



Health & Safety Policy

Aircomm Services Ltd

26 Breakfield, The Ullswater Business Park,
Coulston, CR5 2HS

Date of Policy: 1st March 2019

Signed for by: Director

Description of changes:

Annual review and legislation update

Version: V6

Review Date: March 2020

1. SAFETY POLICY STATEMENT	4
2.1 General Statement of Intent	4
2. ORGANISATION / RESPONSIBILITIES	5
2.2 The Company shall	5
2.3 The Director shall	5
2.4 All Managers and Supervisors shall.....	5
2.5 All Employees shall	5
2.6 Contractors and sub-contractors shall	5
3. ARRANGEMENTS / GUIDANCE	6
3.1 Abrasive wheels.....	6
3.2 Accident / Incident / Dangerous occurrence reporting:.....	6
3.3 Access and Egress	7
3.4 Acetylene.....	7
3.5 Asbestos	7
3.6 Audit (health and safety).....	7
3.7 Bomb threats.....	7
3.8 Building maintenance and repairs in workplaces	7
3.9 Chemical safety - COSHH.....	8
3.10 Construction (Design and Management) Regulations – CDM2015.....	8
3.11 Communication & consultation	9
3.12 Compressed air safety	9
3.13 Consultants, experts and external advisors	10
3.14 Contractor control.....	10
3.15 Display screen equipment (DSE, or computer work).....	10
3.16 Disability discrimination / Equality Act	10
3.17 Drugs and alcohol at work.....	10
3.18 Dust control.....	11
3.19 Electrical safety	11
3.20 Enforcement.....	11
3.21 Fire and emergency procedures	11
3.22 Fire assembly points and fire wardens	12
3.23 First aid	12
3.24 List of appointed first aiders	13
3.25 Further Guidance	13
3.26 Gas safety	13
3.27 Hand Tools.....	13
3.28 Hazard reporting:	13
3.29 Health surveillance	13
3.30 Housekeeping.....	13
3.31 Induction	13
3.32 Infection control policy	14
3.33 Ladders, kick steps and trestles	14
3.34 Liquefied Petroleum Gas LPG e.g. Propane	14
3.35 Lone working	15
3.36 Lifting equipment	15

3.37 Machinery Safety.....	15
3.38 Members of public	15
3.39 Manual handling operations	15
3.40 Migrant workers	16
3.41 Monitoring of standards	16
3.42 Musculoskeletal disorders (MSD's).....	16
3.43 Noise.....	16
3.44 New and expectant mothers.....	17
3.45 Outdoor and remote workers	17
3.46 Personal protective equipment (PPE).....	17
3.47 Permits to work	18
3.48 Pressure systems	18
3.49 Power tools.....	18
3.50 Risk assessments	18
3.51 Road safety	19
3.52 Safety signs	20
3.53 Safety meetings	20
3.54 Scaffolding	20
3.55 Serious and imminent danger	20
3.56 Slips, trips and falls.....	20
3.57 Smoking policy.....	21
3.58 Storage.....	21
3.59 Stress in the workplace	21
3.60 Temporary workers	21
3.61 Training.....	21
3.62 Vibration.....	21
3.63 Violence at work.....	21
3.64 Visitors and customers	22
3.65 Waste.....	22
3.66 Work equipment	22
3.67 Workplaces	22
3.68 Work at height.....	22
3.69 Young persons	23
Organogram - organisation chart.....	23
4. REFERENCES	23

1. SAFETY POLICY STATEMENT

2.1 General Statement of Intent

This safety policy has been adopted and agreed by **Aircomm Services Ltd** (herein after known as The 'Company') as its general statement of intent regarding health and safety. It sets out individuals' responsibilities to ensure compliance with all relevant statutory provisions.

The Company recognises and accepts the responsibility as an employer for providing a safe and healthy workplace and working environment for all employees and to protect, so far as is reasonably practicable, all persons who may be affected by any of its activities.

The Company will to take all reasonable steps to meet this responsibility, paying particular attention to the provision and maintenance of:

- Plant, equipment and systems of work that is safe and without risks to health.
- Safe arrangements for the use, handling, storage and transport of articles and substances.
- Sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work.
- A safe place of work with safe access and egress.
- A healthy working environment with adequate welfare facilities.

The Company has undertaken to provide competent technical advice on health and safety matters and advice may be sought from the Director.

The Director and employees have the responsibility for implementing this policy throughout the Company and must ensure that health and safety considerations are given priority in planning and day to day work. The Director is responsible for the production of safety guidance, and employees will be consulted during the development of such guidance.

Employees are expected to co-operate as far as is possible with the Company to enable it to carry out this policy. Each employee has a responsibility to take reasonable care of their own health and safety and that of other persons who may be affected by their acts or omissions at work.

A copy of this policy is available to all employees and covers the Company activities only. With a view to promoting good practices covering health and safety at work, we require their co-operation and encourage the involvement of all employees and sub-contractors.

The policy is supported by various Company guidance and information.

Name:	Matt Karcha	
Position:	Director	
Date:	1st March 2019	Review Date: March 2020
Signature:		

This policy will be reviewed annually, and as and when necessary. For example: when there are significant changes in the workplace, after a legitimate request or when legislation requires it.

2. ORGANISATION / RESPONSIBILITIES

2.2 The Company shall

- Ensure there is an effective policy for health and safety for all employees and periodically review and implement any necessary changes.

2.3 The Director shall

- Have ultimate responsibility for ensuring the effective implementation of this policy.
- Ensure that funds and other resources are provided to meet the requirements of this policy.
- Ensure the policy is properly understood by all levels and that all employees are aware of their duties and responsibilities under safety legislation.
- Ensure that health and safety responsibilities are incorporated in job descriptions.
- Ensure that all responsibilities allocated to others within their department are properly carried out.
- Take a direct interest in this policy and at all times support persons implementing it.
- Ensure the provision for such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees.
- Insist that sound working practices are followed and that work is planned and risks assessed and carried out in accordance with current guidance.
- Follow the advice of any Enforcing Authority Inspector or other appropriate Officer.
- Take action without delay, whenever health and safety risks are identified.
- Ensure that incidents are recorded and shall review accident investigation reports.
- Ensure that all relevant items are considered by health and safety meetings.
- Inform staff at the start of any major project, contract or introduction of new machinery, equipment, substances or processes.
- Ensure that competent persons carry out suitable risk assessments of any significant hazard and that appropriate control measures, training, instruction and protective clothing/equipment have been provided.

2.4 All Managers and Supervisors shall

- Help develop the health and safety strategy to enable the Policy objectives to be achieved. This to include: planning, co-ordination, implementation and review of the organisations health and safety procedures, rules and systems.
- Help monitor and review the Policy and procedures dealing with health and safety matters and in particular those relating to the reporting of emergencies, fire, accidents, maintenance, COSHH, safe use of equipment, manual handling operations and employee illness.
- Ensure there is proper provision of staff, training, materials and other resources to meet health and safety requirements for all staff.
- Act in a responsible manner at all times and set a good example in relation to workplace H&S.

2.5 All Employees shall

- Comply, so far as is reasonably practicable, with all health and safety legislation and associated guidance, as well as the requirements set out in this policy.
- Undertake training in safety matters when the need is identified by the Company.
- Immediately report incidents (including all accidents, near misses, and dangerous occurrences, damage to property or plant and industrial diseases) to their manager, and complete the accident report form.
- Report, as soon as possible, any hazards or potential hazards they identify to their manager.
- Wherever possible, make suggestions to improve health and safety to the Director.
- ***NOTE: Horseplay will not be tolerated and failure to comply with health and safety may result in disciplinary action. No employee of the Company may carry out or authorise practices which place staff or others in danger or which are in direct breach of legal requirements.***

2.6 Contractors and sub-contractors shall

- Be responsible for their own areas of responsibility and health and safety management arrangements. However, to protect employees, contractors and those in the vicinity or work, everyone should co-operate, co-ordinate and communicate as appropriate for the purposes of health and safety.

3. ARRANGEMENTS / GUIDANCE

3.1 Abrasive wheels

All reasonable steps will be taken by the Company to ensure the health and safety of employees who work with grinding machines which incorporate abrasive wheels. When properly used, abrasive wheels serve an important purpose. However, the Company acknowledges that health and safety hazards may arise from the use of this equipment. It is the intention of the Company to ensure that any risks are reduced to a minimum.

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

- Carry out an assessment of the work activity
- So far as is reasonably practicable, take measures to reduce the risks found as a result of the assessment
- Ensure that all equipment used for grinding operations is maintained in good condition and is suitable for the task
- Advise all employees, including new employees, who work or will work with abrasive wheels of the risks to health and safety and of the results of assessments.

Only trained, authorised and competent staff may work with abrasive wheel tools and equipment, or change abrasive wheels.

3.2 Accident / Incident / Dangerous occurrence reporting:

All incidents, including near misses, must be reported to management and written up in the accident book. They will be investigated with a view to identifying, where possible, actions that can be taken to help prevent a re-occurrence.

An Accident: "any unplanned event that results in personnel injury or damage to property, plant or equipment.

A Near-miss: "an unplanned event which does not cause injury or damage, but could have done so." Examples include: items falling near to people; vehicle incidents and electrical short-circuits.

Reporting Procedure

All accidents must be entered in the appropriate Accident Book either by the injured person or their immediate supervisor or manager. Ensure that the Accident Book has been correctly and fully completed. If an accident occurs to a visitor or contractor, they should also notify their own employer where applicable.

Management will ensure that, where applicable, the requirements of RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) are met. Management will then, so far as reasonably practical, ensure that proper action is taken to help prevent the accident being repeated.

RIDDOR

Some accidents and incidents (generally the more serious types) are reportable to the H&S Inspectors under the Reporting of Accidents, Incidents, Diseases and Dangerous Occurrences Regulations "RIDDOR". The easiest method is to go online and completing the required form via the HSE's RIDDOR website www.hse.gov.uk/RIDDOR.

A telephone service remains for reporting fatal and major injuries only - call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

The Company will report:

- Deaths. We will report these immediately;
- Major injuries. We will report these immediately;
- Over-7-day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 7 consecutive days. We will report these within 15 days;
- Injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital;
- Some work-related diseases;
- Dangerous occurrences – where something serious happens that does not result in an injury, but could have done;
- Gas Safe registered gas fitters must also report dangerous gas fittings they find, and gas conveyors/suppliers must report some flammable gas incidents.

RIDDOR applies to all work activities but not all incidents are reportable. If someone has had an accident in a work situation where you are in charge, and you are unsure whether to report it, check on: www.hse.gov.uk/RIDDOR.

The Company will, where appropriate, inform the Insurance Company of any significant incidents. Furthermore we will investigate all accidents and incidents in order to:

- Identify what and how it happened
- Identify the steps that can be taken to prevent a recurrence

The Accident Book is located: Main office and all Client sites

3.3 Access and Egress

The Company is committed to providing a safe place of work and a safe means of access and egress within all parts of the workplace. Safe access and egress includes movement in and out of the workplace, and safe access within the workplace.

3.4 Acetylene

Acetylene is an extremely flammable gas and can form an explosive atmosphere in the presence of air or oxygen. A risk assessment will be undertaken and acetylene gas may only be used by those trained to use it.

If a cylinder filled with compressed acetylene gas is exposed to a flashback, starts to warm up or vibrate, or if such a cylinder was involved in a fire, its contents may have begun to decompose. This process can become self-sustaining causing the cylinder to explode, in some cases hours after the initiating event. Such cylinders pose a significant risk to anyone in the vicinity. Evacuate the area immediately and call the Fire and Rescue Service (FRS) straight away. Do not attempt to move such a cylinder nor make any attempt to release its pressure by venting it as this could accelerate decomposition.

Cylinders filled with compressed acetylene gas **must** be coloured 'Maroon' on both the shoulder and body of the cylinder. If the colour of the cylinder is different or has become obscured for some reason (e.g. paint overspray, abrasion, corrosion) it is unlawful for you to use it so contact your manager for advice.

3.5 Asbestos

Asbestos is a significant hazard when it is disturbed, the fibres become airborne, and they are inhaled. As a result asbestos should never be broken up, swept up, abraded, cut or drilled, worked on or removed without authorisation and a written safe working procedure.

NO Company employee is permitted to work with, damage or remove any asbestos or asbestos-containing materials - ACMs. Where damaged asbestos or ACMs is discovered on Company or Client premises, stop work, evacuate the area and notify management as soon as possible, so an assessment is made as to what action is required by all parties.

Should any work be required on asbestos, only an approved asbestos contractor will be allowed to undertake it after a suitable method statement of their intended working procedure is received.

Company staff that work on business-related Client sites must request the Asbestos Survey for Client sites where they may reasonably be expected to disturb or damage (accidentally or on purpose), materials they suspect to be ACM's – asbestos containing materials.

The Asbestos Survey is located: In the Company H&S Folder.

3.6 Audit (health and safety)

In order to monitor and develop Company health & safety standards, random visual health and safety inspections or checks will be undertaken by management and the results used to further improve safety systems and procedures within the Company.

3.7 Bomb threats

Employees are instructed that they must not attempt to move a suspect parcel or package. Instead, inform a senior member of staff immediately. In the event of a bomb threat being received or a suspect package found, staff should remain calm and follow the instructions of the fire wardens.

3.8 Building maintenance and repairs in workplaces

Whenever major work is planned in our occupied areas, management will identify any risks involved and take appropriate protective measures. Work undertaken by outside contractors will be subject to approval and the relevant risk assessments and method statements.











If you suspect any works that are being undertaken within Company premises present a health and safety risk to staff or others in the vicinity, report it to a member of management immediately.

3.9 Chemical safety - COSHH

The Control of Substances Hazardous to Health Regulations (COSHH) regulates the exposure of employees to hazardous substances used in and arising from work activities. The essential requirement is to make an assessment of the risk to employee's health arising from work processes and take measures to protect the health of employees and others.

The Company has carried COSHH assessments of risks and introduced appropriate measures to prevent or control exposure. Reduction in exposure will be obtained so far as is practicable by means other than personal protective equipment.

Separate COSHH assessments are available to all staff that may be affected by COSHH.

				
Gas under Pressure	Corrosive	Flammable	Dangerous to environment	Long term health hazards
				
Toxic	Oxidising	Explosive	Irritant	Harmful

NOTE: Processes (such as sand-blasting, paint-spraying, wood-cutting etc.) won't have these symbols but still need assessments if they are potentially harmful to operatives and others.

DSEAR - The Dangerous Substances and Explosive Atmospheres Regulations

The Company will assess the risks of fires and explosions that may be caused by dangerous substances in the workplace. These risks will then be eliminated where possible; or reduced as far as is reasonably practicable. The aim is to protect employees and other people who may be put at risk, such as visitors to the workplace and members of the public.

3.10 Construction (Design and Management) Regulations – CDM2015

The CDM (Construction (Design and Management) Regulations 2015 aim to reduce the risks on construction sites and make them safer for everyone. CDM 2015 applies to all construction work. The Regulations set out the requirements for managing health and safety on construction PROJECTS. A project is more than a construction site – and can apply to anything from installing kitchen cupboards, painting and decorating, tree planting and marquee erection to new-builds, demolition and even major rail projects.

Is the project 'notifiable' to the HSE?

A project is notifiable to HSE if the construction phase lasts longer than 30 working days **AND** will have more than 20 workers working **SIMULTANEOUSLY** at any point in the project; **OR** if the project exceeds 500 person days. We will use the online F10 form found at www.hse.gov.uk.

CDM Construction Phase Plan (CPP)

These will now be expected for most 'construction' projects, and will apply to smaller sites. A CPP is similar to a combination of risk assessments and method statements, but contains more site or project-specific health and safety information.

A template CPP has been produced for use the CITB (search for CITB CDM Wizard app on any smartphone). This is useful for small construction projects. This template is also available via www.hse.gov.uk.

Duty holders: All those involved in construction work have their duties laid out. See separate company guidance for this information.

The Client's Principals:

The client's principals are the Principal Designer and the Principal Contractor, and co-ordination between them all is key to a successful project. The PD and PC have equivalent and related roles for liaison and exchange of information during both the design and build stages of a project. The PD is responsible for all the pre-construction phase and any design work wherever it happens throughout the life of the project, which could overlap into the construction phase as well.

Duty holders – Principal Designer (PD).

The CDM Co-ordinator role has been replaced by the Principal Designer. This is not a direct replacement for the role, although the PD will carry out many of the functions previously carried out by a CDM-c. The key role of the PD is to act as a conduit for information flow. The PD has to:

- plan, manage, monitor and co-ordinate the pre-construction phase – gathering information such as ground surveys, structural surveys, asbestos surveys etc.

- ensure designers comply with their duties
- co-operate with and support the client in providing Pre-Construction Information

Duty holders – Principal Contractor (PC). The PC should:

- manage and co-ordinate the construction side of the project
- liaise with the PD throughout the construction phase on matters such as changes to the designs and the implications those changes may have for managing the health and safety risks
- provide information to the PD relevant to the Health and Safety file.
- effectively engage and communicate with the workforce by means of toolbox talks, meetings etc., to show leadership
- have a strong grasp of what is needed in any given situation.

Pro-activity rather than re-activity is crucial to identifying issues early and resolving them quickly. Leaders should go out to site, look for the issues, seek information and search for ways to improve the business.

Duty holders – Designer. The Designer should:

- Reduce or control risks through the design process and provide risk information with design drawings
- Refer risks that cannot be reduced or controlled through design to the PD
- Clear hierarchy for design risk management

Designers will now be expected to consider health and safety at the design stage.

Duty holders – Contractor

Their responsibilities are very similar to before. The PC is a contractor first and then a principal contractor after that. The Contractor has a duty to:

- look for corporate bodies with organisational capability, relevant policies, structures and safe systems in place
- comply with the directions given by the PD and PC
- draw up the Construction Phase Plan, even if they are the only contractor on site, and should appoint individuals who have - or are in the process of obtaining - the necessary skills, knowledge, training and education.

This is not about card schemes, but about getting the right people, with the right skills for the job. One of the biggest downfalls of CDM 2007 has been the proliferation of card schemes which consisted of short multiple choice tests rather than full instruction and training. In this regard, an NVQ is preferable to card schemes as it demonstrates workplace learning.

Workers: roles and responsibilities

All employees or self-employed persons on construction sites should be better informed and have the opportunity to be more involved in health and safety.

- Co-operating with others and co-ordinate work so as to ensure your own health and safety and others who may be affected by the work.
- Following site health and safety rules and procedures

3.11 Communication & consultation

The Company accepts the need to have and maintain effective lines of communication to enable health and safety information to be passed to employees and those affected by the work activity. These may include: contractors, sub-contractors, clients and other relevant parties such as consultants, inspectors etc.

The Company wish to promote co-operation in recommending, developing and carrying out measures to ensure the health and safety at work of employees. To achieve this we involve and consult employees in a variety of ways, and display the 'Health and Safety Law' poster. Management and site meetings will provide a channel of communication in all matters relating to health and safety at work.

Employees and subcontractors will be consulted in good time about matters relating to their health and safety at work. Those matters will include: any measures at the workplace which may substantially affect their health and safety; arrangements for competent persons nominated for the purposes of health and safety management or emergency procedures; information about risks to health and safety; the planning and organising of any health and safety training; the health and safety consequences for them of any new equipment planned to be introduced to the workplace.

3.12 Compressed air safety

The following precautions pertain to the use of compressed air in workshops:

1. All pipes, hoses, and fittings must have a rating of the maximum pressure of the compressor. Compressed air pipelines should be identified (psi) as to maximum working pressure.

2. Air supply shutoff valves should be located (as near as possible) at the point-of-operation.
3. Air hoses should be kept free of grease and oil to reduce the possibility of deterioration.
4. Hoses should not be strung across floors or aisles where they are liable to cause personnel to trip and fall. When possible, air supply hoses should be suspended overhead, or otherwise located to afford efficient access and protection against damage.
5. Hose ends must be secured to prevent whipping if an accidental cut or break occurs.
6. Pneumatic impact tools, such as riveting guns, should never be pointed at a person.
7. Before a pneumatic tool is disconnected (unless it has quick disconnect plugs), the air supply must be turned off at the control valve and the tool bled.
8. Compressed air must not be used under any circumstances to clean dirt and dust from clothing or off a person's skin. Shop air used for cleaning should be regulated to 15 psi unless equipped with diffuser nozzles to provide lesser pressure.
9. Goggles, face shields or other eye protection must be worn by personnel using compressed air for cleaning equipment.
10. Static electricity can be generated through the use of pneumatic tools. This type of equipment must be grounded or bonded if it is used where fuel, flammable vapours or explosive atmospheres are present.

Safety Requirements for Operating & Maintaining Compressed Air Machinery:

All components of compressed air systems should be inspected regularly by qualified and trained employees. Maintenance Engineers should check with state and/or insurance companies to determine if they require their own inspection of this equipment.

3.13 Consultants, experts and external advisors

There may be occasions when qualified specialist advice is required to ensure that specific tasks are completed safely and competently. In these circumstances the services of a competent external advisor, expert or consultant will be obtained.

3.14 Contractor control

The Company will endeavour to ensure that the contractors and sub-contractors we engage have the skills and knowledge to carry out the contract to the required standards without risks to health and safety. All visitors to site will sign in and must agree that their work will have no adverse safety impact on staff or those in the vicinity.

Depending on the scope of the work to be undertaken, high risk work will not be permitted unless it is under the control of a permit to work system.

3.15 Display screen equipment (DSE, or computer work)

The Display Screen Equipment Regulations concern the health and safety aspects of using DSE and computers etc. The likelihood of experiencing the possible hazards associated with DSE (musculoskeletal problems, visual fatigue and mental stress) is related mainly to the frequency, duration, intensity and pace of continuous use of DSE, allied to other factors such as environment.

Management, in conjunction with users, will carry out a suitable and sufficient assessment of the workstation using the Company DSE Form. The assessment identifies any hazards, evaluate the risks and their extent and then suggests corrective action if necessary.

3.16 Disability discrimination / Equality Act

The Company seeks to comply with the Equality Act and will take all reasonable steps to remove all unnecessary physical barriers. In addition, where specific adaptations are provided for disabled users, the Company will ensure that these adaptations are regularly checked and operational at all times.

All employees are encouraged to discuss any workplace issue with their line manager – in confidence if appropriate.

3.17 Drugs and alcohol at work

The Company is concerned to provide a safe and healthy working environment. Misuse of drugs or alcohol in the workplace will affect health, work performance and working relationships. All information gathered will be treated with

the utmost confidence. Should any employee suspect any employee is affected by drugs or alcohol misuse they should approach their line manager in confidence.

An initial assessment will be made and specialist advice sought if required to ensure that the consequences of any drink or drug abuse at work does not affect the health, safety or welfare of others in the workplace.

3.18 Dust control

Stones, rocks, sands and clays can contain large amounts of crystalline silica and are used to make kerbs, flags, bricks, tiles and concrete. Cutting, sanding or drilling these materials produces airborne dust containing very fine RCS particles. Serious health effects, such as lung cancer or silicosis, can result from exposure to RCS. This is because fine RCS particles can penetrate deep into the lungs.

All operatives will use dust extraction and/or minimising techniques when their work involves releasing large amounts of silica dust i.e. drilling, sanding, cutting, grinding etc. These may include wet suppression, LEV local exhaust ventilation and/or use of dust masks with a minimal rating of FFP3.

Warning: A major cause of inhaling contaminants (leaks) when wearing a face mask such as a dust or fume mask, is poor fit. Tight-fitting facepieces and masks need to fit the wearer's face to be effective. As people come in all sorts of shapes and sizes it is unlikely that one particular type or size of RPE facepiece will fit everyone. Fit testing will ensure that the equipment selected is suitable for the wearer.

3.19 Electrical safety

The Electricity at Work Regulations require precautions to be taken against the risk of death or personal injury from electricity in work activities including electric shock, accidents arising from contact with live terminals and fire or explosion.

Fixed electrical installations owned or leased by the Company will be inspected and tested at least every 5 years by a professionally qualified electrical engineer and records kept.

All portable electrical appliances owned, leased or used by the Company will be PAT (portable appliance test) inspected and examined by a competent person at regular intervals dependant on the usage and work locations. Portable electrical appliances generally include items with a plug that can be moved around i.e. printers, computers, extension leads, portable electric lamps, power tools, heaters, toasters, kettles, radios etc.

Under no circumstances will temporary repairs such as insulating tape be allowed. All repair work will be undertaken by qualified person (usually an electrician).

Before using any electrical equipment, staff must carry out a visual check of leads, plugs etc. If any defect is discovered, report it immediately and do not use the equipment.

3.20 Enforcement

Enforcement in the Company premises of all health and safety legislation is undertaken by Enforcement Officers who have numerous powers. They should not be hindered in their work but always report to your Director prior to any discussion with an Inspector. Inspectors may issue an Improvement Notice in order to enforce improvement of a dangerous practice or a Prohibition Notice to immediately stop a dangerous practice.

Enforcement Officers have the powers of entry to premises during operational hours. They may come un-announced. The most common reasons for inspection are to investigate a complaint, or to investigate an accident. In the event of a visit, it is important that the following points are noted:

- Inform a member of management immediately of any visits and take their advice.
- Provide information requested promptly.
- Provide all the necessary assistance to the investigating officer including access to all work areas.
- If you are required to make a statement, your rights and obligations will be pointed out to you. If you are in any doubt about this procedure, seek advice immediately.

3.21 Fire and emergency procedures

In line with current legislation, Company premises and work locations are strictly NO SMOKING areas. This includes all company vehicles whilst used for work purposes.

Fire wardens have been appointed, and all staff will be trained in fire and emergency procedures so they can adhere to the emergency procedures quickly and efficiently. Staff who visit other premises in the course of their employment, will receive further training. The Company premises are covered by a Fire Risk Assessment (FRA).

The Fire Risk Assessment is located: In the H&S Folder.

Fire EAP (Emergency Action Plan)

Procedures in the Event of a Fire:

- ◆ Operate the fire alarm - this will warn others in the area. If no alarm, shout "FIRE FIRE FIRE"
- ◆ Evacuate the building and proceed to the Fire Assembly Point.
- ◆ Ring the fire brigade on 999.
- ◆ Fight the fire ONLY if you have been trained, if it is safe to do so, if the correct extinguisher is close by and the exit is readily available to you.
- ◆ Do **NOT** stop to collect belongings or delay your exit. Do **NOT** re-enter until advised it is safe to do so. Do **NOT** use lifts.

If you hear the Fire Alarm:

- ◆ Evacuate the building and proceed to the Fire Assembly Point.
- ◆ Report to your Fire Warden at the Fire Assembly Point.
- ◆ Ring the fire brigade on 999.
- ◆ Do **NOT** stop to collect belongings or delay your exit. Do **NOT** re-enter until advised it is safe to do so. Do **NOT** use lifts.

Contractors / Temporary Staff / Consultants / Visitors etc. will be shown or given copies of this procedure. **Visitors are the responsibility of the person they are visiting.**

Type of fire	RED Water	CREAM Foam	BLUE Dry Powder	BLACK CO2	YELLOW Wet Chemical
CLASS A Combustible materials (e.g. paper & wood)	✓	✓	✓	✗	✓
CLASS B Flammable liquids (e.g. paint & petrol)	✗	✓	✓	✓	✗
CLASS C Flammable gases (e.g. butane & methane)	✗	✗	✓	✗	✗
CLASS D Flammable metals (e.g. lithium & potassium)	✗	✗	✓	✗	✗
ELECTRICAL Electrical equipment (e.g. computers & heaters)	✗	✗	✓	✓	✗
CLASS F Deep fat fryers (e.g. chip pans)	✗	✗	✗	✗	✓
Additional information	Not for use on liquid or electrical fires	Not suited to domestic use	Can be used safely on electrical items up to 1000 volts	Safe on both high and low electrical voltage	For use on extremely high temperatures



3.22 Fire assembly points and fire wardens

The Fire Assembly Point is located: Outside FRONT of building

Appointed Fire Warden

Names are displayed on the Staff Notice Board

3.23 First aid

The Health and Safety (First-Aid) Regulations aim is to reduce the effects of injury or illness suffered at work, either caused by the work itself or by some other factor outside the Company's control. First-aid at work can save lives and prevent minor injuries becoming major ones but does not include giving tablets or medicines to treat illness. Sufficient first-aid personnel and facilities will be available to give immediate assistance to casualties with both common injuries or illness and those likely to arise from specific hazards at work and to summon an ambulance or other professional help.

Appointed persons are those who, in the absence of a first-aider, look after the first-aid equipment and facilities, call the emergency services when required, and take charge of the situation. The First-aid boxes are controlled, maintained and

replenished by Appointed Persons. Each first-aid box has a guidance note as to its' contents. Mains tap water is readily available for eye irrigation.

Records of all cases treated should be made and kept in a suitable place. In addition, those who require first-aid due to an accident, incident or dangerous occurrence at work should fill out the accident book.

The Accident Book is located: Main Office

The First-Aid Boxes are located: Main Office

3.24 List of appointed first aiders

Appointed Persons

Names are displayed on the Staff Notice Board

3.25 Further Guidance

The Company may, from time to time, produce further staff guidance and information. These will be available from your line management.

3.26 Gas safety

When work with or in connection with gas is undertaken, only Gas Safe registered employees or contractors will be used and all work will be subject to risk assessments and method statements.

3.27 Hand Tools

Hand tools of various types are used in many workplaces. The three most important points with regard to their safe use are:

- To use the correct tool for the job
- To report any defects found and to stop using the defective tool immediately
- To maintain the tool in a safe condition, which will involve regular inspection in the case of electrically powered tools.

The Company will, in accordance with its general duties, make a suitable and sufficient assessment of the risks to the health and safety of our employees to which they may be exposed whilst working with hand tools. These risks will then be controlled so far as is reasonably practicable so that neither The Company's employees nor others who could be exposed to them will be put at risk.

3.28 Hazard reporting:

Everyone is encouraged to report ANYTHING they consider a workplace hazard. Senior management will investigate and take remedial action if necessary.

3.29 Health surveillance

Where the task, project or work undertaken by Company staff put them at extra risk, these will be controlled by a variety of methods including policies, procedures, training, guarding, signs, supervision and PPE etc. Where the work may cause long-term effects, it may be appropriate to undertake health surveillance and this will be monitored and enforced where necessary.

Health surveillance is where staff are checked on a regular basis by a medical professional. Currently, the Company work environment does not currently require this but this will remain under review at all times.

3.30 Housekeeping

The Company has a duty to identify hazards at work and assess the risks of accidents occurring and a clean and tidy work area is always a safer work area.

3.31 Induction

It is important that all new starters familiarise themselves with the Company Health & Safety Policies. A copy is placed on the Company Noticeboard and available from the Director. All new employees will receive induction training on day one of their employment.

Such training will cover fire procedures, warning systems, locations of exit and escape routes, evacuation and assembly procedures and injury reporting procedures, names of first aider and appointed persons, instruction on any prohibition areas, issue of protective clothing and equipment and its use, and other health and safety related information.

3.32 Infection control policy

Accidents of contracting infectious disease are rare but management will always treat any queries seriously and answer any specific questions if they are competent to do so. In general, in order to avoid potential infections, we recommend that you:

1. Cover all cuts and abrasions with waterproof dressings;
2. Use disposable gloves and aprons where necessary;
3. Clean up spills and body fluid immediately using suitable gloves and disinfectants.
4. Injuries must only be treated by a qualified first aider.

3.33 Ladders, kick steps and trestles

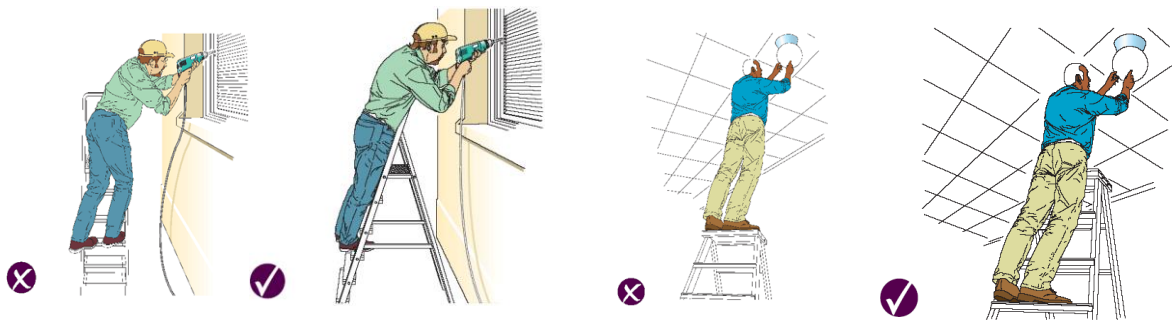
Whilst undertaking company work activities, work at height will be required. Where steps, ladders and kick-steps are provided, these will be maintained for safe use. The following guidelines are given as good practice:

- a) Is the item you are about to use the **safest** way of doing the work?
- b) Has the item been positioned safely?
- c) Are there any adverse conditions or factors that will affect the safety of the person doing the work or anyone else who may be affected?

Before use, all ladders, steps or step-ups should be visually checked. Report and take out of use, any worn or damaged equipment.

General Guidance:

- Ladders and steps must be on a firm, level base and ladders securely fixed near its upper resting place.
- Except where there is adequate handhold, ladders should rise above the height of any landing place by at least 1.05 metres.
- There should be sufficient space at each rung to provide adequate foothold.
- Only one person should use a ladder or steps at any one time.
- Ladders should incline at an angle of about 75 degrees to the horizontal.
- Ladders or steps should not be placed across doorways without taking appropriate precautions to prevent the door opening.
- Ladders and steps should be of good construction, suitable and good material, and of adequate strength for the purpose intended.
- Any defect should be reported at once.
- Do not overload the equipment.
- Do not overreach on the equipment.
- Do not use the top three rungs of the ladder or steps.
- Do not move the equipment whilst someone is using it.
- Do not move the equipment whilst someone is using it.
- Any defect should be reported at once.



Do not overload ladders and steps; do not overreach on ladders or steps; do not use the top three rungs of the ladder; and do not move ladders or steps while someone is using it.

3.34 Liquefied Petroleum Gas LPG e.g. Propane

This commonly used gas must be treated with care. It is heavier than air and if it leaks will flow into excavations, drains and cellars etc. It is flammable and a small proportion of gas in air can give rise to an explosive mixture, because the vapour can sink and flow, any vapour/air mixture may be ignited some distance from the point of leakage and the resulting flame travel back to the point of leakage.

Leakage may be noticed by the fish like smell with which the gas is normally odorised or by the cooling effect causing condensation. Leaks should not be traced using naked flames - use soapy water. In contact with skin, the liquid will cause severe frost burns.

Propane gas cylinders are painted red and marked "Propane". A bursting disc is normally fitted to the valve which will rupture if the cylinder becomes over pressurised. When not in use, the cylinders should be stored in a safe place, preferably in the open air at least 3 metres from excavation or drains etc. The storage area should be kept clear of oxygen cylinders and combustible material and must be well ventilated.

3.35 Lone working

This procedure is designed to ensure that Company employees who operate outside of normal core working hours can do so safely. There will be occasions when employees are required to work alone outside normal working hours either early, late or at weekends. It is therefore necessary to ensure that safe systems of work are in place.

No one shall be allowed to carry out any dangerous tasks whilst working alone. The management will determine whether any such tasks exist through risk assessments. These risk assessments will highlight any hazardous tasks and look for alternative methods to ensure that lone workers are not at risk. If no alternative can be found then the task must not be done whilst the employee is working alone.

All employees will be sufficiently trained to be able to undertake the range of tasks expected of them safely, and training will be documented and include what to do in an emergency.

3.36 Lifting equipment

When using any lifting equipment, ensure it is:

- Sufficiently strong, stable and suitable for the proposed use. The load and anything attached (e.g. timber pallets, lifting points) must be suitable;
- Positioned or installed to prevent the risk of injury, e.g. from the equipment or the load falling or striking people;
- Visibly marked with any appropriate information to be taken into account for its safe use, e.g. safe working loads.

Additionally, ensure that all lifting operations are planned, supervised and carried out in a safe manner by people who are competent. Further guidance on manual handling is given later on in this document.

Vehicle-lifting devices and those items used to prop vehicles are subject to the requirements of the Lifting Operations and Lifting Equipment Regulations (LOLER). They will require periodic thorough examination every six months.

3.37 Machinery Safety

The Company will take all reasonable steps to ensure the safety of all employees working on any machinery as well as to ensure the safety of others who may be affected by the machinery. The Company will seek to liaise with suppliers to ensure that any new machinery is designed and supplied to work in a safe manner, and will seek to inform and train employees to implement this policy.

Should employees have any problems relating to machinery safety, they should immediately inform a responsible person (usually a manager or supervisor) so that steps can be taken to remedy the situation.

Guarding is an important safeguard against accidents and potentially serious injuries so guards must be suitable, in good condition and used correctly. ALWAYS report defects to any guard.

3.38 Members of public

The Company has assessed the premises to ensure there are no health and safety issues pertaining to employees with members of the public. Risk assessments will dictate the safety and control measures necessary for general protection from members of the public.

When staff visit and work on other, Client sites, they should be aware of any significant risks involved with working with or alongside, members of the public.

3.39 Manual handling operations

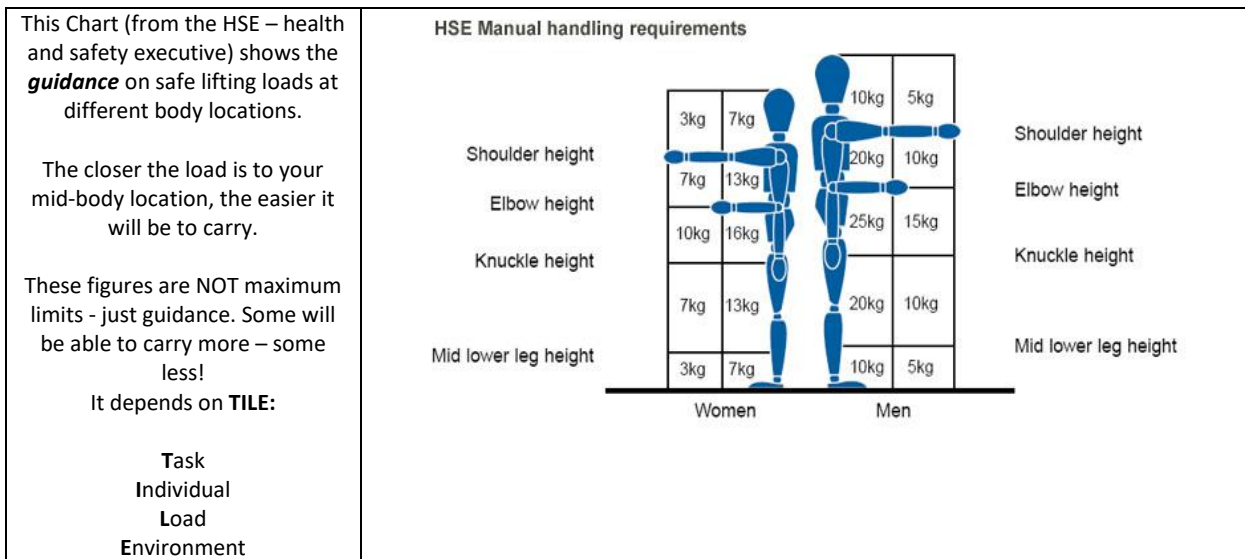
This guidance is intended to ensure that the Company fulfils its statutory responsibilities under the Manual Handling Operations Regulations. 'Manual Handling Operations' means any transporting or supporting of a load (including lifting, putting down, pushing, pulling, carrying etc.) by hand or by bodily force, as opposed to mechanical handling by crane, lift truck etc.

If the general risk assessment indicates a possibility of injury from manual handling operations, first consider avoiding the need for the operation in question. The following hierarchy of measures should be followed:

- a) Avoid hazardous manual handling operations so far as is reasonably practicable;
- b) Assess any hazardous manual handling operations that cannot be avoided; and
- c) Reduce the risk of injury so far as is reasonably practicable.

Management will lead in the carrying out of the assessments and all current ones are contained in the Company H&S folder. Assessments need to be 'suitable and sufficient'. Therefore management will look in a considered way at all of the manual handling operations in the workplace and on site.

The significant findings of the assessment will be recorded and the record kept, readily accessible, as long as it remains relevant. The assessment will not be recorded if it is simple and obvious or the manual handling operations are quite straight forward, of low risk and the time taken to record them would be disproportionate. Where the general risk assessment indicates the possibility of injury from manual handling operations but avoidance of the operation is not possible, the assessment will take into account the task, the load, the environment and individual capability.



The principles of good manual handling include: planning; position of feet; bending the knees; keeping the back straight; keeping arms close to the body; and ensuring a firm grip on the load.

3.40 Migrant workers

We recognise that there may be several factors making migrant workers more vulnerable, for example, limited knowledge of the UK's health & safety systems, limited proficiency in English language, and lack of health & safety training. When employing migrant workers we will carry out a risk assessment specifically to consider the possible additional risks where migrant workers are present.

3.41 Monitoring of standards

All levels of management will carry out periodic checks. Sub-contractors are responsible for their own monitoring procedures, and should report accident, incidents and complaints concerning health and safety issues when carrying out activities on behalf of the Company.

3.42 Musculoskeletal disorders (MSD's)

Jobs that require repetitive movements, for example repetitive twisting, squeezing, typing, hammering, pushing, pulling, lifting or reaching are all potential causes of MSDs. What can make them hazardous is prolonged repetition (occasionally in a forceful/awkward manner) without sufficient rest/recovery time.

An ergonomic approach is best suited so look at the WORK DESIGN, the ORGANISATIONAL ARRANGEMENTS, the ENVIRONMENT and the INDIVIDUAL.

3.43 Noise

The purpose of the Noise at Work Regulations is to prevent damage to the hearing of persons at work from noise in the workplace. The work activities undertaken by the Company have been assessed and some activities currently require the occasional use of ear protection.

The following guidance is given for general information:

- Identify if there is a noise problem. (E.g. If people have to shout or have difficulty being understood by someone about 2m away).
- Assess the noise levels and compare with the "Action Levels" in the regulations.
- If the noise levels measured exceed the Action Levels, then reduce noise output, as far as is reasonably practicable, at source.
- Check, that measures taken to establish control procedures are working and maintained,
- Keep employees informed at all stages of the assessment.

It is the responsibility of the Director, or person in control of the premises to co-ordinate and monitor any control measures to reduce exposure to noise of employees or other persons who may be affected. Ear protection will be provided free of charge and has been chosen to be suitable and sufficient for the tasks. Staff will be shown the correct method of using PPE and how to replace it.

3.44 New and expectant mothers

Regulation 16 of the Management of Health and Safety at Work Regulations places a duty on the Company to carry out a risk assessment in respect of new or expectant mothers.

Specific risk assessments will be carried out where there are any women of child-bearing age and the work is of a kind which could involve risk, by reason of her condition, to the health and safety of new or expectant mother, or to that of her baby.

To help the Company comply with their duties, employees must notify the company formally, in writing, when they know that they are pregnant.

3.45 Outdoor and remote workers

When employees are working outdoors, the Company will ensure that, so far as is reasonably practicable, all steps are taken to ensure their safety and health.

It will be the duty of the employees to carry out the activities in the way which the risk assessment has shown to be best to control the risk and to comply with any safe systems of work and standard operating procedures.

In very hot and sunny weather, staff are advised to:

- Wear suitable sunscreen lotion and re-apply at regular intervals;
- Take regular fluids to prevent dehydration;
- Take breaks in the shade when reasonably practicable.

In very cold, rainy or snowy weather, staff are advised to:

- Take extra care against slips and trips;
- Wear suitable warm clothing;
- Stay out of severe weather conditions where reasonably practicable;
- Take breaks inside shelter.

3.46 Personal protective equipment (PPE)

PPE includes (when worn for the protection of health and safety), protective clothing such as aprons, gloves, footwear, high visibility waistcoats etc.; and protective equipment such as eye protectors, respirators, and safety harnesses.

Following the assessment of a work activity and the identification of a risk, there are a number of questions which need to be answered.

- i) Is it possible to avoid the risk altogether?
- ii) Can a safer system of work be introduced?
- iii) Can the risk be controlled by measures which protect the whole workforce?

Once it has been determined that the risk cannot be adequately controlled by these measures, the management will ensure that appropriate PPE and training in its usage is provided. The provision of PPE is regarded as a last resort.

Senior management will state who is responsible for ensuring maintenance is carried out, together with the procedures to be followed and the frequency. If appropriate, records of tests and examinations will be kept, though most PPE issued is disposable for hygiene reasons. The Company will ensure suitable information, instruction and training is provided to enable employees to make effective use of the PPE. Currently, a wide range of PPE is issued and recorded to staff, and staff are able to request free replenishment at any time.

PPE and dust masks:

Warning: A major cause of inhaling contaminants (leaks) when wearing a face mask such as a dust or fume mask, is poor fit. Tight-fitting facepieces and masks need to fit the wearer's face to be effective. As people come in all sorts of shapes and sizes it is unlikely that one particular type or size of RPE facepiece will fit everyone. Fit testing will ensure that the equipment selected is suitable for the wearer.

Gloves	Overalls	Earplugs	Boots	Goggles	Hi-Viz	Mask	Harness	Helmet	Respirator
									

3.47 Permits to work

Some high-risk work activities may require the use of a 'permit to work' system. These tasks tend to be more hazardous (or risky) and such a system formalises the work methods and controls needed to reduce the risks to staff and others in the vicinity.

Examples of high-risk activities that may require a formal permit to work system include:

- Roof work
- Work in very confined spaces
- Specialist hot work involving naked flames such as welding

High risk activities require a higher level of staff training, risk assessments and formal documentation to reduce the chances and severity of an accident or incident. Where appropriate, the senior management will issue permits to work and further information.

3.48 Pressure systems

Pressure systems can range from steam-generating commercial coffee machines to large boilers. When working on or around pressure systems, ensure you have the relevant knowledge, training and experience. A pressure system is one that contains or is likely to contain a relevant fluid over 0.5 bar.

The main legislation covering the duties of a user of pressure equipment is the Pressure System Safety Regulations (PSSR):

- Provide safe and suitable equipment
- Fit suitable protective devices and ensure they function properly
- Carry out suitable maintenance
- Make provision for appropriate training
- Have the equipment examined (prepare a 'written scheme of examination' -WSE)
- Choose a competent person

3.49 Power tools

Power tools are only permitted to be used by trained and experienced staff and must be visually inspected before use. Defective tools should be reported and put out of use until either repaired or replaced. If appropriate, suitable PPE (personal protective equipment) must be used.

Do NOT use any powered tool unless you have been trained, feel able to use it safely and the tool is in good order.

3.50 Risk assessments

The Management of Health and Safety at Work Regulations (MHSWR) require employers to assess safety and health risks and so carry out Risk Assessments. To comply with the MHSWR, the Company will assess risks to employees and *anyone else* (such as visitors and contractors etc.,) who may be exposed to *any risk of harm* due to the manner in which the Company conducts its undertaking.

We will plan, introduce and monitor measures to ensure that particular risks are eliminated altogether or controlled adequately at all times. The Company cannot hope to control risks unless they know what they are, so in order to control risks, they need to first identify and assess them. We will review, and revise when necessary any risk assessment if:

- a) There is a reason to suspect the assessment is no longer valid, or
- b) There has been a significant change in the matters to which the assessment relates.

What is a risk assessment? It is an important part of the management tools that help assesses hazards and so help monitor the effectiveness of the safety policy.

The aims of Risk Assessment include:

- Gauging the problem associated with activities;
- Assist in developing solutions;
- Preventing or minimising the risk to injury or to the health of those working in or visiting the area and of others who may be affected.

The objectives include:

- **Hazard identification** - identifying hazards which could cause harm.
- **Risk Assessment** - assessing the risks which may arise from hazards.
- **Risk control** - deciding on suitable measures to eliminate or control risks.

A **Hazard** is anything that can cause harm (e.g. chemicals, electricity, working from ladders etc.) and **Risk** is the chance (big or small) of harm actually being done.

Stage One: Identification of hazards.

The Company has identified a range of hazards within the premises and due to the work activities.

Concentrate on those activities that could cause serious harm. But don't just look at the obvious ones - consider other peoples activities.

Stage Two: Consultation.

This involves all the relevant persons undertaking the activity such as employees and contractors.

Stage Three: Assessment of risk control rating.

Each hazard should be examined with regard to factors that increase the risk for all or some groups; and factors that decrease the risk rating i.e. PPE etc.

Stage Four: Identification of other necessary measures

Conclusions should be reached on whether existing control measures are adequate or what additions or improvements are needed.

Stage Five: Review.

Review and revise the Risk Assessment wherever there are changes in circumstances which significantly affect the hazards and risks.

Risk assessments must be 'suitable and sufficient' though it is not a requirement that every risk is recorded. Small or insignificant risks will be ignored.

Allowances will be made for staff (or others) deemed 'specifically at risk' including: pregnant staff, the very young; new; inexperienced or elderly workers. If any employee considers that the relevant risk assessments covering their area, work and work activities are not suitable or correct, they should inform their line manager.

- *Generic Risk Assessments have been carried out for some of the key activities carried out by the Company staff.*
- *The risk assessment may be amended for special circumstances.*

3.51 Road safety

It is Company policy to ensure the health and safety of our employees while they are in vehicles on company business. We will ensure that vehicles will be safe to drive and properly maintained. The duration and timing of drivers' schedules will not lead to undue fatigue. Employees must not use their mobile phones whilst driving unless they have the appropriate hands-free technology installed in the vehicle.











Employees must inform the company if their ability to drive is compromised through driving offences or medical condition.

- Do not drive and use mobile telephones
- Do not drink and drive
- Do not drive long periods (more than 2 hours) without a suitable and sufficient rest break.

All staff must comply with the requirements of the Road Traffic Act and Company procedures as appropriate.

3.52 Safety signs

A variety of safety signs are displayed around the company premises. These are to assist employees and others by offering information, warnings and instructions. The colour and shape of safety signs are regulated by the Safety Sign and Signals Regulations as follows:

Type of Sign	Shape	Symbol / Colour	Sample
Prohibition e.g. No Smoking	Round	Black pictogram on white background, red edging and diagonal line	 No smoking <small>It is against the law to smoke in these premises.</small>  No entry
Warning e.g. Electrical Risk	Triangular	Black pictogram on yellow background with black edging	 Biological Hazard  SLIPPERY SURFACE
Mandatory e.g. Ear protection must be worn	Round	White pictogram on blue background	 Wear gloves  Wear safety footwear
Emergency escape or first aid "safe sign"	Rectangular or square	White pictogram on green background	  First aid
Fire fighting e.g. Emergency fire hose	Rectangular or square	White pictogram on red background	 Fire Extinguisher  Fire alarm call point

3.53 Safety meetings

Safety meetings or briefings may be held from time to time to:

- Consider the health and safety aspects of current and proposed projects.
- Consider the circumstances and causes of accidents and potential hazards.
- Develop and review the safety policy and associated guidance.
- Help make the arrangements for safety training, instruction, and information within the Company and the effectiveness thereof.

3.54 Scaffolding

Only trained, competent and authorised staff may use and erect scaffolds and they are required to report any safety issues whatsoever to their line manager. If any employee has any concerns over the safe use of scaffolding, report it to your line supervisor.

3.55 Serious and imminent danger

In circumstances of danger which an employee reasonably believes to be serious and imminent, they may take appropriate steps to protect themselves and other persons from that danger. This may mean vacating an area to a safer position. Once informed of such a situation, senior management shall immediately carry out an investigation and advise the employee of the action to be taken.

3.56 Slips, trips and falls

Slips and trips are the most common cause of injury at work. On average, they cause around 40 per cent of all reported major injuries and can also lead to other types of serious accidents, for example falls from height. Slips and trips are also the most reported injury to members of the public. Putting in place a safe work system and ensuring all staff complies with it will contribute to a safer workplace and fewer accidents.

Always be aware of the floor condition at the workplace and take into account local weather conditions; deliveries and work routines. For example, where cleaning is carried out effectively, it can make the difference between a floor being an unacceptably high slip risk or an acceptable low slip risk.

3.57 Smoking policy

The Company has a strict NO SMOKING policy in the building, all Client sites and all Company Vehicles (including those using their own vehicles but transporting other work employees.) Smoking by employees or subcontractors may only take place in clearly marked allocated areas.

3.58 Storage

Suitable and sufficient storage facilities will be provided for all materials, equipment and spare parts used or supplied by the Company. All storage facilities will be designed so as to reduce the amount of manual handling as low as reasonably practicable. Safety steps are to be preferred to ladders, in particular for placing and retrieving goods.

If staff feel that storage racking, shelves or conditions are unsafe for any reason, they should report it to their manager for investigation.

3.59 Stress in the workplace

Well-designed, organised and managed work is good for us but when insufficient attention to job design, work organisation and management has taken place, it can result in work related stress. If any employee wishes to discuss stress at work, they may do so in confidence with a Company Director.

3.60 Temporary workers

All temporary workers will be given health and safety induction training covering the hazards of our business, emergency procedures and the management controls for those risks before they commence their duties. Persons working less than one week in total will always work under the supervision of an experienced full time worker.

We appreciate that temporary employees will be exposed to the complete range of risks to which other employees are exposed and that they will also be unfamiliar with many of the procedures and will need extra supervision for a period after their induction.

Agencies of temporary staff will be required to provide evidence that they have a safety policy as a matter of contract between our business and the agency. The policy must include a statement that their workers will comply with our safety procedures whilst on our site.

3.61 Training

Training is an important way of achieving competence by raising awareness and enabling employees to work in a safe manner. It also contributes to the Company's health and safety culture. All staff will be encouraged to attend training relevant to their area of work.

Effective training will help the Company avoid the distress that accidents and ill health cause; as well as help avoid the financial costs of accidents and occupational ill health.

The Company will provide whatever information, instruction and training are needed to ensure, so far as is reasonably practicable, the health and safety of employees and others affected by the work activity.

3.62 Vibration

Hand-arm vibration caused by operating hand-held power tools for long periods can lead to permanent health effects. It can cause a range of conditions collectively known as hand-arm vibration syndrome (HAVS), as well as specific diseases, such as carpal tunnel syndrome (CTS).

It is therefore important that the frequency and duration of use of vibration-inducing equipment kept as low as possible and staff report any signs of damage or mistreatment. Always wear suitable PPE (personal protective equipment) when required.

Do not use any vibration-inducing tool or equipment for more than 15 minutes without an equivalent break. This can be achieved through task rotation and carrying out other works in-between.

3.63 Violence at work

The Health and Safety Executive's working definition of violence is: 'Any incident in which an employee is abused, threatened or assaulted by a member of the public in the course of his or her employment'. Verbal abuse, threats and physical attacks are comparatively rare, but the Company is committed to the elimination of any and all such acts.

If you feel threatened by a Client, visitor or member of the public, immediately leave the area (if safe to do so) and report to a member of management immediately. Always report any incidents of violence whether physical or verbal and ensure these are entered into the Company accident book.

3.64 Visitors and customers

Visitors and customers will be accompanied by an employee and not be permitted to wander freely around working areas. This is important for safety and security reasons. Should a fire occur, the person who is accompanying the visitor will take him/her to the fire assembly point.

Should an incident occur involving the visitor which results in injury, this will be recorded in the Accident Book and a thorough investigation carried out as soon as possible. If the injury is of a serious nature or is fatal, the incident must be reported to the enforcing authority and the company's accident reporting system must be followed.

3.65 Waste

All waste will be handled and transported as appropriate and in line with the Company Environmental Policy. The Company will conduct regular checks to ensure that any waste contractors appointed are registered and hold appropriate licences. In general, waste will be collected, or taken to the nearest approved waste station.

3.66 Work equipment

This section details statutory responsibilities concerning work equipment under the Health and Safety at Work etc. Act 1974, and the Provision & Use of Work Equipment Regulations. It applies to new & existing work equipment from hand tools through to machinery and even complete plant.

Well-chosen and well-maintained existing equipment should require little or no action. Hired and leased equipment is also deemed to be new equipment. When selecting work equipment, we will ensure it is suitable for the purpose intended. The following aspects will be considered:

- a) Initial integrity
- b) The place where it will be used
- c) The purpose for which it will be used

All work equipment will be maintained so that it does not create a risk. Maintenance will be done by trained personnel and records kept. Employees who use work equipment or who manage/ supervise the use of work equipment should have the information necessary to ensure their health and safety.

Information can be written or verbal as necessary. The Company will take into account the skill of the employees involved, experience, previous training, and degree of supervision and complexity of the job. Effective measures will be taken to prevent contact with dangerous parts, such as various forms of guarding, and the lighting and environment has been checked to be suitable.

Staff should ensure that they are suitably trained in the correct use of any equipment used at work, and that they report any safety issues to their manager as soon as possible.

3.67 Workplaces

The Company aims to ensure that workplaces meet the health, safety and welfare needs of each member of the workforce – including people with disabilities.

3.68 Work at height

A large number of work-related deaths involve **falls from height**. These may include ladders, scaffolds, working platforms, mobile towers, roof edges and falls through fragile roofs or roof lights. Remember - you can be on ground level and still be at danger i.e. falling over the edge of an unguarded hole, car inspection pit, drainage system, trench or void.

The Work at Height Regulations apply to all work at height where there is a risk of a fall liable to cause personal injury. They place duties on employers, the self-employed, and any person that controls the work of others (for example facilities managers or building owners who may contract others to work at height).

As part of the Regulations, the Company will ensure:

- All work at height is properly planned and organised;
- Those involved in work at height are competent;
- The risks from work at height are assessed and appropriate work equipment is used;
- The risks from fragile surfaces are properly controlled; and

- Equipment for work at height is properly inspected and maintained.

Work at height may involve specialist contractors where necessary e.g. scaffolders. The use of such items as mobile elevated work platforms and cherry pickers will be subject to an assessment before use. Where required, a trained operator will be hired in with specialist equipment.

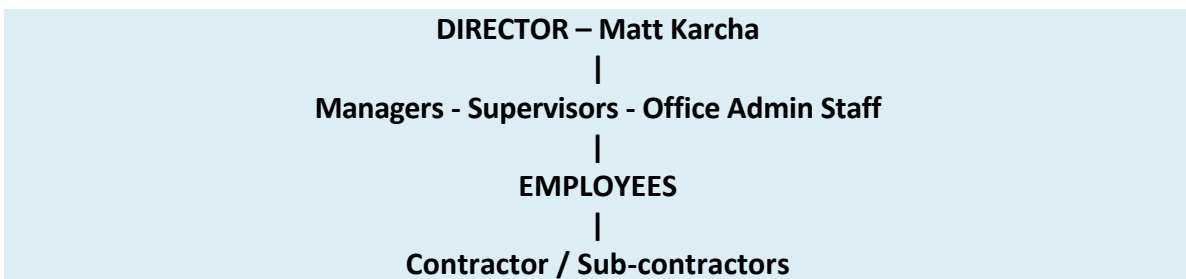
When using ladders or any other equipment that helps you work at height, be sure you know how to use them safely or seek advice.

3.69 Young persons

Before employing a young person (those under the age of 18), the Company will undertake a risk assessment. The Company risk assessments will take account of the characteristics of young people and activities which present significant risks to their health and safety, and these will be reviewed if the nature of the work changes or they are no longer valid.

The Company will not employ young people to do work which is beyond their physical or psychological capacity or which involves a risk of accidents which they are unlikely to recognise because of e.g. their lack of experience, training or attention to safety.

Organogram - organisation chart



4. REFERENCES

- HSAWA The Health and Safety at Work etc., act 1974 (HSAW)
- The Management of Health and Safety at Work Regulations
- CAR Control of Asbestos Regulations
- Control of Vibration at Work Regulations
- Control of Lead at Work Regulations
- Control of Noise at Work Regulations
- COSHH Control of Substances Hazardous to Health Regulations
- CDM Construction (Design and Management) Regulations
- DSEAR Dangerous Substances and Explosive Atmospheres Regulations
- DSE Display Screen Equipment Regulations
- EAT Electricity at Work Regulations
- Gas Safety (Installations and Use)
- Health and Safety (First Aid) Regulations
- Health and Safety (Safety Signs and Signal) Regulations
- LOLER Lifting Operations and Lifting Equipment Regulations
- MHOR Manual Handling Operations Regulations
- PPE Personal Protective Equipment at Works Regulations
- PUWER Provisions and Use of Work Equipment Regulations
- RRO Regulatory Reform (Fire Safety) Order
- RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regs
- The Corporate Manslaughter and Corporate Homicide Act
- WHR Working at Height Regulations
- WHSWR Workplace (Health, Safety and Welfare) Regulations (as amended by the Health and Safety (miscellaneous Amendments) Regulations