual(s), but should only seek to report on the facts and causes of what occurred. Where the facts are unclear this should be stated and likely causes established.

If human error is believed to be a significant cause, the reasons for this must be investigated. Lack of knowledge, training or unsuitability for the job are management and not employee failings. Only when these have been considered, as well as the possibility of genuine mistakes being taken into account, can the conclusion of wilful and intentional acts or omissions be concluded.

Accident investigations will be undertaken using the appropriate accident report form. On conclusion, any remedial actions should be implemented where reasonably practicable, to prevent reoccurrence so improving workplace standards, procedures and training requirements.

### **ACTIONS TO TAKE IN THE EVENT OF A SERIOUS ACCIDENT/INCIDENT**

- Preserve the scene (but make safe);
- Take photographs;
- Prepare a sketch plan with measurements;
- Take names and details of all witnesses;
- Obtain all relevant documentation;
- Notify H&S consultant & insurance brokers;
- Notify solicitors;
- Commence internal investigation;
- Complete RIDDOR report;
- Appoint a designated person to speak to the investigating authority on the company's behalf;
- Inform employees not to speak on behalf of the company without consent;
- Consider how to deal with media.

### **RIDDOR**

RIDDOR requires certain incidents be reported to the enforcement authorities. The four categories of incidents that need to be reported are defined below along with the appropriate reporting procedures.

#### **DEATH OR SPECIFIED INJURY**

If there is an accident connected with work and:

- an employee, or a self-employed person working on the premises is killed or suffers a specified injury (including as a result of physical violence); or

- a member of the public is killed or taken to hospital;

then the enforcing authority must be notified without delay (e.g. telephone) and within ten days an accident report form completed online (F2508) must be sent to the enforcement authority (See **“WAYS TO REPORT”** below).

### **OVER-SEVEN-DAY INJURY**

From 6 April 2012, the over-three-day reporting requirement for people at work changed to the over-seven-day reporting period. You only have to report injuries that lead to a worker being incapacitated for **more than seven consecutive days** (not counting the day of the accident but including weekends and rest days). The report must be made within 15 days of the accident.

If there is an accident connected with work (including an act of physical violence) and an employee, or a self-employed person working on the premises, suffers an over-seven-day injury, an ‘F2508’ report form must be completed online and sent to the enforcing authority within ten days (See **“WAYS TO REPORT”** below).

### **DISEASE**

If a doctor notifies the Company that an employee suffers from a reportable work-related disease, then an ‘F2508a’ disease report form must be completed online and sent to the enforcing authority (See **“WAYS TO REPORT”** below).

### **DANGEROUS OCCURRENCE**

If an incident happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence which must be reported. An ‘F2508’ report form must be completed online and sent to the enforcing authority within ten days (See **“WAYS TO REPORT”** below).

### **WAYS TO REPORT**

It is a legal requirement that certain accidents/incidents and diseases be reported to the Health and Safety Executive by completing form F2508/F2508a via one of the following methods:-

By web to: [www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm)

By telephone to: 0845 300 9923 (fatal and specified injuries only)

# COMMUNICATION AND CONSULTATION

We recognise the value of effective methods of communication and consultation with employees in achieving a positive health and safety culture in our business, to ensure not only that up to date information is available when required, but also that our workers are fully involved with our management of health and safety.

Consulting and communicating on matters of health and safety is not only a legal requirement but also is essential in order to promote and maintain a safe and healthy working environment. An effective line of communication and consultation keeps employees informed of health and safety matters, can help to motivate them, and encourages active participation in the risk management process.

The Company acknowledges that it has a duty under the Health and Safety (Consultation with Employees) Regulations 1996 to consult with employees on health and safety matters. In particular this relates to:

- Introducing any new measures in the workplace that may affect the Employee's health and safety e.g. new equipment, new work procedures.
- Informing employees of the Company's competent persons.
- Providing health and safety information as required by other legislation e.g. asbestos, display screen equipment, fire safety, first-aid, hazardous substances, protective equipment, etc.
- The planning and organisation of health and safety training.
- Any health and safety consequences of the introduction of new technologies into the workplace.

Consultation can be either with each employee individually, with groups of employees, or through elected representatives, whose names and the groups they represent should be made known to all employees.

## CONSULTING WITH ELECTED SAFETY REPRESENTATIVES

Where arrangements are made for employees to elect representatives for health and safety, the Company will ensure that they receive training to allow them to carry out the functions of an Employee Representative. The main functions of an Employee Representative are to:

- Make representations to the employer on potential hazards and dangerous occurrences or general matters affecting health and safety in the workplace, and;



- Represent employees in consultations with inspectors from the Enforcing Authority.

Any time off and reasonable costs for training will be met by the Company, including reasonable time during the representative's working hours to allow the individual to perform his/her safety functions.

## **CONSULTING WITH EMPLOYEES**

Employees will be provided with such information as is necessary to enable them to participate fully and effectively in the consultation. Such information will be provided by the means most appropriate to the matters and circumstances concerned. These means will include, but will not be limited to, the following:-

- Conversations with individuals.
- Staff meetings.
- Information displayed on notice boards.
- Internal publications and memos.

Where the company employ foreign nationals or non English speaking staff which poses communication difficulties, we will ensure that appropriate measures are taken to help improve communication. These measures may include:-

- Buddy system. Use of an English speaking compatriot to act as an interpreter to pass on information and act as a minder for the non-English speaker.
- Translators/translation. Provision of information in various languages and formats, including pictograms, clear diagrams, pocket safety notes, etc. for providing essential information.
- Supervision. Increased supervision and appropriate training to ensure correct working practices are followed.

Any Employee wishing to raise a matter for discussion should bring it to the attention of the Managers.

We will also ensure the following are prominently displayed:-

- The 'Health and Safety Law - What You Should Know' poster.
- Our current Certificate of Employers' Liability Insurance.
- Our Health and Safety Policy Statement.

# CONFINED SPACE WORK

The HSE define a confined space as a place which is substantially enclosed (though not always entirely), and where serious injury can occur from hazardous substances or conditions within the space or nearby (e.g. lack of oxygen).

Some confined spaces are fairly easy to identify, e.g. enclosures with limited openings:

- storage tanks;
- silos;
- reaction vessels;
- enclosed drains;
- sewers.

Dangers can arise in confined spaces because of:

- A lack of Oxygen.
- Poisonous gas, fume or vapour.
- Sudden ingress of liquids, solids or gases
- Fire and explosions (e.g. from flammable vapours, excess oxygen etc).
- Residues left in tanks, vessels etc, or remaining on internal surfaces which can give off gas, fume or vapour.
- Dust, which may be present in high concentrations, e.g. in flour silos.
- Hot conditions leading to a dangerous increase in body temperature.

The company acknowledges its obligations under the Management of Health and Safety at Work Regulations 1999 and the Confined Spaces Regulations 1997. We will ensure that suitable and sufficient risk assessments are undertaken of the risks for all work activities for the purpose of deciding what measures are necessary for safety.

For work in confined spaces this will involve identifying the hazards present, assessing the risks and determining what precautions to take. In most cases the assessment will include consideration of:

- the task;
- the working environment;
- working materials and tools;
- the suitability of those carrying out the task;
- Arrangements for emergency rescue.

Where ever possible work will be planned to avoid the need to enter a confined space so that the task can be undertaken in some other way. Where entry into a confined space cannot be avoided, the company will ensure that a safe system of work is developed and implemented for the activity. This will be

based on the results of the risk assessment in order to identify the necessary precautions to reduce the risk of injury. These will depend on the nature of the confined space, the associated risks and the work involved.

The safe system of work, including the precautions identified will be put into practice, and all involved in the task will receive appropriate training and instruction to ensure they know what to do and how to do it safely.

Supervisors will be appointed for all confined space activities and they will be given responsibility to ensure that the necessary precautions are taken, to check safety at each stage and where necessary will remain present while work is underway.

# CONSTRUCTION DESIGN AND MANAGEMENT

The Construction (Design and Management) Regulations 2015 came into force on 6th April 2015 and replace the previous 2007 Regulations. These Regulations govern the management of health, safety and welfare when undertaking construction projects in Great Britain.

The aim of the Regulations is to integrate health and safety into the management of projects and encourage everyone involved to work together. The Regulations ensure that planning and management incorporate health and safety through all stages of project development. Under CDM the effort devoted to planning and managing health and safety should be in proportion to the risks and complexity of the project.

Under the Regulations “construction work” means the carrying out of any building, civil engineering or engineering construction work.

## Notification

The requirements of CDM 2015 apply whether or not the project is notifiable. A project is notifiable if the construction work on a construction site is scheduled to:-

- (a) last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project; or
- (b) exceed 500 person days.

Where a project is notifiable, the client must give notice in writing (using [form F10](#)) to the Health & Safety Executive as soon as is practicable before the construction phase begins.

## Responsibilities

Under CDM 2015 the company can be one or more dutyholder for a project.

The different dutyholders and responsibilities are summarised in the table below and it is company policy to ensure that when undertaking any of the defined roles that our obligations under the regulations are understood and fulfilled by all involved in the project.

CDM Dutyholders – Who are they?	Summary of role/main duties
<b>Clients</b> - are organisations or individuals for whom a construction project is carried out	Make suitable arrangements for managing a project. This includes making sure: <ul style="list-style-type: none"><li>• Other dutyholders are appointed;</li><li>• Sufficient time and resources are allocated;</li><li>• Making sure relevant information is prepared and provided to other dutyholders;</li><li>• The principal designer and principal contractor carry out their duties;</li><li>• Welfare facilities are provided.</li></ul>

<p><b>Designers</b> – are those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work.</p>	<p>When preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during:</p> <ul style="list-style-type: none"> <li>• Construction; and</li> <li>• The maintenance and use of a building once it is built.</li> <li>• Provide information to other members of the project team to help them fulfil their duties.</li> </ul>
<p><b>Principal designers</b> – are designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.</p>	<p>Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes:</p> <ul style="list-style-type: none"> <li>• Identifying, eliminating or controlling foreseeable risks;</li> <li>• Ensuring designers carry out their duties;</li> <li>• Prepare and provide relevant information to other dutyholders;</li> <li>• Liaise with the principal contractor to help in the planning, management, monitoring and coordination of the construction phase.</li> </ul> <p>(NB: Principal designers replace the role undertaken by CDM co-ordinators under CDM 2007)</p>
<p><b>Principal contractors</b> – are contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.</p>	<p>Plan, manage, monitor and coordinate the construction phase of a project. This includes:</p> <ul style="list-style-type: none"> <li>• Liaising with the client and principal designer;</li> <li>• Preparing the construction phase plan;</li> <li>• Organising cooperation between contractors and coordinating their work.</li> </ul> <p>Ensure:</p> <ul style="list-style-type: none"> <li>• Suitable site inductions are provided;</li> <li>• Reasonable steps are taken to prevent unauthorised access;</li> <li>• Workers are consulted and engaged in securing their health and safety; and</li> <li>• Welfare facilities are provided.</li> </ul>
<p><b>Contractors</b> – are those who do the actual construction work and can be either an individual or a company</p>	<p>Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety;</p> <ul style="list-style-type: none"> <li>• For projects involving more than one contractor, coordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor;</li> <li>• For single-contractor projects, prepare a construction phase plan.</li> </ul>
<p><b>Workers</b> – are the people who work for or under the control of contractors on a construction site</p>	<p>They must:</p> <ul style="list-style-type: none"> <li>• Be consulted about matters which affect their health, safety and welfare;</li> <li>• Take care of their own health and safety and others who may be affected by their actions;</li> <li>• Report anything they see which is likely to endanger either their own or others' health and safety;</li> <li>• Cooperate with their employer, fellow workers, contractors and other dutyholders;</li> </ul>

## **Construction Phase Plan**

The client must ensure that a construction phase plan for the project is prepared before the construction phase begins. For single contractor projects the contractor must ensure that a plan is prepared, for multi-contractor projects it is the Principal Contractors responsibility. The purpose of the plan is to outline the health and safety arrangements, site rules and specific measures concerning any work involving particular risks. The following list of topics should be considered when drawing up the plan:

- a description of the project such as key dates and details of key members of the project team;
- the management of the work includes:
- the health and safety aims for the project;
- the site rules;
- arrangements to ensure cooperation between project team members and coordination of their work e.g. regular site meetings;
- arrangements for involving workers;
- site induction;
- welfare facilities; and
- fire and emergency procedures;
- the control of any of the specific site risks listed in Schedule 3 where they are relevant to the work involved

## **Health & Safety File**

A health and safety file is only required for projects involving more than one contractor. The client must ensure that the principal designer prepares a health and safety file for their project. The file must contain information about the current project that is likely to be needed to ensure health and safety during any subsequent work such as maintenance, cleaning, refurbishment or demolition.

## **Appointment of Contractors**

When contractors appoint anyone to carry out work on a construction site, the company will ensure that those we appoint have, or are in the process of gaining, the right skills, knowledge, training and experience (*see separate arrangements concerning contractor appointment*).

## **Supervision, instructions and information**

The level of supervision, instructions and information required will depend on the health and safety risks involved in the project and the level of skills, knowledge, training and experience of the workforce.

The company will ensure that supervision is effective, and that suitable site inductions are provided along with any other relevant site information.

## **Cooperating, communicating and coordinating**

All dutyholders must cooperate with each other and coordinate their work effectively to ensure health and safety. They must also communicate with each other to make sure everyone understands the risks and the measures to be put in place to control those risks.

The company acknowledges its obligations under the regulations to Co-operate and Co-ordinate with all parties on site in order to fulfill statutory obligations and ensure risks are reduced. Liaison is particularly important where variations of the work are proposed or where more than one contractor or sub-contractor is engaged. This will be achieved by:

- Holding regular meetings with other trades on site in order to exchange information and establish rules and guidelines for safe working, including the prohibitions relating to the use of any of the company's facilities, plant or equipment unless authorized.
- Providing information on our activities that may present a hazard to other trades on site, and also ascertaining any relevant information relating to their work activities, and the actions that must be avoided.

## CONTRACTORS - APPOINTMENT AND MANAGEMENT

When employing Contractors to carry out work activities, both the Company and the Contractor have legal responsibilities under health and safety legislation to protect the health, safety and welfare of employees and others who may be affected by their business, as far as is reasonably practicable. This means that each employer not only has to safeguard their own employees but also those employees of the other employers, and the general public or visitors to the site. Those Contractors who are self-employed carry the same responsibilities as any other employer.

In order for the Company and Contractor to fulfil their legal duties, it is essential that we co-operate and co-ordinate our work activities. This may involve provision of information for all parties, highlighting the risks and the control measures in place to reduce the risks. All parties must also be made aware of relevant emergency procedures and any nominated persons to help with emergency evacuation.

The Contractor may well be a specialist who is better informed of the particular risks associated with their work. The Contractor should therefore inform the Company of such risks and make available their risk assessment. Where the work involves high risk activities, e.g. work with electricity, working at height etc., the Contractor will be asked to prepare a method statement. This should form the basis of a formal written safe system of work to be agreed by the Company.

Arrangements must be made to ensure compliance with relevant statutory provisions, such as the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999, The Construction (Design and Management) Regulations 2015 and The Work at Height Regulations 2005 etc.

It is our policy to:

- Assess, as far as is reasonably practicable, the competence of Contractors prior to finalising contractual agreements.
- Whenever possible, use Contractors that are members of a trade association relevant to their work.
- Request Health and Safety information and Insurance details from the Contractor that is relevant to their activities.
- Establish rules and guidelines for Contractors activities including the prohibitions relating to the use of any of the Company's facilities, plant or equipment unless authorised.
- Provide information on our activities that may present a hazard to Contractors and identify activities and actions that must be avoided.



- Communicate emergency actions including fire, first aid and accident reporting arrangements.
- Define the areas in which the work is to be carried out and any segregation arrangements.
- Provide a copy of our asbestos register(s) to Contractors so that works can be appropriately planned to eliminate or minimise its disturbance.
- Define areas that are not accessible to Contractors.
- Agree routes to and from the work sites and welfare facility access.
- Stop Contractors working immediately if their work appears unsafe, and ensure staff report any concerns to a Manager immediately.

# CONTROL OF ASBESTOS

Asbestos is a general name applied to a group of related, naturally occurring fibrous minerals, which have been commonly used in a range of building and equipment materials up until 1999. All asbestos fibres, blue, brown and white are dangerous and there is no safe form. There is also no safe exposure level known for asbestos.

The Company acknowledges its obligations under The Control of Asbestos Regulations 2012 and it is our policy to:-

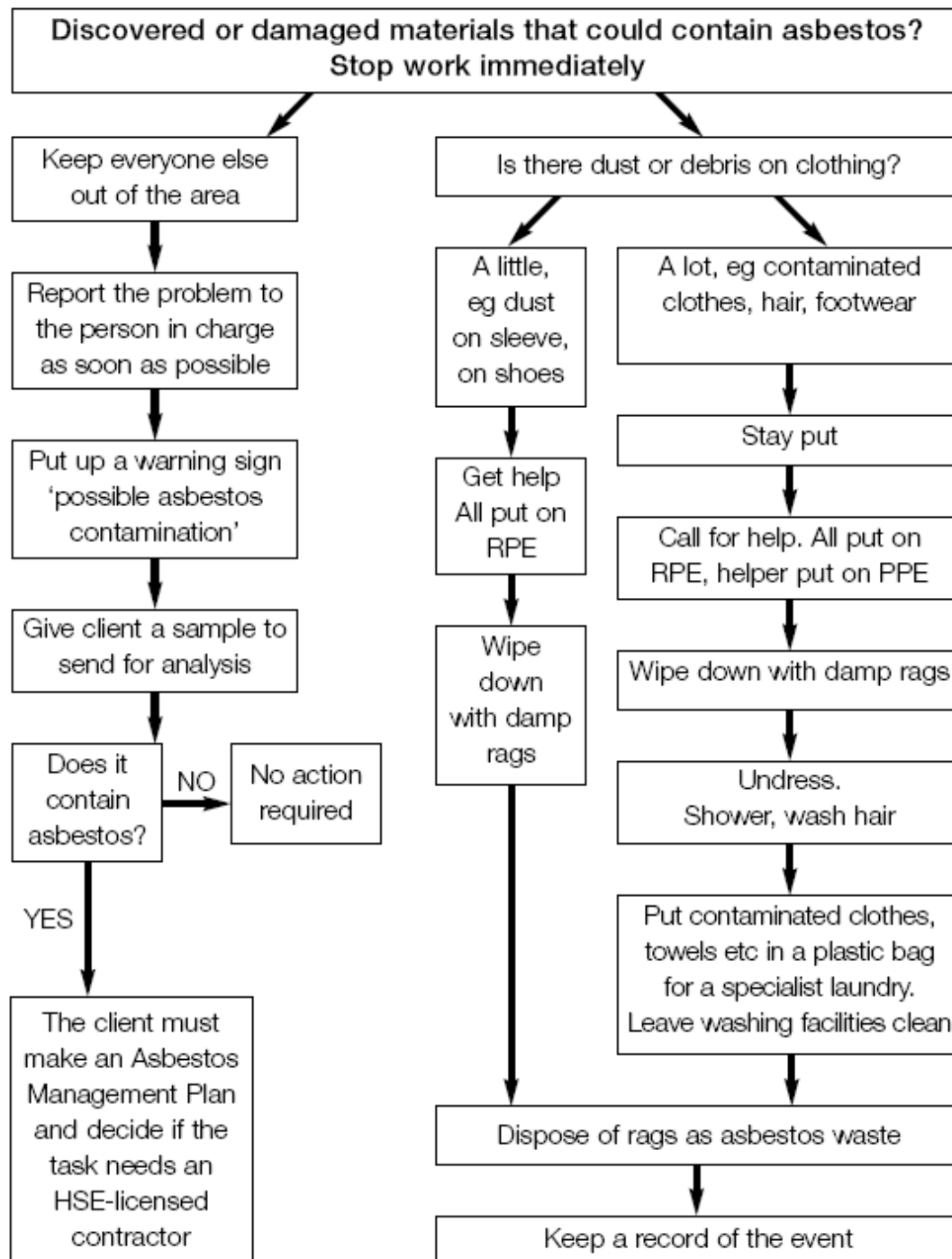
- Take reasonable steps to find asbestos containing materials in premises and check their condition.
- Presume materials contain asbestos unless there is strong evidence to suppose they do not.
- Keep an up to date written record of the location and condition of the asbestos containing materials.
- Assess the risk of exposure to asbestos containing materials.
- Prepare and implement a plan to manage the risk.
- Provide appropriate asbestos awareness training for our Installation staff.

The Company recognises that as it does not employ personnel who are competent to handle asbestos, it will therefore reduce the risk of exposure to its employees and others who may be affected by their actions. Prior to commencing work at any site, details of asbestos within the location of the proposed works must be ascertained from the client and communicated to all persons so that a safe system of work may be developed.

If asbestos is discovered or damaged at any time, the senior person present will:-

- Stop the work immediately;
- Undertake a risk assessment by following the chart on the next page;
- Clear all persons from the immediate vicinity and ensure the area is safe;
- Minimise the spread of contamination to other areas;
- Keep exposure as low as possible;
- Clean up any debris;
- Notify the Client and CEO for further instructions.

On no account will the Company undertake works which may result in employees or others being exposed to or, coming into contact with unprotected or disturbed asbestos.



# CONTROL OF NOISE AT WORK

The Control of Noise at Work Regulations 2005 require employers to prevent or reduce risks to health and safety from exposure to noise at work. The Regulations require employers to:

- Assess the risks to employees from noise at work;
- Take action to reduce the noise exposure that produces those risks;
- Provide employees with hearing protection if noise exposure cannot be reduced enough by using other methods;
- Make sure the legal limits on noise exposure are not exceeded;
- Provide employees with information, instruction and training;
- Carry out health surveillance where there is a risk to health.

Hearing loss is usually gradual due to prolonged exposure to noise. It may only be when damage caused by noise over the years combines with normal hearing loss due to ageing that people realise how deaf they have become. Hearing damage can also be caused immediately by sudden, extremely loud noises. Exposure to noise can also lead to Tinnitus, which is a sensation of noises in the ears such as ringing or buzzing. Tinnitus may occur in combination with hearing loss.

The Noise Regulations require employers to take specific action at certain action values. These relate to:

- The levels of exposure to noise of your employees averaged over a working day or week; and
- The maximum noise (peak sound pressure) to which employees are exposed in a working day.

## NOISE EXPOSURE LIMIT VALUES AND ACTION VALUES

### Lower Exposure Action Values

- A daily or weekly personal noise exposure of 80 dB (A)
- A peak sound pressure of 135 dB (C)

### Upper Exposure Action Values

- A daily or weekly personal noise exposures of 85 dB (A)
- A peak sound pressure of 137 dB (C)

### Exposure limit values

- A daily or weekly personal noise exposure of 87 dB (A)
- A peak sound pressure of 140 dB (C)

These exposure limit values take account of any reduction in exposure provided by hearing protection.

The Company recognises its obligations under the Noise Regulations and aims to ensure that the risks associated with employee exposure to noise are reduced to the lowest extent practicable. It is our policy to:

- Ensure noise generating plant and machinery are fit for purpose, in good working order and regularly maintained.
- Gather noise emissions information from plant and machinery manufacturers and suppliers to establish generated levels.
- Undertake regular noise assessments, and compare those with the exposure action values and limits assigned under the Regulations.
- Communicate the findings of the assessments and relevant control measures to employees.
- Provide training and instruction to employees on how to reduce or eliminate their exposure to elevated noise levels.
- Define zones where hearing protection is required.
- Provide employees with adequate hearing protection and instruct them in its use and maintenance where elevated noise levels are recognised and cannot be reduced or eliminated via engineering methods.
- Ensure employees are provided with appropriate health surveillance where required.
- Ensure that noise emissions are considered at the purchasing of any new plant and equipment.

**Employees will be made aware that:-**

- They can request hearing protection in areas where the noise level is between 80 – 85 dB (A) but that the wearing of hearing protection is not compulsory.
- They have a duty to wear hearing protection in areas where the noise level is at or exceeds 85 dB (A).

## **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

Using chemicals or other hazardous substances at work can put people's health at risk. The Company acknowledges its obligations to control exposure to hazardous substances and prevent ill health by complying with the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

The Company shall take appropriate measures to protect employees and other persons who may be exposed to substances hazardous to health, that are generated out of, or are used in connection with, any activity under the control of the Company. Substances that are hazardous to health include substances labelled as dangerous (i.e. very toxic, toxic, harmful, irritant or corrosive) and substances with workplace exposure limits (WELs).

It is our policy to:

- Ensure that detailed assessments are undertaken of all substances used to identify possible harmful effects, how they are handled or used, who could be affected and what precautions need be taken.
- Maintain an inventory of all substances used and of assessments undertaken, and keep up to date manufacturer's safety data sheets, where appropriate.
- Ensure employees are aware of the risks to health identified in the assessments and are aware of the precautions necessary to reduce or eliminate any potential risks to health.
- Ensure no new substances are introduced into our work activities without approval of a Designated Manager, and before an assessment of the risk is carried out.
- Record the significant findings of the assessments, and review them periodically or when changes occur.
- Monitor exposure to hazardous substances, and undertake appropriate forms of health surveillance, where necessary.
- Maintain in effective working order, all plant and equipment provided to control exposure to hazardous substances, and fulfil our legal duties in relation to statutory examinations, where required.

Wherever substances are used, the Company will adopt the most effective precautions available in accordance with the 'hierarchy of control measures' listed below:-

- Elimination of the substance.
- Substitution for a less hazardous substance.
- Enclosure of the process to prevent exposure.
- Minimisation of the generation of dust / fume / vapours.
- Provision of adequate ventilation.
- Reduction of exposure time (via job rotation etc).
- Provision of appropriate Personal Protective Equipment.
- Provision of Information, Instruction and Training.
- Provision of Monitoring / Health Surveillance.

Employees have a duty to co-operate with the Company in applying all "control measures" provided.





## **ASBESTOS AND LEAD PRODUCTS**

The "Control Measures" associated with Asbestos and Lead based products are detailed in their own Specific Regulations.





- ASBESTOS - The Control of Asbestos Regulations 2012
- LEAD - The Control of Lead at Work Regulations 2002

## HAZARDOUS SUBSTANCE CLASSIFICATION

International symbols have replaced the former European COSHH symbols. Some of them are similar to the current symbols but there is now no single word describing the hazard.

SYMBOL	CLASSIFICATION OF RISK	SAFETY PRECAUTIONS
	<b>CORROSIVE</b> Corrosive (causes severe skin burns and eye damage), serious eye damage	<ul style="list-style-type: none"> <li>Wear suitable gloves &amp; eye/face protection.</li> <li>Remove immediately all contaminated clothing.</li> <li>In case of contact with skin wash immediately with plenty of water.</li> <li>In case of contact with eyes, rinse immediately (for 15 mins) with plenty of water and seek medical attention.</li> </ul>
	<b>HARMFUL/IRRITANT</b> May cause limited health risk if inhaled or ingested or if it penetrates the skin.	<ul style="list-style-type: none"> <li>Do not breathe vapour, spray, mist or dust.</li> <li>Avoid contact with skin.</li> <li>Wash thoroughly before you eat drink or smoke.</li> <li>In case of contact with eyes rinse immediately with plenty of water and seek medical attention.</li> </ul>
	<b>DANGEROUS FOR THE ENVIRONMENT</b> Harmful to the environment or water courses etc.	<ul style="list-style-type: none"> <li>May be toxic to aquatic organisms</li> <li>Avoid release to the environment, refer to special instructions/see Safety Data Sheet.</li> </ul>
	<b>EXPLOSIVE/SELF REACTIVE</b> Explosive, self reactive, organic peroxide. May explode under the effect of flame, heat or when dry.	<ul style="list-style-type: none"> <li>Use only as directed</li> <li>Keep container tightly closed, in a cool well ventilated place</li> <li>Keep away from sources of heat and ignition</li> <li>This material and its container must be disposed of in a safe way.</li> </ul>



	<p><b>OXIDISING</b> oxidising gases, oxidising liquids, oxidising solids. Reacts with other substances, may cause explosion or fire.</p>	<ul style="list-style-type: none"> <li>▪ Use only as directed</li> <li>▪ Keep container tightly closed, in a cool well ventilated place</li> <li>▪ Keep away from sources of heat and ignition</li> <li>▪ This material and its container must be disposed of in a safe way.</li> </ul>
	<p><b>FLAMMABLE</b> Highly flammable. Use only in flameproof area. Flammable gasses, flammable liquids, flammable solids, flammable aerosols, organic peroxides, self-reactive, pyrophoric, self-heating, contact with water emits flammable gas.</p>	<ul style="list-style-type: none"> <li>▪ Use only as directed.</li> <li>▪ Keep container tightly closed in a cool well ventilated place.</li> <li>▪ Keep away from sources of heat and ignition</li> <li>▪ This material and its container must be disposed of in a safe way</li> <li>▪ Do not breathe vapour/spray</li> <li>▪ Take precautionary measures against static discharge</li> </ul>
	<p><b>TOXIC/VERY TOXIC</b> May cause serious health risk if inhaled, ingested or if it penetrates the skin.</p>	<ul style="list-style-type: none"> <li>▪ Wear suitable protective clothing, gloves, RPE and eye/face protection</li> <li>▪ After contact wash immediately with plenty of water</li> <li>▪ In case of contact with eyes, rinse immediately with plenty of water and seek medical attention</li> <li>▪ In case of accident or you feel unwell seek medical attention immediately</li> </ul>
	<p><b>RESPIRATORY SENSITISER</b> Respiratory sensitiser, mutagen, carcinogen, reproductive toxicity, systemic target organ toxicity, aspiration hazard</p>	<ul style="list-style-type: none"> <li>▪ Wear suitable protective clothing, gloves, RPE and eye/face protection</li> <li>▪ After contact wash immediately with plenty of water</li> <li>▪ In case of contact with eyes, rinse immediately with plenty of water and seek medical attention</li> <li>▪ In case of accident or you feel unwell seek medical attention immediately</li> </ul>

# CONTROL OF VIBRATION AT WORK

The Control of Vibration at Work Regulations 2005 require employers to protect workers from risks to health from vibration. The regulations introduce action and limit values for hand-arm and whole-body vibration exposure relating to employees averaged over a working day or week.

Regular and frequent exposure to vibration can lead to permanent health effects. This is most likely when contact with a vibrating tool or work process is a regular part of a person's job. There are hundreds of different types of hand-held power tools, vehicles and equipment which can cause ill health from vibration. Regular exposure to hand-arm vibration can cause a range of conditions known as Hand Arm Vibration Syndrome (HAVS) which includes vibration white finger and carpal tunnel syndrome. Similarly whole-body vibration can cause back pain or make existing conditions worse.

## HAND-ARM VIBRATION

The Regulations introduce an:

- Exposure action value of  $2.5\text{m/s}^2$  A(8) at which level employers should introduce technical and organisational measures to reduce exposure.
- Exposure limit value of  $5.0\text{m/s}^2$  A(8) which should not be exceeded.

## WHOLE-BODY VIBRATION

The Regulations introduce an:

- Exposure action value of  $0.5\text{m/s}^2$  A(8) at which level employers should introduce technical and organisational measures to reduce exposure
- Exposure limit value of  $1.15\text{ms}^2$  A(8) which should not be exceeded.

The Company recognises its obligations under the Vibration Regulations and aims to ensure that the risks associated with employee exposure to vibration are reduced to the lowest extent practicable. It is our policy to:

- Ensure vibration generating tools, plant and machinery are fit for purpose, in good working order and regularly maintained.
- Gather vibration emissions information from tools, plant and machinery manufacturers and suppliers to establish generated levels.

- Undertake regular vibration assessments, and compare those with the exposure action values and limits assigned under the Regulations.
- Take all reasonably practice measures to reduce or eliminate employee's exposure to vibration.
- Communicate the findings of the assessments and relevant control measures to employees.
- Provide training and instruction to employees on how to reduce or eliminate their exposure to elevated vibration levels.
- Ensure employees are provided with appropriate health surveillance where required.
- Ensure that vibration levels are considered at the purchasing of any new tools, plant and equipment.

## **DISPLAY SCREEN EQUIPMENT (DSE)**

Incorrect use of display screen equipment (DSE) may result in 'upper limb disorders' and ill health such as pains in the hands, wrists, arms, neck, shoulders, temporary eyestrain and headaches, fatigue and stress.

The Company acknowledges its obligations under The Health and Safety (Display Screen Equipment) Regulations 1992 to assess Employee's workstations and reduce risks associated with DSE use. It is our policy to:

- Carry out a specific risk assessment of each workstation, taking into account the DSE, the furniture, the working environment and the user.
- Identify 'Users' of DSE as defined under the DSE Regulations.
- Take the necessary measures identified in the assessment to reduce risks to the lowest reasonably practicable extent.
- Advise employees of the findings of the assessment on their own workstation.
- Advise "Users" of the opportunity for free eye and eyesight tests and the purchase of any corrective lenses, at the Company's expense, when they are required specifically for using DSE.
- Ensure the software we use is suitable for our tasks.
- Provide information and training for employees on the risks to health from using DSE and how to avoid them.

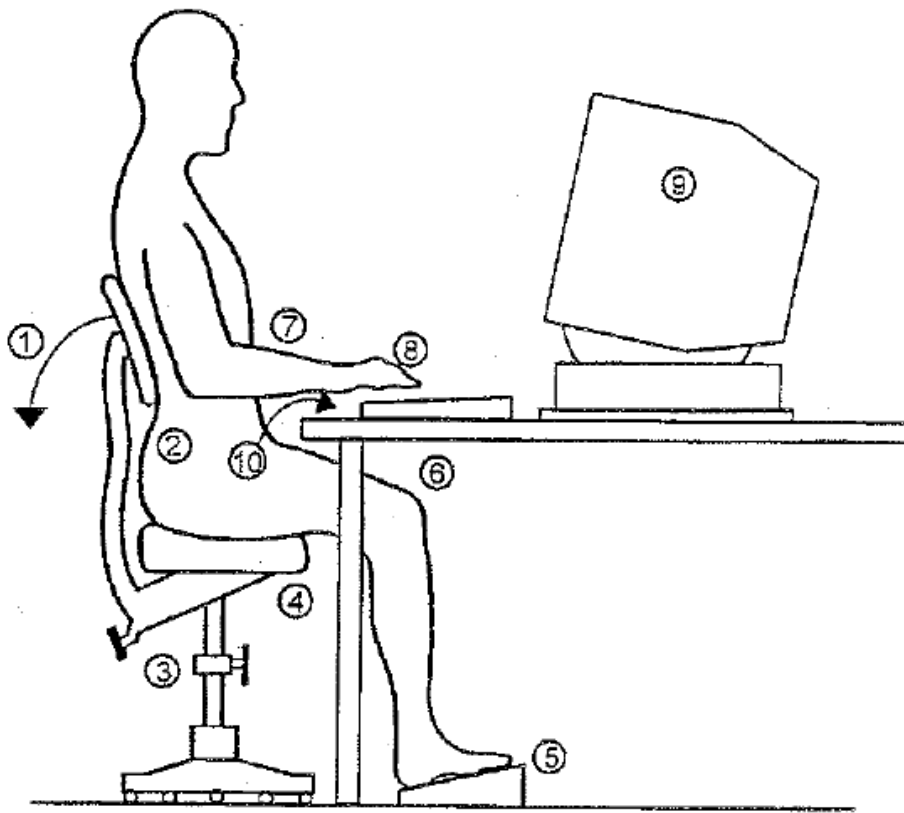
The potential risks associated with DSE will be minimised. These include the following:-

- Upper Limb complaints (Work Related Upper Limb Disorders – WRULD), Back Strain, Carpel Tunnel Syndrome, (Repetitive Strain Injury – RSI).
- Eye and Eye Sight effects (Eye Strain, Sore Eyes, Headaches).
- Fatigue and Stress (likely to be caused by poor job design / work organisation).

### **EYESIGHT TESTS**

Heavy users of DSE have a right to request an 'appropriate free eyesight test'. Further tests may be requested at regular intervals or when a 'User' experiences visual difficulties. Where eyesight correction is required specifically for DSE use the Company will provide these spectacles free of charge.

## IDEAL SEATED POSITION FOR DSE WORK



1. Seat back adjustability.
2. Good lumbar support.
3. Seat height adjustability.
4. No excess pressure on underside of thighs and backs of knees.
5. Foot support if needed.
6. Space for postural change, no obstacles under desk.
7. Forearms approximately horizontal.
8. Minimal extension, flexion or deviation of wrists.
9. Screen height and angle should allow comfortable head position.
10. Space in front of keyboard to support hands/wrists during pauses in keying.

# **ELECTRICAL SAFETY**

Electricity has the potential to kill. This danger is increased because it cannot be seen. Electrocution can also cause burns and shorting of conductors can cause fire or explosion.

The Company acknowledges that it has duties under the Electricity at Work Regulations 1989 to take precautions against the risk of death or personal injury from electricity in work activities. The following procedures, aimed at eliminating risk or reducing it to an acceptable level, will be adopted.

## **FIXED (PERMANENT INSTALLATION)**

Any modifications or extensions to the fixed electrical installation will be designed by a professionally qualified electrical engineer. To assist with this, persons purchasing machinery are responsible for obtaining from the manufacturer/supplier details of power requirements and for bringing these to the attention of the person designing the electrical system. All designs will comply with the current edition of the Institution of Engineering and Technology (IET) Regulations (BS7671).

Any maintenance work will be carried out by a competent person to the standard recommended by the current edition of the IET Regulations. Live Work except where it is unavoidable for the purposes of testing and certification is prohibited. Persons carrying out electrical maintenance work will be required to provide risk assessments for the tasks they will be carrying out.

Electrical switchgear and control equipment will be kept clean and free from obstruction at all times.

The fixed electrical installation will be inspected and tested at regular intervals by a contractor approved by the National Inspection Council for Electrical Installation Contracting (NICEIC) or equivalent. Certificates to verify the integrity of the system will be retained.

## **PORTABLE ELECTRICAL APPLIANCES**

For the purpose of this policy a portable electrical appliance is defined as any item powered electrically and supplied via an electrical lead and plug.

All portable electrical appliances will be identified with a unique number and will be listed in a Portable Electrical Appliances Register. These will be subject to combined inspection and test by a competent person at intervals defined by the risk assessment process.

Where possible all hand held electrical appliances should be either battery powered or 110v. All persons using such responsible for inspecting plugs and leads before use.

Any person finding an item of damaged equipment should bring this to the attention of their line manager immediately.

#### RECOMMENDED INTERVALS BETWEEN INSPECTION AND TESTING

TYPE OF BUSINESS	USER CHECKS	FORMAL VISUAL INSPECTION	COMBINED INSPECTION AND TEST
Equipment hire	N/A	Before issue/after return	Before issue
Construction	110V – weekly 230V mains – daily/every shift	110V – weekly 230V mains – daily/every shift	110V – before use on site then 3 monthly 230V 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 <b>not</b> 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

# **FIRE SAFETY**

We recognise that fire prevention is an important obligation for all organisations, including ours, and that fire has the potential to present significant risks to health and safety. Vigilance a key factor in controlling fire risks and every person had a duty to ensure the best possible fire prevention within the Company.

## **MAIN HAZARDS**

- Heat and flame.
- Smoke and fumes.
- Explosion.

## **COMMON CAUSES OF FIRES IN WORK PREMISES**

- Wilful fire raising and arson.
- Cigarettes/matches.
- Fixed or portable heaters.
- Hot processes.
- Faulty or misused electrical equipment.
- Obstruction of equipment ventilation.
- Static electricity.
- Accumulation of combustible materials.
- Flammable liquids and gases.
- Inadequate supervision of cooking activities.

## **GENERAL REQUIREMENTS**

All workplaces must be provided with a means of detecting and giving warning in case of fire, adequate means of escape and means of fighting fire. The nature, complexity and extent of these will depend on the size of the premises, the number of people who normally work there, the nature of the work processes and substances stored and used etc. Specific requirements relating to fire detection and warning systems, means of escape and means of fighting fire should be determined by undertaking a risk assessment.

A fire risk assessment will determine the chances of a fire occurring and the risks to people using the premises. The potential for fire starting depends on the presence of three things:

- A source of ignition.
- Fuel.
- Oxygen.



Each of these should be considered in relation to the premises to help determine how and where fire could start. The next step is to establish who could be harmed. When this has been done, the risk can be evaluated, and a decision made as to whether or not existing control measures are adequate.

This policy statement sets out what Management and employees must do to ensure, so far as reasonably practicable, that satisfactory fire precautions are achieved and maintained, and that the Company complies with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

It is our policy to:

- Assess the risks from fire at our premises and implement appropriate control measures.
- Ensure good housekeeping to minimise the risk of fire.
- Provide means of detection and giving warning in case of fire.
- Inspect and/or test fire safety equipment at the appropriate intervals.
- Provide and maintain safe means of escape from premises in the event of a fire.
- Maintain all fire detection, fire fighting equipment and installations.
- Implement a procedure for the action to be taken in the event of a fire.
- Train and instruct employees in fire safety including the carrying out of fire drills.
- Keep records of all fire safety matters.
- Ensure that all visitors are made aware of the fire precautions and emergency arrangements.
- Identify people with any disability or impairment who may require assistance in the event of a fire.

When working at client's sites, all employees will ensure they are aware of, and comply with the requirements of the client's fire safety arrangements and emergency procedures. This will usually be communicated to the workforce via site induction or tool box talks. All employees have a responsibility to ensure they do not, by their acts or omissions, create or increase the risk of fire occurring.

## IN THE EVENT OF DISCOVERING A FIRE

- |                                    |   |  |
|------------------------------------|---|--|
| <b>On discovering a Fire -</b>     |   | Raise the alarm by:<br>(Call point)  |
| <b>Evacuation</b>                  | - | <p>The warning sound of the fire alarm is:-<br/>(Siren)</p> <p>Leave the area via approved fire exits and assemble in the designated area which is:-<br/>(Car park etc)</p> <p>If possible close all doors and windows, but do not attempt to collect personal belongings.</p> |
| <b>Roll Call</b>                   | - | The designated Fire Marshall or Senior Person on duty will carry out a roll call of those present. This will include visitors, contactors and guests by use of the visitors log book.  |
| <b>Alerting Emergency Services</b> | - | The Fire Marshall or Senior Person on Duty will ensure the emergency services are telephoned to request the Fire and Rescue Service, stating the company, address, department and apparent nature of the fire.   |
| <b>Re-Occupation</b>               | - | The Senior Person on duty will decide if the building may be re-occupied. If the Fire Service has been called this may only be sanctioned with agreement from Fire Officer.  |
| <b>Fire Fighting</b>               | - | Ensure you know the location of the nearest portable fire extinguisher. Only attempt to tackle a fire if you have been trained in how to use the equipment and if it is safe to do so, do not put yourself in danger.  |

## **SMOKING**

Smoking is prohibited in all buildings and is restricted to the designated areas at all times. No person is allowed to breach this rule. Visitors should be reminded of the rules on smoking when brought onto the premises.

## **HEATING, LIGHTING AND ELECTRICAL EQUIPMENT**

All portable heating appliances must be sited away from flammable materials; this includes posters, documents, etc which are likely to be placed above appliances. A clear space of at least one metre should be maintained. All permanently fixed heaters, boilers, etc and electrical cupboard/panels should have a clear tidy area around the appliance. Heating appliances are not to be draped with towels, clothing, etc. Similarly, light bulbs and fittings should be clear of materials. Turn off all directly controlled heaters and lights other than night-lights prior to close of Company activity.

## **WASTE MATERIALS**

Accumulation of waste materials is not allowed within premises at any time; remove waste materials to the designated skips. Waste items must not obstruct fire exits or fire extinguishers.

## **MEANS OF ESCAPE**

All premises must have clearly defined escape routes with the appropriate signage, they should be kept clear of any obstruction at all times, no combustible materials should be stored on fire corridors, exits, etc. Fire doors are provided to save lives, do not wedge or prop/hook them open.

## **FIRE DETECTION/ALARM EQUIPMENT -INSERT RELEVANT INFO HERE**

The efficacy of the means of fire detection and warning has been reviewed by the Fire Risk Assessment. Where there is no fixed fire alarm system in place, alternative arrangements are set out in the fire risk assessment. All types of fire warning systems should be tested once a week.

For electrical fire alarm systems a manual call point should be activated (using a different call point for each successive test). servicing and preventive maintenance should be carried out by a competent person. Records of all testing and maintenance will be retained.

## **EMERGENCY LIGHTING - INSERT RELEVANT INFO HERE**

The size and type of the premises and the risk to the occupants will determine the complexity of the emergency escape lighting required.

All emergency escape lighting systems should be regularly tested and properly maintained to an appropriate standard.

Typically, testing includes:

- a daily visual check of any central controls;
- a monthly function test by operating the test facility for a period sufficient to ensure that each emergency lamp illuminates; and
- an annual full discharge test.

## **TRAINING AND FIRE WARDENS**

There will be sufficient people trained in the use of Fire Fighting Equipment and the duties of a fire warden to assist the company in implementing the fire arrangements, particularly the fire evacuation procedures. It should be noted that Fire Wardens or others should not tackle a major fire or one that is getting out of hand. On hearing the alarm, Fire Wardens will check their own area to make sure that all persons present have left. They will also assist the Senior Person Present to take roll call at the front of the premises. Fire Wardens will make sure that staff are familiar with the instructions detailed above; how to sound the alarm, escape routes and assembly area.

## **CONTRACTORS**

Where there is contractual work involving welding, cutting, brazing or soldering on the Company premises, the Contractor shall ensure that all combustible materials are removed from the vicinity, a suitable fire extinguisher is close to hand, the area is screened off if necessary and access by any unauthorised person is prohibited. The Health and Safety Consultant will check these requirements, and a permit to work may be necessary.

## **FIRE DRILLS**

Fire drills will take place at least annually for all the Company premises, the details of which shall be kept in the Fire log book. Where defects are found they will be remedied without delay (immediately if of great danger).

## **FIRE SIGNS**





Existing legislation means that all Safety Signs must comply with 'The Health and Safety (Safety Signs and Signals) Regulations 1996. This includes a requirement for a symbol (i.e. running man); text only fire signs will not comply with the regulations and must be changed or added to.

## **FIRE FIGHTING EQUIPMENT**

The type of extinguisher provided should be suitable for the risk involved, adequately maintained and appropriate records kept of all inspections and tests. Fire

extinguishers should be fitted on wall brackets or in floor stands to avoid them being removed or knocked over and damaged. They should be sited near exits or on the line of exit. Signs showing the types of extinguishers and on which classes of fire they may be safely used should be displayed at the fire point.

## TYPES OF FIRE FIGHTING EQUIPMENT

	<p><b>Water extinguishers</b></p> <p>Water extinguishers are suitable for ordinary combustible fires, for example wood and paper, but are not suitable for flammable liquid fires. They should also be labelled 'not to be used on fires involving live electricity'. Water spray extinguishers are recommended.</p>
	<p><b>Foam extinguishers</b></p> <p>Foam extinguishers are suitable for small liquid spill fires or small oil tank fires where it is possible for the foam to form a blanket over the surface of the flammable liquids involved. They may not extinguish a flammable liquid fire on a vertical plane. Where foam is required for hydrocarbon fires, light water is recommended, preferably by spray applicator.</p>
	<p><b>Dry powder extinguishers</b></p> <p>Dry powder extinguishers are multipurpose and will deal effectively with flammable liquid fires because they are capable of quick knockdown of a fire. They will also deal with fires involving electrical equipment.</p> <p>The size of the extinguisher must be adequate to deal effectively with the size of the spill fire leaving some in reserve. The recommended minimum size is a 9kg trigger-controlled extinguisher with CO2 discharge.</p>
	<p><b>Carbon dioxide extinguishers</b></p> <p>For fires involving electrical equipment, carbon dioxide extinguishers are recommended. Carbon dioxide (CO2) extinguishers are quite heavy and may be at high pressure. A minimum size of 2 kg is recommended.</p> <p>CO2 smothers the fire by starving it of oxygen but provides little or no cooling effect. It is therefore not recommended for flammable liquid fires or where the displacement of oxygen would pose a risk to the user, e.g. where the user is standing in a confined space. The nozzle of the CO2 extinguisher becomes very cold in use and therefore should not be held when discharging as this can cause severe frostbite burns.</p> <p style="text-align: center;"><b>Specific training in the use of these extinguishers is essential.</b></p>

# FIRST AID AT WORK

People at work can suffer injuries or fall ill. It does not matter whether the injury or illness is caused by the work they do, it is important that they receive immediate attention and that an ambulance is called in serious cases. First Aid can save lives and can prevent minor injuries becoming major ones. First Aid at Work covers the arrangements that need to be made to ensure this happens, that is the initial management of an injury or illness suffered at work. It does not include giving tablets or medicines to treat illness.

The company recognises its obligations under the Health and Safety (First-Aid) Regulations 1981 and realises that by providing suitable first aid facilities, having regard to the nature of our undertaking and the number and location of our employees, we may reduce the immediate impact of any accident.

It is our policy to:

- Appoint and train sufficient numbers of first aid personnel to undertake duties of 'Appointed Persons' and/or qualified 'First-Aiders'.
- Provide and maintain suitable and sufficient first-aid equipment.
- Ensure that first-aid equipment and personnel are readily available.
- Provide additional training for first-aid personnel as necessary to take into account any specific hazards.
- Communicate the arrangements made for First Aid to all employees.

The Company shall provide (or ensure that there are provided) such personnel and as are adequate and appropriate for enabling First Aid to be rendered to employees if they are injured or become ill at work.

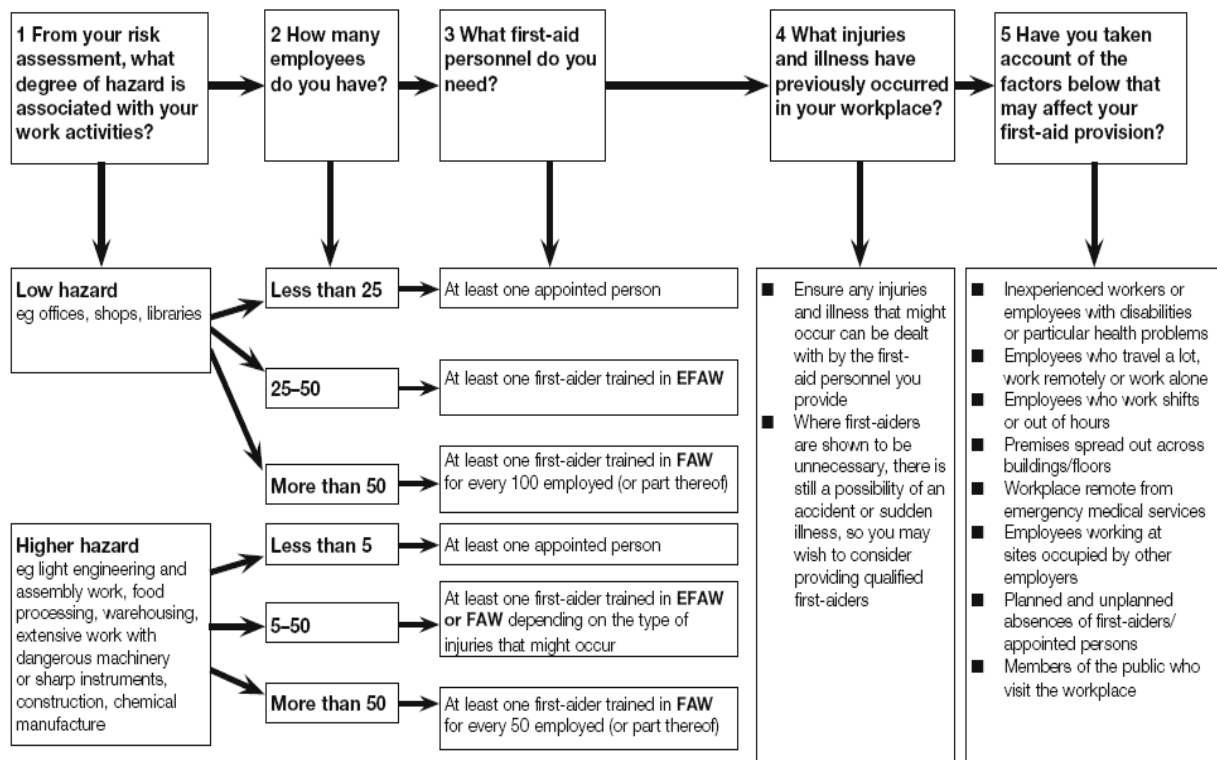
Designated 'First-Aiders' will have attended a 'First Aid at Work' course. Additional staff to be trained as 'Appointed Persons' will take charge of situations relating to an injured or ill employee, in the absence of the company First-Aider. The 'Appointed Person' will undertake only emergency first aid within the limits of the training they have received and this will include calling of ambulance or arranging help from a medical practitioner or nurse.

First Aid provision has been made by Tecserv UK Ltd and the following personnel and equipment are available:

<b>Persons/Equipment</b>	<b>Name/ Location</b>
First Aider/Appointed Persons	Jo Hunt
First Aider/Appointed Persons	Amanda Radford
First Aid Kit	Office/Vans
Accident Book	Office

## FIRST-AID PERSONNEL

Suggested numbers of first-aid personnel to be available at all times people are at work, based on assessments of risk and number of workers, are shown below.



## MINIMUM CONTENTS OF FIRST-AID BOX'S

There is no mandatory list of items that should be included in a first-aid box but the HSE provide a minimum recommendation. Where no special risks arise in the workplace, a minimum stock of first-aid items would normally be:

- Twenty individually wrapped sterile assorted adhesive dressings.
- Two sterile eye pads.
- Four individually wrapped triangular bandages.
- Six safety pins.
- Six medium individually wrapped sterile wound dressings 12cm x 12cm.
- Two large individually wrapped sterile wound dressings 18cm x 18cm.
- One pair disposable gloves.
- Individually wrapped moist clean wipe (construction, travelling packs).



The Travelling First Aid containers for Company vehicles should contain the following as a minimum:-

- Leaflets giving guidance on First Aid.
- Six individually wrapped sterile adhesive dressings.
- One large sterile dressing (approx. 18cm x 18cm).
- Two triangular bandages.
- Two safety pins.
- Individually wrapped moist cleaning wipes.
- One pair disposable gloves.

**NB: TABLETS AND MEDICATIONS SHOULD NOT BE KEPT**

### **EYE WASH**

Where mains tap water is not readily available for eye irrigation, at least one litre of sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided.

### **SUPPLEMENTARY EQUIPMENT**

Where an employee has received additional training in the treatment of specific hazards which require the use of special antidotes, equipment, etc. these may be stored near the hazard area or may be kept in the first-aid box. It is important that access to these items is restricted to people trained in their use.

Additional equipment such as suitable protective equipment, blankets, disposable aprons, scissors, adhesive tape and individually wrapped moist wipes may be provided if required.

The Company will ensure that all 'First Aid' containers are routinely inspected by a competent person and that the contents are regularly re-stocked.

# HAZARD REPORTING

We recognise that staff have an invaluable monitoring role within the workplace in helping to identify hazards before they cause an injury or accident. In addition, staff also have a legal duty to report conditions that might cause harm.

Where employees have concerns regarding their own health, safety or welfare they shall, in the first instance, raise the matter with their immediate Manager or Supervisor. Where appropriate the Hazard Report Form system may be used to confirm the concerns or action to be taken.

It is our policy to:

- Have an effective system for the reporting of hazards found by employees in their workplace.
- Ensure all reported hazards are dealt with expediently and efficiently.
- Check that appropriate action has been taken following receipt of a hazard report.
- Train employees to verbally report the following circumstances immediately:
  - Discovery of a fire.
  - Ineffective, defective or missing guards.
  - Damaged or ineffective personal protective equipment or clothing.
  - Faulty equipment that cannot be operated safely.
  - Insufficient training or information to carry out their work safely.
  - Spillage of a hazardous substance.
  - Accidents, incidents or potential dangerous occurrences.

# HEALTH SURVEILLANCE

The Management of Health and Safety at Work Regulations 1999 requires every employer to ensure that his employees are provided with such health surveillance as is appropriate having regard to the risks to their health and safety. Also, it may be appropriate to consider pre-employment health assessments, assessments when employees change jobs within the company, if there are significant changes in the work activity, or there are changes to the employee's health or circumstances.

Health surveillance may be required across a range of activities such as:

- Before undertaking regular night work.
- Exposure to noise or vibration.
- Exposure to certain substances (fumes, dusts, biological agents etc).
- Undertaking regular repetitive work.
- Exposure to asbestos or lead.

The main objectives of health surveillance are to:

- Protect the health of individual employees by detecting as early as possible adverse changes.
- Help evaluate the measures taken to control exposure.
- Collect, keep up to date and use data and information for determining and evaluating hazards to health.

The appropriate level, frequency and procedure of health surveillance will be determined by the risk assessment process. In certain circumstances this may require the assistance of a qualified medical practitioner.

The type of health surveillance required will depend on the risk and severity of any potential ill-health effects. The company will ensure that for all health surveillance undertaken, a health record is retained and maintained throughout an employee's employment.

Where an employee is found to have an adverse health effect or identifiable disease believed to be the result of exposure to an activity or substance hazardous to health, the Company will arrange for the employee concerned to be interviewed and told. Clearly where applicable under RIDDOR, this will be reported to the enforcing authorities.

## EMPLOYEES DUTIES

Employees are under a general duty (HSWA section 7) to co-operate with the company in any health surveillance participation.

# LEGIONELLA CONTROL

Legionellosis is the collective name given to the pneumonia-like disease caused by legionella bacteria. Legionella bacteria can be found in the widespread environment (such as rivers, lakes and reservoirs) and as such can contaminate and grow in purpose built water systems such as cooling towers, evaporative condensers, hot and cold water systems and spas. There are also a number of other systems that may pose a risk to exposure to legionella, e.g. humidifiers, air washers, emergency showers, indoor ornamental fountains etc.

The Company acknowledges its obligation under the Approved Code of Practice L8 Legionnaires' Disease: The control of legionella bacteria in water systems, to take suitable precautions to prevent and control the risk of exposure to legionella. It is our policy to:-

- Conduct a risk assessment to identify risks to the water systems that may potentially be a source for legionella bacteria growth.
- Identify conditions which may increase the proliferation of legionella bacteria and implement appropriate control measures.
- Prepare and implement a plan to manage the risk.
- Implement a suitable monitoring, inspection and maintenance procedure and review control measures.
- Provide Legionella Awareness training to relevant staff.
- Appoint a competent person to manage the risk.

## IDENTIFYING THE RISK

Any water system that has the right environmental conditions could potentially be a source for legionella bacteria growth. There is a reasonably foreseeable legionella risk in the water system if:

- Water is stored or re-circulated.
- Water temperature in all or some part of the system is between 20-45°C.
- Sources of nutrients such as rust, sludge, scale and organic matter are present.
- Conditions are such that bacteria would be encouraged to multiply.
- Water droplets are produced and, if so, can be dispersed over a wide area, e.g. showers and aerosols from cooling towers.
- There is a likelihood of employees, residents, visitors etc. being more susceptible to infection due to age, illness, a weakened immune system etc. and there is the opportunity to be exposed to contaminated water droplets.

## **CONTROLLING THE RISK**

The Company will take appropriate measures to prevent or adequately control the growth of legionella bacteria:

- Ensure that the release of water spray is properly controlled.
- Avoid water temperatures and conditions that favour the growth of legionella and other micro-organisms.
- Ensure water cannot stagnate anywhere in the system by keeping pipe lengths as short as possible or by removing redundant pipework.
- Avoid materials that encourage the growth of legionella.
- Keeping the system and the water in it clean
- Treat water to either kill legionella (and other microorganisms) or limit their ability to grow.

Any risk that cannot be prevented will be controlled A course of action will be carried out to help control any risks from legionella by identifying:

- The system in place (having a written schematic)
- Personnel responsible for carrying out the assessment and managing its implementation.
- The safe and correct operation of the system.
- Control methods and other precautions in place.
- Checks to be carried out to ensure risks are managed.

## **LONE WORKING**

The Company will ensure, so far as is reasonably practicable, that employees and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety. Measures will also be adopted to protect anyone else affected by solitary working.

Solitary working exposes employees and others to certain hazards. The Company's intention is either to entirely remove the risks from these hazards or, where complete elimination is not possible, to reduce them to an acceptable level.

Assessments of the risks of working alone carried out under the Management of Health and Safety at Work Regulations will confirm whether the work can actually be done safely by one unaccompanied person. This will include the identification of hazards from, for example, means of access and/or egress, plant, machinery, goods, substances and environment etc.

Particular consideration will be given to:-

- The remoteness or isolation of workplaces.
- The health and suitability of the lone worker.
- Any problems with communication.
- The possibility of interference, such as violence or criminal activity from other persons.
- The nature of injury or damage to health and anticipated "worst case" scenario.

### **INFORMATION AND TRAINING**

Employees will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone.

Employees will be required to follow the safe working procedures devised which will include the required ability of employees for undertaking lone working, provision of first aid, suitability of equipment, communication procedures and awareness of emergency procedures. All employees are required to co-operate with these efforts to ensure safe working and to report any concerns to Management.

# MANUAL HANDLING OPERATIONS

The HSE define manual handling as ‘any transporting or supporting of a load by hand or by bodily force.’ This definition includes:

- Lifting, putting down, pushing, pulling, carrying or moving; and
- Use of mechanical aids, e.g. trolleys.

Health problems associated with manual handling often, but not always, involve the back; other parts of the body including the neck and shoulders may also sustain injury. Commonly, the injuries build up over a period of time as a result of a succession of poor manual handling techniques; although severe injuries can also be caused by single traumatic events.

The anatomy of the back makes it particularly vulnerable to the pressures and strains of poor manual handling techniques. It is a fact that more than a third of all over-three-day injuries reported each year to HSE and local authorities are caused by manual handling.

The Manual Handling Operations Regulations 1992 require employers to:

- **Avoid** the need for hazardous manual handling, so far as is reasonably practicable.
- **Assess** the risk of injury from any hazardous manual handling that can’t be avoided; and
- **Reduce** the risk of injury from hazardous manual handling, so far as is reasonably practicable.

The assessment should take into account the load, the task, the environment in which the activity is performed and the capabilities of the individuals carrying out the task.

The Company acknowledges its obligations under Regulations and it is our policy to:

- Avoid, so far as is reasonably practicable, the need for employees to carry out any manual handling tasks that involve a risk of being injured.
- Carry out an assessment of any manual handling tasks which cannot be avoided.
- Take appropriate steps, based on the risk assessment, to reduce the risk of manual handling injuries so far as is reasonably practicable.
- Consider the use of mechanical handling aids to reduce the need for manual handling.
- Inform employees of their duties.

- Train employees as appropriate.

Employees will receive adequate information and training on the following Manual Handling “control measures”:-

- Do not jerk or twist the body excessively.
- Always lift the load in stages.
- Always hold the loads as close to the body as possible.
- Lift with your feet apart, knees bent, back straight and as near vertical as possible. Use your leg muscles to obtain the lift.
- Always grip the load with full palms not fingertips.
- Do not attempt to carry a load that obstructs your vision.
- Always ensure the route is clear before proceeding.
- Do not attempt to lift a load which is heavy or bulky or which cannot be handled safely by one person - **GET ASSISTANCE**.
- Do not carry any item whilst ascending or descending a ladder if you cannot maintain three points of contact with the ladder.



## **MONITORING, EVALUATION AND REVIEW**

In order to comply with Section 2 (3) of the Health and Safety at Work etc Act 1974 and Regulation 4 of the Management of Health and Safety at Work Regulation 1999 this policy must be monitored, evaluated and reviewed as appropriate to ensure it effectively meets the statutory requirements related to the Company's activities and reflects best practice in safely achieving work objectives.

Progressive improvement in health and safety performance can only be achieved through constant development of policy approaches to the implementation and techniques of risk control.

The Company recognises the importance of carrying out monitoring and checking to ensure that performance standards and specified objectives are met. Where they are not met, corrective action is taken to ensure that accidents and incidents do not occur as a result.

For the monitoring system to be effective both active and reactive monitoring must be carried out. Active monitoring and checking will be used to ensure any potential problems are identified and dealt with before they result in an accident, ill health or injury. Reactive monitoring will be carried out in the event of such an incident occurring. The matter will be investigated fully so that steps can be taken to prevent recurrences.

The purpose of the monitoring, evaluation and review process is to ensure:

- The maintenance and development of an effective health and safety policy.
- The maintenance and development of an effective organisation to ensure that the policy is implemented.
- The maintenance and development of improving performance standards.
- The implementation of remedial action by responsible person(s) when failures or gaps in policy are identified.

To achieve these outcomes management and employees must constantly evaluate their work activities in relation to the policy and bring to the notice of the Company through its management system and/or safety coordinating arrangements any areas where this policy is inadequate or ineffective.

The Company will make arrangements for the appointed Health and Safety Consultant to visit the Company's site(s) and premises at regular intervals to identify and report on any hazards, lack of control measures, defects or breaches of Regulations. A report of the inspection findings and recommendations will be provided so that it can be established where the appropriate procedures in Company

policy have not been complied with or are deficient and action can be taken to ensure similar problems do not recur.

# PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE is defined in the Personal Protective Equipment at Work Regulations 1992 as: 'All equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work which protects them against one or more risks to their health and safety'. The Regulations do not apply to ordinary working clothes and uniforms which do not specifically protect the health and safety of the wearer.

## EXAMPLES OF PERSONAL PROTECTIVE EQUIPMENT

- Protective Overalls;
- Ear Defenders;
- Gloves/Gauntlets;
- Safety Helmets;
- Safety Footwear;
- Eye Protection;
- Dust Masks / Respirators;
- Safety Harnesses/Lanyards.

The Company acknowledges its obligations under the Regulations and seeks to ensure that where the risks cannot be controlled by other means, personal protective equipment (PPE) is correctly selected and used.

It is our policy to:

- Provide PPE free of charge where a risk assessment concludes that personal protective equipment is required.
- Ensure all PPE will adequately protect the individual from the hazard, fits properly and is as comfortable as possible.
- Provide PPE that conforms to relevant European standards and is 'CE' marked.
- Provide employees using PPE with relevant information and training for employees therefore enabling them to make proper effective use of PPE.
- Supervise and monitor employees to ensure the PPE is being used correctly.
- Keep a record of all PPE issued.
- Set a good example to staff by ensuring that Directors and Managers wear appropriate PPE, when required.
- Discipline employees who repeatedly refuse to use PPE in the correct way.

**Training for PPE users will include the following:**

- An explanation of the risks present and why the PPE is being used.
- How to use/operate the PPE and any limitations of the equipment which may affect the protection offered.
- Instructions on the storage of the PPE.
- The arrangements for reporting loss or defects of the PPE.

**DUTIES OF EMPLOYEES**

It is the responsibility of an employee to use PPE in accordance with the training provided, and to report any loss or defect immediately. The employee also has a responsibility to return PPE to its place of storage after use.

# RISK ASSESSMENT

The most important tool in managing health and safety is risk assessment. This is careful examination of what in the workplace could cause harm to people, so that decisions can be made as to whether enough precautions have been taken, and whether additional ones should be introduced, to prevent harm.

There are five stages to risk assessment: identifying the hazards, identifying who could be harmed and how, risk evaluation, recording the significant findings and monitoring and reviewing the risk assessment.

## HAZARD AND RISK

- A 'hazard' is something with the potential to cause harm (this can include articles, substances, plant or machines, methods of work, the working environment and other aspects of work organisation).
- A 'risk' is the likelihood of potential harm from that hazard being realized.

The extent of the risk will depend on;

- The likelihood of that harm occurring.
- The potential severity of that harm, i.e. of any resultant injury or adverse health effect; and
- The population which might be affected by the hazard, i.e. the number of people who might be exposed.

Legislation specifies that risk assessments be undertaken to identify hazards arising from the work activity, assess the risks to the health and safety of employees or other persons who may be affected, and establish control measures to eliminate or reduce the risks to levels as low as is reasonably practicable and to enable the Employer to fulfil statutory obligations.

Specific risk assessments are required by certain Regulations. These regulations may contain a specific reference to the requirement for risk assessment or may refer to the Management of Health and Safety at Work Regulations 1999 for this requirement. This policy document sets out what the Company is doing to ensure suitable and sufficient assessments are carried out, appropriate remedial action is taken and employees are informed of the findings of the assessments.

It is our policy to:

- Identify those specific risk assessments we are legally required to carry out by ensuring all aspects of our work are reviewed, including routine and non-routine activities.
- Appoint a Competent Person or persons to carry out suitable and sufficient risk assessments of our activities.
- Identify, prioritise and implement the control measures and further actions required to reduce risk identified in the assessments.
- Bring the significant findings of the risk assessments to the attention of those affected.
- Amend our risk assessments when changes occur, and review them regularly to ensure they are kept up to date.
- Train employees on the principles of risk assessment, in particular the identification of hazards, and the implementation of control measures to remove or reduce the risks.

**The following principles will be applied in deciding upon preventive and protective measures:**

- If possible the risks will be avoided altogether by not using the dangerous article, substance, process, etc.
- The risks will be combated at source rather than by palliative measures.
- Wherever possible the work will be adapted to the individual, especially as regards the design of workplaces, the choice of work equipment and choice of working and production methods.
- Any advantages presented by technological or technical progress which offers opportunities for improving working methods and making them safer will be considered.
- Priority will be given to those measures which protect the whole workplace and all those who work there.

Where identified as a result of the risk assessment process, the preventative and protective measures will be defined in safe systems of work. These are methods of working designed to eliminate, if possible, or otherwise reduce risks to health and safety, and may require written procedures or codes of practice that must be

followed within the Company. It is compulsory for employees to use any safe systems of work so that they do not endanger themselves or others whilst working.

The safe systems of work will be based on the findings of the risk assessment and will systematically set out the safe procedure to be followed, specifying the detailed precautions to be taken at each stage of the activity.

Line management are responsible for ensuring that once developed and implemented, the safe systems of work are monitored and supervised within their areas of control.

## **DUTIES OF EMPLOYEES**

Employees also have duties under the Management Regulations to ensure that they:-

- Correctly use all work equipment and systems of work in accordance with their training and instruction.
- Inform the Management of any situations which provide a serious or immediate danger to their / others Health and Safety.
- Inform the Management of any lack of resources or safety assistance.

## **YOUNG PERSONS**

The Company shall ensure that young persons (defined in The Management of Health and Safety at Work Regulations 1999 as any person who has not attained the age of eighteen) employed by the business are protected at work from any risks to their health or safety which are a consequence of their lack of experience, or absence of awareness of existing or potential risks or the fact that young persons have not yet fully matured.

In order to comply with the requirements of the Management of H&S Regulations with respect to young person's, The Company will undertake risk assessments or review existing ones of the activities that young persons are to be engaged in before these young person's start work

Tecserv UK Ltd will not employ a young person for work:

- which is beyond his/her physical or psychological capacity;
- involving harmful exposure to agents which are toxic or carcinogenic, cause heritable genetic damage or harm to an unborn child or which in any other way chronically affect human health;
- involving harmful exposure to radiation;

- involving the risk of accidents which it may reasonably be assumed cannot be recognised or avoided by young person's owing to their insufficient attention to safety or lack of experience or training; or
- in which there is a risk to health from – extreme cold or heat; noise; or vibration

Where the exposure to the above restrictions may be necessary for the young person's training then a competent person shall supervise him and any risk will be reduced to the lowest level that is reasonably practicable.

## **NEW AND EXPECTANT MOTHERS**

Once an employee has given notice to the company in writing that she is pregnant, has given birth within the last six months or is breastfeeding, the company will ensure that a suitable and sufficient risk assessment of the employees work activities are undertaken, in order to identify any specific hazards and establish the necessary control measures to manage the risks effectively.

Where the risk assessment identifies risks to new and expectant mothers and these risks cannot be avoided by the preventive and protective measures taken, the company will take the following action if possible and reasonable to do so:

- Alter the employees working conditions or hours of work to avoid the risk;
- identify and offer the employee alternative work that is available;
- as a last resort suspend the employee from work on full pay to avoid the risk where necessary.

It should be noted that the company may request confirmation of the pregnancy by means of a certificate from a registered medical practitioner or a registered midwife in writing. If this certificate has not been produced within a reasonable period of time, the company is not bound to maintain changes to working hours or conditions or to maintain paid leave.



# STRESS

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to both physical and mental health.

It is our policy to:

- Provide relevant training or information for managers in good management practices.
- Provide adequate resources to enable managers to implement this policy
- Implement the policy in line with the principles of good employment law practice

The following procedure will apply:

- Any employee who considers they may be suffering from stress for reasons connected with their working conditions or workload should approach their manager, who will deal with the issue promptly and in the strictest confidence while making all reasonable efforts to reduce any work-related stress.
- Any employee noting symptoms of stress in a colleague should approach their own manager, who will act in strict confidence in accordance with the paragraph above.
- Where appropriate, formal stress counselling should, if reasonably practicable, be arranged by the company.
- On return to work from any period of stress-related illness, the company will take account of medical advice (if appropriate and available) and the needs of the business when determining which duties are most appropriate.

# **SUBSTANCE ABUSE**

## **GENERAL**

The Company wishes to pursue a Policy to promote health and safety at work and acknowledge that it has a legal responsibility to safeguard the health, safety and welfare of all its employees and other persons who may be affected by alcohol and drug abuse.

The CEO and the Managers will be responsible for identifying and controlling risks at their level of responsibility. The CEO will have overall responsibility for the effective implementation of the Policy.

The Company reserves the right to initiate drug and alcohol screening/testing on all or part of the work force routinely, occasionally or on a random basis.

## **CONFIDENTIALITY**

If you feel you may have a drink or drug problem, you are advised to seek help at an early stage. The CEO or the Managers can be contacted at any time and any discussions will be treated in the strictest confidence, subject to the provisions of the law.

## **ASSISTANCE**

Drinking and drug problems will be treated as a health problem rather than an immediate cause for dismissal or disciplinary action if assistance/advice is sought. Any employee who seeks assistance/advice in relation to a drinking or drug problem will not be discriminated against in any way.

### **1. ALCOHOL**

The Company requires its employees to attend for work in a fit and appropriate state with no impairment from the effects of alcohol. Being unfit for work due to alcohol consumption is prohibited and grounds for summary termination of employment.

Alcohol consumption during working hours is strictly prohibited and will result in summary termination of employment.

The Company reserves the right to initiate disciplinary action and arrange for alcohol testing on employees in the following specific circumstances:-

- After an accident or incident, where there is suspicion of drinking that contravenes the Company's regulations.
- Employee suspected of reporting for work with alcohol in their bloodstream from the previous evening's drinking.

- Witness evidence of erratic behaviour that it is suspected may put the health and safety of any employee at increased risk.

## **2. DRUG MISUSE**

This Policy of 'drug misuse' refers to the use of illegal drugs and the misuse, whether deliberate or unintentional, of prescribed drugs and substances such as solvents.

The Company requires its employees to attend for work in a fit and appropriate state with no impairment from the effects of drug misuse. Being unfit for work due to drug misuse is prohibited and grounds for summary termination of employment.

Drug misuse during working hours is strictly prohibited and will result in summary termination of employment.

The Company reserves the right to initiate disciplinary action and refer employees for drug testing in the following specific circumstances:-

- If help is refused and/or impaired performance continues;
- After an accident/incident, where there is suspicion of drug misuse;
- Witness evidence of erratic behaviour which it is suspected may put the health and safety of any employee at increased risk.

N.B. Possession/dealing will be reported immediately to the Police.

# TRAINING

Adequate training and instruction are essential not only to ensure that employees are able to work efficiently and safely but also to comply with statutory requirements which impose duties on the company to carry out induction, job and refresher training.

Training is about providing employees with the skills, knowledge, attitudes and understanding to carry out their jobs effectively. Training is an essential part of any safe system of work; control measures will not work unless employees know how to use them properly, and understand the need for them.

All training must be planned and organised to ensure correct standards are attained. It is unacceptable to adopt a “learn as you go” attitude and employees must not use unfamiliar equipment without some form of instruction.

## LEGAL REQUIREMENTS

There is general requirement on the Company under The Health and Safety at Work Act 1974 to provide employees with adequate information, instruction, training and supervision. Under The Management of Health and Safety at Work Regulations, training must take place during working hours. If this is not possible, the time taken for training must be regarded as an extension to the employee's time at work.

## COMPETENCE

The company will take account of employees' capabilities, level of training, knowledge and experience when allocating work. Competence is a combination of the following:

- Training.
- Knowledge.
- Experience.
- Skill.

The company will decide the level of competence, i.e. the combination of these four elements needed to carry out a job safely.

There are specific requirements concerning the health and safety of ‘young workers’ (i.e. those who have not attained the age of 18.) The main obligation is to ensure they are put at undue risk because of their vulnerability. It is company policy to undertake young person’s risk assessments before employing any new workers in order to identify hazards and establish effective controls. Young people must be given appropriate training and ongoing supervision when they commence work and throughout their work period.

It is our policy to:

- Identify the health and safety training needs associated with our work activities.
- Provide the following health and safety training for our staff:
  - Induction training for all new employees.
  - Training on our Health and Safety policies and procedures.
  - Work activity training relevant to the Employee, including the use of any equipment.
  - Training required by specific legislation.
  - Training on Fire and Emergency procedures.
  - Refresher training where necessary.
- Keep records of all staff training and related documents.
- Ensure employees are aware of their legal obligation to co-operate and put in to practice any instructions or training given.
- Consider employee training needs before introducing new machinery or processes.

## WELFARE AND WORKPLACE

We recognise that a safe and healthy work environment is not only a legal requirement under The Workplace (Health, Safety and Welfare) Regulations 1992, but also contributes to staff satisfaction, can increase productivity and may lower absenteeism, which in turn will assist us in achieving our wider objectives.

It is our policy to:

- Provide a comfortable work environment which is safe and without risk to health.
- Control the following factors affecting our general working environment to ensure compliance with legislation:
  - Temperature;
  - Ventilation;
  - Lighting, (including emergency lighting);
  - Individual workspace requirements;
  - General layout of work areas;
  - Waste disposal, (including contaminated or hazardous waste).
- Provide and maintain safe access to and egress from the workplace.
- Segregate pedestrian and vehicle movements wherever possible to avoid the risk of injury.
- Ensure safe materials are used in glazed panels and windows and that maintenance and cleaning can be carried out in a safe manner.
- Keep floors and walkways clean, in good condition, and free from obstruction and slipping and tripping hazards (which includes ice and snow).
- Monitor our arrangements to ensure we maintain acceptable standards of hygiene and cleanliness in our workplace and facilities.
- Ensure the workplace, its equipment, services and facilities are appropriately maintained.
- Provide and maintain the following welfare facilities:
  - An adequate number of sanitary facilities for the gender mix at our premises;
  - Washing, changing, and clothing storage facilities where appropriate;
  - Areas for eating meals and resting (including those for pregnant and nursing mothers);
  - An adequate supply of wholesome drinking water.

# WORK AT HEIGHT

Falls from height remain the most common kind of workplace fatality. The primary objective of the Work at Height Regulations 2005 is to ensure that all work at height is performed safely.

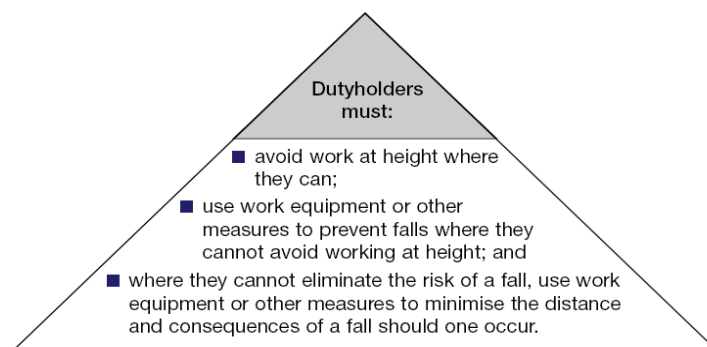
Work at Height covers all work activities where there is a possibility that a fall involving distance liable to cause injury could occur. This is regardless of the work equipment being used, the duration the person is at a height or the height at which the work is performed. A place is 'at height' if (unless these Regulations are followed) a person could be injured falling from it, even if it is at or below ground level.

## TYPICAL EXAMPLES OF WORK AT HEIGHT

- Using a ladder;
- Working from scaffolds or mobile elevating work platforms;
- Working on the back of a vehicle (e.g. sheeting a load);
- Working on the top of containers;
- Climbing fixed structures (maintenance works);
- Working close to an excavation or similar unfenced area.

## THE REGULATIONS HIERARCHY

The Regulations set out a simple hierarchy for managing and selecting equipment for work at height which is set out below.



The Company recognises its obligations under the Regulations and it is our policy to ensure that:

- Activities entailing work at height are avoided wherever possible.
- The risks from work at height are assessed, and appropriate work equipment is selected and used.

- All work at height is properly planned, organised, appropriately supervised and carried out in as safe a way as is reasonably practicable.
- Where working at height cannot be avoided that we follow the hierarchy for managing risks by using work equipment or other measures to prevent falls, giving preference to collective protection measures (e.g. guard rails) priority over personal protection measures (e.g. safety harnesses).
- Where the risk of a fall cannot be eliminated, that we use work equipment or other measures to minimise the distance and consequences of a fall should one occur.
- Appropriate measures are taken to prevent materials and equipment being used or stored at height falling or collapsing.
- Appropriate plans are devised for emergencies and rescue where identified by the risk assessment process.
- All those involved in work at height are competent and have been trained in the use of the equipment identified for that work (or, if being trained, is supervised by a competent person). Supervision will be provided proportionate to the competence of those undertaking the work and the level of risk identified in the assessment.
- All equipment for work at height is regularly inspected and maintained to ensure that it is safe to use and where appropriate, marked to indicate when the next inspection is due. Additionally, users will undertake a check of the equipment before using it, retaining appropriate records.
- The risks from fragile surfaces and falling objects are properly controlled. Where fragile surface materials are present and regular access is required, permanent fencing, guardrails or other measures will be installed.
- Work is postponed while weather conditions endanger health or safety.

### **Access Equipment**

Ladders, stepladders, mobile elevated working platforms, tower scaffolds, platforms and other means of access equipment will be subjected to pre-use checks by employees. In addition, formal management inspections will be undertaken at appropriate intervals.

The equipment will be only used by employees who are trained and competent to do so, and the control measures pertaining to the use of such equipment will be detailed in the relevant risk assessment for that task.



## **Scaffolds**

The company will ensure that all scaffold structures are erected and dismantled by trained and competent subcontractors in accordance with current legislation and NASC guidelines.

The scaffold will be inspected at the beginning of every working day, after any adverse weather or after any alterations; a written report will be completed every 7 days of erection.

## **Mobile Elevated Work Platforms (MEWPs)**

The company will ensure that staff are trained and competent to operate MEWPs.

Employees must carry out simple visual inspections of the principle joints and fastenings on the MEWP before use, and immediately report any faults in line with manufacturer's guidance.

The surrounding work area must also be inspected to make sure there are no additional hazards, e.g. power cables, traffic thoroughfares etc.

The company will ensure thorough examinations are carried out within the scope of the LOLER (Lifting Operations and Lifting Equipment Regulations) by a competent person and that records are available.

Based on the risk assessment, employees working at height from MEWPs will wear suitable safety harnesses and be trained to use them correctly.

## **Tower Scaffolds**

Mobile tower scaffold will be erected only by staff who have the experience and training to do so.

A check must be undertaken to ensure the mobile tower equipment is in good condition prior to installation. The surrounding work area must also be inspected to make sure there are no additional hazards, e.g.: power cables, traffic thoroughfares etc.

If the work from the tower could affect persons walking past, clearance zones must be established with either cones, fencing or tape.

Work must be postponed if high winds or adverse weather could affect stability or increase the risks associated with the job.

Prior to using the mobile tower check that the following safety measures are in place:-

- Outriggers
- Toe boards
- hand rails
- platform boards
- debris netting
- scaffold brakes are applied and the tower is vertical

Towers should only be moved when all persons are at ground level and pushed from the base.

Prior to working from Scaffold all castors will be locked.

Scaffold towers will not be erected more than 3 times the minimum base width.

### **Ladders**

Ladders will only be used when an onsite risk assessment has eliminated all alternative access methods. Staff using ladders will be appropriately trained.

Ladders will only be used by our employees as a means of access onto a working platform, or for 'light duties' only for a maximum of 30 minutes each time.

All ladders used by our employees will be erected as follows:

- Footed/supported by a second operative whilst being secured at the top.
- Used for access only or simple, short duration work.
- Three points of contact must be maintained at all times whilst using a ladder.
- Be positioned at an angle of 1:4 or 75° (to prevent movement).
- Extend 1 metre or 5 rungs beyond the alighting area (i.e. edge of roof or scaffold platform).
- Be positioned on firm level ground or be secured to ground pegs which have been driven into the ground.
- Ensure all ladders are in good condition/good state of repair.

### **Stepladders**

Stepladders will only be used within the inside area of properties or for work externally when an onsite risk assessment has been undertaken and all other options have been reviewed. Staff using stepladders will be appropriately trained.

Stepladders will be used as follows:-

- Set on firm level, even floors
- Fully opened with spread arms locked in place
- In good state of repair

- Persons using the stepladders will ensure that whilst using the ladder they do not progress any further than their hips in line with the top platform. This will provide and maintain a secure and stable platform on which to work.

Under NO circumstances will anyone work/access the top platform of the stepladder, as this will make the stepladder unstable.

# WORK EQUIPMENT

'Work Equipment' has a very wide meaning. It is defined as "any machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not)". This ranges from simple hand tools to workshop or office machinery and equipment, ladders, racking, storage systems, fork lift trucks etc.

Vehicles are included in the definition of "Work Equipment" and are described as 'any work equipment which carries out work whilst it is travelling or which travels between locations where it is used to carry out work.' (It should be noted that road vehicles fall within the scope of the Road Traffic Act when on the public highway.)

## MAIN HAZARDS

There are many hazards associated with work equipment, which vary according to the type of equipment and the environment in which it is used. The following are examples of the most commonly found hazards:

- Trapping, entanglement or contact with dangerous parts of machinery.
- Being struck by falling or flying objects.
- Inadequate or faulty controls.
- Stored energy.
- Collapse or overturn of equipment.

Whilst sections of the Regulations focus on the physical aspects of equipment such as guarding, control systems etc., there are also requirements on management issues which include suitability, maintenance, inspection and training, which apply more generally to all risks. Particular requirements apply to equipment that presents "specific" risks. Where it is not possible to provide physical safeguards, specific methods of operation have to be adopted including restriction of work to designated individuals who have been adequately trained.

The Company recognises that work equipment can present hazards and risks to all our employees, not just those using it. We must therefore introduce controls to ensure that the risks associated with the use of work equipment are minimised. The Company shall ensure that all work equipment is installed, maintained and used according to the requirements of The Health and Safety at Work Act 1974, The Electricity at Work Regulations 1989, The Provision and Use of Work Equipment Regulations 1998, The Lifting Operations and Lifting Equipment Regulations 1998 and other relevant legislation.

It is our policy to:

- Undertake risk assessments of all work equipment in order to identify hazards arising from its operation, and establish the control measures necessary to minimise the risk.
- Ensure that work equipment we provide for employees is suitable and safe for the tasks intended.
- Ensure that all work equipment is maintained, examined, inspected and tested as required, and retain appropriate records.
- Restrict the use of equipment where specific risks have been identified.
- Provide information, instruction, training and supervision where appropriate to all employees who use work equipment.
- Ensure that all work equipment is CE marked where relevant.
- Control access to dangerous parts of work equipment.
- Provide suitable protection against specified hazards including all necessary markings and warnings.
- Ensure that all controls, including controls for starting or making a significant change in the operating condition, stop and emergency stop controls, are provided where necessary, are suitable for the equipment and location and are safe.
- Provide suitable means of isolating work equipment from sources of energy.
- Ensure that all hired-in work equipment is obtained from reputable firms only and is provided with any relevant certification and documentation concerning its safe operation.

## **MAINTENANCE & INSPECTIONS**

The company will ensure that all guards and any other safety devices fitted to work equipment are routinely checked and kept in working order. They should also be checked after any repairs or modifications by a competent person. Appropriate preventative maintenance will be adhered to for all work equipment in accordance with manufacturer's instructions. Records of all maintenance and servicing will be retained.

Routine daily and weekly checks may be necessary for some work equipment, e.g. fluid levels, pressures, brake function, guards. Where required, these will be undertaken by competent personnel and detailed records retained.

Work equipment requiring statutory 'thorough examinations' such as lifting equipment, pressure systems and power presses will be thoroughly examined by a competent person at regular intervals specified in law or according to an examination scheme drawn up by a competent person. Comprehensive records of all inspection reports will be retained.

## WORK RELATED DRIVING

There is a legal duty under the Health and Safety at Work etc Act 1974 to ensure as far as reasonably practicable, the health and safety of all employees while at work, this duty includes risks posed by work related driving activities. The Management of Health and Safety at Work Regulations also apply and require that a risk assessment is undertaken of significant risks and that effective management controls are put in place and implemented.

When considering driving safety there are a number of road traffic laws to take into account, these include:-

- The Road Traffic Act.
- The Road Vehicles (Construction and Use) Regulations.
- The Highway Code.

It is our policy to:

- Provide and maintain all Company vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the driver, occupants, and other road users at all times.
- Ensure that employees have appropriate insurance cover in place for using the vehicle for business use.
- Ensure that employees who drive vehicles in the course of their work hold a valid licence, comply with traffic legislation and demonstrate safe, efficient driving habits at all times.

The following actions in Company vehicles will be viewed as serious breaches of conduct and may result in disciplinary procedures:

- Drinking or under the influence of drugs while driving.
- Driving while disqualified, or not correctly licensed.
- Reckless or dangerous driving causing death or injury.
- Failing to stop after an accident.
- Any actions that warrant suspension of licence.

## **DUTIES OF EMPLOYEES WHO DRIVE ON BUSINESS**

- Ensure they hold a current driving licence and will immediately notify their line manager if their licence has been suspended, cancelled or has limitations placed on it.
- Be responsible and accountable for their actions when driving on business.
- Drive within speed limits and to the speed dictated by conditions, which may mean driving at less than the limit.
- Wear safety belts.
- Comply with traffic legislation.
- Not use a mobile phone unless it is safe to do so and the device is in hands free mode.
- Ensure their vehicle is routinely serviced and appropriately maintained.
- Undertake regular vehicle safety inspections and report any defects as soon as reasonably practicable.
- Report to Management any accident or near miss incident.
- Take regular and adequate rest breaks in accordance with the Highway Code (at least 15 minutes for each 2 hours driven, and stop when tired).
- Plan journeys ahead, taking into consideration pre-journey work duties, the length of the trip, weather conditions and post journey commitments.
- Be aware of what action needs to be taken in the event of a breakdown, accident or emergency situation.
- Ensure they are physically fit to drive.
- Inform their line manager of any health problems or personal circumstances that could make driving hazardous.
- Have regular eye tests and ensure that any necessary corrective eyewear is worn when driving.