

Scope

This Health and Safety Manual defines the Health and Safety Policy, the organisation and the arrangements made by:

**DC Engineering East Anglia Ltd
51 Turbine Way
Swaffham
Norfolk
PE37 7XD**

at its sites as required by Section 2(3) of the Health and Safety at Work etc Act 1974.

HEALTH & SAFETY POLICY

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HEALTH AND SAFETY POLICY

1. INTRODUCTION

This Company Policy Statement on Health and Safety, of DC Engineering Ltd is issued in accordance with Section 2(3) of the Health and Safety at Work Act 1974.

The prevention of accidents and ill health is one of the most important functions of our Directors, employees because:

We do not want any employee or other person to suffer as a result of our work.
We intend to comply with all health and safety legislation.
We recognise that accidents, unsafe and unhealthy working conditions can be a considerable drain on the financial resources of the Company and demonstrate a lack of efficient management.

This document has therefore been prepared to define the way that this company intends to manage health and safety and to meet the requirements of Section 2 (3) of the Health and Safety at Work etc Act 1974 which requires an Employer to prepare a statement of general policy with respect to the health and safety of employees and the organisation and arrangements set up to carry out the policy.

It has been drawn up taking into account the general duties of the Health and Safety at Work etc Act 1974 which are simply summarised as follows: (Note that this is not a legal interpretation of the Act).

The Employer must ensure, so far as is reasonably practicable, the health and safety at work of his employees by providing:-

- A safe system of work
- Safe plant and equipment
- Safe means of handling, transporting, etc articles and substances
- Adequate training, instruction, information and supervision
- A safe place of work with safe access to and egress from the place of work
- A safe and healthy environment
- Adequate welfare facilities
- Arrangements for joint consultation where Safety representatives have been appointed.

The Employer must also ensure that the way his work is carried out does not, so far as is reasonably practicable, affect the health and safety of persons other than his employees e.g. other contractors, visitors, public.

If the Employer controls a site or premises where other persons are required to work he must ensure, so far as is reasonably practicable, that the site or premises, or anything on the site or premises does not present a risk to their health and safety.

Persons who manufacture, supply etc any articles and substances for use at work, or erect or install any plant or equipment, have duties to ensure the health and safety of those who will use etc the article or substance etc.

Employees must look after their own health and safety and ensure that they do not endanger others. They must also co-operate with the Employer to assist in meeting the statutory requirement.

No person must recklessly or wilfully interfere with anything provided for health and safety.

Failure to comply with these duties or to breach any of the specific regulations for Health and Safety can lead to prohibition or improvement notices which will interfere with the progress of work and prosecution of the Company, individual Directors, Managers, Supervisors or Operatives with fines and possible imprisonment for certain offences.

Note that the arrangements refer to appropriate legislation and guidance which must be applied to our work. Further information and advice on these requirements is available from the Directors. Copies of special regulations will be kept at the main office in Gooderstone. British Standards, Health and Safety Executive Guidance booklets and other publications referred to can be made available from the Director, upon request

2. GENERAL STATEMENT

Our Policy is (in line with HSG65 – Successful Health & Safety Management) to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

Adequate provisions for health and safety are essential to working life and the prevention of injury and losses are not only vital to DC Engineering's efficiency and success, but also in the best interest of all our employees and their families.

We therefore, aim to:

- a. Ensure that all employees are fully aware, through training, of their own individual responsibilities for safety and of the safety rules and procedures which are relevant to their own jobs. To this end this document will be available to all employees and all amendments will be notified to all employees on issue.
- b. Maintain necessary and up to date knowledge and information and developments concerned with safety and health at work.
- c. Ensure that legal requirements are met.
- d. Ensure new methods, machinery and procedures are examined to identify possible hazards so that protective measures may be taken.

We cannot stress too much the importance of co-operation from the workforce and the need for good communications at all levels in the company.

Maintain necessary, up to date knowledge, information and developments concerned with safety and health at work including continually looking to improve.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out in this document. Neglect of health and safety requirements will be regarded as seriously as any other disciplinary offence.

The policy will be kept up to date, particularly as the Company changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed, when necessary and at least yearly.

Signed:.....

Dean Clark
Director

Dated: 8th October, 2015

SECTION 3

The Company's Organisation for Dealing with Health and Safety

- 3.1 Directors
- 3.2 The Employees
- 3.3 Transport and Driving
- 3.4 Health and Safety Advisor
- 3.5 Sub-Contractors
- 3.6 Management Structure
- 3.7 Management Review
- 3.8 The Directors and Documentation
- 3.9 Joint Consultation
- 3.10 Safety Representatives or the employee/s nominated for consultation for Health and Safety (RES)
- 3.11 Safety Committee
- 3.12 Constitution

3. THE COMPANY'S ORGANISATION FOR DEALING WITH HEALTH AND SAFETY

3.1 The Director (Mr D Clark)

The Director must ensure that all Safety and other related documentation are maintained up to date and in an orderly manner and ensures that all major injuries, notifiable accidents and dangerous occurrences are recorded and notified in accordance with legal requirements.

In the absence of the Director it is the responsibility of Matthew Clark to ensure that the Health, Safety and Environment Policy is carried out and complied with by all concerned.

The Directors responsibilities are:

- a) Responsible for industrial Health and Safety within the Company and the implementation of the Policy.
- b) Will ensure that there is an effective policy for industrial health and safety within the Company.
- c) Should evaluate all risks in the Company relating to accidents at work, health risks at work, loss or damage to Company property and risks to the public through Company activity.
- d) Shall arrange for the periodical inspection, maintenance and testing of plant and machinery including the inspection and checking of new machinery before commissioning.
- e) Ensure that the assessment of the hazards caused by substances, which are hazardous to health, including dust, fumes and vapours has been carried out, paying particular attention to young persons or new and expectant mothers
- f) Ensuring that the findings of the Risk Assessments are brought to the attention of relevant personnel.
- g) All insurance liability and losses are periodically assessed including adverse trends and arrange for all necessary insurances.
- h) Will ensure that adequate finances are available to sustain a proactive Health and Safety Programme.
- i) Will regularly review the Health and Safety Policy at least annually, when the company's activities change, and to comply with new legislation.
- j) Shall ensure there are in place procedures so all employees receive adequate induction training, continuous training and specific job training.
- k) Will monitor and review all procedural documentation to prove its effectiveness, i.e. maintenance programmes, statutory inspections, asbestos registers, written work procedures, operational procedures, COSHH and Risk Assessments
- l) Will ensure all staff are aware to inform visitors the appropriate Health and Safety brief relevant to their visit and the locations they are to visit whilst on site.

- m) Shall ensure that responsibilities are properly assigned and accepted at all times and personnel are adequately supervised.
- n) Shall advise the staff of any amendments or changes in the law.
- o) Shall review the Company's Health and Safety accident investigation reports and take action to reduce unfavourable trends and satisfy himself that the correct conclusion and corrective action is taken to prevent any reoccurrence.
- p) Shall ensure that mandatory requirements appertaining to the Company's activities are complied with.
- q) Shall measure, appraise and correct the Company's safety performance.
- r) Drawing up and implementation of safe systems of work and the provision and use of appropriate protective equipment.
- s) Shall ensure that fire awareness training is carried out and emergency procedures are in place.
- t) Shall when requested assist in the investigation of all accidents and damage to Company property and recommend corrective action and notify reportable occurrences to the enforcing authorities.
- u) Shall liaise closely with the Health and Safety Executive's Factory Inspector and Health and Safety Advisor.
- v) Shall act upon any beneficial recommendations brought to his attention by employee or where the risk assessments identify any necessary changes to work practices
- w) Shall ensure adequate numbers of personnel are trained in first aid and that there are adequate first aid facilities.
- x) Attend and supply material for the safety committee meetings

3.2 The Employees

With regard to general safety, it is stated under Section 7 and 8 of the Health and Safety at Work Act 1974:

"It shall be the duty of every employee while at work:

- a) To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- b) As regards any duty or requirement imposed on their employer or any other person by or under any of the relevant statutory provisions, to co-operate so far as is necessary to enable that duty or requirement to be performed or complied with.
- c) To make be familiar with and conform to the Companies Health and Safety Policy, Procedures, follow the requirements of the Risk assessments and company rules at all times.
- d) Report to management any illness, medical condition or prescribed drugs which may affect their ability to work safely so the company can take the necessary steps to ensure their safety or anyone else's
- e) Use/wear appropriate personal safety clothing and equipment for the task in hand and ensure it is inspected prior to use and report any damaged or defects.
- f) Conform to all instruction given by a Director in the interest of Health and Safety at work.
- g) Report all accidents however minor immediately to a Director as well as any damage caused whether persons are injured or not.
- h) Enter all accident details into the Accident Book (BI510).
- i) Report all hazards and hazardous situations a Director and do not use any damaged or defective equipment.
- j) In the interest of Health and Safety, employees should make any beneficial recommendations to a Director.
- k) Every employee must be aware of the correct emergency action to be taken in the event of a fire.
- l) Always store materials and equipment safely and do not block fire exits or walkways
- m) Obey all rules and procedures when visiting client's sites
- n) Shall not be under the influence of alcohol or any drugs and will refrain from any horseplay.

No person shall intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety and welfare in pursuance of any of the relevant statutory provisions." Works safety rules and safety equipment has been introduced in furtherance of this aim and failure to use these will be subject to the disciplinary procedures.

3.3 Transport Driving

- a) Read and understand the Company's Safety Policy and carry out your work in accordance with its requirements.
- b) Ensure that any defect in your vehicle is reported immediately to your Director.
- c) Make regular inspections of your vehicle for obvious defects.
- d) Wear suitable safety footwear and protective clothing, as you will be exposed to the same hazards as others on site when not in the cab of your vehicle.
- e) Drive in a safe manner at all times, and be particularly careful when driving on sites, to consider the conditions of temporary access roads or roads that are under construction and being used for access purposes.
- f) Ensure before reversing that there are no obstructions or people behind the vehicle. Preferably, ask someone to act as Banksman when you reverse.
- g) Report all accidents or damage, however minor, to your Director immediately.
- h) Ensure that any load on your vehicle is well secured; also that your vehicle is not overloaded or loaded in such a way as to affect the handling of the vehicle.
- i) Ensure that hazardous loads are carried in accordance with instructions, that any necessary signs are displayed and that the appropriate documents are available in the cab.

3.4 Health and Safety Advisor

The Company has appointed a Health and Safety Advisor as the competent person to advise the Company on Health and Safety issues, thereby assisting the Company to comply with the Management of Health and Safety at Work Regulations 1999.

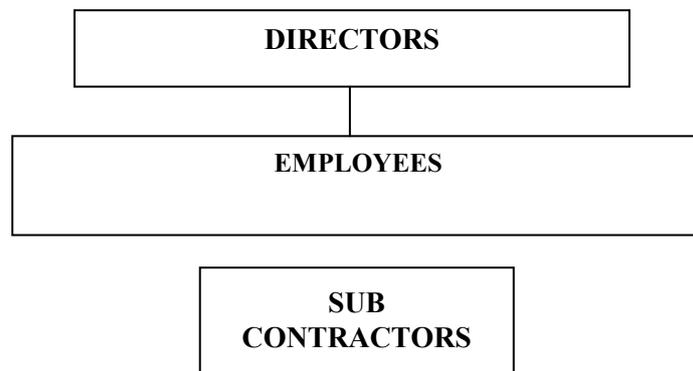
Should a Health and Safety query be raised that cannot be handled successfully by the Director the individual can contact the Health and Safety Advisor direct and suitable information and advice will be provided.

3.5 Sub-Contractors

1. All sub-contractors will be expected to comply with the Company Policy for Health, Safety and Welfare and must ensure their own Company Policy is made available on site whilst work is carried out.
2. All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public.
3. Assessment of risk associated with any substance, process or work activity on site which will be hazardous to health and safety, must be provided to our Contract Department before work commences. Any material or substance brought on site which has health, fire or explosion risks must be used and stored in accordance with Regulations and current recommendations and that information must be provided to any other person who may be affected on site.
4. Scaffolding used by sub-contractor's employees (even when scaffold erected for other contractors) must be inspected by their employer or a competent person appointed by their employer to ensure that it is erected and maintained in accordance with the Regulations and Codes of Practice.
5. Sub-contractor's employees are not permitted to alter any scaffold provided for their use or use or interfere with any plant or equipment on the site unless authorised.
6. All plant or equipment brought onto site by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking. Information and assessment on noise levels of plant, equipment or operations to be carried out by the Sub-Contractor must be provided to our company's Site Representative before work commences.
7. No power tools or electrical equipment of greater voltage than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be to latest British Standards for industrial use, and in good condition.
8. Any injury sustained or damage caused by sub-contractor's employees must be reported immediately to this Company's Site Representative.
9. Sub-contractor's employees must comply with any safety instructions given by this Company's Site Representative.

10. This Company has appointed a Health and Safety Advisor to advise on health and safety matters. Safety inspections shall be carried out regularly by the Director. Sub-contractors informed of any hazards or defects noted during these inspections will be expected to take immediate action. Subcontractors will provide the Company's Site Representative with the name of the person they have appointed as Safety Supervisor.
11. Suitable welfare facilities and first aid equipment in accordance with the Regulations must be provided by sub- contractors for their employees unless arrangements have been made for the sub-contractor's employees to have the use of this Company's facilities.
12. Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc. cleared as work proceeds.
13. All operatives, sub- contractors, visitors, etc. on the Company's sites will wear safety helmets at all times other than in areas specifically designated as "no risk" areas by site management. Signs erected on site that safety helmets to be worn must be complied with by subcontractor personnel.
14. A detailed Method Statement will be required from sub- contractors carrying out high risk activities, e.g. asbestos removal, steel erection, demolition, roofing, entry into confined spaces, etc. The Method Statements for high risk work must be agreed with the Director before work begins so that compliance with the agreed Method Statement can be maintained.

3.6 Management Structure



Consultation between management and employees is provided by the Associate Director/General Manager. Employees are requested to consult in a proactive fashion with the above.

3.7 Management Review

The Directors undertake periodical reviews of the Health and Safety Policy, organisation and arrangements, to ensure their continuing suitability and effectiveness, and that the policy objectives are being met. The results of internal Health and Safety checks, audits and records are used in these reviews. The Policy will be reviewed at least once a year.

3.8 The Directors and Documentation

The Directors will ensure that all safety and other related documentation is maintained regularly and in an orderly manner and ensures that all major injuries, notifiable accidents and dangerous occurrences are recorded and notified in accordance with legal requirements.

The principal language used throughout the organisation for health & safety documentation shall be English. Where necessary, The Company shall provide translations of documents into other languages as required by the needs of their employees, and others.

3.9 Joint Consultation

1. Within the clearly defined function and responsibilities of management there is a duty for the Directors to communicate with employees.
2. To enable the effective implementation of the Health and Safety General Policy and Statement of Intent and Procedures, communication and consultation has to take place between management and employees.
3. DC Engineering employs a non-unionised workforce. Under the Health and Safety (Consultation With Employees) Regulations 1996 there needs to be consultation on all matters of Health and Safety with the whole workforce or with elected employees representatives, known as a Responsible Employee for safety (RES).

3.10 Safety Representatives or the employee/s nominated for consultation for Health and Safety (RES)

The Directors shall arrange for the appointment of an employee responsible for safety known as the Representative of Employees Safety (RES), as per the Health and Safety (Consultation with Employees) Regulations 1996 via a ballot from the workforce to nominate an employee who will represent the employees in consultation with the employer on Health and Safety matters. It is the duty of each Representative of Employees Safety to further the cause of accident prevention in his or her own department/branch. This can be done partly by noting unsafe practices and supporting the Directors in informing fellow employees of the dangers.

3.11 Safety Committee

The prime function of the Safety Committee is to consult, advise and act as a two-way channel of communication through which suggestions can flow from employees to management and vice versa. The ultimate object is to reduce safety hazards and thereby accident levels to the minimum throughout the year.

The aim is to create a medium for joint consultation between employer and employee representatives to enable both parties to co-operate effectively in setting up and developing the strategy for Health and Safety within the organisation. To assist and advise as necessary, management in the implementation of health and safety rules, company procedures and safe systems of work.

Subjects To Be Kept Under Constant Review

1. Legal obligations of the company.
2. Legal obligations of the employees.
3. Health and Safety Objectives and Targets.
4. Safety rules and regulations.
5. Housekeeping and enforcing of.
6. Safety plans for new equipment and new methods.
7. Work methods.
8. Accident statistics.
9. Accident investigations.
10. Protective equipment.
11. Safety guards on machines and portable equipment.
12. First aid arrangements.
13. Fire precautions.

3.12 Constitution

The committee will vary but in general it should consist of one or two members representing the management and one or two representatives for the employees.

The responsibilities and make-up of the Committee are amplified below:

- a) Management Representatives shall be nominated by the Chairman.
- b) Employee Representatives shall be appointed by the Supervisors.
- c) A Director shall be ex-officio Chairman.
- d) The Director shall act as Secretary.
- e) The Committee shall have the power to co-opt additional temporary members for special purposes.
- f) The Committee shall meet at least every three months, but may be summarily called together at any times as circumstances demand.
- g) Time whilst engaged on the work of the Committee shall be deemed to be working time and paid accordingly.
- h) The Committee shall cause proper minutes to be kept of all members as well as being posted on the notice board.
- i) Suggested formation of Safety Committee:

Directors
Director
A Supervisor
Employees

SECTION 4:

Arrangements for Health and Safety Procedures

- 4.1 Safe Working Practices
- 4.2 General
- 4.3 Obstructions
- 4.4 Plant and Equipment
- 4.5 New Equipment
- 4.6 Machinery
- 4.7 Machinery Safety
- 4.8 Lifting Appliances
- 4.9 Occupational Health
- 4.10 First Aid
- 4.11 Accident Investigation
- 4.12 Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR)
- 4.13 Health Problems
- 4.14 Skips
- 4.15 Fire Precautions
- 4.16 Precautions
- 4.17 Fire
- 4.18 Explosion
- 4.19 Housekeeping and Premises
- 4.20 Environmental Protection 1990
- 4.21 Smoking Policy
- 4.22 Safety Inspections and Procedures
- 4.23 Floors and Gangways
- 4.24 Safety Precautions
- 4.25 Discipline
- 4.26 Safety Checks
- 4.27 Vehicle Safety
- 4.28 Motor Vehicles
- 4.29 Vehicle Inspection
- 4.30 CDM Regulations
- 4.31 Contractors and Visitors
- 4.32 Young Persons
- 4.33 Working in Occupied Premises
- 4.34 Advice and Consultancy
- 4.35 Training
- 4.36 Welfare Facilities Provided for Employees
- 4.37 Floors and Traffic Routes
- 4.38 Organisation of Traffic Routes
- 4.39 Transparent or Translucent Doors, Gates & Windows
- 4.40 New Hazards
- 4.41 Safe Systems of Work
- 4.42 Electrical Equipment
- 4.43 Drugs and Alcohol
- 4.44 Design for Health
- 4.45 Comfort
- 4.46 Dangerous/Hazardous Substances in the Workplace
- 4.47 Noise at Work
- 4.48 Working at Heights
- 4.49 Introduction to Risk Assessments
- 4.50 Risk Assessments
- 4.51 Working Environment
- 4.52 Personal Protective Equipment
- 4.53 Manual Handling of Loads
- 4.54 Display Screen Equipment
- 4.55 Documentation
- 4.56 Violence

4. ARRANGEMENTS

4.1 Safe Working Practices/Procedures

Specific information on safety matters will be set down in instructions for particular task or processes. However, many principles of safe working practice are common to any situation and the following rules are to be observed throughout the Company's premises. The Company has compiled various written procedures to ensure safe working practices by personnel and it is important that these are fully complied with. The written procedures can be found in section 6 of this manual, personnel should refer to these prior to carrying out various tasks. It is the responsibility of Management to ensure that personnel are informed of these procedures and to compile any additional written procedures.

4.2 General

- a) It is the duty of all employees to be conversant with and to observe and obey all notices, signs and regulations concerning safety and welfare, applicable to their occupation and place of work at any particular time.
- b) It is the duty of all persons to comply with any statutory regulations concerning their work, such as the Personal Protective Equipment Regulations 1992, the Control of Substances Hazardous to Health 2002, the Electricity at Work Regulations 1989, the Health and Safety at Work Act 1974, the Provision and Use of Work Equipment Regulations 1998, the Management of Health and Safety at Work Regulations 1999, etc.
- c) Fire is a major risk. Employees must observe "No Smoking" areas and "Flammable Goods" warnings. They must also participate in any fire drills that are organised by the Company. Fire doors must be kept closed.
- d) Where protective equipment is provided for use in specified circumstances, whether under statutory regulations or not, all employees engaged in such processes shall use the protective devices at all times. Clothing and hairstyles at work must be suitable for the wearers occupation and not likely to cause danger.
- e) Where written procedures exist for a job function, they must be implemented in accordance with Company rules.

4.3 Obstructions

- a) No employee shall leave any goods, boxes, parcels, tools or other item in or on a designated gangway, corridor, staircase or other entrance or exit, where obstructions could occur to the passage of people or vehicles.
- b) Where it is necessary to temporarily extend a cable, hosepipe or other obstruction across working areas, offices or passageways, such obstructions must be secured or clearly marked with warning barriers, flags or other appropriate devices.
- c) Before any inspection cover is removed, or other low level hazard created, it must be surrounded by a protective barrier of suitable size, strength and visibility to protect persons from danger.

4.4 Plant and Equipment

So far as is reasonably practicable, all plant and equipment used must be safe and without health risks, and be:

- a) Of good construction.
- b) Of suitable and sound materials.
- c) Of sufficient strength and suitability for its intended purpose, and
- d) So used and maintained that it remains safe and without health risks.

For Further information regarding specific procedures for Plant and Equipment see section 6.

4.5 New Equipment

In the case of all new machinery, it is the responsibility of the Company, to ensure that the equipment is installed and safe to use before being used by employees.

It is of the utmost importance that the procedures for the installation of such machinery and equipment are complied with to the full to ensure that all safety provisions are operating effectively and provide a safe system of work. This must include the provision of adequate training for all persons required to maintain, use or operate the equipment or machinery.

Whenever a new type of machine is being introduced, procedures are:

- a) The Company must see the machinery in operation before the transfer takes place or a competent technician/engineer must accompany the machine to the new site to give instruction on the installation and operation.
- b) The suppliers handbook or comprehensive written instructions shall be provided with the machine or equipment, including relevant details of all modifications and improvements.
- c) The Company will supervise and check the installation and understand the method of operation.
- d) The Company will be fully informed on the safety provisions and see them functioning satisfactorily.
- e) The Company will ensure that all operators to be employed on the machine/equipment are given full instructions and training in all operating and safety procedures.
- f) The Company will ensure that all operators to be employed on the machine/equipment are given full instructions and training in all operating and safety procedures. These procedures must be taken into consideration when drawing up the training programmes and work specifications.
- g) On no account should persons be asked to operate any equipment before receiving the necessary instructions.
- h) Employees will not use any defective equipment. Any equipment discovered to be defective will be removed from service immediately and shall not be used until it has been repaired or replaced as necessary.
- i) The Company has a regular maintenance programme including as necessary, inspection, testing, adjustments, lubrication and cleaning at suitable intervals, records of inspections etc. (*see Company Procedures HSP103 Maintenance of Equipment*).

4.6 Machinery

- a) All equipment is to be checked by the operator prior to use in accordance with the Approved Code of Practice and the Company's Safe System of Work as set out by the Company.
- b) No employee shall use any machine or items of equipment until instruction has been received in the correct use and safety procedures and authority given for such work to commence.
- c) No machinery or powered equipment shall be used unless two people are present in the area. Where work is undertaken outside normal working hours, arrangements must be made for a telephone to be accessible for use in an emergency.
- d) Before maintenance work is carried out, machines must be rendered safe and in-operative by isolation from power sources, withdrawal of fuses, etc. Machines undergoing maintenance must be clearly marked with warning notices both at power source and control panel to prevent other employees attempting to start the equipment. Lock off devices must be used where provided.
- e) When specific tasks need to be carried out on live electrical circuits or equipment, the following will be in place:
 - Only authorised persons carry out the task
 - System will be in place to prevent non users coming into contact with live circuits
 - Should equipment have to be left live, adequate protective devices will be provided i.e. shrouds/covers.
 - Adequate notices will be displayed to define live equipment.
- f) Operating instructions, whether written or verbal, concerning the use of machinery must be strictly followed.
- g) All machine guards must be in place before equipment is used. Any defects relating to guards and other safety equipment must be reported to management immediately.

For further information please see Company Procedures, HSP34 Use of Powered Machinery, HSP35 Use of Hand Tools and HSP37 Use of Electrical Equipment & Services in section 6.

4.7 Machinery Safety

It is the duty of all employees before using any machinery to check that:

- a. You know how to stop the machine before you start it.
- b. All fixed guards are fitted correctly and all mechanical guards are working.
- c. All materials to be used are clear of working parts of the machine.
- d. The area around the machine is clean, tidy and free from obstruction.
- e. Your Manager is told immediately if you think a machine is not working properly.
- f. You are wearing appropriate protective clothing and equipment, such as safety glasses.

Employees should never:

1. Use a machine unless you have been trained and authorised to do so.
2. Attempt to clean a machine in motion. Switch it off, isolate and immobilise.
3. Use a machine or appliance which has a danger sign or tag attached. Danger signs should be removed only by an authorised person who is satisfied that the machine or process is safe.
4. Wear dangling chains, loose clothing, gloves, rings or long hair which could get caught in moving parts.
5. Distract people who are working on machines.

It is the duty of the Company to:

1. Check guards and other safety devices are regularly checked and maintained.
2. Be alert for anyone defeating or getting around safety guards or devices.
3. Consider the best material for the guard.
4. Machines should be positioned away from customers.
5. Ensure control switches are clearly marked to indicate their effect and which machine they control.
6. Make sure the guards are robust, kept in position and effective, even during cleaning.
7. If maintenance workers need to remove guards or other safety devices make sure they are protected by some other means.
8. Identify risks from electrical, hydraulic or pneumatic power supplies.
9. Check that emergency cut off switches e.g. mushroom head push buttons, are coloured red and within easy reach.
10. Make sure controls are designed and in place to avoid unintentional operation e.g. shrouded start button.
11. Train operators to work machines safely and provide them with protective clothing.
12. Safety check the plant before first use and after modifications.

4.8 Lifting Appliances (Forklift Truck etc)

- a) No employees shall use any lifting appliance without having received full instruction and authority.
- b) No employees shall use any lifting appliance in excess of the safe working load. Every precaution shall be taken to ensure that such mechanised movement is carried out with regard to the safety of other employees and due warning given of approaching loads overhead.
- c) Employees shall use lifting appliances or other mechanical equipment to elevate or transport any person unless such equipment is specifically designed for the purpose, i.e. a proper elevating platform.

Please see Company Procedures and Forms HSP11 Lift Trucks, HSP32 Lifting & Handling of Loads by Mechanical Means, HSP61 Lifting Operations & Inspection Procedures and HSF141/B Daily Forklift and Electric Powered Truck Checks in section 6 & 7.

4.9 Occupational Health

In the case of Occupational Health hazards, for instance, noise or toxic substances or the emission of toxic fumes, the responsibility for controlling and monitoring is the same as for all other safety factors.

All processes should be kept under constant review to ensure that they are not being operated at levels likely to cause health hazards to employees and/or to the general public. This applies especially to new processes or changes in old processes when a careful check should be made. Whenever there is an element of doubt, it is the duty of the Company to obtain specialist advice and where applicable, authorisation from the management before proceeding. (***See Company Procedures HSP23 Occupational Health***).

4.10 First Aid

First Aid Boxes are located in suitable areas in the individual premises. Suitable notices will be displayed advising of their positions.

The names and locations of trained and qualified First Aiders will be displayed on suitable notices to inform all personnel of whom their department First Aiders are.

The following will be maintained:

- a) First aid boxes to be suitably equipped.
- b) The names and work places of qualified first aiders will be displayed at the first aid boxes, together with clear instructions for summoning outside medical facilities.
- c) First aiders are to be trained and appointed and are to be responsible to see that the boxes are fully equipped.
- d) The Company will ensure that sufficient first aiders are trained to meet current requirements.
- e) An accident record book is to be maintained by the Company stating date, time and name of patient, location and nature of injury and place occurred. The record book is to be made available to all with a responsibility for Health and Safety and kept in accordance with the Data Protection Act.
- f) First aid treatment should be carried out by qualified first aiders.
- g) Serious injuries should be treated by a GP, paramedic and/or taken to hospital for treatment, the Company shall be informed of all incidents and accidents.
- h) Employees are responsible for reporting all accidents no matter how trivial to management, which will then be recorded in the Accident Book.

4.11 Accident and Near Misses Investigation

All accidents and Near misses will be investigated by the Company. The purpose of this investigation is to establish their cause and to ensure that all necessary steps are taken to avoid a recurrence. Investigations should cover all the circumstances relating to the accident or the near miss and eye-witness accounts should be obtained where possible. (*See Company Procedures HSP9 Accident Reporting & Investigating Procedures in section 6 and Company Form HSF2 Near Miss Report Form, HSF3 Incident Investigation Report, HSF135 Accident Investigation Form in Section 7*).

4.12 Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR)

The Company shall ensure that all major injuries, notifiable accidents are recorded and notified in accordance with legal requirements. The HSE will be telephoned on 08453 009923 or contacted online to hse.gov.uk to complete a written report. (*See Company Procedures HSP44 RIDDOR 95 in Section 6*).

4.13 Health Problems

It is the responsibility of the Company to carry out a risk assessment on all substances hazardous to health and to reduce the risk to those people working with these substances.

It is the responsibility of the Company to:

- a. Ensure that control measures are used and that equipment is properly maintained and procedures observed.
- b. It is the responsibility of the Company to inform, instruct and train employees about the risks and the precautions to be taken.
- c. Where employees find their capacity for work temporarily reduced by illness or injury, then it is the responsibility of the management to assist in the readjustment of that person returning to work.
- d. It is the responsibility of management to anticipate and resolve possible weaknesses in an employee's physical and mental state. (*See Company Procedures HSP18 AIDS & HIV, HSP93 Violence at Work Policy and HSP95 Managing Stress in the Workplace*).

4.14 Skips

Whilst on site the Company shall ensure the safe use of skips. All skips provided will be from a contractor who is registered, proof of registration shall be held at the Company's office. All skip providers shall comply with the Environmental Protection Act 1990 and any supporting legislation.

The Company shall ensure the safe filling of skips, so no hazardous substance or material likely to cause fire or any other risk to employees or persons in vicinity is put in the skips. This will also include not overfilling skips and inspection of skips each day so that no other article or substance not connected with Company's waste is put in the skip. At the end of each shift the skip shall be made secure so as not to be an additional hazard when Company employees have withdrawn from site.

4.15 FIRE PRECAUTIONS

4.16 Precautions

The Company is responsible for ensuring that all employees are familiar with the procedures in the event of fire. The most essential points to note are that they should know where the nearest fire alarm is and also the nearest fire exit. It is essential that the Company should ensure that all gangways are kept clear at all times and that, in the event of the alarm sounding, all personnel leave the building promptly, in an orderly manner without running.

The Company are responsible for ensuring that the fire alarm system and fire drills are carried out in each department/site. All problems and inadequacies resulting from these will be logged by the appointed person who will ensure that adequate fire exits, precautions, instructions, etc are carried out at regular intervals.

As per the Regularity Reform (fire safety) Order 2005, the Company has assessed all the risks in relation to hazardous equipment on site which give rise to a fire risk, and controls required to ensure personnel safety on site. Records of these can be found in the Fire Risk Assessment Manual, which contains the relevant information.

The following procedures form the essential features of the Company policy on fire precautions and control to be implemented and kept under continuous review.

1. All fire exits to be clearly marked and kept clear.
2. Main gangways to be clearly marked and kept clear.
3. Appropriate fire fighting equipment to be located at convenient and easily accessible points throughout the site. These are to be maintained in good working order at all times by a person appointed by the Company. (*See Company Procedures HSP158*).
4. Fire doors to be clearly marked and to be kept clear.
5. Adequate notices to be posted throughout the site giving brief but specific instructions on actions to take in the event of fire.
6. Regular tests on alarms and equipment to be carried out. Fire drills to be conducted at 6 monthly intervals and recorded. Any problems occurring should be monitored by the Company and remedial action taken.
7. Whilst persons are employed on the premises, doors affording a means of exit in the area in which they are shall not be locked or fastened in such a manner that they cannot immediately be opened.
8. Site plans should be displayed in prominent positions at the sites indicating the following:
 - a) Fire Exits.
 - b) Main Gangways.
 - c) Location of fire fighting equipment, together with full details of the type and amount of equipment at those places.
 - d) Assembly points outside the buildings where employees are to muster when the alarm is raised.
 - e) Location of First Aid Room and other First Aid facilities.
 - f) Main electricity switch-gear.
 - g) Location of flammable liquids store.
 - h) Location of gas points.
9. Information and instructions regarding the allocation of individual responsibilities in the event of fire are detailed in a separate document issued by the Company as an appendix to these procedures (*See appendix B and see Company Procedure HSP2 Emergency Services*). This will designate responsibilities for fire fighting, notifying the fire authorities, roll call of all employees and ensuring that the premises are clear, manning First Aid Points, switching off electricity and in addition, it will lay down specific procedures applicable at the sites due to local conditions, such as the incidence of shift work etc.
10. Any procedures/processes involving welding, cutting or burning must not be carried out without first taking all practical steps to reduce the probability of a fire.
11. The storage of flammable and combustible material must be kept to a minimum and controlled to minimise the risk of a fire.
12. Sufficient numbers of employees shall be instructed in the correct use of fire extinguishers and necessary action to take in the event of a fire.

4.17 Fire

The Company recognises its duties as an employer to, as far as it reasonably practicable:

1. Use materials which are less flammable.
2. Minimise the quantities of flammable materials kept at the workplace.
3. Store flammable materials safely away from hazardous processes.
4. Warn people of the fire risk by a conspicuous sign at each workplace, storage area and container.
5. Control ignition sources and 'No Smoking' rules to be obeyed.
6. Make sure that vandals do not access to flammable waste materials.

It is the duty of employees to prevent the spread of fire by:

1. Check areas of work for smouldering matter of fire.
2. Never wedge open fire doors.
3. Familiarise themselves with procedures fore fire evacuation and alarm.

4.18 Explosion

Any closed system or container under pressure may burst violently. The Company recognises this fact and will implement the following procedures to reduce the chances of anyone being killed or injured.

It is the responsibility of the Company to:

1. Know the safe working pressure of the system.
2. Fit safety valves to relieve pressure.
3. Make over or under pressurisation unlikely. Fit safety devices such as boiler low water level alarms and reducing valves.
4. Test and examine plant and safety devices regularly.
5. Store compressed gas cylinders well away from flammable materials.
6. Mark the storeroom to warn the fire brigade in the event of a fire.

4.19 Housekeeping and Premises

It is the duty of all employees to maintain Safe Systems of Work and ensure that good housekeeping practices are adhered to:

- ie
- a) Portable equipment put away after use.
 - b) Waste bins emptied regularly.
 - c) Gangways kept clear of debris and clearly marked.
 - d) All wires and cable across floor protected adequately.
 - e) All containers must be closed with lids on.

For further information please see Company Procedure HSP3 Housekeeping.

4.20 Environmental Protection 1990

The design specification, installation and control of Company plant processes shall be regulated to ensure that, as far as reasonably practicable, the generation of emissions into the atmosphere is minimised. The disposal of waste materials shall be organised so as to prevent environmental pollution. (*See Company Procedures HSP72 Health, Safety and Environmental Policy Statement*).

It is the duty of every employee to ensure that plant or processes are operated so as not to give rise to excessive emissions of smoke, dust, fumes and liquids, etc and to report without delay to the Company any undue or accidental emission in order that remedial action may be taken. It is also the duty of every member of employees to ensure that no hazardous substances are allowed to enter the drainage system.

4.21 Smoking Policy

See Company Procedure HSP27 Smoking Policy.

In order to enable employees to work in a smoke-free environment and to comply with the impending legal requirement to create a smoke-free workplace, the Company's business premises are designated "no smoking". Smoking is prohibited in all areas of the Company's premises at all times, including the area immediately outside the entrance to the premises and in company vehicles that may be shared or where other employees may be passengers.

The Company's prohibition on smoking applies not only to employees but also to visitors to the workplace, including clients and customers.

If you wish to smoke, you must do this in your own time, either outside your normal hours of work or during your lunch break. You are not permitted to take additional smoking breaks during the day.

1. Employees shall also bear in mind that whilst on any customers/clients sit they shall obey the No Smoking Policies of those companies.
2. Also a wide range of regulations and circumstances require smoking to be banned i.e. Petrol Forecourts when refuelling your vehicle or as a matter of hygiene.

Failure to comply with the above rules is a disciplinary offence and will be dealt with in accordance with the Company's disciplinary procedure. Where smoking creates a clear health and safety hazard, then such behaviour constitutes potential gross misconduct and could render the employee liable to summary dismissal.

Any concerns employees may have regarding smoking at work should be reported immediately to a member of management to enable corrective action to take place if required.

4.22 Safety Inspections and Procedures

Inspections

Regular systematic inspections of all areas are essential to ensure the continuing maintenance of safe operations. All such inspections will be formally documented and records maintained.

See Company forms to record such inspections i.e. HSF138 Four/Weekly Safety Tour Sheet.

Safety Inspections

The Company shall arrange such inspections. These inspections will include checks on fire fighting equipment, safety guards, plant equipment, boilers, fuel tanks, electrical services, housekeeping and devices, etc. (*See Company Procedures and Forms to record such inspections, i.e. HSP179 Health & Safety Inspections Procedures, HSP180 Health & Safety Audit Procedures, HSF138 Four/Weekly Safety Tour Sheet and HSF192 Site Inspection Report*).

Daily Checks

Employees will carry out the following check of the area under their control:

- a) Housekeeping
- b) Safety – to ensure that guarding and safety arrangements for plant and equipment are in order.

Manufacturers and Suppliers

Arrangements will be made to receive from manufacturers and suppliers information with regard to the safe use, handling and storage of any article or substances supplied. This information will be brought to the attention of the user.

Safe Stacking and Storage

Approved Codes of Practice must be adhered to when stacking and storing materials or substances, when mechanical material equipment is used: All operators will be trained to meet the statutory requirements. (*See Company Procedure HSP151 Palletised Racking*).

Forklift Drivers

Forklift trucks may only be driven by persons appointed to do so. Drivers must be given adequate training and management must be satisfied that they have achieved a satisfactory standard before appointment.

4.23 Floors and Gangways

It is the responsibility of the Company to make sure, floors and gangways are, as far as is reasonable practicable, kept clean, dry and non slip to provide adequate salting/sanding and sweeping of outdoor routes during icy or frosty conditions.

4.24 Safety Precautions

1. All equipment and processes are securely protected from operator when in use. Where possible protective devices are fitted with safety switches immobilising the machine when they are not in place. Safety switches must not be overridden.
2. No machine is to be cleaned or oiled whilst in motion.
3. All electrical wiring is to be securely fixed and safe to operate at correct loading.
4. All portable electrical equipment to be checked regularly.
5. All emergency stop buttons are red and clearly marked and accessible.
6. Suitable protective devices will be available and used to prevent technicians/operatives and non-operatives from electric shock from electrical circuits and equipment that:
 - is being tested
 - is being repaired
 - is being run for a trial period
7. Protective equipment is to be used where appropriate and special instructions and requirements, eye and ear protection etc are to be clearly marked at the appropriate areas.
8. Employees working on machinery must ensure that long hair and items of clothing likely to be caught up in moving parts are tied back.
9. All hazards, including noise, are to be reduced to a minimum in all operations.
10. All areas are to be kept tidy and free of excess stock, materials and rubbish.
11. Gangways and emergency exits are to be kept clear.
12. Internal works vehicles must not be used to carry passengers or be driven without prior authority. The driver must possess an internal driving permit.
13. Barrier creams will be available and used where appropriate.
14. Eye shield and dust masks will be provided where necessary.
15. Procedures for escape in case of fire will be made known to all employees and visitors.
16. Protective clothing will be provided as necessary and used.
17. Dust or vapour fume masks will be provided as required.
18. All work areas will be kept as clean and tidy as is practical.
19. All machines will be kept as clean and tidy as is practical.
20. Dust and fume extraction will be fitted as necessary.
21. Dust and fume monitoring will be carried out regularly.
22. Heating will be provided in the main working areas.
23. There will be adequate ventilation.
24. All machinery will meet the requirements of the Factory Inspectorate and/or Insurance Companies and Provisions and Use of Work Equipment Regulations 1998.
25. All vehicles must be regularly inspected prior to use by the driver for fuel, oil, water, tyre pressures, lights functioning correctly.
26. Any hand rails/barriers, pit boards that have been removed must be replaced as soon as is practical and adequate notices must be displayed warning others of the hazards.

4.25 Discipline

Employees failing to observe safety rules and procedures are subject to normal disciplinary action.

4.26 Safety Checks

Checks on safety standards are to be made in all areas at regular intervals. The following are to be included:

Fire Hazards

Working at Heights, ie with steps, ladders, lofts etc

Fork Lift and ancillary equipment

Local exhaust ventilation

Guards and safety devices or work equipment

Compressed Air System every 26 months

Checking levels of noise

Assessments must be carried out and recorded for COSHH, Risk and Fire

Fixed and permanent wiring systems

Portable appliance testing

Emergency lighting

Fire alarm

Fire Extinguishers

Company Vehicles i.e. MOT's

Safety Check Reports are to be submitted to management.

4.27 Vehicle Safety

The Company recognises its duty to ensure all employees and other personnel's safety whilst using company vehicles and will carry this out to the best of their ability. The Company has a framework to manage such road risks.

Management

The Company has the responsibility for implementing initiatives to improve safety of journeys carried out by the Company. They will consult regularly with employees about safe journey issues. The Company will endeavour to keep up to date regarding best practise road risk management and continually update procedures. Road risks will be recorded, analysed and relevant investigations shall be carried out to identify the causes of any near misses, bumps, scrapes and injury crashes resulting from employees driving for the Company.

Journey

- a) Employees must allow plenty of time to leave for all journeys including time for regular breaks.
- b) Where possible and sensible, employees shall use alternative modes of transport i.e. train.
- c) Drivers will not be required to drive when it is unsafe i.e. they are tired.
- d) Where necessary for long journey, suitable overnight accommodation shall be provided at managements' discretion.

Driver

- e) The Company will ensure all employees and contractors using Company vehicles or vehicles hire for the Company have their driving ability assessed as well as regular checks on their licences.
- f) Driver training will be provided for employees whose ability is well below the standard required.
- g) Regular reviews shall be conducted as to the employee's fitness to drive i.e. their eyesight is good and they do not drive under the influence of alcohol or drugs.
- h) Drivers will regularly be informed about company procedures and safe systems of work in conjunction with road safety.

Please see Company Procedures HSP105 Mobile phones Policy, HSP114 Road Safety Policy and HSP153 Vehicle Maintenance & Breakdowns Procedure.

4.28 Motor Vehicles

- a) It is the duty of every employee who may be authorised to drive any vehicle owned by the Company, to ensure that the vehicle is in a safe condition, the load is secured and the vehicle is not overloaded before starting any journey and to complete any vehicle records that may be required.
- b) Every driver must be acquainted with such instruction and regulations concerning the safe and correct use of the particular vehicle before starting any journey.
- c) Where a Company vehicle is allocated for the use of a member of employees whether on a temporary or permanent basis, that employees are responsible for ensuring that the vehicle is serviced in accordance with the manufacturer's instructions and maintained in a safe and roadworthy condition. Any major defect or persistent problem must be reported without delay.

4.29 Vehicle Inspection

A daily inspection must be carried out before vehicles are used i.e. company cars etc. This check is detailed on the check sheet and is intended to ensure that a minimum standard of worthiness is maintained. (***See Company Form HSF147 Company Vehicle Check List***).

4.30 Construction (Design and Management) Regulations 2015

A number of contracts undertaken by the Company will involve us in complying with the CDM Regulations and other current Health and Safety regulations, which the Company is proactive in its continued Health and Safety program. However, specific responsibilities are placed upon the Company and certain responsible persons in achieving compliance with the CDM Regulations. An outline of the principles of what is required will be found on the following paragraphs.

Principal Contractor

When our client has appointed us as Principal Contractor the Company will ensure that it controls the construction phase of any project involving more than one contractor.

The Company has an important role in managing health and safety risks during the construction phase so we must ensure that we have the skills, knowledge, experience and, where relevant, organisational capability to carry out this work.

The Company as Principal Contractor must:

- plan, manage, monitor and coordinate the entire construction phase
- take account of the health and safety risks to everyone affected by the work (including members of the public), in planning and managing the measures needed to control them
- liaise with the client and Principal Designer for the duration of the project to ensure that all risks are effectively managed
- prepare a written construction phase plan before the construction phase begins, implement, and then regularly review and revise it to make sure it remains fit for purpose
- have ongoing arrangements in place for managing health and safety throughout the construction phase
- consult and engage with workers about their health, safety and welfare
- ensure suitable welfare facilities are provided from the start and maintained throughout the construction phase
- check that anyone we appoint has the skills, knowledge, experience and, where relevant, the organisational capability to carry out their work safely and without risk to health
- ensure all workers have site-specific inductions, and any further information and training they need
- take steps to prevent unauthorised access to the site
- liaise with the Principal Designer to share any information relevant to the planning, management, monitoring and coordination of the pre-construction phase

When working for a domestic client, the Company will normally take on the client duties as well as their own as Principal Contractor. If a domestic client does not appoint a Principal Contractor, the role of the Principal Contractor must be carried out by the contractor in control of the construction phase. Alternatively, the domestic client can ask the Principal Designer to take on the client duties (although this must be confirmed in a written agreement) and the Principal Contractor must work to them as 'client' under CDM 2015.

The Principal Designers are responsible for the health and safety file, where their appointment finishes before the end of the project the file will be passed to the Principal Contractor for the remainder of the project. We will then continue to develop the plan and handover to the client at the end of the project.

When engaged as a contractor the Company must on all projects:

- make sure the client is aware of the client duties under CDM 2015 before any work starts
- plan, manage and monitor all work carried out by themselves and their workers, taking into account the risks to anyone who might be affected by it (including members of the public) and the measures needed to protect them
- check that all workers we employ or appoint have the skills, knowledge, training and experience to carry out the work, or are in the process of obtaining them
- make sure that all workers under our control have a suitable, site-specific induction, unless this has already been provided by the Principal Contractor
- provide appropriate supervision, information and instructions to workers under our control
- ensure they do not start work on site unless reasonable steps have been taken to prevent unauthorised access
- ensure suitable welfare facilities are provided from the start for workers under our control, and maintain them throughout the work

In addition to the above responsibilities, when engaged as a contractor working on projects involving more than one contractor we must:

- coordinate our work with the work of others in the project team
- comply with directions given by the Principal Designer or Principal Contractor
- comply with parts of the construction plan phase relevant to their work

Where we are the only contractor working on a project, we will ensure a construction plan phase is drawn up before setting up the site.

When working as the only contractor for a domestic client, we will take on the client duties, as well as our own as contractor. However, this should involve them doing no more than they will normally do to comply with health and safety law.

Where a domestic project involves more than one contractor, the Principal Contractor normally takes on the client duties and the contractor will work to the Principal Contractor as 'client'. If the domestic client does not appoint a Principal Contractor, the client duties must be carried out by the contractor in control of the construction phase. Alternatively, the domestic client can ask the Principal Designer to take on the client duties (although this must be confirmed in a written agreement) and the contractor must work to them as 'client' under CDM 2015.

Where we are the only contractor on site no health and safety file is required.

When appointed as Principal Designers we must:

- plan, manage, monitor and coordinate health and safety in the pre-construction phase. In doing so we must take account of relevant information (such as an existing health and safety file) that might affect design work carried out both before and after the construction phase has started
- help and advise the client in bringing together pre-construction information, and provide the information designers and contractors need to carry out their duties
- work with any other designers on the project to eliminate foreseeable health and safety risks to anyone affected by the work and, where that is not possible, take steps to reduce or control those risks
- ensure that everyone involved in the pre-construction phase communicates and cooperates, coordinating their work wherever required

- liaise with the Principal Contractor, keeping them informed of any risks that need to be controlled during the construction phase

When working for a domestic client, the client duties will normally be taken on by another dutyholder (often the Principal Contractor on projects involving more than one contractor). However, when appointed as Principal Designer we can enter into a written agreement with the domestic client to take on the client duties in addition to our own.

When appointed as a Designer we must:

- make sure the client is aware of the client duties under CDM 2015 before starting any design work
- when preparing or modifying designs:
 - take account of any pre-construction information provided by the client (and Principal Designer, if one is involved)
 - eliminate foreseeable health and safety risks to anyone affected by the project (if possible)
 - take steps to reduce or control any risks that cannot be eliminated
- provide design information to:
 - the Principal Designer (if involved), for inclusion in the pre-construction information and the health and safety file
 - the client and Principal Contractor (or the contractor for single contractor projects) to help them comply with their duties, such as ensuring a construction plan phase is prepared
- communicate, cooperate and coordinate with:
 - any other designers (including the Principal Designer) so that all designs are compatible and ensure health and safety, both during the project and beyond
 - all contractors (including the Principal Contractor), to take account of their knowledge and experience of building designs

Working as a designer for a domestic client is no different to working for a commercial client. However, the domestic client's legal duties are normally taken on by the contractor (or the Principal Contractor on projects involving more than one contractor) and the designer must work to them as 'client' under CDM 2015. Alternatively, the domestic client can ask the Principal Designer to take on the client duties, although this must be confirmed in a written agreement.

4.31 Contractors and Visitors

Contractors

Contractors are responsible to the Company for their working practices and safety whilst carrying out work on our premises. They will however, be responsible for notifying the Company any task, which might endanger our employees or visitors to the building.

Where outside companies are required to carry out work on our premises attention must be given to the following:

- a) The need to inform the Company prior to commencement of work. (*See Company Forms HSF38/39 Register of Approved Contractors/Pre-Qualification Form for Contractors*).
- b) All sub-contractors will be provided with a copy of the safety guidelines for contractors and must sign as received before starting work. (*See Company Procedures HSP46 Contractors on Site Policy and HSP70 Code of Practice for Contractors and Sub-Contractors*)
- c) The need for the sub-contractor to provide the Company with the relevant risk assessments and method statement which details the safe working procedures to be followed. The method statement shall include permits to work and any warning notices which may be necessary.
- d) The need to remove company staff or property from the working areas.
- e) The need for personal protective equipment, which is applicable and complies with the relevant approvals.

Failure by any sub-contractor to comply with our Policy for Health and Safety, instructions and conditions regarding health and safety shall result in written notice to the offending party. Repeated non-compliance after warning could result in a termination of the sub-contract. (*See Company Forms HSF23 Sub Contractors Health & Safety Performance Records*).

Short Term Visitors

All visitors will register their presence by reporting to Reception. Short-term visitors to the Company are to be escorted throughout their visit. Longer-term visitors are to be given a safety brief by a member of management on arrival.

Temporary Workers

Temporary workers require safety information to enable them to function in a safe environment. It is our policy to provide information for temporary workers and a copy of Appendix C and the fire instructions are to be handed to every temporary worker on arrival prior to them taking up work with the Company.

4.32 Young Persons

All persons under the age of 18 years old must be adequately supervised and trained. Specific Risk Assessments must be carried out so the individual is not put to any unnecessary risk. The Risk Assessment should take into account the young persons maturity. The Risk Assessment must be brought to the attention of the young person. See the Risk Assessment manuals (RAM) and COSHH Assessment manual (CAM). (*See Company Procedure HSP142 Employing a Young Person & Children and HSP84/5 procedure for New and Expectant Mothers Pregnancy*).

Provisions will be made to provide all employees with adequate information, instruction and training for both Health and Safety and job related training.

Responsibility For Others

It is recognised that there is a duty of care to the general public and to people other than employees when on the premises.

The General Public

Due regard must be given to the safety of the general public with particular reference to safeguarding against emissions of toxic or noxious substances.

Any accident caused to a member of the public which resulted from your operations must be investigated and reported to management. (*See Company Procedure HSP4 Visitors*).

4.33 Working in Occupied Premises

The Company recognises that it has a duty to ensure the safety of persons in the premises that any employee may have access to, or work in.

All employees shall ensure that occupiers of the building that they work on are protected from any work activity, equipment or potential hazard.

Where necessary suitable barriers or guards shall be put in place to protect occupiers of premises. All barriers shall be suitable for the task in hand and will take into account protection of the occupier and/or other personnel including children and pets etc.

No company equipment shall be used if it is defective.

All occupiers shall be verbally given information on how the work is to be carried out, the hazards and the control of barriers used to prevent injury prior to commencing work at the start of each day and/or if the scope of work changes.

At the end of each shift:

- All access equipment shall be made secure to ensure the safety of occupied premises
- All equipment shall be cleared away
- Good standards of housekeeping shall prevail

The company will strive to have a “clean as you go” strategy, however, where this cannot be achieved, in certain circumstances, all rubbish/waste materials shall be disposed of at the end of the task so as not to pose a hazard to the occupier/s at any time.

4.34 Advice and Consultancy

The local inspectors are located at:

Health and Safety Executive
Rosebery Court
2nd Floor
St Andrew's Business Park
Norwich
Norfolk NR7 0HS Health and Safety Executive

Tel: 01603 828000
Fax: 01603 828055

Incident Contact Centre
Caerphilly Business Park
Caerphilly
CF83 3GG

Tel: 0845 3009923
Fax: 0845 3009924

E-Mail: riddor@natbrit.com
Internet: www.riddor.gov.uk
Or the HSE website: www.hse.gov.uk

Advice and Consultancy Provided by:

Milne Marketing Ltd
Unit 6, Philip Ford Way
Silfield Road
Wymondham
Norfolk
NR18 9AQ

Tel: 01953 607093

Hospital: Norwich and Norfolk University Hospital 01603 286286

4.35 Training

Health and safety training can be provided by:

Milne Marketing Limited
Philip Ford Way
Silfield Road
Wymondham
NR18 9AQ
Tel:(01953) 607093

New employees are provided with Health and Safety induction training which will include Health, Safety and Welfare facilities, fire safety instructions, first aid facilities, accident reporting procedures, a site safety hazard identification of plant and equipment prior to commencing work.

Familiarisation training is also provided when new plant and equipment is introduced prior to operators using the new equipment.

All employees are given instruction, training and supervision prior to operating any machinery, plant or equipment and/or when commencing work on a new process. Employee training records will be kept and the effectiveness of the training monitored and retraining provided when required. A training schedule is available in each department (*See Company Forms HSF21 Personal Training File, HSF22 Department/Branch Induction Training and Appendix F*) and may be referred to as a check to see what training has been provided for certain employees.

Special care is taken for young persons and assessments will be carried out.

Employee Information

Upon completion of your Health and Safety Induction training (*See Company Procedures HSP25 Induction of new Employees and HSP26 Temporary and Short Term Workers*) you will receive a copy of the Employees Health and Safety Handbook. Also available for your use are the Risk and COSHH Assessment Manual (Control of Substances Hazardous to Health) These manuals are available in each department for employees reference.

Special training is required for:

- a) Control Of Substances Hazardous to Health (COSHH)
- b) Manual Handling Operations
- c) Provisions and Use of Work Equipment
- d) Management of Health and Safety at Work
- e) Workplace Health, Safety and Welfare
- f) Health and Safety Using Display Screen Equipment
- g) Personal Protective Equipment at Work
- h) Abrasive Wheels and Discs – both for use and changing of wheels and discs
- i) Electric Power Saws
- j) Fork Lifts
- k) Working at Heights
- m) First Aid
- n) Electric Powered Jigsaws
- o) Use of Compressed Air
- p) Use of Highly Flammable Substances
- q) Fire Training
- r) Compiling, reviewing and monitoring of COSHH, Risk and Fire Risk Assessments

The above and aforementioned will be implemented into the Company's Health and Safety Systems of the Work Place. Any specific assessments recorded and recommendations will be kept on file thereby monitoring the progress of same, to enable the compliance to the above regulations.

The Company is responsible for arranging specific training for employees to meet the requirements when mandatory training is necessary.

Personal Protective Equipment (PPE)

PPE will be issued on a personal basis suitable for the individual and the task to be carried out. A record of PPE in use on site is available in the site office. Should at any time PPE be required by personnel walking through various work areas management will ensure that they are wearing the correct PPE necessary in connection with work for the hazardous area. The Company will display the necessary significant signs/notices in relation to the work being carried out in that area.

4.36 Welfare Facilities Provided for Employees

The Company recognises its duties in connection with the provision of welfare facilities to be provided for employees.

The welfare facilities to be provided are:

- a) Suitable and sufficient sanitary conveniences at readily accessible places. So far as is reasonably practicable, such conveniences must be:
 - i) Adequately ventilated and lit. ***See Company Procedure HSP28 Lighting, Heating and Ventilation***
 - ii) Kept in a clean and orderly condition, with
 - iii) Separate rooms containing sanitary conveniences provided for men and women (except where each convenience is in a separate room, the door of which can be secure from the inside).

- b) Suitable and sufficient washing facilities (including, where necessary, showers) at readily accessible places. So far as is reasonably practicable, washing facilities must:
 - i) Be provided in the immediate vicinity of sanitary conveniences (except showers) and in the vicinity of changing rooms (whether or not provided elsewhere).
 - ii) Include a supply of clean hot and cold (or warm) water (ideally running water) and soap, towels, etc.

Rooms containing washing facilities must be:

- iii) Sufficiently ventilated and lit. (***See Company Procedure HSP28***).
 - iv) Kept in a clean and orderly condition, and
 - v) Must have separate washing facilities provided for men and women (except for washing hands, forearms and face only) unless provided in a room the door of which can be secured from the inside and the facilities in each room are intended for use by only one person at a time.
- c) An adequate supply of wholesome drinking water at readily accessible places. So far as is reasonably practicable, every supply of drinking water must:
 - i) Be conspicuously marked, and
 - ii) Be provided with a sufficient number of suitable cups or other drinking vessels. (***See Company Procedure HSP62 Legionellosis***)

 - d) Suitable and sufficient accommodation for:
 - i) Accommodating the clothing of any person at Company which is not worn during working hours, and
 - ii) Special clothing worn by a person at work but which is not taken home.

So far as is reasonably practicable, clothing accommodation should include facilities for drying clothing.

e) Suitable and sufficient accommodation for changing clothes where:

- i) A person has to wear special clothing at work, and
- ii) That person cannot be expected to change elsewhere.

Where necessary, facilities for changing clothing must be separate facilities for men and women.

f) Suitable and sufficient rest facilities at readily accessible places. So far as is reasonably practicable, rest facilities must include:

- i) Suitable arrangements to protect non-smokers from discomfort caused by tobacco smoke, and where necessary
- ii) Facilities for pregnant women or nursing mothers.

Fresh Air

Every workplace must, so far as is reasonably practicable, have a supply of fresh air or purified air so as to ensure safety and absence of health risk, and plant used for supply purposes must, where necessary, contain effective devices for giving visible or audible warning of failure.

Temperature

During working hours, so far as is reasonably practicable, temperature at any indoor place of work must be reasonable, having regard to the purpose of the workplace.

Weather Protection

Every place of work outdoors must, where necessary, be so arranged, so far as is reasonably practicable, as to provide protection from adverse weather.

Lighting

Every place of work and traffic route must have suitable and sufficient lighting. In the case of artificial lighting where there would be a risk to a persons health or safety from failure of primary artificial lighting, suitable and sufficient secondary lighting must be provided.

Room Dimensions and Space

Workrooms shall have enough space to allow people to get to and from workstations and to move within the room with ease.

Workstations

All workstations shall be arranged so that each task can be carried out safely and comfortably and suit the needs of the individual employee including any employees with disabilities. Suitable seating shall be provided where the task can or must be done sitting down.

Fixed Heating Systems

The Company shall ensure fixed heating systems are maintained in such a way that the products of combustion do not enter the workplace. Any heater which provides the heat by combustion should have a sufficient air supply to ensure complete combustion.

Thermometers shall be available in the workplace to monitor and maintain temperatures.

4.37 Floors And Traffic Routes

The Company will ensure all floors and traffic routes are suitable for their purpose, cleaned weekly and kept clear of obstructions, slip and trip hazards.

Holes, bumps and uneven areas resulting from damage, wear or tear shall be made good.

During times of snow and ice the risks will be minimised by gritting or clearing snow from these areas and where necessary, closing some routes i.e. walkways on roofs.

All spillages and leaks must be reported immediately so the necessary cleaning up or covering with absorbent granules for disposal.

All staircases shall have suitable handrails provided.

Falls and Falling Objects

The Company shall ensure the safety of all personnel who may fall from height taking into account where there are factors which increase the likelihood of a fall or a risk of serious injury i.e. where a person may fall into a traffic route. In these cases protection shall be introduced and where necessary will also facilitate preventing any objects which may fall onto persons below.

Tanks, pits and similar structures on Company site shall be securely covered and capable of withstanding any loads imposed on it.

Fixed Ladders

These shall be of sound construction, securely fixed and the rungs will be horizontal and give adequate foothold, the stiles will extend 1050mm above any landing served by the ladder. Where the ladder passes through a floor, the opening shall be as small as possible and the opening shall be provided with suitable fencing and a gate incorporated to prevent falls.

Changes in Level

Where these occur i.e. such as a step between floors and which are not obvious they will be conspicuously marked.

4.38 Organisation of Traffic Routes

Traffic routes shall be organised to allow sufficient width and headroom to allow employees on foot, vehicles to circulate safely and avoid the need for any vehicle to reverse where possible.

Traffic routes used by personnel in wheelchairs shall be wide enough to allow unimpeded access and ramps shall be provided where necessary by the Company.

Vehicles shall not be permitted to use routes which are inadequate or unsuitable and avoid reversing where possible.

Where reversing cannot be avoided then vehicles shall be under the guidance of one of the companies' trained banks person signaller (*See Company Procedures HSP135 Trailer Shunting, HSP143 Reversing Policy*).

Speed limits are set within the Company grounds and all vehicle drivers shall obey these.

All traffic routes which are used by both pedestrians and vehicles should be wide enough to enable any vehicle likely to use the route to pass pedestrians safely. Ensure where possible people and vehicles are segregated by using separate routes which are clearly marked and unobstructed and appropriate crossing points shall be provided and used by all personnel.

Signs, barriers and rails shall be erected to prevent anyone on site from crossing vehicle routes at dangerous points but shall guide them to the Company's designated crossing point.

Signs

Where potential hazards are identified on traffic routes used by vehicles the Company shall display relevant signs to restrict drivers on site. All employees and visitors shall drive on site in a safe manner and obey any sign.

4.39 Transparent or Translucent Doors, Gates & Windows

These shall be of a safety material or protected from being broken, be appropriately marked or incorporate features to make it apparent.

Windows, Skylights & Ventilation

If these are capable of being opened, closed or adjusted shall not put anyone at risk to their health and safety or positioned as such to exposed any person in the workplace at risk.

Windows and skylights shall be of a construction so they can be cleaned safely and provisions shall be made by the Company so they can be cleaned safely where the work cannot be carried out from the ground.

4.40 New Hazards

Before any new plant or process is introduced, it is to be fully investigated by the management to ensure that any hazards are adequately guarded against. Specialist advice should be obtained when necessary.

Specific work instructions, hazard sheets and manufacturers guidance for individual tasks are readily available. (*See appendix E*).

4.41 Safe Systems of Work

Procedures essential to safe working on machinery, electricity, pipework systems, bulk, compressors, confined space work shall specify: isolation of power circuits and control valves via personnel tagging system, lock off tag system, devices shall be used where practicable..

4.42 Electrical Equipment

For rules regarding the routine for inspecting plugs and cables for loose connections or faults and rules regarding the use of extension leads and portable equipment, are as follows:

Periodical checks of electrical installations and equipment are carried out by nominated and approved contractors.

All employees and other users are to check equipment prior to use. If any defects are subsequently found, these are to be reported to the relevant personnel.

- a) Fixed and permanent electrical wiring systems shall be checked regularly.
- b) Portable electrical appliances to be checked annually or as required to comply with Electricity at Work Regulations 1989.

Only equipment which complies fully with the requirements of the Electricity at Work Regulations 1989 will be permitted to be used by the companies employees. (*See Company Procedure HSP29 Electricity at Work*).

Where practical to do so, 110 volt portable electrical equipment will only be allowed to be used by mains isolated transformers.

Employees and sub contractors will ensure that any electrical apparatus, in particular portable equipment is inspected prior to use so that such equipment remains safe.

Fixed electrical installations will be inspected and tested to the standards in the current edition of 'Regulations for Electrical Installations', published by the Institute of Electrical Engineers.

Any equipment for use in areas with potentially explosive atmospheres will be maintained in accordance with British Standard 5345 PART 1, {BS 5345: Part I: 1976 Code of practice for the selection, installation and maintenance of electrical apparatus for use in potentially explosive atmospheres basic requirements for all parts of the code ISBN 0 580 09414 6 BSI} and any guidance given by the manufacturer.

Transportable and portable equipment will be inspected and tested at 3, 6 or 12-monthly intervals, depending on the use to which it is put. Testing should ensure the efficiency and effectiveness of any protective conductor, the insulation resistance of flexible leads, plugs and that of the equipment, the correct fusing of the device and correct polarity of electrical connections. Records will be kept of the dates and results of tests and of any remedial work carried out.

When Residual Current Devices (RCD's) are used they will be tested regularly by operating the test button, before the equipment to which they are connected is operated. They should normally be tested at least daily or, if used less than once a day, every time they are used.

For rules regarding the routine for inspecting plugs and cables for loose connections or faults and rules regarding the use of extension leads and portable equipment, are as follows:

Periodical checks of electrical installations and equipment are carried out by the company's authorised contractor

All employees and other users are to check equipment prior to use. If any defects are subsequently found, these are to be reported to the relevant personnel.

Electricity

Electricity installation to be:

- * 110v supplies for portable tools, where possible.
- * 240v supplies must be protected by R.C.D.

Portable Tools:

- * Where possible be 110v double-insulated or all insulated, earthed from all metal parts.
- * Have connections all intact, no missing covers, bare conductors or damaged cables.
- * Where 240v portable equipment have to be used this must be used in connection with a 30/30 R.C.D.

Compressed air tools to have:

- * Hoses and fittings in good repair.
- * Any noise reduction provisions intact.

Portable Grinding Machines:

- * Have machine spindle marked and be fitted with a wheel within its safe speed.
- * Have the guard correctly adjusted.

Fixed and permanent electrical wiring systems should be checked every 3 or 5 years by a nominated contractor

Portable electrical appliances to be checked annually or as required to comply with Electricity at Work Regulations 1989.

4.43 Drugs and Alcohol

It is the responsibility of each employee to report to the Company the taking of any medication which may affect his/her ability to work safely.

Drugs prescribed for hay fever or pain can cause drowsiness and loss of concentration which could result in a serious injury.

It is the responsibility of the Company/management to be vigilant to the abuse of drugs or substances such as solvents (glue sniffing can result in a serious injury at work). Be on the look out for vulnerable people.

The Company will not tolerate the consumption of alcohol whilst on duty by any employee. Any employee found to be drinking alcohol or intoxicated while on duty will be subject to the Company's Disciplinary Procedure. (*See Company Procedure HSP19 Drugs and Alcohol*).

4.44 Design For Health

It is the responsibility of the Company to provide:

- a. Seats and benches at a sensible height and lifting aids to reduce back injuries.
- b. Seats of suitable design for the user with a back rest supporting the small of the back, where appropriate.
- c. Machine controls and instruments designed and arranged for best control and posture.
- d. Adequate space for easy movement and safe machine adjustment.
- e. No tripping hazards i.e. trailing wires.
- f. Hand rails and guard rails where people might fall.
- g. No glass except 'Safety Glass' in spring doors and on busy gangways.
- h. Neat and tidy storage of tools.
- i. Furniture placed so that sharp corners do not present a hazard to passers by.

4.45 Comfort

The Company will provide, so far as is reasonably practicable, and for the reasons of comfort of employees:

- a. A comfortable working temperature.
- b. Suitable clothing.
- c. Good ventilation.
- d. Mechanical ventilation where fresh air supply is insufficient.
- e. Noise levels to be kept to a safe level and protective equipment provided to reduce noise level further.

4.46 Dangerous/Hazardous Substances in the Workplace

All processes shall be kept under constant review to ensure that they are not being operated at levels likely to cause health hazards to employees and/or the general public. This will apply especially to new processes or changes in old processes when a careful check shall be made. Whenever there is an element of doubt, it is the duty of the Company to obtain specialist advice i.e. the Health and Safety Advisor.

COSHH Assessments - Substances hazardous to health have to be controlled in the workplace in accordance with the COSHH regulations. All substances which may be hazardous to health have to have COSHH Assessments carried out, which must then be referred to by all users. Management is responsible for ensuring that assessments are carried out, the COSHH assessments are maintained and kept in the Workshop Office. Employees are to refer to the COSHH assessments prior to using a dangerous substance and adhere to the guidance within. If an employee considers using a substance which may be harmful and cannot locate the COSHH Assessment then they are to contact the Management prior to use. Any employee who considers that a substance may not have a COSHH assessment carried out is to report the fact to the Management for investigation.

The company will ensure where possible to

- Find safer alternatives i.e. eliminate its use or substitute it for something less hazardous
- Controlling the risk at source.
- Select safer working methods.
- Maintain good housekeeping standards.
- Provide suitable training to all personnel who may come into contact with these substances.
- Issue suitable Personnel Protective Equipment and ensure it is inspected, tested and replaced in accordance with the manufacturer's guidance.
- Provide Health Surveillance.
- Assess all substances and maintain a record for these, as well as informing employees of the findings records will be held by management, see relevant COSHH manual and where required for new assessments see section 7 of this Manual HSF1B COSHH Assessment Form.

Labelling

Containers will be clearly labelled with their contents. Packaging and labelling should comply with the Chemicals (Hazard Information and Packaging) For Supply Regulations 2009.

Storage

Storage areas will be clearly marked and in secure location accessible only by authorised employees. The movement of materials (including in an emergency), not be sited close to public entrances, windows or ventilation intakes. This reduces the risk of toxic fumes being drawn into the building. Storage areas must have adequate natural ventilation to the open air in a safe position (i.e. not to a public area or to a place from where fumes may enter the building). If adequate natural ventilation is not reasonably practicable, mechanical ventilation will be provided. Containers should not be stored in direct sunlight or next to hot pipework or plant. Provide clean and dry storage for solid materials (which may need to be raised off the ground if areas will be hosed down or flooding is possible).

COSHH assessments will be carried out and recorded, to be updated/revised as substances or processes, change or new ones are introduced to the works premises.

All employees shall be fully informed, instructed and trained in the dangers and the necessary safe guards prior to using, handling or storing hazardous substances:-

- Mastics
- Industrial Solvents
- Adhesive
- Resins
- Bleach
- Cleaning Chemicals etc

Personal Hygiene

Employees must maintain standards relating to personal hygiene bearing in mind their contact with various substances during a normal working day.

All substances are handled, stored and used to comply with the COSHH Regulations. The Company will ensure Health and Safety data sheets and COSHH assessments are available for perusal. See appendix E

Manufacturers guidance notes and instructions are available in the Main Offices.

Spillage

Any spillage will be quickly cleared away using a safe method using spill kits provided. Care will be taken to prevent any chemical from entering a drain unless with the prior agreement of the Water Authority. (*See HSP191 Chemical Spillage Procedure*)

Disposal of Waste

The manufacturer's instructions concerning disposal of containers and materials are to be followed.

Hazardous Waste

Certain types of dangerous waste are define as "Hazardous waste", if any of these are being removed from site the company will ensure their safe carriage, the company will maintain records of this

Fumes

The accumulation of fumes in the working environment can be minimised by effective ventilation.

In confined spaces where dangerous fumes or oxygen deficiency is likely to be present, a Permit to Work system must be implemented.

Consideration must be given to the positioning of plant to ensure that fumes do not affect personnel in the vicinity including members of the public.

Dust

If it is necessary for employees to work in a dusty environment, protective clothing and equipment will be provided which will include the relevant respiratory protective equipment that will control the dust below the work exposure limit, after engineering methods have been tried at source to prevent dust being created.

Fluids Pressure Systems under Pressure

The Company has all records of statutory inspections, maintenance and work procedures for reference.

Other Important Hazards

Compressed Air

The factory has a compressed air system for process equipment and tools. Employees will be warned of the dangers of air driven tools during their induction training but are reminded not to skylark with compressed air. A Director will provide the relevant documentation to meet the company's statutory requirements. (*See Company Procedures HSP14 Compressed Air and HSP124 Compressed Air Power Tools*).

Asbestos

Procedures for Asbestos at Head Office – The Company recognises its duty to manage asbestos as per the Control of Asbestos Regulations 2006 and take reasonable steps to find out if there are materials containing asbestos at our premises and if so, its amount. Where it is and what condition it is in; to this end the company has carried out a survey to identify these areas, and has prepared a plan that sets out in detail how the risks from these materials will be managed, as well as take the necessary steps to put the plan into action, the company will periodically review, monitor the plan and the arrangements to act on it, so it remains relevant, up to date records of these are held in the main office. Regular inspections shall be carried out by Management every 6 months to ensure the integrity of such areas and appropriate action taken where these have been compromised.

Any work with Asbestos shall be carried out in accordance with company procedures and statutory duties i.e. by employing an approved removal contractor. All areas where Asbestos may be present shall be suitably marked with appropriate warning label and the employees informed of their location and condition of the materials to anyone who is liable to work on or disturb them. All personnel will have received Asbestos Awareness training.

On Site Procedures for Asbestos - The Company shall endeavour to co-operate with our clients in identifying areas where asbestos may be present and co-ordinate measures not to put personnel at risk. Before any work is carried out management will request the clients asbestos register if one is not present then work will not continue until a suitable survey is carried out and the relevant personnel informed of the findings so a suitable method of work can be undertaken so we do not put any one at risk by disturbing or damaging the materials containing asbestos and subsequently releasing the fibres.

Where personnel unintentionally come into contact with asbestos despite all known facts and assessments regarding work activities onsite that have been carried out. All personnel shall be responsible for ensuring that upon discovery or suspected discovery of asbestos the material must be left, the area made secure and to contact Management to await further instructions. The Management and/or employees will ensure all personnel; visitors and any other persons within the area are withdrawn immediately. Any subsequent work with asbestos shall be carried out in accordance with the Company's handling and disposal of asbestos procedures via approved and nominated asbestos removal contractors and in accordance with the Control of Asbestos at Work Regulations.

Maintenance

Engineering procedures are in place to control hazards. Work and maintenance procedures are available from management.

Manual Handling

All employees are to carry out manual handling tasks in a safe manner. Employees are only to lift or move equipment that they consider to be within their capabilities. Before lifting operations are commenced they must be assessed for the most suitable method i.e.; lift by one person, lift by more than one, lift by mechanical means. The Company never requires an employee to lift more than they are capable of.

Storage Racking

All storage racking in use is registered and subject to routine maintenance. All staff are not to manufacture local racking without having it assessed and registered.

Forklift Truck Drivers

Forklift trucks may only be driven by persons appointed to do so. Drivers must be given adequate training and management must be satisfied that they have achieved a satisfactory standard before appointment.

Risk Assessments

Risk Assessments are reviewed and amended when required as the task or process changes that could significantly affect the control measures in place. See the Risk Assessment Manual.

Decanting and Draining of Hot Compounds

All operators who carry out decanting or draining of hot compounds require adequate information, instruction, training and supervision before carrying out the relevant task.

Welding

Where welding operations are to be carried out the company will ensure that welding appliances have been inspected, serviced and gauges replaced as per the manufacturer's recommendations and that records of inspections and servicing have been kept/obtained, where necessary flash back arrestors will be fitted. Employees carrying out welding operations will wear suitable eye and body protection, with use of screens to protect the eyes of people not engaged in welding operations from welding arc flash. Ensure that welding cables are kept clear of water and that they are placed where they cannot be damaged and that the item being worked on is fixed to prevent movement.

Gas Cylinder Storage

A suitable storage facility is provided on hard standing clear of any entrances to buildings or the boundary fence, gas cylinders will be made secure, full and empty kept separate, stored upright with the valves turned off and will not be lying in any water. An area of 1 meter will be kept clear of combustible materials and vegetation. The appropriate warning sign will be displayed and personnel will not smoke near this area. Any oxygen cylinders will be stored at least 3 meters clear of the other cylinders.

Falling Objects

Where there is a foreseeable risk of head injury from falling objects, safety helmets must be worn at all times. Employees must take extra care when working at heights as there are many serious injuries and fatalities caused by falling materials, tools etc. If employees are working at heights they must take care that equipment is stored carefully and that tools are fitted with safety lines. When stacking or moving materials on working platforms, employees must make sure that these cannot fall onto persons working or walking below.

Fragile Roofs

Proper supports will be provided when employees are required to work on or near fragile roofs. Employees must use the supports provided. Where necessary safety harness and lines will be provided and must be used. No work to be carried out until the specific risk assessment/method statement has been completed and communicated to the employees.

Power Operated Tools

Power operated tools must only be used by operatives trained and authorised in their use. All power operated tools must be inspected by the user immediately prior to being used. Power tools should only be used for those jobs for which they were designed. Power tools and equipment should be properly maintained and kept in good condition, as per manufacturer's recommendation. It is important that proper connections are made to energy supplies whether electric, compressed air, hydraulics etc. Visual inspection of equipment will be carried out before use, with maintenance inspections being carried out by a competent person.

Overhead Power Lines

Measures will ensure where possible that Farm traffic doesn't have to pass beneath or the service provider will be contacted to bury them along a safe route if this is not practical then vehicles shall minimise times that they have to pass beneath them and suitable goal posts and signs shall be in place. A minimum of 15 meters must be maintained between power lines and any equipment. Where work needs to be carried out close to power line the company shall arrange for them to be temporary disconnected by the service provider. Only trained, authorised persons shall carryout work near overhead power lines.

Underground Cables

If any work is likely to be carried out near buried cables the company shall obtain information as to their location from the supply company and a competent person will confirm this using appropriate equipment and where possible dig trial holes. No powered equipment shall be used within 0.5 meters of any buried service this includes any pick axes. Only trained, authorised personnel shall carryout work near underground cables.

Zoonosis

Diseases passed to personnel from animals such as microorganisms can cause illness by infecting the body. The company will endeavour to ensure that stock is kept healthy and where appropriate they will be vaccinated. Contact will be kept to a minimum and adequate washing facilities are provided so a good personnel hygiene standard can be observed. All cuts and grazes must be kept covered.

Pesticides

These are kept on site in a secure location on each unit allowing access by the companies trained, authorised personnel who have attended the PA1 and 2 courses, records shall be maintained of amounts on site and used.

Working In Direct Sunlight

The company realises that work in the summer may present the risk of sunburn so personnel must keep covered and suitable sunscreen creams and hats shall be provided to protect personnel. Where possible, Management will avoid engaging in activities outside during the hottest times of the day. Drinking water is provided to keep personnel hydrated.

Feed Silos

No person shall gain entry into these unless this is authorised by Management, there is a safe system of work, a Risk Assessment and a Method Statement compiled. All personnel have been trained in confined spaces and the task to be under Permit To Work.

Handling Livestock

The company will take the necessary measures to ensure personnel are protected from physical hazards whilst handling livestock. The company provides suitable restraining and handling equipment, i.e. Pig Boards which shall be used as required, especially when dividing groups of animals or when veterinary treatment has to be administered. Personnel shall not enter any pen unless it safe to do so and the company will ensure that two or more people will work with outdoor sows or piglets where one person cannot carry it out safely. Any animal that is becoming or known to be aggressive will be disposed of.

Vibration

Hand-arm vibration is vibration transmitted from work processes into workers' hands and arms. Regular and frequent exposure to hand-arm vibration can lead to permanent health effects. Identifying these at an early stage is important.

COMPANY will take action to prevent the health effects from becoming serious for their employees. This will be achieved by complying with the Control of Vibration at Work Regulations 2005. In this they will start to implement vibration assessments on their tools and hand fed machines in line with the guidance currently available from the Health and Safety Executive.

This will involve:-

- Making a list of equipment that may cause vibration and what sort of work it is used for.
- Collect information about the equipment from the equipment handbooks
- Making a list of employees who use the vibrating equipment and which jobs they do.
- Note as accurately as possible the amount of time in contact with the vibrating equipment.
- Asking employees which equipment seems to have high vibration and about any other problems experienced whilst using the equipment.
- Recording all relevant information to determine actions and the exposure limitations required for each tool and piece of equipment.

4.47 Noise at Work

The Control of Noise at Work Regulations came into effect in April 2006. It is the Company's intention to prevent or reduce risks to health and safety arising from exposure to noise at work as far as is reasonably practicable in line with the above regulation and to monitor the situation on an on-going basis.

The Company recognises that, by contrast to broken bones etc, hearing once it is lost, in most cases is lost forever. Deafness resulting from long exposure to noise is irreversible. The problem is made worse by the fact that the condition develops gradually and imperceptibly.

The Company shall:

- Assess the risk to our employees from Noise at Work
- Take necessary action to prevent or reduce the noise exposure that produces those risks, using an action plan for controlling noise
- Will provide hearing protection where noise cannot be reduced by another method, where exposure will exceed the upper exposure levels or when any employee requests hearing protection where noise exposure is between the lower and upper exposure action values (see below for details)
- Ensure that legal limits on noise are not exceeded
- Adopt throughout the Company a low noise purchasing policy
- Provide employees with information, instruction and training (*See Company Procedures HSP22 Noise*).
- Provide hearing tests where there is a risk of hearing damage, where noise levels our employees are likely to be regularly exposed above the upper exposure action values, or are at risk for any reason, e.g. they already suffer from hearing loss or are particularly
- Sensitive to damage risk is indicated, hearing checks shall be carried out by an occupational health professional. This will be arranged by the management and records shall be kept.

The Nature of the Hazard

Take careful notes of the following:

- 1) Hearing gradually worsens with age.
- 2) Excessive noise accelerates the process - whether from work, on the road, at a disco or in the home.
- 3) Most hearing loss is irrecoverable.

Protection from Hazards

- 1) Wear ear defenders wherever the sign is displayed i.e. hearing protection zone.
- 2) Take care of hearing protectors and use them whenever required.
- 3) Report any defective hearing protective equipment immediately.
- 4) Co-operate with the Company's Noise Control Policy (see below).
- 5) Control of access to these areas.

Co-operating with the Company's Noise Control Policy

- 1) Report any noise hazards you observe, e.g. signs missing/equipment faulty, excessive noise not already protected against.
- 2) Set a good example yourself - by conforming to the rules on noise, wearing ear protectors when required.
- 3) Not adding to the noise level - by operating machinery correctly - by excessive banging.
- 4) Be available for any hearing tests where there is a risk of hearing damage.

The Values

Lower Exposure Action Values

Daily or weekly exposure of 80dB(A)

Peak Sound Pressure of 135dB(A)

Upper Exposure Action Values

Daily or weekly exposure 85dB(A)

Peak Sound Pressure 137dB(A)

The Values that cannot be exceeded

Daily or weekly 87dB(A)*

Peak Sound Pressure 137dB(A)*

*Taking into account any reduction in exposure provided by hearing protection

CONCLUSION: The best safeguard against hearing loss, a process which goes on at work, at play, on the road and at home, is the persons own awareness of the risk.

4.48 Working At Heights

The Company will ensure that all employees and the public are protected when working at height procedures are taking place, special regard shall be taken to avoid damage to property and injury to persons. The Company complies with all relevant statutory requirements i.e. Working at Height Regulations.

The Company shall assess all tasks which involve Working at Height and where reasonably practicable shall avoid the need to Work at Height. Where work has to be carried out at height, adequate measure shall be taken to prevent personnel from falling, where there is a risk of injury. Measures shall include minimising the distances and consequences should a fall occur where the risk of a fall cannot be eliminated.

The following criteria shall be adopted whilst Working at Height:

- a) Risk Assessments are completed for all Working at Height tasks.
- b) All tasks involved with Working at Height will be planned and organised.
- c) The Company shall take into account weather conditions, so as not to put personnel at risk.
- d) All employees Working at Height shall be trained and competent.
- e) Work equipment shall be regularly inspected and records kept.
- f) The Company shall ensure all Work at Height is carried out in a safe manner. *(See Company Procedure HSP10 Working at Heights).*
- g) The Company shall ensure where there is a risk of materials falling, this is adequately controlled.
- h) Where personnel are working near on or fragile materials and there is a risk of falling through this material, the work shall be adequately controlled.

Working at Height

All work procedures and systems must be checked prior to working at height, the relevant personnel must check any documentation available prior to carrying out working at height activities, i.e. method statements, permits to work, risk assessments, attend any tool box talks and check all equipment prior to use whether ladders, steps, mobile steps or tower scaffolds.

Where the Company employees have to use scaffolding, this shall be erected, altered or dismantled by competent trained certificated scaffolders employed by the Company i.e. Sub-Contractors.

Ladders

These shall be used as a means of access where it is not reasonably practicable to use safer equipment i.e. tower scaffolds etc or as a means of access where it is not reasonably practicable to install a permanent staircase.

Employees shall only use ladders after consultation, and consent has been given in writing by management.

The company will ensure the following in connection with the use of ladders.

Folding Step Ladders to:

- * Be of adequate strength for the purpose used and properly maintained.
- * Have a firm and level footing when standing on loose materials.

Ladders to:

- Have no rungs missing and have all rungs properly fixed to stiles.
- * Be stood on a firm level footing, not on loose materials.
- * Be equally supported on each stile when not in use.
- * Be secured in position if more than three metres in length or used as a route.
- * Preferably be secured near its upper and lower end and if impracticable to secure it, the ladder must be prevented from slipping when in use by a person positioned at the foot of the ladder.
- * Be secured as necessary to prevent sagging or swaying.
- * Extend 1.05 metres above the landing or highest foothold if there is not a hand hold.
- * Be used only if there is sufficient space at each rung to provide a foothold.
- * Suitable barriers and signs displayed to restrict unauthorised access.
- * All ladders not capable of repair shall be destroyed and a suitable replacement provided.
- * Shall not be painted.
- * Refer to the Risk Assessment for Working at Heights.
- * Use only for short durations; less than 30 minutes.
- * Always stay within the stiles of the ladder.
- * Maintain three-point contact with the ladder.
- * Bring tools up to the point of use in a tool belt.
- * Do not overload the ladder; 1 person plus 10kgs.
- * Set the ladder at 75° or 4 to 1 ratio.
- * Cordon off the area of work to ensure a safety zone is maintained at all times.
- * Do not erect and use ladders in traffic routes.
- * Do not throw tools or objects down to ground level from the ladder

Suspended ladders to:

- * Be securely suspended and prevented from swinging and swaying.
- * Be equally and properly suspended by each stile

Ladders, or runs of ladders, rising above 9 metres to be provided with intermediate landing places with guard rails and toe boards, with smallest practical opening in the floor for passage of the ladder.

All ladders will be inspected and examined every three months, and the finding of this examination will be recorded.

Mobile Scaffolds

Erection shall be in accordance with manufacturer's or suppliers recommendations with toe boards and guardrails in place by trained personnel only.

Mobile scaffolds should only be used on firm, level ground and must be clear of men and materials when being moved. The wheels should turn outwards and wheel brakes locked on when the scaffold is being used. Outriggers to provide greater stability may also be required. The area around the scaffold must be kept clear and all personnel working on or near the scaffold must wear hard hats.

Where mobile tower scaffold are moved all personnel and equipment shall be removed from the tower scaffold. Employees shall take care not to allow scaffold to come into contact with other structures and overhead services. Barriers and signs shall be clearly displayed to restrict access of unauthorised persons.

Power Operated Mobile Platforms

This equipment requires regular inspection, servicing, maintenance and testing in accordance with the manufacturer's instructions.

Training is required for operators before they are allowed to use this equipment in field conditions unsupervised. Supervision should prevent the use of the equipment during adverse weather conditions. To operate under safe conditions, a minimum of two people are required to function as a team.

Risk of Falls

The Company shall ensure the following in connection with the risk of falls.

- * Guard rails and toe boards to be fixed to any openings, corners, breaks and edges in floors, roofs, walls and anywhere where people could fall, unless it has a substantial cover securely fixed in position and boldly marked.
- * Steps to be taken to prevent persons falling through any open joisting.
- * Where a sloping roof has a pitch of more than 30 degrees exposed or the surface is slippery – work shall be carried out by suitably trained persons.
- * Ladders, crawling ladders, crawling boards or duckboards to be provided and used by persons crossing or walking on or from fragile material.
- * Notices warning of fragile roofs/material to be posted on approach to routes.
- * Safety nets, sheets etc to be provided in addition to other safeguards if these are limited by practicality.
- * Unless persons can work continuously with safety belts attached to a secure anchorage.
- * All safety devices must be adequately/properly maintained.

4.49 Introduction to Risk Assessments

1. Various aspects of Health and Safety legislation impose a statutory duty upon the employer to make suitable and sufficient assessments of the degree of risk associated with your work.
2. An example of regulations requiring assessments to be completed are:
 - a. The Workplace (Health, Safety and Welfare) Regulations.
 - b. The Management of Health and Safety at Work Regulations.
 - c. Electricity at Work Regulations 1989.
 - d. The Personal Protective Equipment Regulations.
 - e. The Manual Handling Regulations.
 - f. The Display Screen Equipment Regulations.
 - g. The Control of Substances Hazardous to Health Regulations.
 - h. The Provision and Use of Work Equipment Regulations.
 - i. The Control of Noise at Work Regulations.
 - j. Lifting Operations and Lifting Equipment Regulations.
 - k. The Control of Asbestos Regulations.
 - l. Working at Height Regulations.

The above is merely a guide for your reference.

3. A written assessment is brought to your attention by management if you are affected, particularly where five or more persons are employed. Assessments are undertaken by a competent person ie a person having the necessary training, qualifications and relevant practical experience.
4. Outside assistance may be obtained to assist with these. However, all relevant information is available to those affected and all the relevant information and the specific control measures are drawn to the attention of all concerned. It is important you adhere to all the safety measures introduced to protect your health and safety.
5. A method implementing the various assessments, as required by the legal provisions from various regulations, has been devised for:
 - a. Working environment.
 - b. Risks.
 - c. Personal Protective Equipment.
 - d. Manual Handling.
 - e. Display Screen Equipment.
 - f. Hazardous Substances (COSHH).
6. Completed assessments are contained in the various sections of the assessments manual. Reviews are undertaken at agreed intervals and you will be informed of the results of the assessments which generally affect you and others. In some situations, where hazardous substances are used, additional information will be displayed in the area where you are working. All the required control measures identified within each of the assessments are for the protection of you and others whilst on our premises.
7. The Company will undertake the required assessments are indicated in each of the following sections.
8. Should you at any time identify any activity for which you have not received information by on the safety measure you have to adopt you must report it immediately to management, and a report and/or assessment must be completed.

4.50 Risk Assessments

The Management of Health and Safety at Work Regulations 1999 place duties on employers and the self-employed to take certain actions as summarised below: -

1. Assess the risks to the Health and Safety of employees and any others who could be affected by work activities. This also includes contractors and temporary staff engaged for specific work. Relevant procedures must be specified to eliminate or minimise the risks. Generic assessments incorporated as arrangements within a Safety Policy document will be acceptable provided arrangements for identifying additional risks are in place.
2. Where the risk is considered to be significant, then this must be recorded in writing by each relevant Manager responsible for that task or activity, also where relevant they will identify those groups of employees being especially at risk, namely young persons, new and expectant mothers, copies of the Assessments are kept at the main offices at and each site. (*See Company Procedures HSP24 Young Persons, HSP84/5 Procedure for New and Expectant Mothers as well as Lone Workers HSP13*).
3. Risk Assessments should be reviewed and altered if they are no longer valid or circumstances have changed significantly.
4. Provide health surveillance where there is an identifiable disease or adverse health condition related to the work concerned, provided that it is able to be detected and there is a reasonable likelihood it may occur under working conditions.
5. Appoint one or more nominated competent persons to assist in complying with requirements.
6. Establish emergency procedures to be followed in the event of serious and imminent danger and nominate sufficient competent persons to implement evacuation procedures. (*See Company Procedures HSP2 Emergency Services and HSP168 Bomb Threat Procedures*).
7. Provide relevant information to employees on the identified risks, the control measures to be taken, emergency procedures, names of competent persons and risks where work areas are shared with other employers.
8. Co-operate fully with other employers where work areas are shared, by exchanging information on the protective measures and risks associated with each others activities and subsequently pass such information to employees in those areas.
9. Provide relevant training to employees in respect of: -
 - (i) Duties and tasks allocated to them
 - (ii) Induction on first being employed
 - (iii) When transferred to new work or given increased responsibility
 - (iv) When changes in work equipment or methods are introduced

The training must be repeated periodically and take account of changes and also take place during working hours.

Employees also have duties as follows:-

1. Use anything provided by the employer in accordance with the instructions and training given. This includes machinery, equipment, dangerous substances, means of transport, plant and safety equipment, etc.
2. Inform the employer (or nominated person) of any dangerous work situation or any matter that is considered to be a shortcoming in his employer's Health and Safety protection arrangements.

Definitions:-

Hazard – this is the potential for harm

Risk – this is the likelihood that actual harm will occur

Assessment of risk will take into account the severity of the hazard, the number of people likely to be exposed and the possible consequences.

General Procedure:-

1. Identify the hazards and activities.
2. Assess the risks i.e. what is the nature and extent of the risk.
3. Are existing control measures or precautions adequate.
4. Is there full compliance with the law.
5. Are any further precautions required.
6. Record the findings, and arrangements to be implemented if necessary.

4.51 Working Environment

1. The working environment is directly related to the place where you undertake your activities at the place of work. Such working environments include buildings, external locations, construction sites, roadways, etc. Therefore certain physical aspects of the working environment must be considered and monitored ie heating, lighting, temperature, maintenance, cleanliness and waste.
2. We ensure compliance with this legal requirement by undertaking the required assessments and inspections to establish if standards comply with the requirements ie ‘sufficient and suitable sanitary conveniences, adequate ventilation, well lit and kept in a clean and orderly condition’.
3. The assessments are carried out at scheduled intervals which identifies an extensive number of items to be examined ie:
 - a. Maintenance of the workplace.
 - b. Maintenance of plant and equipment.
 - c. Maintenance of devices.
 - d. Temperature.
 - e. Lighting.
 - f. Cleanliness and waste.
 - g. Room dimension and space.
 - h. Workstation and seating.
 - i. Condition of floors and traffic routes.
 - j. Falls and falling objects.
 - k. Glazing.
4. Completed documents are contained in the Risk Assessment manual and these are available to employees.
5. The Company will arrange for the assessments and inspections to be carried out at required identified intervals using the above forms as outlined in the Risk Assessment manual. All completed Risk Assessment forms are filed in the Risk Assessment manual. Should remedial action be necessary to bring about improvements, a new Risk Assessment will be completed.

4.52 Personal Protective Equipment

1. Personal Protective Equipment provides protection for you in the workplace.
2. Personal protective equipment (PPE) includes all types of equipment and clothing which must be used or worn by you where the identification of hazard(s) and the degree of associated risk necessitate the use of such equipment and clothing. Adverse weather conditions are also to be deemed to be a hazard.
3. The regulations require that assessments are conducted to establish hazards associated with your exposure in all aspects of the task(s) performed in the workplace and, where the hazard cannot be controlled or removed, as a last resort, personal protection is provided.
4. As outlined earlier in this manual, Management of Health and Safety at Work Regulations 1999 require us, as an employer, to undertake Risk Assessments. Should it not be reasonably practicable to remove or eliminate the risk or introduce engineering, mechanical or other control measures, we have a duty to protect you by issuing appropriate and suitable PPE as a last resort.
5. Using the Personal Protective Equipment Assessment Checklist, we carry out assessments identifying the Personal Protective Equipment to be provided.
6. If issued with this PPE you must ensure its care and maintenance and sign as having received it, and must wear the protective equipment at all times when exposed to a risk.
7. Items of Personal Protective Equipment can, for example, include:

Disposable items:	Non-disposable:	Re-usable:
aprons	helmets	leather or rubber gloves
gloves	eye protection	
face masks	safety footwear	

The provision of hygiene control measures are provided in the form of hand creams (e.g. barrier and cleansing creams).

8. Having completed the Personal Protective Equipment Assessment Checklist, a record of issue of the equipment is completed. When it has been decided what Personal Protective Equipment is required to cover the identified risk it will be provided. It is essential that the item(s) of Personal Protective Equipment selected for you is comfortable, of a good fit and satisfies the requirement for use as determined by the assessment. The issue of Personal Protective Equipment is recorded on the issue of the Personal Protective Equipment forms.
9. We will ensure that you receive the appropriate and suitable protective equipment in accordance with the British or European Standard and will have the CE or CEN mark to identify its ratified standard.
10. The provision for maintenance, inspection, cleaning, repair and replacement is prompted by the yes/no responses on the Personal Protective Equipment Assessment Checklist. Records relating to such aspects are kept in the safety forms and records file.
11. The assessments are carried out by the Company's nominated person(s).

4.53 Manual Handling of Loads

1. The Manual Handling Regulations introduced assessments with the intention of reducing the incidence of back injuries at work. They require us to assess all forms of lifting operations in the workplace where you are at risk from lifting a load, combined with repetitive twisting and turning and consecutive repeat performances including pushing and pulling.
2. If there is doubt as to whether there is a risk associated with a manual handling task, the outlined assessment procedure in the assessments manual is used to identify what control measures are required to be introduced. (*Also see Company Procedure HSP21 Manual Handling*).
3. Our policy is to:
 - a. Avoid hazardous handling operations so far as is reasonably practicable.
 - b. Make suitable and sufficient assessment of any hazardous manual handling operation that cannot be avoided.
 - c. Reduce the risk of injury so far as is reasonably practicable.

The assessments are carried out by the Company for anything you may handle, lift, move, push or pull.

The following four elements are considered during the assessment:

- a. The task.
- b. The load.
- c. The working environment.
- d. Your capabilities.

In identification of the above a subjective judgement is made which indicates that a category of risk ie low, medium or high risk is present and the control of preventative measures that are required.

4. The assessment is undertaken using the Manual Handling Assessment Form. A completed assessment is shown in the manual handling of loads section of the Risk Assessment manual.

5. Work activities will be re-organised where manual handling tasks are involved e.g. by sharing out the lifting or using two employees if mechanical aids cannot be introduced. This will allow you a period of recovery between manual handling activities.
6. Where assessments reveal that it is necessary to reduce the risk, training and team work will be introduced as soon as it is reasonable to do so.
7. At all times correct manual handling techniques will be used.
8. We ensure that:
 - a. Those without previous experience in handling and moving operations attend demonstrations in the technique of lifting and the use of lifting equipment.
 - b. Those with previous experience and training in lifting and manoeuvring and the use of lifting equipment attend refresher demonstrations at two yearly intervals.
 - c. Management are responsible for safe lifting practices introduced.
 - d. No-one is allowed to lift, push or pull the whole weight of a load or person without a suitable and sufficient assessment of the risks being carried out.
9. Injuries sustained in lifting must be reported immediately and the appropriate records and accident forms completed as outlined in the safety forms and records file.
10. All training received is entered into the Health and Safety Training Record kept in the safety file.

4.54 Display Screen Equipment

1. The Health and Safety (Display Screen Equipment) Regulations require the assessment of the risk of possible harm caused to the users of equipment such as computers, microfiche, scanners and other types of equipment involving attention focused onto the screen for information or for inputting the same.
2. In addition to the assessment of the display screen element of the equipment used there is the assessment of the various components of the workstation used, ie computer hardware, chair, work surface and general working environment.
3. In determining if you are a user, a Display Screen Equipment User's Analysis Log is completed by you in which each of the hourly boxes are filled in for the period of days worked in a week, recording the actual number of minutes engaged in using the screen.
4. A visual display unit (VDU) Workstation Audit-Hardware Checklist is then completed which identifies each of the workstation aspects which require an assessment (ie adequate/appropriate) of each feature identified, answers will be addressed and further action taken as found necessary.
5. Completed documents are shown in the Display Screen Equipment section of the Risk Assessment manual. (*See Company Procedures HSP15 Display Screens, HSP16 VDU-Spectacles Procedure and HSP154 Laptop Health and Safety Policy*).

6. We have carried out suitable and sufficient analysis of workstations and the Risk Assessment as required by the Display Screen Equipment Regulations and the following were identified:

a. Workstations comply with the minimum requirements of the following:

The Workstation

screen
keyboard
chair
footrest
desk layout
document holder

The Environment

space
lighting
glare/reflection
noise
temperature and humidity
decoration

b. Having completed the analysis and identified users, break periods have been introduced ie 15 minutes break in every period of 1 hour at a visual display screen.

All those who fall into the user category will be notified of their break periods.

c. We have decided, in the interest of your health, to introduce an 'eye screening' programme. All who require corrective vision appliances (glasses) will be provided with them at the company's expense.

7. The Display Screen Assessments and Workstation Audits are carried out by the Company.

8. We endeavour to ensure high ergonomic standards where display screen areas are concerned. Everyone using a VDU or other display screen equipment must use the equipment properly and use the system of work or other measures provided for their Health and Safety.

9. Every 12 months an assessment review is carried out on the back of the VDU Workstation Audit-Hardware forms which, as working documents are kept in the Display Screen Equipment section of the Risk Assessment manual.

4.55 Documentation

The following documents and information is held available at the Main Office and are available for scrutiny at all times:

General Statements on Health and Safety Policy and organisational structure.

1.
 - a) Safety rules and training programmes, First Aid arrangements, etc.
 - b) Statutory regulations affecting the site , e.g. **abrasive wheels?**, and any other machinery in use by the company.
 - c) General fire instructions for the depot.
 - d) Method statements
 - e) Permits to work
 - f) Both d & e will be provided when demolition work, hot work, welding, cutting, confined space work or high level work is being carried out on site.
2. Young Persons Register for notification to Medical Advisory Service.
3. Accident Book.
4. Record of accident documentation.
 - a) Social Security, Factory Inspectorate, Insurance Company.
5. Safety Control:
 - i. External
 - a) Checks on air compressors, cylinders, etc.
 - b) General Certificate of Insurance.
 - c) Records for Electrical Equipment both fixed and portable, to comply with the Electricity at Work Regulations.
 - d) Dust monitoring records.
 - e) Records of testing/examination of air fed breathing apparatus.
 - f) Records of noise assessments.
 - ii. Internal
 - a) Record of all persons completing official safety courses, ie Health and Safety Courses.
 - b) Record of results of regular checks on noise, fire drills and general safety etc.
 - c) Record of all issues, purchases, replacements and repair of all Personal Protective Clothing and Equipment.
 - d) Record of substances pertaining to the Control of Substances Hazardous to Health 2002.
 - e) Accident Records.
 - f) Maintenance Records of all Equipment.
 - g) Risk Assessments

4.56 Violence

The company has a legal and moral obligation; it is committed to maintaining a safe, healthful and efficient working environment where employees, customers and visitors are free from the threat of workplace violence. The company does not tolerate any type of workplace violence committed by or against employees, subcontractors, customers or visitors. Any employee determined to have committed such acts will be subject to disciplinary action. Non-employees engaged in violent acts towards our employees or subcontractors will be reported to the proper authorities

A violent act or threat of violence is defined as any direct/indirect action or behaviour that could be interpreted, in light of known facts, circumstances and information, by a reasonable person, as indicating potential to harm, endanger or inflicting pain or injury on any person or property. Reports or incidents will be handled confidentially, all parties involved in a situation, will be counselled and the results of the investigations will be discussed with them as deemed appropriate. *See HSP93 Violence at Work Policy Section 6*

Action on Discovering a Fire

All staff must make themselves familiar with this drill.

1. Raise the alarm.
2. Call the fire brigade from the nearest telephone.
3. Clear the building/area of people as quickly and calmly as possible.
4. Check thoroughly that all persons have left the building/area.
5. If possible without risk, attack the fire using the fire fighting equipment provided. If the fire is of an electrical nature, use the gas or powder extinguishers, or if of some other nature, use the water extinguishers. If appropriate, i.e. if it is a fire in one of the machines, then turn electricity off at supply.
6. Go to your nearest assembly point and report for the role call.

Please make sure that you are fully aware of this fire drill.

Essential Health & Safety Advice to Temporary Workers

1. Our policy is to provide and maintain safe and healthy conditions, equipment and systems of work for all our employees and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.
2. Temporary workers require safety information to enable them to function in a safe environment. It is our policy to provide information for temporary workers and a copy of this Appendix together with the fire instructions for the site are to be handed to you on arrival prior to taking up work with Company. A copy of the Company Health & Safety Policy statement is held in the rest room for- your perusal.
3. All employees, including temporary workers are responsible for ensuring that no risk is created on the Company premises due to uncleanliness, poor stacking and storage of equipment or the blocking of gangways and fire escape routes. Everyone is to take particular note of areas within their working area.
4. All employees have the responsibility to co-operate with management to achieve a healthy and safe workplace and to take reasonable care of themselves and others.
5. Whenever an employee notices a health and safety problem which they are not able to correct themselves, they must immediately report the problem to their management. Consultation between management and employees is provided for by the Company. All employees are entitled and encouraged to make representation to them on any health and safety matter in a proactive fashion.
6. Contractors are responsible to the Company for their working practises and safety whilst carrying out work on the Company premises. They will however, be responsible for notifying the Company of any task which might endanger the Company's employees or visitors to the building.
7. Short term visitors to the company premises are to be escorted throughout their visit. Longer term visitors are to be given a safety brief by a responsible person on arrival.

Appendix D

Responsible Persons

Overall and final responsibility for Health & Safety in the Company is: Mr Dean Clark

In the absence of the Director, the overall and final responsibility for Health & Safety in the Company is: Matthew Clark

Responsible person for the Health & Safety Policy being implemented and carried out is: Mr Dean Clark

Compiling and Reviewing Risk Assessments: Mr Dean Clark

Compiling and Reviewing COSHH Assessments: Mr Dean Clark

Compiling and Reviewing Fire Risk Assessments: Mr Dean Clark

Compiling, Implementing and Reviewing Procedures: Mr Dean Clark

Reviewing documentation records at least annually or when there are any changes: Mr Dean Clark

Monitoring Asbestos: Dean Clark

Storage Racking: Dean Clark

Consultation between management & employees: Dean Clark

Carrying out safety inspections: Matthew Clark

Carrying out accident investigations: Dean Clark

Monitoring of plant & equipment: Dean Clark

Arranging Eye Sight Test: N/A

Arranging Hearing Test: Dean Clark

Vehicle Safety: Marilyn Clark

First Aiders: To be confirmed

Up-keep of first aid kits: Marilyn Clark

Location of First Aid Kits: Washroom

Appendix D

Reporting accidents internally and via the RIDDOR system: Dean Clark

Controlling contractors on site: Dean Clark

Arranging Noise Assessments: Dean Clark

Health Surveillance: Dean Clark

Issuing permits to work: Dean Clark

Checking fire exits: Dean Clark

Checking fire alarm: Dean Clark & Matthew Clark

Checking Emergency Lighting: Dean Clark & Matthew Clark

Arranging fire drills: Dean Clark

Waste disposal: Dean Clark

Safe stacking and storage: Dean Clark

Marking/keeping gangways clear: Dean Clark

General cleanliness/tidiness of works: Dean Clark

Checking ladders: Dean Clark & Matthew Clark

Arranging Induction Training: Dean Clark

Safety training: Dean Clark

Appendix E

Document(s) / Form(s)	Location
Health and Safety Policy Manual	
Health and Safety Procedures and Forms Manual	
Risk Assessment Manual	
Fire Risk Assessment Manual	
Noise Assessment Manual	
Material Safety Data Sheets	
COSHH Assessment Manual	
Accident Book	
Permits to Work	
Safety Committee Meeting Minutes	
Inspection Records	
Statutory Through Inspection and Tests	
Health Surveillance Records	
Training Records	
Manufacturers Guidance Sheets	
Personal Protective Equipment Issue Record	

TRAINING SCHEDULE

NAME	ACTIVITY											

RELEVANT LEGISLATION

Health & Safety at Work Act 1974
Management of Health & Safety at Work Regulations 1999
Electricity at Work Regulations 1989
Health & Safety (First Aid) Regulations 1981
Health & Safety (Information for Employers) Regulations 1989
Health & Safety (Consultation with Employees) Regulations 1996
Safety Representatives & Safety Committee Regulations 1977
Health & Safety (Display Screen Equipment) Regulations 1992
Health & Safety (Safety Signs & Signals) Regulations 1996
Workplace (Health, Safety & Welfare) Regulations 1992
Provision and Use of Work Equipment Regulations 1998
Control of Asbestos Regulations 2006
Confined Space Regulations 1997
Manual Handling Operations Regulations 1992
Personal Protective Equipment Regulations 1992
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
Pressure Systems Safety Regulations 2000
Lifting Operations and Lifting Equipment Regulations 1998.
Control of Substances Hazardous to Health 2002
Work at Heights Regulations 2005
Control of Vibration at Work Regulations 2005
Control of Noise at Work Regulations 2005
Regulatory Reform (Fire Safety) Order 2005
Dangerous Substances in Explosive Atmosphere Regulations
Corporate Manslaughter & Homicide Act 2008
Construction (Design & Management) Regulations 2015
Disability Act 2003
Smoke Free (Permission and Enforcement) Regulations 2007
Smoke Free (Signs) Regulations 2007
Road Transport (Working Time) Regulations 2005
The Fire Safety (Employees' Capabilities) (England) Regulations 2010
The Control of Artificial Optical Radiation at Work Regulations 2010

Section 6

Health & Safety Procedures

Health & Safety Procedures Contents

HSP1	General Safety Rules
HSP2	Emergency Services
HSP3	Housekeeping
HSP9	Accident Reporting and Investigation Procedure
HSP10	Working at Heights
HSP11	Lift Trucks
HSP13	Working Alone
HSP14	Compressed Air
HSP15	Display Screens
HSP16	VDU-Spectacles Procedure
HSP18	AIDS and HIV
HSP19	Substance Misuse Policy
HSP21	Manual Handling
HSP22	Noise
HSP23	Occupational Health
HSP24	Young Persons
HSP25	Induction of New Employees
HSP25A	Training of Employees
HSP26	Temporary and Short Term Employees
HSP28	Lighting, Heating and Ventilation
HSP29	Electricity at Work
HSP31	Woodworking Machinery
HSP32	Lifting and Handling of Loads by Mechanical Means
HSP34	Use of Powered Machinery
HSP35	Use of Hand Tools
HSP37	Use of Electrical Equipment and Services
HSP44	RIDDOR
HSP46	Contractors on Site Policy
HSP58	CDM Regulations
HSP62	Legionellosis
HSP61	Lifting Operations and Inspection Procedures
HSP70	Code of Practice for Contractors and Sub Contractors
HSP72	Health, safety and Environmental Policy Statement
HSP84/5	Procedure for New and Expectant Mothers
HSP93	Violence at Work Policy
HSP95	Managing Stress in the Workplace
HSP103	Maintenance of Equipment
HSP105	Mobile Phone Policy
HSP114	Road Safety Policy
HSP124	Compressed Air Tools
HSP135	Trailer Shunting-Coupling and Uncoupling Procedure
HSP142	Employing a Young Person and Children
HSP143	Reversing Policy
HSP144	Site Visits
HSP147	Basic Safety Rules for the Office
HSP148	Vibration Policy
HSP151	Palletised Racking
HSP154	Laptop Health and Safety Policy
HSP158	Fire Extinguisher Inspections
HSP168	Fire, Emergency & Bomb Procedures
HSP179	Health & Safety Inspections Procedure
HSP180	Health and Safety Management Audits

Section 7

Health & Safety

Forms

Health and Safety Forms Contents

HSF1	Risk Assessment Form
HSF1A	Fire Risk Assessment Form
HSF1B	COSHH Assessment Form
HSF1C	Risk Assessment Form-Manual Handling
HSF2	Near Miss Report
HSF3	Incident Investigation Report
HSF16	VDU Assessment
HSF17	Office Risk Assessments
HSF21	Personal Training File
HSF22	Department/Branch Induction Training
HSF23	Sub-Contractors Health & Safety Performance Records
HSF25	Ladder Register
HSF38	Register of Approved Contractors
HSF39B	Pre-Qualification Questionnaire for Contractors
HSF45	Defect Report Sheet
HSF41	Machine Guarding Checklist
HSF135	Accident Investigation
HSF138	Four/Weekly Safety Tour Sheet
HSF141	Daily Forklift Checks
HSF147	Company Vehicle Check List
HSF156	Personal Protective Equipment (PPE) Issue/Reissue Record
HSF186	Employment Medical Questionnaire
HSF192	Site Inspection Sheet