

HEALTH & SAFETY POLICY

Created by Team DI for you

DESIGN INTEGRATION LIMITED

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2. RECORD OF REVISIONS

Revised By	Reviewed By	Version No	Revision Date	Review Date
Gary Bond	Derek Wright	1	14 May 2012	14 May 2012
Gary Bond	Derek Wright	2	14 May 2013	14 May 2013
Gary Bond	Derek Wright	3	01 March 2016	28 Feb 2017
Gary Bond	Derek Wright	4	01 March 2017	28 Feb 2018
Gary Bond	Derek Wright	5	26 February 2018	26 February 2019
Gary Bond	Derek Wright	6	26 February 2019	26 February 2020
Gary Bond	Derek Wright	7	26 February 2020	26 February 2021
Gary Bond	Derek Wright	8	18 February 2021	February 2022
Gary Bond	Derek Wright	9	16 February 2022	February 2023
Gary Bond	Derek Wright	10	15 February 2023	February 2024

3. SCOPE

This document is the Occupational Health and Safety Manual for Design Integration LTD and is operated at all locations where the company has works or offices.

These procedures will apply to all locations within the Company.

It is also applicable to those personnel whose duties involve them 'working' away from the company's site.

4. Occupational Health and Safety System

4.1 Plan Do Check Act

The Plan, Do, Check, Act approach achieves a balance between the systems and behavioural aspects of management. It also treats health and safety management as an integral part of good management generally, rather than as a stand-alone system



4.2 General Requirements

4.2.1 Intention and Purpose

To provide a Safety Health Environment Management System (SHEMS) that enables all personnel working for the Company, whether directly or indirectly, to carry out their duties in a manner which will preserve the health and safety of themselves and the people around them and ensure that the health and safety policy of the Company is conformed to.

It has been developed in accordance with the requirements of HS(G) 65, which guidance explains the Plan, Do, Check, Act approach and shows how it can help you achieve a balance between the systems and behavioural aspects of management. It also treats health and safety management as an integral part of good management generally, rather than as a stand-alone system. and the clause numbering of this manual follows as closely as possible the sequence and contents in that document.

4.2.2 System Contents

The SHEMS is made up of the Company's health and safety policy incorporating single-issue policies, health and safety objectives, a health and safety manual, workplace rules and safe working practices/method statements.

4.3 Health and Safety Policy.

The Directors have defined a policy (appendix A) that is appropriate to the organisation.

A copy of this Policy and all relevant information will be made available to all current employees. New employees will be informed of the Policy as part of their induction training. All employees sign to show they have read and understood the policy, and this is kept as part of their normal training records.

The Statement of Intent is also displayed on common notice boards within the Company and is available to external interested parties by request.

The policy is reviewed at the annual Company health and safety system review meeting and is amended to reflect any change in circumstances.

4.4 Planning

4.4.1 Planning for Hazard Identification, Risk Assessment and Risk Control

(a) Legislation Review

The Directors and the SHE Advisor review legislation requirements, relative to the operations of the Company. They identify any new perceived risk and take action to ensure that the Company procedures encompass any change to legal obligations.

(b) Risk Assessment

See single-issue policy.

4.4.2 Legal and other Requirements

Several single-issue policy documents have been developed by the Directors and the SHE Advisor which relate to the operations carried out by the Company. The policies are available to all managers within the Company.

It is the responsibility of the Directors to keep a register of such legislation and to ensure that the single-issue policies involving that legislation are maintained in accordance with the latest legal requirements.

The Directors obtain information on legal requirements from several sources:

- The internet; principally the Health and Safety Executive website
- GB Safety Limited.

4.4.3 Objectives.

The Company has established a procedure for determining health and safety objectives.

They are given to all members of staff and are made available to external interested parties such as contractors.

4.5 Health and Safety Management Programme

The Company has a list of health and safety objectives (health and safety action plan) which are developed by health and safety meetings, inspections, and audits. Objectives are relevant to the company achieving the implementation of the health and safety policy, the Company health and safety plan and are reflective of the continual improvement requirement of that policy.

Specific details are explained in the single-issue policy: management review and management action plan. The objectives form part of the minutes to the Health and Safety meetings.

4.6 Implementation and Operation

4.6.1 Structure and Responsibilities

(a) Management Structure

The structure of responsibilities is contained within the SHE policy. The General Statement of the policy is displayed on the safety notice board at all work locations.

b) Responsibilities

See single-issue policy: Policy, Organisation, Duties and Responsibilities

4.7 Training, awareness and Competence.

See single-issue policy: Information, Instruction, Training and Supervision

The Company has developed a matrix of training/competency needs for each level of employee related to general health and safety requirements:

4.8 Consultation and Communication

See single-issue policy: Consultation and communication.

4.9 Documentation

(a) General

The Company has established this manual to provide a reference for the implementation and maintenance of the SHEMS.

As well as meeting HS(G) 65 requirements, the manual sets out procedures which are common to the various company working activities.

Procedures that are specific to sites and/or departments are written in the form of site-specific safe working practices and are controlled and maintained, together with associated documents as necessary by the responsible manager.

Further documentation associated with the manual includes:

- a) Health and Safety Policy
- b) Single-issue policies
- b) A register of Health and Safety objectives
- c) A register of relevant legislation
- d) Workplace rules
- e) Site specific safe working practices.

(b) Health and Safety Manual

The Company has established this manual to meet the requirements of HS(G) 65 and, as far as possible follows the clause numbering sequence in that document.

4.10 Document and Data Control

Manual

The SHEMS is maintained by the Competent Safety provider, controlled, issued, and approved by the Director or their nominated person.

Procedures within the manual are referenced by clause number and are controlled by issue date.

Where necessary, responsible managers are responsible for issuing to site staff appropriate procedures from the manual applicable to that site at locations relevant to the job. Responsible managers are responsible for ensuring the circulation of the most current revision of the manual or policies.

Revisions to the Health and Safety Manual are:

- a) Approved and issued by the Director and issued by the Office Manager
- b) Recorded on a revisions document within the manual.
- c) Notified to relevant managers.

Single-issue Policies

The single-issue policies are maintained, amended, and issued by the Directors or their nominated representative.

Site specific safe working practices

See single-issue policy: Risk assessment.

a. Control of Records

Records, internal and external, which identify achievements of health and safety and effectiveness of the health and safety system are health and safety records.

Those persons in charge of health and safety records are responsible for:

- The maintenance and storage of records
- Ensuring records are legible and identifiable to the activity concerned
- Ensuring records are readily retrievable and protected against damage, deterioration, or loss.

4.11 Operational Control

The single-issue policies contained in appendix B are the operational requirements covering the whole of the Company.

Not all single-issue policies are relevant to all Company sites.

Each single-issue policy contains sufficient detail to enable the person responsible for health and safety at each site to define all practical requirements to meet the needs of that policy.

The single-issue policies are developed and maintained by the Director and the SHE Advisor.

Each single-issue policy is relative to all the Company's sites except where noted by each site's health and safety rules.

Site health and safety rules are produced by the responsible manager and address, for that specific site, the requirements of the health and safety single-issue policies.

4.12 Emergency Preparedness and Response

See single-issue policy: Fire and Emergency.

4.13 Checking and Corrective Action

4.13.1 Performance measurement and monitoring

The organisation measures the effectiveness of its occupational health and safety system in a number of ways.

a) Accident reporting and recording

See single-issue policy: Reporting of Unplanned Events.

All accidents and the results of consequent investigations are discussed at the monthly management meeting and at the Health and Safety system management review.

b) Hazard Reporting

See single-issue policy: Reporting of Unplanned Events.

All hazards reported, and consequent corrective actions are discussed at the monthly management meeting and at the Health and Safety system management review.

c) Safety Inspections.

Each day plant and equipment is inspected by the operatives to ensure, as far as is possible that operations are being carried out in accordance with the Company's health and safety policy and legislative requirements.

A report of each inspection is compiled by the person(s) carrying out the inspections and maintained as part of the health and safety records. The report details any non-conformances found and a time scale for corrective action to take place. The responsible manager ensures that such corrective action as required is taken and the completion of that corrective action is noted on the original report.

Site inspection reports are discussed at the monthly management meeting and at the health and safety system review meeting.

d) Health and Safety Objectives.

Progress towards site Health and Safety objectives is measured at the monthly meeting.

e) Equipment Certification

All equipment owned or hired by the Company will be subjected to one or both of the following.

The Provision of Work Equipment Regulations (PUWER) requires that equipment provided for use at work is:

- suitable for the intended use
- safe for use
- maintained in a safe condition
- inspected to ensure it is correctly installed and does not subsequently deteriorate
- used only by people who have received adequate information, instruction, and training

The Lifting Operations and Lifting Equipment Regulations (LOLER). LOLER requires that all equipment used for lifting is:

- fit for purpose
- appropriate for the task
- suitably marked
- where required subject to statutory periodic 'thorough examination'.

Records must be kept of all thorough examinations and any defects found must be reported to both the person responsible for the equipment and the relevant enforcing authority.

A robust inspection regime is in place to ensure that all equipment owned or hired is compliant with the stated regulations, which include pre-use checks, thorough examination, maintenance in line with the manufacturer's recommendations by trained and competent people.

f) Equipment Calibration

The Directors or their nominated representative maintains a register of equipment associated with each Health and Safety instruction and is required to be calibrated to be maintained in an operational condition.

Each piece of equipment has a date for calibration, criteria for calibration and name of body responsible for calibration. Details of any repair or modification carried out on the equipment are recorded in the register.

New equipment will be purchased with a certificate of conformity and will then enter the testing and inspection regime at the appropriate time.

When equipment goes out of calibration it is clearly marked as being out of calibration by the equipment user and is taken out of use. The Directors or their nominated representative is informed, and the arranges for corrective action to be taken. Such corrective action is entered onto the details of the equipment in the calibration register.

The Directors are responsible for ensuring that equipment used by suppliers and contractors complies with the Company policy.

4.13.2 Evaluation of compliance

The Directors or their nominated representative shall establish, implement, and maintain a procedure for periodically evaluating compliance with applicable legal requirements. Records of the results of the periodic evaluations shall be maintained.

4.14 Accidents, Incidents, Non-conformances, and Corrective and Preventive action.

See single-issue policy: Reporting of Unplanned Events

4.14.1 Records and record management

All records are maintained in a readily accessible location and must be legible. They can be a mixture of written documentation and electronic information. Each record must not be kept longer than legally required and retention of the records must be compliant with UK GDPR. The Company GDPR is kept separate from this document.

4.15 Audits

An audit of the SHEMS is carried out once per year by the SHE Advisor who has been trained in system audit procedures.

As part of the documentation for this system an audit schedule is prepared once per year showing the timing of audits at company sites. A register of suitably qualified auditors is kept with this audit schedule. The audit schedule and register of auditors form a Health and Safety record.

The audit schedule and auditor register are maintained by the Directors or their nominated representative.

Audit reports contain:

An assessment by the auditor that actual procedures undertaken are those required by the Health and Safety management system and that the Health and Safety management system meets the requirements of HS(G) 65

An agreed timescale for the introduction of corrective and, where necessary, preventive action leading from non-conformances and observations.

They are signed by the auditor and the Director.

The results of audits are discussed at management review meetings.

Audit reports are circulated by the Director or his nominated representative

4.16 Management Review.

A Management review of the SHEMS is carried out annually. A safety review of performance under the PDCA cycle is carried out annually.

Appendix A:

HEALTH & SAFETY POLICY STATEMENT

Appendix B

Master list of single issue policies and general health and safety instructions and records:

APPENDIX A: HEALTH AND SAFETY POLICY STATEMENT

GENERAL POLICY STATEMENT ON SAFETY, HEALTH AND THE ENVIRONMENT

HEALTH & SAFETY AT WORK ACT 1974

Statement of Intent

It is our policy that Design Integration Ltd should be a safe place to work or visit. We will do all that is reasonably practicable to prevent any unplanned event, potentially causing personal injury or damage to property, and to provide protection from foreseeable workplace hazards. We will comply with the Health and Safety at Work etc. Act 1974 and all subsequent relevant regulations, approved codes of practice and orders to fulfil our obligations to ensure the health, safety and welfare of our employees, visitors, contractors whilst they are at work on our premises, and members of the public as far as they are affected by our operation.

We will so far as is reasonably practicable:

1. Provide adequate control of the health, safety and environmental risks arising from our work
2. Consult with our employees over matters of health and safety
3. Provide and maintain safe plant and equipment
4. Provide safe systems of work
5. Ensure safe handling of articles and substances
6. Provide information, instruction and supervision for employees
7. Prevent accidents and cases of work related ill health for employees, visitors and contractors
8. Ensure that all employees are competent to carry out their work, and give them adequate training
9. Provide and maintain safe and healthy working environments
10. Review and revise our health and safety policy as circumstances change, but at least annually

And we will take reasonable measure to improve on these objectives.

Our employees also have obligations with regard to health & safety. They must follow the procedures set out in our health & safety manual to;

1. Work safely and comply with statutory regulations
2. Report unplanned events that have led or may lead to personal injury or property damage
3. Assist in the investigation of such unplanned events

We need co-operation of all at Design Integration to achieve these objectives and we urge everyone to play their part in fulfilling their obligations in law and putting this policy into practice.



Signature:
Derek Wright
Technical Director

Date: 16th February 2023
Review Date: February 2024

APPENDIX B

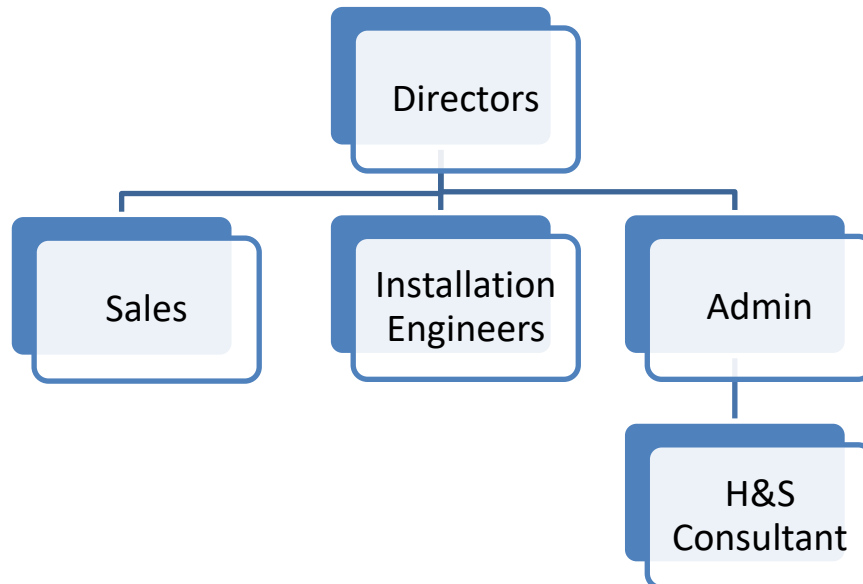
POLICIES, GENERAL HEALTH AND SAFETY INSTRUCTIONS AND RECORDS

1. ORGANISATION – DUTIES AND RESPONSIBILITIES

1.1 POLICY

The DIRECTORS recognise that they hold the ultimate responsibility for all matters relating to the Company's legal obligation for the health, safety and welfare of the company's employees and others, who may be affected by the company's business activities.

1.2 ORGANISATIONAL ARRANGEMENTS



1.3 CRITERIA FOR DELEGATION OF RESPONSIBILITIES

The delegation of responsibilities for health and safety will extend through all levels of the organisation to individuals who will be responsible on a day-to-day basis for the implementation of the company's Safety Management System (Policies and Procedures).

In order to achieve a satisfactory organisational arrangement, the following criteria have been applied:

- The term "responsible" has not been used unless commensurate authority has also been delegated.
- The person to whom responsibilities are delegated will, in all cases, be competent to carry them out through training and/or experience or a combination of both.
- Responsibilities will be clearly defined and understood by those who carry them out.
- In order to avoid frequent changes and revisions of the organisational arrangements, responsibilities are delegated to job positions rather than named persons.

1.4 LIAISON

While responsibilities are delegated to job positions, arrangements are in place for liaison between disciplines where appropriate.

1.5 RESPONSIBILITIES

1.5.1 Directors

The DIRECTORS carry the ultimate responsibility for protecting the health and safety of persons employed by the Company, and that of others who may be affected by the company's business activities.

The DIRECTORS will allocate such financial resources as are required to ensure that the Company operates its business in compliance with United Kingdom Health and Safety Law, the strategy described within their Health and Safety Policy Statement, and the laid down procedures which support their health and safety strategy. In the event of the DIRECTORS encountering health and safety issues beyond their knowledge or experience, they will seek external support. Liaise with inspectors of the Health and Safety Executive, Other Enforcement and external bodies as required.

In order to discharge their responsibilities for health and safety and to ensure that the standards laid down in their policies and procedures are applied throughout all levels of their organisation, the DIRECTORS have made the following organisational arrangements:

1.5.2 Administration Manager

The administration manager has day to day responsibility for the management of health and safety within the company, which include but is not restricted to the duties detailed below:

- Ensure that staff are aware of and fulfil their health and safety responsibilities.
- Ensure that staff are properly trained on how to use all work and safety equipment and have a thorough understanding of emergency procedures.
- all safety devices provided are in place and used by staff.
- all accidents and dangerous occurrences are reported, and the circumstances thoroughly investigated.
- adequate provisions are in place to report and discuss health and safety matters with staff and for consulting with employees to obtain their practical input when devising new strategies.
- agreed improvements in the working environment and safety procedures are implemented without delay.
- their experience and knowledge of the work area is exercised to identify, avoid and where possible instigate improvements to remove hazards.
- new employees receive adequate safety training on joining and are provided with full information on health and safety procedures and the location of health and safety equipment.
- they promote health and safety by example.
- they monitor personnel under their control to whom responsibility for particular health and safety issues has been assigned.
- all premises, plant and equipment within their control is maintained in a safe, hygienic condition and without risk to health, safety or hygiene.
- tasks are carried out in ways, which achieve and maintain highest reasonably practicable standards of health and safety, for employees, clients and persons liable to be affected.
- standards in their workplace are monitored by conducting routine inspections.
- matters of health and safety brought to their attention are reviewed and, if necessary, promptly resolved.
- any unresolved concerns or problems are reported to the appropriate Director.
- health and safety issues are discussed at staff meetings and appropriate action is taken, e.g. information reported by staff is then passed on to the committee.
- relevant information on health and safety matters is circulated to personnel within their department.

1.5.3 Installation engineers

The Installation engineers have a duty for the areas that are managed as to the Health, Safety and Welfare needs associated with those locations. They are responsible for bringing to the attention of the DIRECTORS areas of Health and Safety that could potentially lead to a risk being realised. They must ensure that suitable and sufficient training and supervision is provided to enable tasks to be carried out competently. They are responsible for the day to day implementation of Health, Safety and Welfare to enable full compliance with the Health and Safety at Work Act 1974 and all other associated documentation.

Any person who has a supervisory responsibility in any area of the business operation will support the DIRECTORS in meeting her responsibilities by ensuring that work activities conducted in their

areas complies with the company's Safety Management System and Safe Systems of Work. They are also to ensure that all working areas and equipment are maintained in a safe condition. In the event of Supervisory Staff encountering health and safety issues beyond their knowledge or experience they will seek advice from the Directors

1.5.4 Employees.

Employees will carry out their duties in accordance with all company safety rules and laid down procedures at all times. They will co-operate with their manager or supervisor in all measures designed to achieve and maintain a healthy, accident free workplace, particularly by bringing any previous unidentified hazards to the attention of their manager or supervisor. In the event of an employee or others identifying a situation which could represent imminent danger or serious injury to that person or persons must remove themselves from the area of risk and bring the matter to the attention of their manager without delay

1.5.5 H&S Advisor

In the capacity of appointed competent person, GB Safety Ltd will:

- Provide information to the Board of Directors, to enable effective monitoring of the Company's health and safety performance.
- Assist the Managing Director to identify, develop and deliver suitable health and safety training to all levels of staff and subcontractors as appropriate.
- Undertake periodic audits and inspections of the workplace and procedures and identify wherever possible improvement opportunities.
- Revise and amend as required the Company Health and Safety Policy and associated documents.
- Advise and assist in developing and promoting safe systems of work.
- As required by the Managing Director, investigate and report on all lost time accidents and dangerous occurrences and make recommendations to prevent recurrence.
- To advise the Directors on the requirements of the Health and Safety at Work Act 1974 and related health and safety regulations, including keeping up to date on changed or new requirements.
- Assist in creating at all levels in the Company a positive approach to accident prevention.
- Assist in developing and keeping up to date risk assessment, method statements, health and safety plans, safe systems of work and other appropriate health and safety documentation and standards.

2. INFORMATION AND TRAINING

2.1 POLICY

The Company recognises the contribution employees make to its success. It also recognises that to maintain a committed and competent workforce, it needs to ensure that there is adequate training and development provided for all employees.

The purpose of the company training policy is to ensure that:

- employees are properly trained in the skills they need to carry out their present jobs at a standard acceptable to the Company and its customers
- employees are provided with the skills they may need for changes in the way jobs are carried out;
- as far as possible, employees are encouraged to develop their skills and talents to enable them to progress within the Company and reach their full potential.

The Company is committed to making the most effective use of the talents, skills and abilities of its workforce and to helping all employees maximise the contribution they can make. To demonstrate its commitment, the Company has formalised its training through this policy statement and through the allocation of specific budget resources.

Opportunities for training will be based on an assessment of employees' development needs, irrespective of their sex, age, marital status, disability, race, colour, ethnic or national origin or sexual orientation.

2.2 SAFETY, HEALTH AND ENVIRONMENTAL INFORMATION

Copies of this Policy are held by the Directors and are available for reference by all employees. Relevant elements of the Policy will be issued to all employees and the contents explained to them by their respective manager and supplemented by instruction and training as necessary. For their part, each employee will be requested to sign for receipt and confirmation that they understand the contents of those elements. Additional information is contained in the various supplementary documents referenced in the elements issued. Where this occurs employees will be advised of the necessary detail to ensure they are able to work in a safe and healthy manner.

2.3 TRAINING

Suitable training will be provided to ensure employees at all levels are:

- aware of their safety and health responsibilities.
- competent to carry out their duties.
- competent to operate specialist tools, plant and equipment.

Training needs will be identified by the Directors who will arrange suitable induction training for new starters, to familiarise themselves with the hazards and precautions relevant to their work and any further identified training to enable a safe working environment etc. In order to manage training needs a Training Matrix has been implemented to record all training carried out or recognised by the Company. Training provided to be consistent with industry standards.

Generally, all employees are to attend a health and safety awareness course and on appointment issued with a Policy Statement and Employee Health & Safety Booklet/Rules. Records of training provided are to be maintained by the Directors and attached to personnel records as appropriate.

3. GENERAL SITE SAFETY

3.1 POLICY

This element on general site safety is contained in the **Employee Health & Safety Rules** issued to all employees on appointment. It should be noted that some of the guidance might not apply to certain work situations. Equally there may be some work situations having hazards not covered by the guidance, in which case, it may be necessary to carry out an assessment of those hazards and associated risks and introduce any additional control measures. Managers are required to seek to ensure the general guidance contained therein is followed so far as is reasonably practicable with due regard given to the management / procedural information contained in this Section. The **Employee Health & Safety Rules** (or extracts of) may also be issued to contract personnel on site through the induction process.

4. PERSONAL PROTECTIVE EQUIPMENT & SAFETY CLOTHING

4.1 POLICY

Managers and Supervisors shall ensure that suitable and sufficient Protective Clothing and Equipment (PPE) is available on site, and worn wherever appropriate by employees, contractors and others under their control. Employees shall look after such items, report defects and use them as required. The provision of PPE will be in line with the general guidance provided separately by the Company Directors. The provision of PPE is at no cost to the employee, although complex/expensive PPE such as harnesses, respiratory protection will require an acknowledgement of receipt by employees concerned.

There are currently no Limb B workers, nor any intent to engage Limb B workers. If this changes the policy will be reviewed.

4.2 PROCEDURE

PPE is to be regularly inspected for damage etc and replaced where necessary. Due to the difficulty in keeping routine PPE such as eye, hand and ear protective equipment clean at all times, it is common practice on our sites to issue new equipment as necessary on a more frequent basis than if in a clean environment.

4.3 GUIDANCE

4.3.1 Eye Protection

Eye protection shall be worn wherever there is a foreseeable risk of eye injury. Sufficient goggles shall be provided for use on site where the task risk assessment shows a requirement for eye protection.

4.3.2 Ear Protection

Hearing defenders shall be supplied and worn in accordance with the detailed arrangements for controlling noise.

4.3.3 Gloves

Gloves shall be provided and worn to protect hands during the handling of abrasive, corrosive or other harmful skin agents.

4.3.4 Respiratory Protection

Respiratory protection shall be worn wherever there is a foreseeable risk of significant exposure to airborne harmful agents or the absence of adequate oxygen, and in compliance with the Control of Substances Hazardous to Health Regulations 2006 (COSHH) As Amended. Suitable equipment to the relevant BSEN Standard shall be provided on site, and workers comply with the requirements of any Site Rules determined by assessment. Nuisance dust masks shall only be issued in the absence of toxic dusts, fumes or vapours. Employees required to wear respiratory protection shall be trained in its use. For non-disposable items, a system for inspection and maintenance will be established.

4.3.5 Protective Clothing

Suitable items of protective clothing shall be provided to employees as necessary. If such items are not disposable, arrangements shall be made for such items to be regularly laundered. Overalls should preferably be made of cotton, particularly where employee is carrying out "Hot Work".

4.3.6 Footwear

Employees shall be encouraged and advised to wear suitable footwear where appropriate, such as safety boots or shoes, to avoid serious foot injuries.

5. HAZARDOUS SUBSTANCES - COSHH

5.1 POLICY

The Control of Substances Hazardous to Health Regulations require that an assessment is made of each chemical and substance which may be used, which fall into the categories of irritant, corrosive, toxic and/or harmful or chemicals and substances which have a workplace exposure level. Any material, purchased or otherwise encountered, having the potential for harming health. Dusts, fumes, vapours, gases, micro-organisms, whatever the route of entry to the body (eyes, skin, cuts and abrasions, breathed in or swallowed) is likely. It is the policy of the Company that no hazardous substance shall be used until an assessment has been undertaken and suitable control measures implemented.

5.2 ASSESSMENT PROCEDURE

If the material can harm health, it is classified as hazardous. The elimination of the use of the material or its substitution by a safer product shall be investigated. If use is confirmed, an assessment shall be carried out. For most of the substances currently in use, reference should be made to the COSHH Assessments. All chemicals/substances that are in use must be listed in a register, which includes a Safety Data Sheet and details of emergency procedures upon spillage or accident in usage. Each site shall where possible use chemicals/substances of the lowest risk for the work required. Copies of Data sheets shall be provided and retained on site for all products to be used.

5.3 GUIDANCE

5.3.1 Suppliers

The Buyer shall ask suppliers of materials to the Company to provide details of hazards of use and the appropriate precautions to taken. This information is known as a Safety Data Sheet.

5.3.2 Equipment

Any equipment preventing or controlling exposures to hazardous substances shall be maintained and tested periodically as required. Employees are required to make appropriate use of such equipment and report any defects without delay.

5.3.3 Contractors

All contractors must provide valid assessments for substances hazardous to health, which are to be used on site. The implications shall be discussed, as necessary, at a pre-contract meeting. Contractors shall be requested to provide assessments of materials to be used by others on site where such use affects the Company's personnel and activities, also to provide information regarding residual hazards.

5.3.4 Staff and Employees

Employees shall be provided with information as to the hazards of materials to be used or encountered, instructed in safe working methods and be trained to be able to follow the instructions. Employees shall comply with the instructions issued and co-operate with any monitoring exercises. Contractors under contract from the Company will ensure that their employees receive the information where appropriate.

5.3.5 Health Surveillance

Health surveillance may be undertaken for specified employees. The staff concerned will be identified on merit and be required to co-operate in any surveillance provision.

5.3.6 Record Keeping

Records shall be kept of:

- Information, instructions and training provided (Training File)
- Employees trained (Training File)
- Monitoring data (Head Office. Minimum 30 years) *
- Health surveillance (Head Office. Minimum 30 years) *

*May only affect small number of employees required to use high risk products.

5.4 HYDROGEN VAPOURS

The company has an electric stacker truck that must be charged, the charging of this can cause hydrogen vapours to be discharged into the work environment, the company will increase the ventilation or extraction to ensure that the hydrogen is not a factor to cause respiratory irritation or cause an explosive atmosphere

6. FIRE AND EMERGENCY PROCEDURES

6.1 POLICY

The Company recognises the dangers that can arise in the event of fire. In order to discharge its responsibilities towards protecting the health and safety of personnel from fire hazards and in order to comply with the Regulatory Reform (Fire Safety) Order 2005, fire risk assessments will be conducted and recorded to ensure compliance wherever the Company is obligated.

The company policy is that all employees will receive induction training that includes fire and emergency procedures. Ongoing training will be provided such as is required to ensure that personnel are fully aware of actions to be taken in the event of fire. Strategically placed notices and instructions describing the actions to be taken in the event of a fire and to clearly indicate emergency exit routes will be provided.

6.2 PROCEDURE

A fire risk assessment must be conducted in order to identify where fires may start in the workplace and who may be put at risk from that fire as follows:

- Identify any sources of ignition that may cause fire.
- Identify any combustible materials in the workplace.
- Identify those people who are at significant risk.
- Identify any structural feature that could promote the spread of fire.
- Take steps to monitor the introduction of sources of heat or combustible materials to the workplace.

Waste products and general waste should not be allowed to accumulate to levels that could present a risk of fire.

Adequate firefighting equipment is to be provided in accordance with the requirements of the fire risk assessment. Firefighting equipment will be subject to annual inspection. Records of all equipment, its location and the findings of inspections will be maintained.

Emergency lighting will be fitted throughout all areas, such as is required to facilitate the safe evacuation of all personnel and visitors in case of power failure resulting from fire or other causes. It may be appropriate to provide torches for such occasions. Emergency lighting will be maintained and tested in accordance with the manufacturer's instructions, records of maintenance and testing will be maintained.

The use of candles, cigarette lighters or matches as emergency lighting must not be considered.

The company will have trained a suitable number of employees in the duties of the Fire Marshal and such training will include emergency procedures in general and the company procedure.

Fire Assembly areas will be identified and located in areas beyond any danger of fire. Every employee will be aware of where they report to in the event of any emergency evacuation of the workplace.

In order to test the efficiency of fire evacuation procedures, a practice evacuation will be carried out annually, and failure or improvements rectified immediately afterwards.

6.3 GUIDANCE

All staff are required to make themselves familiar with the following procedure:

Any person discovering a fire, however small, shall:

- shout "Fire" and sound the Alarm via a manual call point.
- attempt to extinguish the fire with a fire extinguisher only if this does not place them in personal danger – 1 person, 1 extinguisher, 1 fire philosophy to be adopted if fighting a fire

On hearing the warning:

- A designated member of staff shall call the Fire Service, state the emergency to be fire, give the Company telephone number and location of the fire.
- Leave site / office and go to safe area away from fire and not on trafficked carriageway.
- Liaise with the Fire Brigade on arrival and follow any advice given.
- The offices / site shall not be re-entered until advised by Fire Brigade that it is safe to do so.

MANDATORY INSTRUCTION

Employees are instructed that under no circumstances must they place themselves or others at risk in a fire situation.

IF IN DOUBT, GET OUT!

7. OFFICE SAFETY

7.1 POLICY

The Company recognises the hazards that can be created by poor housekeeping standards and its legal obligations towards providing a safe and healthy working environment. Office employees have a duty to assist in minimising the risk of accidents, ill health and fire.

7.2 PROCEDURE

A detailed risk assessment will be conducted and recorded for the office and associated areas. The completed risk assessment including the findings will be communicated to office employees and copies displayed in prominent locations.

7.3 GUIDANCE

The following guidelines should be followed as much as possible:

- hazards will be minimised by properly storing materials, limiting trailing electrical cables, closing filing cabinet drawers, keeping staircases and fire exits clear.
- manual handling and other risks will be minimised by using safe methods of lifting, and for access, and avoiding opening more than one drawer of filing cabinets at a time.
- chemical hazards will be minimised by correctly storing cleaning and other harmful materials.
- fire hazards will be minimised by keeping fire doors closed, fire extinguishers in place, paper and other flammable materials tidy, use of ashtrays in smoking areas.
- electrical hazards will be minimised by ensuring that all cables and connections are sound, equipment earthed and correctly fused, sockets are not overloaded, and that water is kept away from all electrical installations.
- portable electrical equipment shall be subject to regular checking, typically annually, and taken out of service if a fault is identified or suspected.

8. ACCIDENT, INCIDENT AND NEAR MISS REPORTING

8.1 POLICY

Details of all injuries, however, minor, incurred at work shall be entered in the Accident Book held on the site of the accident or communicated to Head Office for entry into the Company Accident Book. As necessary, such entries shall be made in the Principal Contractor's/Client's Accident Book.

All employees must obtain treatment for all injuries when they occur and must ensure that these injuries are entered in the Accident Register at the time.

8.2 PROCEDURE

8.2.1 Reporting of Accidents.

All injuries caused by an accident should be recorded in the accident book.

Accidents resulting in a fatality or specified injuries are to be reported to the Project Manager and the Site Manager who will inform HSE immediately by telephone where required and followed up within 10 days if the incident online using F2508.

All incidents can be reported online but a telephone service remains for reporting fatal and specified injuries only. Call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

The list of specified injuries is:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

If the injury causes the person to be incapacitated for a period in excess of seven (7) days, (excluding the day of the accident but including any days which would not have been working days) the accident should be reported to the HSE. Use form F2508 to make this report. The HSE should receive this report within fifteen (15) days of the accident occurring. Form F2508 must also be used to report a dangerous occurrence. The definition of dangerous occurrence is complex and runs to twenty-seven (27) items within the RIDDOR document, the following lists some of the most common reportable dangerous occurrence's:

Failures of the following types of equipment, that could lead to death or serious injury:

- Lifting Machinery.
- Pressure systems.
- Freight containers (including Skips) that are being raised, lowered or suspended.
- Scaffolding.
- Pipelines.
- Electrical incidents

Short circuit or overload causing fire or explosion which could have caused death, or which causes the plant to be shut down for more than 24hrs.

Plant or equipment coming into contact with power lines, or sufficiently close to cause a discharge.

Any incident involving explosives.

Escape of flammable or dangerous substances.

Pipeline failures.

8.2.2 Notification from Sites

Notification via the most senior employee available on site is to be made to Head Office by the most practical means using a combination of accident report form and telephone. Telephone communication to the office must be made immediately in the event of a serious accident or incident. Additionally, the SHE Advisor is to be advised by quickest appropriate means.

8.2.3 What must be Reported

All injury accidents, even minor ones.

Some accidents need to be reported to the Health & Safety Executive (or local Environmental Health Authority if head office only related) and these include:

- a) Any injury accident that results or is likely to result in an employee or self-employed person working under the Company's control being absent from work for more than 7 days following an accident.
- b) Serious injury, such as a broken limb, requires immediate notification to the Enforcement Authority.
- c) Any prescribed disease contracted by an employee
- d) Any incident that is deemed a notifiable dangerous occurrence.

8.3 GUIDANCE

8.3.1 Record Keeping

Written records and copies of F2508 forms submitted should be carefully maintained by the Office Manager.

8.3.2 Procedure for Accident / Incident / Near Miss Investigation

All accidents/Incidents/Near Misses are to be investigated by the Directors or their nominated representative. All relevant information is to be recorded on a database to assist in identifying trends and possible areas for improvement.

The investigation process is to be conducted with an open mind and not to identify a "scapegoat" by adopting a "no blame approach". Once the investigation has been completed the documentation is to be secured in a suitable location by the Directors.

8.3.3 Near Miss Incident

A near miss incident represents an event that does not cause injury or damage to property but has the potential to cause significant injury or property damage.

8.4 Procedure for managing Accidents, Ill Health and Incidents.

8.4.1 The Event:

Details of any injured person, including age, sex, experience, training.

A description of the circumstances including the place, time and conditions.

Details of the event including:

- Any actions which led directly to the event.
- The direct causes of any injuries, ill health or other loss.
- The immediate causes of the event.
- The underlying causes e.g., failure in workplace precautions, risk control systems, management arrangements.

Details of outcomes, including in particular:

- The nature of the outcome e.g., injuries or ill health to employees, members of the public; damage to property; process disruptions; emissions to the environment; creation of hazards.
- The severity of the harm caused, including injuries, ill health and losses.
- The immediate management response to the situation and its adequacy:

- Was it dealt with promptly?
- Were continuing risks dealt with promptly and adequately?
- Was the first aid response adequate?
- Were emergency procedures followed?
- Whether the event was preventable and if so how.

8.4.2 The potential consequences:

- What was the worst that could have happened?
- What prevented the worst from happening?
- How often could such an event occur (**recurrence potential**)?
- What was the worst injury or damage which could have resulted (**severity potential**)?
- How many people could the event have affected (**population potential**)?

8.4.3 Recommendations:

- Prioritised actions with responsibilities and targets for completion.

9. FIRST AID

9.1 POLICY

The Company recognises its responsibilities towards its employees to provide treatment to preserve life and to minimise the consequences of illness or injury until medical or nursing help is available in accordance with the requirements of the Health and Safety (First Aid) Regulations 1981. Selected employees will be trained as "First Aid Appointed Persons", or "First Aiders" and the training will be conducted by a Health and Safety Executive approved organisation.

9.2 PROCEDURE

Where it impractical to appoint a first aider on site due to working times or other unusual event, arrangements will be made to provide emergency first aid training to all appropriate operatives. All employees will be informed of the arrangements made for the provision of first aid, including facilities available the names of first-aid providers and location of first-aid containers. First-aid providers and/or appointed persons will maintain a record of incidents that require their attendance. It is recommended that where practicable, a central record be kept.

The information entered would include:

- Date, time and place of incident.
- Name and job of the injured or ill person.
- Details of the injury/illness and what first-aid was given.
- What happened to the person immediately afterwards (e.g., went home, attended hospital or went back to work)?
- Name and signature of the first-aid provider or person dealing with the incident.

The information recorded can assist in identifying trends and possible areas for improvement in the control of health and safety risks.

9.3 GUIDANCE

The minimum level of first-aid equipment is a suitably stocked and properly identified first-aid container. The first-aid container will be of sound structure, clean and easily accessible and, as a minimum, will contain the following:

Contents	Small	Medium	Large
F/A guidance leaflet	1	1	1
Medium sterile dressing	2	4	6
Large sterile dressing	2	3	4
Triangular dressing	2	3	4
Eye dressing	2	3	4
Adhesive dressings	40	60	100
Sterile wet wipe	20	30	40
Microporous tape	1	2	3
Nitrile gloves - pair	6	9	12
Face shield	1	2	3
Foil blanket	1	2	3
Burn dressing 10 x 10cm	1	2	2
Clothing shears	1	1	1
Conforming bandage	1	2	2
Finger dressing	2	3	4

Sterile eyewash 250ml 0 0 0

COVID 19 additions to this list

are:

- a fluid-repellent surgical mask
- disposable gloves
- eye protection
- apron or other suitable covering

9.2.1 First Aid COVID 19

In addition to the way that first aid is carried out there are additional precautions that the first aider should take with COVID 19 precautions.

Guidance for first aiders

Assist at a safe distance from the casualty as much possible and minimise the time in a shared breathing zone.

If the casualty is capable, tell them to do things for you, but treating the casualty properly should be your first concern. Remember the 3P model – preserve life, prevent worsening, promote recovery.

Preserve life: CPR.

- Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms
- Ask for help. If a portable defibrillator is available, ask for it
- Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation
- Use:
 - a fluid-repellent surgical mask
 - disposable gloves
 - eye protection
 - apron or other suitable covering

Only deliver CPR by chest compressions and use a defibrillator (if available) – do not do rescue breaths.

Prevent worsening, promote recovery: all other injuries or illnesses.

- If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms.
- If giving first aid to someone, you should use the recommended equipment listed above if it is available.
- You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible.

After delivering any first aid

- Ensure you safely discard disposable items and clean reusable ones thoroughly.
- Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible.

9.3.2 Blood-borne Virus – Hepatitis and HIV

The main BBVs of concern are:

- hepatitis B virus (HBV)
- hepatitis C virus
- hepatitis D virus

which all cause hepatitis, a disease of the liver, human immunodeficiency virus (HIV) which causes acquired immune deficiency syndrome (AIDS), affecting the immune system of the body.

The risk of being infected with a BBV while carrying out first aid duties is small.

The following precautions are to be taken to reduce the risk of infection:

- cover any cuts or grazes on your skin with a waterproof dressing.
- wear suitable disposable gloves when dealing with blood or any other body fluids.
- use suitable eye protection and a disposable plastic apron where splashing is possible.
- use devices such as face shields when you give mouth-to-mouth resuscitation, only if you have been trained to use them.

wash your hands after each procedure.

10. CONTROL OF NOISE AT WORK

10.1 POLICY

The Noise at Work Regulations require that an assessment be made of anticipated noise levels where workers are expected to be exposed to noise levels of 80 decibels (dB (A)) or more. Noise can induce deafness or persistent ringing in the ears (tinnitus). Once damage is done it is permanent and may affect quality of life; but it can be prevented.

10.2 PROCEDURE

Measures must be adopted to reduce noise levels at their source to the lowest levels reasonably practicable by:

- Substituting noisy machines for quieter ones.
- Situating noisy machines away from main areas of work wherever possible.
- Ensuring machines are regularly serviced and maintained.
- Checking that all bolts, fixings, removable covers on equipment are kept tight to prevent unnecessary vibration and noise.
- Switching off machines when not in use.
- Providing acoustic enclosures around machines to contain and absorb noise.

10.3 GUIDANCE

The Regulations impose duties on employers and on self-employed persons to protect both employees who may be exposed to risk from exposure to noise at work and other persons at work who might be affected by that work:

- Reduced threshold for hearing protection and training.
- Reduced threshold for introducing noise control.
- Introduce daily exposure limit value.
- Permit weekly average.

Emphasis on consultation between employers, employees and reps.

Requirements for health surveillance and hearing testing (at 85dB).

- Lower exposure action level = 80dB(A)
- Limit value = 135dB(A)

- Upper exposure action level = 85dB(A)
- Limit value = 137dB(A)

- Peak value = 87dB(A)
- Limit value = 140dB(A)

10.3.1 At and above a lower exposure action value:

Suitable hearing protection must be made available to any employee who requests it (1st levels)

Information and training in:

- Nature of risks from exposure to noise.
- Organisational and technical control measures.
- Exposure limit values and action values.
- Findings of risk assessment.
- Availability of personal hearing protection and current use.
- Why and how to report signs of hearing loss.
- Entitlement to health surveillance.
- Safe working practices.
- Results of health surveillance.

Noise samples can be taken with personal protective equipment (PPE) on at 'point of ear'.

10.3.2 At and above an upper exposure action value:

Reduce exposure to as low a level as possible by organisational and technical measures, excluding provision of hearing protectors:

- Other working methods which reduce exposure.
- Choice of appropriate work equipment.
- Design and layout of workstations.
- Suitable and sufficient information and training.
- Reduction of noise by technical means.
- Appropriate maintenance programme.
- Limit duration and intensity of exposure.

Appropriate work schedules and adequate rest periods.

10.3.3 Overprotection

Protectors that reduce the level at the ear to below 70 dB should be avoided, since this overprotection may cause difficulties with communication and hearing warning signals. Users may become isolated from their environment, leading to safety risks, and generally may have a tendency to remove the hearing protection and therefore risk damage to their hearing. The table below gives an indication of the protector factor that is likely to be suitable for different levels of noise (the noise level during a particular work task, not the daily personal noise exposure). It is based on the single number rating (SNR) value provided with a hearing protection device. The information is intended as a guide rather than a substitute for using one of the standardized methods for calculating hearing protection performance, and in particular will not be appropriate if there are significant low-frequency components to the noise in question. Examples of noise environments which may contain significant low-frequency components, and for which this table is not suitable, include press shops, generators and generator test bays, plant rooms, boiler houses, concrete shaker tables, moulding presses and punch presses.

Indication of protector factors:

A-weighted noise level (dB)	Select a protector with an SNR of ...
85-90	20 or less
90-95	20-30
95-100	25-35
100-105	30 or more

11. RISK ASSESSMENT

11.1 POLICY

The Company recognises its legal obligations to assess the hazards contained within or created by its business activities, and to reduce risk to an acceptable level. In order to meet its responsibilities under the Management of Health and Safety at Work Regulations 1999 and to achieve a low risk working environment, the company will ensure that all its business activities are subjected to thorough workplace risk assessments. It is the responsibility of Company managers and supervisors to ensure that the assessments are brought to the attention of all employees.

11.2 PROCEDURE

The Management of Health and Safety at Work Regulations 1999 requires that a suitable and sufficient assessment of:

- The risks to the health and safety of her employees to which they are exposed whilst they are at work.
- The risks to the health and safety of persons not in her employment arising out of or in connection with the conduct by him of her undertaking.

These are to be assessed by referring to hazards and evaluating the risks that arise from them.

The assessment shall take account of the type and competence of the workforce and whether it includes groups of people who may be especially at risk from the activity e.g. young and/or inexperienced people. The assessments shall be recorded and communicated to the relevant group of employees or others who are at risk. Control measures to combat the identified risks are to be detailed on the assessment. The following principles must be applied in deciding the appropriate control measures to be used:

- If possible, avoid the risk altogether.
- Where possible combat the risk at source.
- Give priority to measures which protect the whole workforce.
- Wherever possible adapt work to the individual.
- Take advantage of technological and technical progress.

The technique of risk assessment should not be a complex bureaucracy of paperwork but should be a positive management tool to change working procedures and concentrate on active measures to promote safe working conditions. The responsibility for completing risk assessments will usually be the manager or supervisor responsible for the area in which the work is carried out, after they have received some training in risk assessment techniques before they perform them. It is important that the workforce should be involved in the risk assessment process. Risk Assessments dealing with general repetitive activities will be contained in the Risk Assessment Register annexed to the Policy. These assessments will be added to from time to time and be reviewed on a regular basis. All assessments will be issued to affected personnel as necessary. Site-specific assessments may also be required.

11.3 Review of risk assessments.

The Company will review and revise as necessary, any risk assessment:

- on a biannual basis or,
- when there is reason to suspect the assessments are no longer valid. This may be apparent through accidents, complaints or ill health or,
- when there has been a significant change to matters to which the assessment relates. This could be by the introduction of a new or revised process or by the introduction of new equipment

Any changes or amendments made to the assessments are to be brought to the attention of all concerned.

11.4 GUIDANCE

The risk assessment will be conducted using the following criteria:

- Qualify Operation/Task to be assessed.

- Identify relevant location/area.
- Determine persons at risk
- (Ref.) Annotate activity to be assessed.
- (Activity) Detail specific activity within the operation/task to be assessed.
- (Hazard) Indicate significant (ignore trivial) hazard(s) relating to the activity.
- (Risk) Indicate risk(s) relating to hazard(s) identified.
- (Existing-Control Risk Rating) Using key at bottom of form indicate rating based on existing control measures in place.
- (Control Measures) Indicate all current control measures in place to deal with identified hazards/risks. The list is to contain any additional control measures that are to be put in place before work commences.
- (Post-Additional Control Risk Rating) Using key at bottom of form indicate revised rating based on identified control measures being in place. The Rating should show a significantly lower figure.
- (Comment) Indicate any supporting information that may help interpreting information in other columns. A cross-reference to relevant general assessments can be used if appropriate to avoid duplication.

Explanatory Note

Before carrying out a risk assessment it is necessary to take account of as much background information as possible. All risk assessments benefit from consideration of factors beyond the task itself. Factors which should be considered where applicable include:

- i) Legislation; Acts, Regulations, Approved Codes of Practice,
- ii) British EN Standards,
- iii) HSE Guidance Notes,
- iv) Procedural issues,
- v) Experience from other sites in a similar business.
- vi) Experience and training of all persons involved,
- vii) Influence of factors such as weather.

12. CONSTRUCTION (DESIGN & MANAGEMENT)

12.1 POLICY

The Company recognises its legal obligations under the Construction (Design and Management) Regulations. Individual contracts will be subject to specific individual procedures.

The Construction (Design & Management) Regulations require, amongst other things, the appointment of various parties to effect suitable arrangements for implementing good health and safety management and control measures on a construction project.

12.2 PROCEDURE

When working on a project for another Principal Contractor (i.e. as a subcontractor/contractor) then the Company will:

- co-operate with the Principal Contractor;
- provide the Principal Contractor with information, which might affect the health and safety of any person at work (e.g. provision of risk assessments etc);
- comply with reasonable directions given by the Principal Contractor under the requirements of CDM;
- comply with any rules applicable which are contained in the Health and Safety site plan;
- promptly inform the Principal Contractor of any death, injury, condition or dangerous occurrence to a Company employee or representative;
- provide the Principal Contractor with information which may be required by the Principal Designer (e.g. for inclusion in the health and safety site plan or file);
- provide all Company contract personnel with:
 - name of the Principal Designer;
 - name of the Principal Contractor;
 - relevant information contained within the health and safety plan.

12.3.1 Contracts where the Company is the Principal Contractor

For contracts where the CDM Regulations apply it will be necessary for the Company to develop a Construction Phase Health and Safety Plan which complies with the requirements of Appendix 3 of the CDM Regulations. Such a Plan will comprise of essential information relating to the contract and will amongst other things:

- Method Statements.
- Risk & COSHH assessments.
- Indication of labour plant & material requirements.
- Competencies.
- Contract & Communication details including for emergencies.
- Programme of works where necessary.

The Company will either as the Principal Contractor or a Contractor ensure that co-operation, co-ordination and consultation between all parties on site is maintained by attending regular project/site meetings and recording issues raised in the form of minutes for compliance and satisfactory resolution.

13. SELECTION OF CONTRACTORS

13. POLICY

The Company employs the services of other companies to carry out work on its behalf. Prior to awarding work to new companies, the Company will require potential contractors to provide evidence that they are aware of their legal obligations towards health and safety.

In cases where there is a requirement for a new contractor to be employed to carry out work on the Company's site, potential contractors will be required to complete a questionnaire relating to health and safety issues and where appropriate, provide a Safety Policy including risk assessments and method statements, which must be approved prior to the commencement of work.

Contractors may be employed on the site operated by the Company. The Directors has a responsibility to ensure that all persons on site, including contractors, work safely including safe guarding the environment. It therefore follows that it is vitally important to ensure that all activities undertaken by contractors working for the Company are undertaken in accordance with the same standards of safety that are demanded of the Company's personnel.

13.2 PROCEDURE

13.2.1 Contractor Selection

Selection of contractors can be influenced by the willingness to provide basic health, safety and environmental information at the outset. Therefore, as part of the selection process, a relevant pre-qualification questionnaire will be sent to prospective contractors.

13.2.2 Assessment of Contractor Competence

The DIRECTORS or their nominated representative will assess the responses from prospective contractors on the questionnaire. If essential information is provided, then negotiations can proceed in order to appoint them onto the Approved Contractor Register.

Before approving any contractor, the Directors will satisfy themselves that the contractor agrees to prepare method statements and risk assessments for carrying out proposed site work in a safe and effective manner. The Directors will require the contractor to submit method statements and risk assessments for approval before work commences for those activities having significant risk.

13.2.3 Approval of Contractor's

- After placing successful Contractor's on the Approved Contractor Register but prior to commencement of work with the contractor the DIRECTORS or their nominated representative will ensure that the contractor has been made fully aware of all aspects of the Company's activities that may affect the management of health and safety by the contractor.
- The DIRECTORS or their nominated representative shall include the issue of the Health and Safety Rules for Contractors and ensure the appropriate documents requested therein are returned by the Contractor to the satisfaction of the Company before work commences.
- The DIRECTORS or their nominated representative will ensure that every contractor is inducted in accordance with the Company's Health and Safety Management System.

13.2.4 Induction of Contractors

The DIRECTORS or their nominated representative must ensure the induction process and paperwork is completed by all individuals in accordance with Section 2 of the Company Health and Safety Management System, including Company/Site Induction – Site rules and risk information.

13.2.5 Contractors' Responsibilities

Contractors are subject to the Company's Health and Safety Management System as contained in the Site Operations Manual.

13.2.6 Supervision and Inspection of Contractors

The DIRECTORS or their nominated representative will monitor Contractors' performance for compliance with Safe Systems of Work, Method Statements and the Company's Health and Safety Management System.

14. LIFTING OPERATIONS

14.1 POLICY

The Company recognises its legal obligation towards protecting the Health and Safety of its employees from the hazards relating to the operation and use of lifting equipment in the workplace, and will comply with the Lifting Operations and Lifting Equipment Regulations 1998.

14.2 PROCEDURE

In order to meet its obligations and responsibilities, and to contribute to a safe working environment, the company has adopted the following procedure:

- Any lifting equipment purchased will be covered by an appropriate Certificate of Inspection and marked as to safe working load, and unique identifier. All hired lifting equipment will be checked when received from the Hire company
- No lifting equipment will be taken into use for the first time unless it meets the criteria laid down above
- A register of all lifting equipment will be maintained by the DIRECTORS.
- All lifting equipment will, when not in use, be stored in a dry place away from heat sources. Metal lifting equipment will be lightly oiled to prevent corrosion.
- Operators will receive such training as is required to ensure their own safety and that of others who may be put at risk from lifting operations
- Operators are instructed to inspect lifting equipment for damage each day before use and are to report any damage or defect to their manager or supervisor immediately
- Upon receipt of the reported damage or defect the supervisor or manager will immediately remove the piece of equipment from service pending formal inspection or disposal.
- All lifting equipment will be subject to formal examination by an independent competent person, after a period of not more than 6 months and the record of examination will be retained for inspection for a period of not less than 2 years.

14.3 GUIDANCE

All lifting operations involving lifting equipment require an assessment of how the lift is to be carried out. An assessment of the proposed lift operations is normally made beforehand to determine the various risks and necessary control measures. In order to carry out an assessment the following issues are to be considered:

- What is to be lifted;
- How is it to be lifted;
- What lifting equipment is to be used;
- Where is it to be used;
- Is equipment adequate for size and weight;
- Are operators competent to use the equipment;
- How is it to be supervised
- Is equipment tested and certificated and are certificates available
- Who is to act as the "Appointed Person", to supervise the lifting operation?

For routine lifting operations the planning of each individual lifting operation will be a matter for the operators who have the appropriate knowledge, training and expertise. Only trained operatives will participate in Lifting operations.

Specialist crane operations will usually be carried out by specialist contractors under contract. These specialist contractors may also provide the "Appointed Person" and the relevant assessments etc.

15. MANUAL HANDLING

15.1 POLICY

The Company will endeavour to provide its employees with a safe and healthy working environment and recognises the importance of implementing the Manual Handling Regulations 1992. Therefore, Lead Installers will need to assess all handling activities to determine whether it is possible to utilise mechanical handling techniques/resources for each task.

15.2 PROCEDURE

Manual Handling Assessments

Manual handling precautions will be assessed in accordance with the normal risk assessment process giving priority to mechanical handling wherever there is deemed more reasonably practicable.

Manual Handling Assessment Principles

The requirements of the Regulations are consistent with the principle that work processes should avoid the need to undertake manual handling activities that involve the risk of injury wherever it is reasonably practicable to do so.

This can be achieved through avoiding the manual activity itself, mechanising it so that there is no chance of injury or, where necessary introducing work practices, and training to minimise manual handling as much as possible. Minimisation techniques may involve e.g. lighter components, reduction in lift heights, task rotation and use of handling aids. It is normal practice to utilise forklifts for movement of all heavy components into location etc.

Additionally, reference should be made to the risk assessments, which have identified activities involving manual handling, and the necessary control measures required to be complied with, in order to either remove or reduce risks associated with manual handling activities. Detailed Manual Handling assessments can also be conducted using the Manual Handling Assessment Form HS04.

15.3 GUIDANCE

To avoid back injuries, which form the largest category of work injury, mechanical lifting and handling equipment must be provided and used wherever possible. Information, instruction and training must be given in the correct methods of lifting and handling. A back injury once sustained frequently causes permanent weakness. Where avoidance of heavy handling is impossible the following simple rules can prevent years of suffering:

- If the load is too awkward or too heavy – GET HELP.
- If mechanical aids are available USE THEM to move the load, providing that full instruction in their safe use has been received.
- Check in advance that there is adequate room to lift the object, a clear path is available to the destination and there is adequate room for putting it down.
- Check for sharp edges, wear protective gloves if necessary.
- Wear suitable footwear.

When lifting an object remember these points:

- Keep the back straight.
- Keep arms close to the body.
- Keep chin in.
- Stand with feet slightly apart and one foot slightly in front of the other.
- Bend knees and lift by straightening the legs.
- Grip with the palm of the hand, not just the fingers.

16. PERMITS TO WORK

16.1 POLICY

The Company recognises its legal obligations towards the Health and Safety of employees through the provision of safe systems of work. Where known hazardous work is to be undertaken, a Permit to Work system will apply. The Permit to Work (PTW) is a document detailing the work to be done and the precautions to be taken, to prevent danger arising, during the course of the task being undertaken. Any precautions specified to prevent danger must be in place prior to commencement of work. Under no circumstances will the PTW system be used to sanction unsafe activities or compromise safety standards such as operating equipment without adequate guarding. The PTW will describe the precautions required to protect persons from injury during certain maintenance operations on equipment or buildings. Both company employees and contractors may use the PTW.

16.2 PROCEDURE

When a Permit to Work is required:

- The **Directors** will ensure that, wherever a written authorisation is specified in their General or Site-Specific Rules, their authorisation is provided by means of an approved Permit to Work.
- The **Directors** will ensure that whenever a risk assessment identifies the need for a Permit to Work to be used that the document is issued prior to allowing the job to start. Responsible Managers must use their judgement when deciding whether a Permit to Work should be used.

Permit to Work Issue Procedures

- The Lead Installer or competent person authorised to issue the Permit to Work will complete the Permit and issue it to the person in charge of the job as specified on the Permit.
- The person issuing the Permit to Work will satisfy herself/himself that the person receiving the Permit has read it and understood its contents.
- The person receiving the Permit to Work is then responsible for ensuring that all of the conditions and instructions contained in the Permit are observed and complied with whilst the Permit remains active.

16.3 GUIDANCE

Where Permits to Work apply:

Permits to Work will normally be required in the following situations:

- Live Electrical work
- Entry into Confined Spaces
- Hot Work
- Excavations in vicinity of Underground & Overhead Services
- Deep Excavations
- Work on Hazardous Machinery

Many of the above items do not normally apply to the Company operations, but covers the typical activities whereby close control will be necessary.

17. METHOD STATEMENTS

17.1 POLICY

The Company recognises its responsibility to provide adequate training and safe systems of work in order to protect employees from the hazards and associated risks they may be exposed to during the course of their duties. In order to discharge its responsibilities, it will be necessary with the more complex activities to develop a method statement that clearly outlines the manner in which the work is to be carried out.

17.2 PROCEDURE

Safety method statements will cover all operations and certain tasks considered by the DIRECTORS or their nominated deputy to require a formal, laid down system of work. Based upon the findings of risk assessments, the knowledge of experienced personnel and observation of the task itself, a safety method statement will be formulated, and the findings recorded in writing.

The safety method statement will cover each step of the operation to be undertaken, the hazards contained within that operation and the measures to be taken to reduce risk. Such method statements will be made available to all appropriate employees and adequate resources put in place to ensure control measures identified are implemented. Method Statements will be maintained in a Register.

17.3 GUIDANCE

Method Statements have proved to be an effective and practical management tool, by taking account of the risk assessment and communicating a safe system of work for those employees involved in the work activity.

Method Statements are especially important for higher risk or unusual work such as Use of Hazardous Substances and working at height.

18. TRAINING AND TOOLBOX TALKS

18. POLICY

The Company recognises its duties as an employer to ensure that its employees are provided with adequate health and safety training. This applies to both when they are being recruited and on them being exposed to any new increase in risk or being transferred to a new area or process.

18.1 PROCEDURE

- Health and Safety training must be relevant to the Company operations.
- Whilst some general training such as health and safety awareness is to be commended, potential employees need to demonstrate adequate knowledge of the health and safety arrangements needed for the work for which they are being employed.
- The Directors will determine training needs.
- To assist in this process, a training matrix is established to identify current skills and competencies. In turn the matrix provides a basis for identifying training needs.
- The Directors is responsible for ensuring that the training matrix and related employee training records are properly maintained.
- To enhance the level of safety awareness and promote a positive safety culture for employees involved in site operations, Toolbox Talks (mini briefs) are an effective means of focusing on particular safety related issues.

18.2 TOOLBOX TALKS & INDUCTION

Toolbox Talks are short talks delivered usually by managers or supervisors that address basic safety points on a range of safety issues. Toolbox talks will normally comprise an element of the health and safety rules delivered by a manager on a one-to-one basis or one to a group.

18.2.1 Toolbox Talks Delivery

It is intended that these Talks should be delivered to all employees on a regular basis on a frequency of one talk per month.

All Toolbox Talks are recorded and signed for by employees. Some discretion by the manager will be needed in determining which talk to deliver at any one time with known skills and competencies of employees being a contributory factor in their determination.

18.2.2 Inductions

Similarly, it will be necessary to advise all new employees and contractors of any site-specific risks and procedures. This will be done during an initial Induction and recorded in the Induction Register.

18.3 GUIDANCE

Health and Safety inspectors will want to see arrangements for the provision of safety training in the company's Health and Safety Policy.

19. NOTICES AND RECORDS

19.1 POLICY

The Company recognises its responsibilities under the Health and Safety at Work Act 1974 and associated regulations to provide notices and maintain records relating to their business activities that affect health, safety and the environment.

19.2 PROCEDURE

The Directors will ensure that statutory notices are displayed and that records are maintained in compliance with the requirements of the Health and Safety at Work Act 1974. The list relating to Notices and Records to be maintained is on the next page.

19.3 Notices

The following Notices should be displayed at each worksite.

Title	Where to be Displayed
Health and Safety Law " <i>What you should know</i> " Poster. HSE (or HSE approved equivalent)	Where employees are working who are affected by the arrangements.
Notice giving information on First Aider or Appointed Person and first aid available	Where employees are working who are affected by the arrangements.
Company Health and Safety and Welfare Statement of Intent and Policy document	Copies provided to all employees and contractors advised of those elements affecting their activities.
Fire Procedures	Where employees are working who are affected by the arrangements.
Employer's Liability (Compulsory Insurance) Certificate	Site or Office (must be renewed annually)

Title	Form Number	Where to be kept
Accident Book (to be kept for three years after date of last entry)		Office
Register of persons trained / assessed to operate work equipment such as fork lift trucks	Any reasonable format containing details of training / assessment dates and competencies	Office
Routine Inspections of work equipment	As per Company Inspection Form	Office
Records of reports on thorough examination of lifting appliances, hoists, chains, ropes	Approved records by testing company copied to the Company	Office
Reports of notifiable injuries(1), diseases(2) and dangerous occurrences(1) gas related dangerous occurrence(3)	1=F2508, 2=F2508A, 3= F2508G	Office

20. WORK EQUIPMENT

20.1 POLICY

The Company recognises its responsibilities under the Provision and Use of Work Equipment Regulations to ensure all work equipment supplied for use by its employees is suitable and sufficient for the purpose. The term Work Equipment applies to any machinery, appliance, apparatus or tool for use at work. Under no circumstances will any person carry out any work, repair or testing on work equipment unless having received appropriate training and having been deemed competent by their manager or supervisor.

20.2 PROCEDURE

When determining the need for work equipment, the DIRECTORS or their nominated representative will assess the nature of the work to be carried out and reconcile that assessment with the performance and design criteria of the equipment to ensure suitability for purpose.

They will liaise as appropriate with the Directors to ensure compliance with the relevant statutory provisions.

Work equipment such as plant and other such as compressors, drills etc. is purchased or hired to carry out works for which that equipment is designed to do.

Only those operatives who have been trained or suitably assessed as to their competency and authorised may operate any mechanised work equipment.

Each operator of mobile plant including tractors which is either owned or hired, will always be required to carry out regular checking of the equipment to ensure safe operation.

Service records for equipment will be held at the company office except hired plant, which will be held by the hire company.

All work equipment will be maintained in an efficient state, in working order and in good repair.

Where machinery has a maintenance log, this will be kept up to date.

Any new equipment purchased will be suitable for the purpose of intended use and will incorporate such features that are required to protect the health and safety of both users and others who might be affected by the equipment's operation.

20.3 GUIDANCE

As far as mobile plant is concerned, the competency / training / assessment standards are those identified in current practice.

Records will be kept relating to the competencies held and relevant details made available to clients on reasonable request.

20.4 ROTATING OR ABRASIVE WHEELS

All reasonable steps will be taken by the company to ensure the health and safety of employees who work with grinding machines which incorporate abrasive wheels and floor saws. It is the intention of the company to ensure that any risks are reduced to a minimum. This policy requires the total co-operation of all members of management and staff, and the person responsible for its implementation is the Managing Director.

We will, in consultation with workers and their representatives:

- carry out an assessment of the work activity
- so far as is reasonably practicable, take measures to reduce the risks found as a result of the assessment

- ensure that all equipment used for cutting or grinding operations is maintained in good condition and is suitable for the task, including that guards are in place and secure
- advise all employees, including new employees, who work or will work with abrasive wheels of the risks to health and safety and of the results of assessments
- give sufficient information, instruction and training to ensure the health and safety of workers who use abrasive wheels, including temporary staff and contractors.

Supervisors

Supervisors must:

- ensure that tasks are assessed, and the company policy implemented, regarding all aspects of the use of tools driving abrasive wheels
- ensure that such tools are not loaned and are only used by persons listed on the company register
- monitor work practices, and give timely safety warnings and instructions
- inform the training manager of the identity and training needs of all new starts

Users

Users must:

- familiarise themselves with the company risk assessment relevant to their work
- obey all safety precautions laid down in company documentation and their training
- carry out appropriate user inspections before each operation, including checking of the safety features such as guarding being in place

At no time is any safety guarding to be removed or altered on a rotating or abrasive tool

21. CONSULTATION AND COMMUNICATION

21.1 POLICY

The Company recognises the requirement to consult, either directly or through elected representatives, with those employees currently outside the existing statutory arrangements for trade union representation, on all questions relating to health and safety at work, in accordance with the Health and Safety (Consultation with Employees) Regulations 1996.

21.2 PROCEDURE

All employees have direct access to their immediate manager or supervisor to discuss any area of health and safety they feel is of concern to them.

The Administration Manager is required within the limits of their normal responsibility or authority to deal with such concerns in a sympathetic and practical manner having regard to the Company's policies and legal requirements. Similarly, all Installation Engineers are able to consult with the Directors to seek a remedy.

Other consultation arrangements include:

- Monthly Management meetings.
- Regular Manager/Supervisor meetings.

These meetings deal with many issues with health and safety as a separate agenda item.

21.2.6 The meetings are all minuted with details of any agreements or proposals to deal with addressed health and safety issues made available to the relevant staff for information, comment or approval as appropriate.

21.3 GUIDANCE

The principles contained in the Health and Safety (Consultation with Employees) Regulations 1996 is followed and, such consultation includes:

- Introduction of measures likely to affect employee's health and safety,
- Arrangements for the appointment of "competent person/s" in accordance with the Management Regulations to:
 - a) assist the employer on health and safety matters, and
 - b) take charge of measures to combat identified serious and imminent danger at the workplace,
- Statutory information he must provide,
- details of any relevant training to be provided, and
- introduction of new technology into the workplace that may affect health and safety.

22. MONITORING, INSPECTIONS AND AUDITING

22.1 POLICY

The Company have adopted the organisational arrangements, policies and procedures contained within this document in order to ensure that the measures described in their Health and Safety policy statement are complied with. It is recognised that having made organisational arrangements and established standards, it is necessary to provide assurance that those standards are effectively applied. The DIRECTORS or an independent competent person nominated by her will carry out a comprehensive audit of the health and safety standards, and their effectiveness on the Company's operations on an annual basis.

22.2 PROCEDURE

22.2.1 Monitoring

Each Lead Installer should regularly monitor health and safety arrangements in place having regard to the Company policy and significant risks present by walking around the work area, observing work practices and working environment, noting any concerns and seeking a remedy consistent with both good practice and policy standards.

In addition to routine observations, formal inspections of plant and equipment can help to identify defects as they occur, and suitable remedies put in place. Inspections may be required by statute; these include:

Working Platforms Lifting and Appliances, etc Work Equipment

Details of these statutory inspections will be held in the company office.

22.2.2 Inspections

In addition to routine monitoring, all sites will be regularly inspected on a formal basis in two ways:

- a) By Installation engineers
- b) By the Directors or Managers

These forms are to be completed on site and kept with the Site File and made available for inspection by the DIRECTORS or the H&S Advisor.

All remedial actions are to be completed within the timeframes given on the inspection form

22.2.3 Auditing

Auditing is used to compare what is happening on site (or indeed within the Company) to what should happen. Usually, a formal approach is needed and a record of findings and remedial actions taken both recorded. Auditing is to be carried out by ? and the Directors at an agreed frequency and the following list identifies some of the areas to be addressed:

Management arrangements	Legal compliance issues
Risk assessment provision and required control measures	Provision of suitable assessments of any hazardous materials on site and related control measures
Training	Competencies and qualifications of personnel

Method statements

Statutory inspections and associated records

Contractor assessment and control

Welfare arrangements

Legal compliance issues

Permits to Work

Personal protective equipment

Accident reporting and first aid arrangements

Emergency arrangements

22.3 GUIDANCE

- The audit will comprise of a formal review of the existing Occupational Health and Safety Management System in order to ensure it reflects current United Kingdom legal requirements.
- On completion of the step described, the auditor will examine the health and safety related records and activities against the standards described in the appropriate policies and procedures.
- At the conclusion of the audit a verbal report of findings will be given to the DIRECTORS. A comprehensive written report identifying any deficiencies, together with recommended actions required to achieve compliance will follow up the verbal report.
- Appropriate records of amendments to the Occupational Health and Safety Management System are to be maintained as and when they occur.

23. DISPLAY SCREEN EQUIPMENT

23.1 POLICY

The Company recognises the potential of display screen equipment operations to cause work related upper limb disorders, and its legal obligations under the Display Screen Equipment (DSE) Regulations to take such action as required to prevent this type of injury.

23.2 PROCEDURE

All employees who are required to operate display screen equipment as part of their normal work routine will be required to complete a workstation analysis, (DSE Analysis Form DSE).

All display screen equipment operated by employees will be subject to analysis that will be carried out by a suitably trained and experienced person. The display screen equipment analysis will involve the completion of a questionnaire.

On completion of the analysis, the assessor will discuss the findings with each employee individually, record the findings and implement any recommendations to reduce the risk.

The findings of display screen equipment analysis will be subject to continuous review, in order to identify potential problems relating to the transfer of any employee with special needs to a new or different workstation.

23.3 GUIDANCE

Employees operating display screen equipment will not be subject to any targets or incentives based on keystroke operated within a given period, nor will the number of keystrokes operated within a given period be recorded.

All employees are encouraged to structure their day-to-day work in such a way as to avoid long period of continuous display screen operations.

24. COMPANY TRANSPORT

24.1 POLICY

The Company recognises the danger to employees and others in relation to operating Company vehicles. In order to meet its obligation to minimise the risks of accidents, the Company policy is that only employees selected as Company drivers will be authorised to drive Company vehicles following approval by the Directors.

24.2 PROCEDURE

Prior to approval, drivers will be required to produce a current driving licence covering the class of vehicle to be driven, for checking by the Directors.

All company personnel who are selected as company drivers will be registered on an approved drivers list held by the DIRECTORS or their nominated deputy.

Vehicles will be maintained in compliance with the manufacturer's instructions (i.e., the servicing schedule). The DIRECTORS or their nominated deputy will ensure that such maintenance is carried out as and when required.

Prior to vehicles being driven, drivers will carry out a safety inspection of lights, brakes, tyres, oil levels, etc. Any faults or defects are to be rectified before the vehicle is driven or faults of a less serious nature reported for corrective action as soon as possible.

The DIRECTORS or their nominated representative will keep a register of all current vehicle documentation, including road tax details and insurance expiry dates.

All company drivers are prohibited from using mobile phones whilst driving unless the vehicle is fitted with a "Hands Free" device.

All company drivers will drive company vehicles within the rules of the Highway Code and in particular observe other company's rules (i.e., speed limits) when visiting client premises.

The vehicle will be equipped with a first aid kit, fire extinguisher and work-related equipment as authorised by the DIRECTORS or their nominated representative. All company drivers will take a break of 45 minutes after 4½ hours cumulative or continuous driving, or alternatively 2 or 3 breaks of no less than 15 minutes which total 45 minutes during or immediately after the driving period.

All vehicles will be issued with a copy of the Occupational Health and Safety Management System, which is to be kept in a safe place and readily available as a reference document for all employees.

25. ALCOHOL AND DRUGS

25.1 POLICY

The objectives of the policy are:

- To ensure staff are aware of Organisation's expectations regarding the consumption of alcohol whilst they are at work.
- To prevent alcohol or drug misuse problems arising by promoting awareness of health information on alcohol and drugs to employees.
- To help motivate those employees whose drinking habits or use of drugs affect their work performance, to seek and accept appropriate counselling or treatment.
- To reduce nationally identified alcohol or drug related problems at work such as increased absenteeism, poor time keeping, high sickness levels, accidents at work, impaired work performance.

The Organisation recognises that the misuse of alcohol or drugs may place the health of employees at risk and may affect the capability of employees to perform their duties.

Employees who have alcohol or drug related problems will be regarded for employment purposes as suffering from an illness and will be encouraged to seek help and treatment voluntarily. However, the use of the Organisation's disciplinary procedure is not precluded where an employee, while under the influence of alcohol or other substances, behaves in a manner contrary to the standards of safety and behaviour required by the Organisation of its employees.

It is recognised that rules on the consumption of alcohol and use of drugs are necessary to set out clearly the Organisation's expectation of the behaviour of employees.

25.1.1 Confidentiality

Alcohol or drug related work problems which are identified will be dealt with sensitively. Any personal or medical information, which is divulged by an employee with an alcohol/drug problem to their Manager, will be confidential. Employees who have concerns that alcohol or drug related problems may exist in the workplace will be able to raise such concerns in confidence and without fear of victimisation.

25.1.2 Representation

A Trade Union Representative (if applicable) or other person of their choice (not acting in a legal capacity) may accompany employees at each stage of the procedure.

25.1.3 Communication of the Policy

All employees will be advised of the alcohol and drugs at work policy and its implications for their behaviour at work. The availability of assistance and advice on alcohol/drug related issues will be highlighted.

25.1.4 Roles And Responsibilities

25.1.4.1 Role of Employees

All employees have a responsibility to make the policy work.

Employees are required to familiarise themselves with and abide by the standards required at work in relation to the consumption of alcohol and use of drugs.

Employees with alcohol or drug problems will be required to seek help and assistance and will have a responsibility for their own wellbeing and safety, and that of colleagues.

Employees who are concerned that alcohol/drug related problems exist in the workplace are encouraged to raise these concerns with their manager or appropriate alternative person.

25.1.4.2 Role of Managers

Managers have a responsibility to ensure that employees are aware of general and specific rules, standards and procedures relating to the use of alcohol/drugs in the context of their employment. They should be aware that their normal behaviour in relation to the use of alcohol/drugs may influence members of staff for whom they are responsible. As part of the normal management process Managers should be alert to and monitor changes in work performance, attendance, sickness and accident patterns. Managers should intervene at an early stage where there are signs of problems and refer employees for assistance where appropriate.

25.1.4.3 Responsibilities of Employees

The following section sets out the Organisation's expectation of its employees' behaviour at work in relation to the consumption of alcohol/use of drugs.

- Employees should be aware of their responsibilities under the Health and Safety Legislation (Health & Safety at Work Act 1974 Section 8).
- Rules relating to the consumption of alcohol and to the use of drugs:
 - Employees have a responsibility to ensure they are fit for work, and their capability to perform their duties should be unimpaired by the misuse of alcohol or drugs. Employees should be aware that misuse outside work might affect their capability at work.
 - In addition to the question of capability, employees should be aware that smelling of alcohol can create an unsatisfactory impression and could undermine confidence.
 - The misuse of alcohol by employees in the course of their duties is unacceptable.
 - Possession of alcohol on work premises in circumstances which may reasonably be regarded as giving rise to misuse will not be acceptable careful investigations, would take place before any action was taken.
 - On occasions when alcoholic drinks are available to employees on work premises e.g. social occasions, employees should be aware of the general requirement by the Organisation and the sensible approach to the use of alcohol and the more specific requirement to comply with drink driving legislation.
 - The misuse of prescribed drugs and substances such as solvents by employees on duty is unacceptable.
 - The possession or use of illegal drugs by employees on the Organisation's premises is totally unacceptable. It may lead to a criminal prosecution and will lead to disciplinary action.

These standards are designed to define good practice and breaches of such practice will be dealt with under this procedure or the disciplinary procedure, as appropriate, depending on the circumstances of the case.

25.2 Procedure

Identification of an alcohol/drugs related problem at work.

Indications that an employee is suffering from problems at work which may be associated with his/her misuse of alcohol/drugs. Such indications of concern may first be identified by work colleagues. In order to deal effectively with such problems, to ensure that they do not escalate, and that the employee can be given appropriate help and advice, it is important to intervene at an early stage.

Anyone spotting an indication of drug/alcohol abuse is required to advise the Office Manager of any concerns they have over an employee's potential misuse of alcohol or drugs. This is the most appropriate way to support a colleague and the conversation will be in strictest confidence. Any breaches of confidentiality will be dealt with under the disciplinary procedure.

Where an employee has a potential problem related to their own use of alcohol/drugs, they can, if they wish, raise the problem with the Office Manager who will advise them in line with the principles set out in this policy.

Alternatively, they may approach a medical professional for help and advice. This will be confidential.

25.3 Informal Action

Where concerns have been raised in connection with an employee's potential misuse of alcohol/drugs, the Manager will, as part of the normal management process, arrange to discuss their concerns with the employee, promptly and confidentially on an informal basis.

This meeting should cover the following points only:

- The employee should be asked an open question as to whether there are any issues/problems they would like to discuss.
- The manager should make a statement such as: *'It has been brought to my attention that you may have a substance or alcohol misuse problem. As such, I am obliged to give you this information relating to names and addresses of possible sources of help.'* This is not an accusation or challenge, merely an invitation for the employee's response.
- The manager should then listen to any response that the employee wishes to give.
- A review meeting should be set for between 2-4 weeks (no longer). In the interim period the Manager will monitor the employee against the indicators in Appendix A. This will provide the employee with space and time to reflect on their situation and give the Manager time to assess the scale of the problem.

The member of staff is entitled to have a Trade Union representative or other colleague or friend (not acting in a legal capacity) present at the review meeting.

If the Manager has not observed any of the indicators during the given period, there will be a discussion about the situation and further assessment if necessary.

If the Manager has observed problems in behaviour, the member of staff will be referred to an appropriate medical professional for assessment (see formal action).

The Manager will support the employee in overcoming any problems identified. However, the Manager will also make clear the nature and extent of the improvement required and the timescale for the improvement. The Manager has a responsibility not to tolerate any breach of safe working practice that could endanger the employee or others. Arrangements will be made to monitor and review the situation.

25.4 Formal Action

If it is necessary to consider formal action it will be appropriate to use Disciplinary Procedure as described below.

Any breach of the disciplinary rules in relation to the consumption of alcohol or use of drugs at work will be dealt with under the disciplinary procedure. Any health problems that an employee may volunteer in mitigation will be considered prior to deciding on any disciplinary action.

It is recognised that despite efforts to help and support employees with alcohol/drug related problems at work, if such problems are not resolved, ultimately dismissal on the grounds of lack of capability, or misconduct, or ill health could be an outcome. However, each case will be dealt with on its merits, and it is the intention of this procedure that by identifying and dealing with problems at an early stage such serious action can be avoided

26. STRESS AT WORK

26.1 POLICY

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health. The company recognises that people encounter stress in their lives and are as committed to managing work-related stress as any other health and safety risk.

26.2 PROCEDURE

Through the risk assessment process the Company will continue to identify hazards and assess all mental and physical risks to health and safety with the objective of reducing them, so far as is reasonably practicable, whilst creating a working environment in which all employees have the confidence to seek help for and discuss any work-related problem they may have.

The company recognises the importance of management and employees making a commitment to manage work related stress effectively and to minimise harmful stress levels by:

- Identifying specific stress hazards.
- Recognising symptoms of unhealthy stress.
- Monitoring performance.
- Acting promptly to provide support once stress is identified.
- Taking appropriate preventative action.

26.3 GUIDANCE

It is the responsibility of all managers to develop, implement and monitor appropriate management strategies to reduce levels of occupational stress within the areas of their responsibility. It is the responsibility of all managers to adopt a style conducive to the achievement of the Company objectives without putting unnecessary, excessive and undue pressure on employees.

Employees also have a responsibility for themselves and to take appropriate action to manage their stress levels and identify pressure points from their home and/or working life. Anyone experiencing harmful work-related stress levels should refer to their immediate supervisor or contact their line manager directly. In all cases, the matters raised will be treated sensitively and confidentially.

26.4 MENTAL HEALTH

As an employer, we may have employees who experience mental health difficulties. As soon as we notice that an employee is having difficulties, we will speak to them – as early action can prevent them becoming more unwell.

If the person does not want to speak to us, we will suggest they speak to someone else, for example, their own GP.

Managers should concentrate on making reasonable adjustments at work, rather than understanding the diagnosis. Their GP, medical support or occupational health should be able to provide guidance on what you can do to help them.

If an employee goes off sick, lack of contact or involvement from their manager may mean they feel isolated, forgotten or unable to return. We can reduce the risk of them not returning to work by:

- keeping them informed about what is going on, including social events
- reassuring them early on and throughout their absence

27. VISITORS ON SITE

27.1 POLICY

The Company recognises its responsibility towards protecting the health and safety of persons visiting the Company's premises. Visitors are those persons who are not employed by the Company but enter the company's premises.

27.2 PROCEDURE

- Official Visitors report to the Office who will ensure that details of their name, vehicle and who they are to visit are known.
- The Office will host the official visitor.
- Under no circumstances will unaccompanied visitors be allowed to enter the premises unless agreed by the Directors.
- Official visitors are the responsibility of the person with whom they have an appointment. This person, or a second competent person, will accompany the visitor at all times and ensure that the visitor is issued with and wears the appropriate personal protective equipment where required.
- The Company's representative will also ensure that visitors obey the company's health and safety rules at all times.
- On leaving the site, visitors will be escorted back to the car park where applicable.

28. HOUSEKEEPING STANDARDS

28.1 POLICY

The Company recognises the hazards that can be created by poor housekeeping standards and its legal obligations towards providing a safe and healthy working environment. The Company policy is to encourage all employees to contribute towards achieving and maintaining a low risk working environment.

28.2 PROCEDURE

Managers and supervisors will carry delegated responsibility for achieving and maintaining high housekeeping standards in the areas over which they control ensuring that the measures described below are carried out:

- Gangways and walkways will be available at all times and free from obstruction.
- In the event of gangways or walkways being temporarily obstructed, clearly identified safe alternate routes will be provided.
- Floors will be cleaned, properly drained and not slippery.
- Sufficient identified bins will be provided in all areas.
- The bins will be emptied at routine intervals and at any time they become full.
- Bins carrying flammable materials or those that may ignite spontaneously will be made from metal and fitted with a lid.
- Materials will be stored in designated areas, in a safe manner, and will not interfere with emergency exits, fire fighting equipment etc.

The above standards will, where appropriate, apply to all external areas.

In order to ensure that the above standards are maintained, regular inspections will be carried out by Directors and Lead Installers.

29. ASBESTOS MANAGEMENT

29.1 POLICY

The Company recognises its legal obligations under the Control of Asbestos Regulations and their legal duty to manage the risk from Asbestos Containing Materials.

29.2 PROCEDURE

In order to meet its obligation to provide a safe and healthy workplace, the company has adopted the following procedure:

- The responsible person will ensure that for all buildings and equipment for which there is not a clear report indicating that they are asbestos-free (particularly for buildings built or refurbished between 1950 and 1980) a detailed survey will be carried out, if the results of a previously carried out survey are not made available, to establish the location, form, type and condition of any asbestos together with an evaluation of the likelihood of the material being damaged or worked on in the future.
- The results of the surveys will be recorded in an asbestos register for each work-area, and this register will be consulted whenever maintenance, repair or alteration works are considered.
- Asbestos-containing materials shall be labelled and subject to regular and documented inspections and any maintenance carried out to minimise the risk of fibre release.
- All works on asbestos except for very small quantities of asbestos cement, pump seals, valve seals or flanges, shall be carried out by licensed contractors under the independent supervision of an accredited monitoring agency.
- In addition to removing asbestos identified as representing a significant risk (because of its condition, location, etc.) the opportunity shall be taken during any maintenance or refurbishments to gradually remove all asbestos from the company sites.
- Waste contaminated by or containing asbestos shall be double bagged, labelled and disposed of in a licensed site as special waste and the disposal paperwork retained in the Company records.

Employees must not at any time, work with, remove materials containing asbestos; this includes the stripping of lagging or any type of material which may have an asbestos content.

29.3 GUIDANCE

Where it is known or suspected that the materials to be removed, or worked with contain asbestos, then the person responsible for co-ordinating safety arrangements must be informed. A specialist company should then be commissioned to remove asbestos. Adequate and suitable protective clothing and respirators must be used by the Specialist Company and bagging, marking and disposal of the material must be carried out in accordance with the Control of Asbestos at Work Regulations 2012.

Monitoring and air sampling before and after completion of work must be carried out as laid down by the Health and Safety Executive. Upon completion of the work the area must comply with statutory regulations and a '**CLEAN AIR CERTIFICATE**' using the '**DISTURBED AIR METHOD**' must be issued.

30. WASTE MANAGEMENT

32.1 POLICY

The Company recognises its obligation under the Environmental Protection Act 1990 and the danger to health and the environment from waste generated during all its workplace and office processes not being properly managed.

32.2 PROCEDURE

In order to comply with the Environmental Protection Act 1990 the company have adopted the following procedure. In simple terms, waste is classified as any object, material or substance that the company owns or produces and wishes to dispose of or have recovered.

To identify what is waste and to take the appropriate action to manage it the company will implement the following measures:

- prevent any other person treating, keeping or disposing of waste other than in accordance with waste management licensing legislation;
- prevent the escape of waste – both on site and during onward transfer;
- ensure that waste is only transferred to an authorised person or to a person for authorised transport purposes;
- complete a transfer note which must be signed and kept for a minimum of two years by the parties involved when waste is transferred.

32.3 GUIDANCE

The Hazardous Waste Regulations 2005 which cover the movement and consignment of hazardous waste. These regulations also:

- closely reflect the European Hazardous Waste List;
- place a legal duty on hazardous waste producers to ensure that consignment notes are completed;
- require operators of waste management sites to provide hazardous waste producers with regular summaries of the type and quantities of waste they have sent for treatment or disposal-this is designed to provide companies with written proof that their waste has been disposed of correctly.

32.3.1 Oil storage on Site.

The Control of Pollution (Oil Storage) (England) Regulations 2001 state that oil must be stored in a container that is of sufficient strength and structural integrity to ensure that it is unlikely to burst or leak in its ordinary use. The container must be situated within a secondary containment system, more commonly referred to as catchpit, or bund. Under the regulations, a bund must comply with the following minimum requirements:

- It must have a capacity of not less than 110% of the container's storage capacity, or not less than 110% of the largest container's storage capacity if there is more than one container within the bund, or 25% of their aggregate storage capacity, whichever is the greater.
- The bund must be positioned, or other steps must be taken, so as to minimise any risk of damage by impact, so far as is reasonably practicable.
- Its base and walls must be impermeable to water and oil.
- Its base and walls must not be penetrated by any valve, pipe or other opening that is used for draining the system.

If any fill pipe, or draw-off pipe penetrates its base or any of its walls, the junction of the pipe with the base or walls must be adequately sealed to prevent oil escaping from the system.

31. WORKING AT HEIGHT

31.1 POLICY

The Company recognises its responsibilities to protect the health and safety of its employees and do all that is reasonably practicable to prevent anyone falling whilst working at height. The company will, in compliance, with the Work at Height Regulations 2005 provide work equipment or other measures to prevent falls where working at height cannot be avoided; and where it cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

31.2 PROCEDURE

31.2.1 Employer's Responsibilities.

The Company will ensure that:

- all work at height is properly planned and organised.
- all work at height takes account of weather conditions that could endanger health and safety.
- those involved in work at height are trained and competent.
- the place where work at height is done is safe.
- equipment for work at height is appropriately inspected.
- the risks from fragile surfaces are properly controlled.
- the risks from falling objects are properly controlled.

31.2.2 Planning the Work at Height.

The Company will ensure that:

- no work is done at height if it is safe and reasonably practicable to do it other than at height.
- the work is properly planned, appropriately supervised and carried out in as safe a way as is reasonably practicable.
- plan for emergencies and rescue.
- the risk assessment for the activity is read and acknowledged by all those involved in the work.

31.2.3 Weather conditions.

If it is deemed that the weather conditions on site will endanger health or safety, then the work will be postponed until the situation improves.

31.2.4 Employee Training.

Employees involved in work at height will be trained and competent, or if being trained, supervised by a competent person. The content of the training will include the organisation, planning, supervision and the provision and maintenance of access equipment.

Training will also be provided in how to avoid falling and how to avoid or minimise injury to employees should they fall.

31.3 Equipment, temporary structures and safety features.

31.3.1 Selection of Equipment

When selecting equipment for work at height, the Company will:

- use the most suitable equipment.

- give collective protection measures (e.g. guard rails) priority over personal protection measures (e.g. safety harnesses);
- take account of the working conditions and the risks to the safety of all those at the place where the work equipment is to be used.

31.3.2 Inspections.

Inspection criteria:

- All access equipment will comply with the relevant British Standard or EN (European equivalent).
- All access equipment will be subject to a pre-use check each working day.
- All access equipment will be inspected and maintained in accordance with the manufacturer's instructions.
- All access equipment will be suitable for the work intended e.g., Class 1 Ladders or Step Ladders are appropriate, but not Class 3 Ladders or Step Ladders which are for domestic use.
- All access equipment will be numbered, entered onto an Access Equipment Register and subject to regular inspection by a competent person.

31.3.3 Fragile surfaces.

The Company will ensure that:

- employees working on or near a fragile surface will be provided with suitable platforms, coverings or guard rails to minimise the risk of a fall;
- everything reasonably practicable, if any risk of a fall remains, will be done to minimise the distance and effect of a fall.

31.3.4 Falling Objects.

The Company where necessary will do all that is reasonably practicable to prevent anything falling.

Employees must not:

- throw or tip materials, equipment from height if it is likely to injure anyone.
- store materials and equipment in such a way that its movement is likely to injure someone.

Working areas will be clearly indicated to prevent unauthorised access and prevent injuries from falling objects.

32. HAND ARM VIBRATION

32.1 POLICY

The Company recognises its responsibilities to protect its employees' exposure to vibration when they use machinery and hand tools. The Company will make employees aware of any risks involved in their day-to-day exposure to vibration and take all reasonable steps to set safe vibration exposure limits that should not be exceeded. If the vibration action level is exceeded appropriate health surveillance will be required.

32.2 PROCEDURE

The Directors will seek to ensure the following is applied to all operations involving equipment that generate vibration likely to affect the operator:

- reduce vibration exposures to the HSE action limit or below, so far as is reasonably practical,
- control all vibration exposures to below the HSE Action Level of 2.5m/s^2 for a working day,
- ensure adequate instruction and awareness training is provided on the subject,
- review periodically the availability and suitability of alternative power tools to reduce exposure to vibration such as use of anti-vibration handles and task rotation,
- ensure provision and encourage the wearing of anti-vibration gloves, if appropriate,
- prohibit any person from using vibration equipment if they are identified through any health screening process as being at risk from further exposure to vibration,
- review and make appropriate changes to control measures to prevent or eliminate increases in risk resulting from deficiencies identified by monitoring.

32.3 GUIDANCE

The following guidelines reflect the Company policy to reduce exposure to the lowest practical level by introducing maximum use times in a one-day shift and encouraging task rotation. These times may be reduced by advice from an Occupational Health Consultant resulting from any Health Screening process.

Installation engineers and those responsible for procurement of subject equipment, whether for hire or purchase, must seek to ensure vibration levels of actual equipment obtained is at or below the figures shown. Where vibration levels exceed these figures, then further assessment will be required.

Contractors working on projects are to abide by company rules in relation to exposure guidance. These times may be reduced by advice resulting from any Health Screening process.

Note:

Where this equipment is fitted with anti-vibration handles, the level of vibration experienced by the operator is significantly reduced. These levels will tend to be (although not exclusively) lower than those shown above but the use of gloves should be part of a continuing reduction in exposure than a proportionate increase in usage time.

The HSE ready reckoner is a useful tool to give quick reference to the exposure limits.

Vibration magnitude, a_{hw} (m/s ²)	Exposure time, T									
	5 min	15 min	30 min	1 h	1 h 30 min	2 h	3 h	4 h	5 h	6 h
40	265	800								
30	150	450	900							
25	105	315	625	1250						
20	67	200	400	800	1200					
19	60	180	360	720	1100	1450				
18	54	160	325	650	970	1300				
17	48	145	290	580	865	1150				
16	43	130	255	510	770	1000				
15	38	115	225	450	675	900	1350			
14	33	98	195	390	590	785	1200			
13	28	85	170	340	505	675	1000	1350		
12	24	72	145	290	430	575	885	1150	1450	
11	20	61	120	240	365	485	725	970	1200	1450
10	17	50	100	200	300	400	600	800	1000	1200
9	14	41	81	160	245	325	485	650	810	970
8	11	32	64	130	190	255	385	510	640	770
7	8	25	49	98	145	195	295	390	490	590
6	6	18	36	72	110	145	215	290	360	430
5.5	5	15	31	61	91	120	180	240	305	365
5	4	13	25	50	75	100	150	200	250	300
4.5	3	10	21	41	61	81	120	160	205	245
4	3	8	16	32	48	64	95	130	160	190
3.5	2	6	13	25	37	49	74	98	125	145
3	2	5	9	18	27	36	54	72	90	110
2.5	1	3	6	13	19	25	38	50	63	75
2	1	2	4	8	12	16	24	32	40	48
1.5	0	1	2	5	7	9	14	18	23	27
1	0	1	1	2	3	4	6	8	10	12

However, everyone exposed to vibration should be monitored using the HSE vibration calculator

<https://www.hse.gov.uk/vibration/hav/vibrationcalc.htm>

33. ELECTRICITY

33.1 POLICY

The Company recognises its responsibility to protect the employees' exposure to electricity. The Company, through risk assessment will inform employees of the potential exposure to electricity whilst at work and what control measures are to be used to reduce this exposure

33.2 PROCEEDURE

Electrical tools will in the first instance be BATTERY powered as a preference, where this is not practical then portable power tools (those that are not fixed installations) and include all site and workshop electrical equipment which plug into an electrical supply will be either 110v or 240v. When on site the preference is 110v, followed by 240v fitted with a breaker.

Static sites

Directors are to prepare and keep up to date a register (Annex 1) of all portable electrical appliances held on site. They are to arrange for a competent electrician to test and inspect building electrical installations and portable electrical appliances at three yearly intervals. Records of all such tests are to be placed on the site safety file.

Construction Sites

Installation engineers are to prepare and keep up to date a register of all portable electrical appliances held on site. They are to arrange for a competent electrician to test and inspect the electrical installations on all-temporary accommodation and electrical appliances at three monthly intervals. Records of all such tests are to be placed on the site safety file with a copy to Head Office.

All portable electrical appliances are to be visually inspected by the user daily. The following are to be checked for serviceability plugs, leads and outer casings.

33.3 GUIDANCE

Ensure that the electrical installation is safe

- install new electrical systems to a suitable standard, such as BS7671 Requirements for New Electrical Installations, then maintain it in a safe condition
- maintain existing installations
- provide enough sockets/outlets to prevent overloading, which can cause fires

Provide safe and suitable equipment

- choose equipment that is suitable for the work environment
- ensure the equipment is safe when supplied and then maintain it in a safe condition
- provide an accessible and clearly identified switch near to each fixed machine to cut off power in an emergency (e stop)
- for portable equipment use sockets/outlets that are close so that equipment can be disconnected in an emergency
- the ends of flexible cables should always have the outer sheath of the cable firmly clamped to stop the wires pulling out of the terminals
- replace damaged sections of the cable completely
- use proper connectors or cable couplers to join lengths of cable, do not use strip connector blocks covered in insulation tape
- protect light bulbs and other equipment which could easily become damaged in use. Do not leave bulb missing from lights where the terminals can easily be reached

Reduce the voltage

One of the best ways of reducing the risk of injury when using electrical equipment is to limit the supply voltage to the lowest need to get the job done, such as:

- temporary lighting can be run at lower voltages
- use batter powered tools as a preference to 110v tools

- use 110v centre tapped supply as a second choice to battery

Provide a safe device

If equipment operating at 230v or higher is used, an RCD can provide additional safety. The best place for an RCD is at the main switch board or socket/outlet, as this means that the cables are permanently protected. If this is not possible a plug incorporating an RCD or plug in RCD can also provide additional safety

RCDs for protecting people have a rated tripping current of not more than 30 milliamps (mA).

- an RCD is a valuable safety device, never bypass it
- if the RCD trips, it is a sign there is a fault
- if the RCD trips frequently and no fault can be found in the system, then contact the manufacturer of the RCD
- check the RCD test button to ensure that the trip mechanism is functioning correctly

Carry out preventative maintenance

All electrical equipment and installations should be maintained to prevent danger. It is strongly recommended that it includes an appropriate system of visual inspection, and where necessary, testing. By looking for visible signs of damage or faults most of the electrical risk can be controlled, this will need to be backed up by testing.

Work Safely

Make sure that people who are working with electricity are competent to do the job.

- Suspect or faulty equipment is to be taken out of service, labelled "DO NOT USE" and quarantined until it can be examined by a competent person
- Where possible tools and power socket/outlets should be turned off prior to plugging in or unplugging the electrical device
- Equipment is to be switched off and unplugged prior to adjusting, cleaning or maintenance

Equipment repairs should only be carried out by a competent person

Do not work near or on live/exposed parts of equipment.

34. MANAGEMENT REVIEW

34.1 POLICY

Management review is undertaken periodically within the year via Director Meetings, and Management review meetings. This process involves a review and evaluation of the H&S policy to ensure its continuing suitability, adequacy and effectiveness

34.3 GUIDANCE

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35. WELFARE

35.1 POLICY

Welfare facilities are provided at all static locations to meet the needs of the regulation, and in mobile locations where we are responsible for the provision of welfare facilities then they will be provided so far as is reasonably practicable.

35.2 PROCEDURE

35.2.1 Static Locations

The welfare facilities to be provided at the Company static locations must be in accordance with the Workplace (Health, Safety & Welfare) Regulations 1992. Frequent checks of the conditions and maintenance must be made of the facilities.

35.2.3 Construction Sites

When acting as a sub-contractor

Directors will, when preparing the method statement for a construction site, liaise the Principal Contractor to find out if existing welfare facilities are present and seek their agreement on their use. Should the Principal Contractor deny access then Directors are to arrange for suitable facilities in accordance with the Construction (Design and Management) Regulations 2015 to be provided on site for his own employees.

When acting as Principal Contractor

Project Managers will, when acting as Principal Contractor, make provision for the supply and installation of welfare facilities as defined in the Construction (Design and Management) Regulations 2015.

Any such facilities will be provided for all sub-contractors engaged in the project.

36. OCCUPATIONAL HEALTH

36.1 POLICY

It is the policy of the Company to ensure as far as is reasonably practical that the health of our employees and, as appropriate, our sub-contractors, is not adversely affected by our work activities.

The purpose of this Procedure is to ensure the long-term Health of Employees is protected by:

- carrying out a risk-based assessment of those work activities that could cause long term Health problems to employees and sub-contractors.
- the introduction of control programs to minimise identified health risks.
- monitoring exposure and employee health via health surveillance programs.
- carrying out annual Health checks for all employees attaining 60 years of age.

The purpose of Monitoring Health of Employees is to:

- identify adverse health effects early, to prevent continued deterioration.
- identify inadequate controls in the workplace.
- inform those at risk so job routines can be improved at the earliest opportunity.
- provide further training and information to employees on the risks and importance of ensuring controls are in place, and PPE used where appropriate.

36.2 PROCEDURES

The Directors are to ensure that supervisor Installation Engineers have been instructed as to their responsibilities regarding the carrying out of health risk assessments in accordance with this procedure and risk assessments address:

- risks associated with the use of substances.
- risk of noise induced hearing loss.
- risk of hand arm vibration injuries.
 - temperature extremes and inclement weather.
 - stress.
- risks to the unborn child and its mother arising out of her work activities.

Ensuring random appraisals of health risk assessments are carried out to ensure they are compliant with current legislation. That the information contained within each health risk assessment has been communicated to employees.

Actioning those areas that indicate a shortfall in regulatory requirements.

Directors are to ensure that:

- they identify any health hazards which may be on sites he visits and that those hazards are communicated to site supervisors prior to their arrival.
- checking that site supervisors have complied with this procedure during his site inspections.
- when a member of staff reaches 60 years of age a medical health check can be organised annually by the company with a general medical practitioner. If the employee attends then the report will be discussed with the employer at Director level only.
- when a member of staff reaches the national age of retirement for that employee to continue working then a Full Medical Assessment will be organised by the Company. The result of the medical will be forwarded to both the employee and a Director of the Company to ascertain if continuation in work is viable.
- ensuring adequate and suitable health risk assessments have been carried out for all tasks to be undertaken by employees under their control.
- ensuring that where significant health risks have been identified that adequate control measures have been devised and implemented.

- ensuring that the findings of all risk assessments and the control measures have been communicated to the employees concerned.
- the Directors must ensure that Health and Safety Procedures are continually updated, to include the Risk Assessment.
- in the event any failings are identified the Directors shall follow the 'hierarchy of risk to health' to improve the situation:
 - elimination: Does the work process need to be carried out at all?
 - substitution: Can the work process be altered for a less hazardous method?
 - engineering Controls: Are there controls that can be implemented to reduce the hazard?
 - PPE: as a 'last resort'.

If health problems still exist, the Directors will organize professional help.

- Installation engineer: The person responsible for the day-to-day management of a Design Integration Limited Work Location.
- Risk Assessments and Method Statements: A Procedure for ensuring the health and safety of all is protected whilst undertaking new operations.
- Respiratory Conditions: Work operations involving substances that are sensitizers to the respiratory system.
- Musculo-Skeletal Conditions: Work operations involving repetitive or vibrating movement.
- Skin Conditions: Work operations involving substances that are sensitizers to the skin.
- Noise: Work operations involving exposure to noise levels in excess of those identified in the Control of Noise at Work Regulations 2005.

37. PREGNANT WORKERS

37.1 POLICY

We have a legal duty to protect the health and safety of pregnant mothers at work. This includes workers who could be pregnant as well as those who we know are pregnant.

37.2 PROCEDURES

37.2.1 Responsibilities

37.2.1.1 The Directors are responsible for ensuring that:

- Adequate funding has been allocated in the annual budget to allow for the provision of extra facilities and work re-scheduling as required to ensure the health, safety and welfare of new and expectant mothers.
- Extra welfare facilities are made available to new and expectant mothers.
- Carrying out a companywide risk assessment to identify any potential hazards to new and expectant mothers and informing any woman who could fall into that category of those risks and associated control measures.
- When they are informed by a pregnant or expectant mother of their circumstances that a person specific risk assessment is carried out and the controls implemented.
- The controls of any risk assessment are implemented.
- Ensuring they are aware of the findings of the risk assessment for new and expectant mothers.

37.2.1.2 Employees are responsible for:

- Complying with the control measures identified by the risk assessment.
- Although not a legal requirement we request that employees inform us if they are a new or expectant mother.

37.2.2 Application

This procedure applies to all women who are pregnant, breast feeding or have given birth in the last six months.

37.2.2.1 Company Wide Risk Assessment

Even if the company does not employ any new or expectant mothers the Directors are to carry out a companywide risk assessment to identify any specific hazards. (Annex 1)

Where possible the Directors will reduce or remove these risks from the workplace.

Any woman who could fall into the category of a new or expectant mother is to be shown the Contents of this risk assessment.

37.2.2.2 Person Specific Risk Assessment

Upon being informed by an employee that they are either a new or expectant mother or are breast feeding the Directors will carry out a person specific risk assessment.

The employer is entitled to ask for written documentation that the woman is pregnant.

The risk assessment is to take into account any information given by the woman doctor.

The directors will first complete the questionnaire for new and expectant mothers and based upon the information gained perform the same risk assessment as for the company, but this time based upon the individual.

If the risk assessment concludes that the employee's present working regime is too hazardous, they are to consider the following:

Action 1: Temporarily adjusted working conditions and/or hours of work. If not suitable then....

Action 2: Suitable alternative work (at the same rate of pay). If not suitable then...

Action 3: Suspend the employee from work on paid leave for as long as necessary to protect their health and safety and that of the child.

37.2.4 Facilities

The company will provide suitable rest facilities for new and expectant mothers. These will be always made available with no limits placed on frequency of use.

37.3 GUIDANCE

- HSE Leaflet A guide for new & expectant mothers who work (Employer's guide)
- HSE Leaflet New and expectant mothers at work (A guide for health professionals)
- HSE Leaflet A guide for new and expectant mothers who work.

38. LONE WORKING

38.1 POLICY

It is the company policy to limit lone working as far as reasonably practicable, but we also understand that sometimes it is the only to complete a job, with workers often in the same area as other but not in line of site. When lone working is required the company procedure must be adhered to.

38.2 PROCEDURES

38.2.1 References

HSE Leaflet Working Alone in Safety

38.2.2 Responsibilities

The directors are responsible for ensuring that:

- Adequate funding has been allocated in the annual budget to allow for the extra training and equipment required for lone workers.
- All staff are made aware of the procedure applying to lone workers.
- Any extra equipment or training required to control the risks of lone working are supplied.
- Carrying out lone worker risk assessments before employing staff in solitary work.
- Ensuring that the contents of the lone worker risk assessment has been communicated to all staff concerned.
- Ensuring that the controls for lone workers are implemented.
- Consulting with staff employed as solitary workers to ensure that existing controls are adequate.
- Reviewing lone worker risk assessments.

Installation engineers are responsible for carrying out scheduled visits on lone workers as directed by the contracts manager.

Employees are responsible for:

- Ensuring they have read and understood the contents of the lone worker risk assessment.
- Ensuring that they comply with the controls contained within the lone worker risk assessment.

38.2.3 Identification & Control.

Directors, will when preparing method statements and risk assessments, identify any employee who will be required to work alone.

Before assigning any lone workers, the director will carry out a lone worker risk assessment. If they consider that the risks of lone working can be controlled adequately, they will authorize the work. Only the Directors may authorize lone working.

The Directors will consult with staff assigned to lone working when carrying out toolbox talks. This consultation will be documented on the toolbox talk.

The Directors will review the lone worker risk assessment regularly, taking employee consultation into account.

38.2.4 Equipment

The Director is to ensure that all safety critical equipment is added to the maintenance register. Some equipment like mobile telephones may now need to be considered safety critical equipment and should be treated as such.

38.2.5 Surveillance.

Some controls for lone workers may include regular visits by supervisors. An example of this may be a maintenance team working over a large area (Annex 2). In this scenario the supervisor may be required to check on operatives regularly.

38.2.6 Inspections and Auditing

Lone workers are to be inspected as regularly as other teams.

If lone workers are found not complying with the controls on lone worker risk assessments the risk assessment is to be reviewed and the offender disciplined.

When reviewing the risk assessment, the director is to re-evaluate risk value factors taking into account the fact the operative may not comply with control measures. In most circumstances this will result in the employee losing their authorization to work alone.

38.2.7 Review

The Director is to review the lone worker risk assessment on a monthly basis. The assessment will also be reviewed under the following circumstances:

- i. if an accident occurs
- ii. if site conditions change
- iii. if different personnel are assigned to the job

39. DERMATITIS

Dermatitis is a type of skin inflammation. It results from exposure to allergens or irritants.

Irritant contact dermatitis can be divided into forms causing chemical irritants and those caused by physical irritants. Common chemical irritants include solvents, metalworking fluids, latex and kerosene amongst others.

Allergic contact dermatitis is accepted to be the most prevalent form of immunotoxicity in humans and is a common occupational and environmental health problem.

The Company has a duty of care to the workforce to provide the correct level of safety equipment and personal protective equipment to mitigate exposure to harmful irritants.

All staff should check their own skin for a rash or blistering after any possible exposure to an allergen or irritant, especially if working with a harmful substance as classified under COSHH. These exposures are to be treated as an unplanned event and reported to the company using the accident book. They will be investigated in the same way as any other unplanned event.

Supervisors are to carry out random hand and arm checks for outbreaks of a rash or blisters as part of an ongoing occupational health check.

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