



# Health & Safety Policy<sup>©</sup>

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CGS North East Ltd

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CGS North East Ltd

## 1.0 Document Review

To ensure that the company complies with the requirements imposed by Section 2 of the Health and Safety at Work Act 1974, our Health and Safety Policy Statement and Documentation requires to be reviewed periodically and at least annually.

It is our intention to review the Policy Statement and documentation, make arrangements for amendments as necessary and for a Senior Member of management to sign and record the dates of all reviews.

Date of Review	Managers Signature	Description of changes
01.02.2017	Mr C Gault	None
01.02.2018	Mr C Gault	None
04.02.2019	Mr C Gault	None
03.02.2020	Mr C Gault	None
07.09.2020	Mr C Gault	Addition to COVID-19 Policy & Procedures
07.09.2021	Mr C Gault	Revised COVID-19 Policy & Procedures
10.01.2022	Mr C Gault	Revised COVID-19 Policy & Procedures

## 2.0 Health & Safety Policy - Statement of Intent

The Company regards health and safety matters to be a priority and an integral part of all its operations, including the maintenance of quality systems and standards.

The Company considers health and safety to be a management responsibility equal to that of any other function. It is therefore the policy of the Company to provide and maintain a working environment that is, so far as is reasonably practicable, safe and without risks to health, adequate as regards welfare facilities and to ensure that persons not in the Company's employment are not exposed to risks which may arise from the Company's undertaking.

The Company will provide and maintain equipment and systems of work which are so far as is reasonably practicable safe and will provide such information, training and supervision as are necessary.

The Company will provide such resources as may be necessary to enable it and all its' employees to meet their health and safety responsibilities.

In order to implement this policy the commitment of everyone concerned is necessary and it is a condition of employment that all employees will co-operate with the Company by:

- a) Following instructions in the safety rules or notices in the premises and elsewhere
- b) Complying with any code of practice and guidance which may apply to their work or workplace
- c) Taking reasonable care for the health and safety of themselves and of the persons who may be affected by their acts or omissions at work.

The Company stresses its commitment to health and safety to the extent that where disregard to safe working practice by an employee seriously puts at risk the health and safety of themselves or any person, this will be considered as gross misconduct and may lead to disciplinary action or dismissal.

The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way it is operated will be reviewed every year.

Signed



Date 10<sup>th</sup> January 2022

Mr C. Gault, Managing Director

### 3.0 Organisational Chart

#### Director

Mr Craig Gault

#### Managers

##### Accounts Manager

Anne Guerrieria

##### Commercial

James Race

Employees

Contractors

Designated Health & Safety Officer

**Mr Craig Gault**

**0191 447 8818**

Health & Safety Advisor

**Neil Curry HSE Consultant**

**07508 038155**

## 4.0 Specific Responsibilities

### The Directors

Main responsibilities:

- To have overall responsibility for the implementation of this policy and ensuring the highest standards of health, safety and welfare which is reasonably practicable to attain for all employees and other persons who may be affected by the company's undertakings.
- To formulate the company's Safety policy and organize revisions of it using reports on the effectiveness from monitoring and reviewing of the policies application.
- To ensure the policy is circulated and is to be understood by all employees.
- To ensure sufficient funds are available to meet the requirements of the health & safety policy.
- To ensure that all staff receive the appropriate and adequate training to enable staff to carry out their undertakings in a safe manner, to ensure the reduction of risk of any injury to all who may be affected by their actions for the company undertakings.
- To ensure arrangements are in place for carrying out and reviewing any risk assessment require to comply with current legislation.
- To ensure preventive maintenance is carried out on all of the company's work equipment.
- To provide adequate Personal Protective Equipment and Clothing whenever identified by any risk assessment.
- To liaise with Managers, Team Leaders, the Health and Safety Officer, H.S.E Inspectors, Fire Authority Officers, Insurance Assessors and/or any other officials in relation to any health & safety matters.

### Managers

The Directors discharge their operational and tactical "responsibility" to a first line management role – CGS North East Ltd Managers. It is the responsibility of the Managers in conjunction with The Directors to ensure that the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 are adhered to at all levels of the organisation.

The Managers shall organise and chair safety meetings (Management Review Meetings), prepare minutes, make recommendations as appropriate and take decisions in order to promote and enhance the health, safety and welfare of the Company's safety strategy.

The Managers will be responsible for ensuring that periodic safety audits are carried out effectively and efficiently and for ensuring that all required aspects for reporting and maintaining this policy are in place and that this is regularly reviewed.

To take charge and accept responsibility for the company's health & safety in the absence of the Directors. Keep the Directors up to date with any training requirements staff need to carry out their duties and to deal with any hazard they may come across.

The ultimate responsibility for matters of health, safety and welfare rests with The Directors. This is discharged through a "Chain of Accountability" with the ultimate responsibility remaining with The Directors.

### **Employees**

Employees at work also have similar obligations to employers under the Health and Safety at Work Act 1974: Section 7 and section 8 states that:

1. To have a "Duty of Care" i.e. take reasonable care for themselves and others affected by their actions or lack of them.
2. To co-operate with their employer or any person on whom duties exist under the Act:
3. Shall not, intentionally or recklessly interfere with or misuse anything provided by the Company in the interest of health, safety and welfare.

### **Employees Responsibilities**

It is the duty of every employee and it is in his/her own interest to exercise personal responsibility and to do everything possible to prevent injury to themselves and others.

Employees are encouraged to familiarise themselves with the Company health and Safety Policy and to comply with the duties of employees within the Health and Safety at Work Act 1974.

These duties are:

- To take reasonable care for the health and Safety of them-selves and for other persons who may be affected by their acts or omissions at work.
- To co-operate with the employer, so far as is necessary, to enable any duty or requirement imposed under the relevant statutory provisions to be performed or complied with.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interest of Health and Safety or Welfare in pursuance of any relevant statutory provision.
- To wear appropriate safety equipment and use appropriate safety devices relating to their particular jobs.
- To report all accidents causing injury, accidental damage and near misses to the appropriate Manager.
- To report all hazards, defective equipment and unsafe conditions to the appropriate Manager.
- To conform to any instruction issued by the Health & Safety Officer / Management in all matters relating to Health Safety and Welfare.
- Familiarise themselves, and comply, with the Company Fire and Emergency Procedures.



- To request guidance from an appropriate Manager / Health & Safety Officer when in any doubt over any matters relating to Health and Safety.
- To make suggestions as appropriate concerning Health and Safety to Management / Health & Safety Officer.
- A breach of these or any other instruction may well result in disciplinary procedures being enforced.
- A copy of these duties and responsibilities will be held in each of the Company's operating locations.
- A copy will also be given to each employee and a receipt will be acknowledged. A duplicate copy is placed on the employee's file.

### **Persons other than employees**

#### **Students/Trainees/Clients**

The company considers all students/trainees/clients as company employees affording them the same health, safety and welfare protection, facilities and responsibilities as all company employees, and such these persons to have obligations under the Health and Safety at Work Act 1974:

- To take reasonable care for themselves and other persons affected by their actions
- To co-operate with their host organisations or any person within that organisation on whom duties exist to act safely whilst on the premises
- Not misuse or interfere with any equipment or article substance or appliance provided for safety.

### **Contractors or subcontractors**

Contractors are required not to place at risk any person/s whether they are contractors, employees or others by their work activities to inaction's.

Tenders from contractors and sub-contractors will include clauses requiring them to comply with statutory obligations and also with the company's safety requirements whilst they or their employees are on the premises.

Contractors are to provide all the equipment, materials, personal protection equipment and information for all contractual work prior to commencement and at completion of activities.

### **Customers/Visitors**

The company recognises that it has a responsibility for the safety of customers and visitors. It is essential therefore that all operations and activities are conducted with due regard to their health and safety.

Management will answer, so far as is reasonably practicable, that whilst on company premises, customers or visitors are not exposed to any risks to their health and safety and will give to such persons any information about the undertaking which may be necessary to ensure this.

Customers or visitors should not be allowed into potentially dangerous areas (workshops, stores etc.), where they may be exposed to risks without being accompanied by a competent member of staff.

Customers and visitors will in any eventuality sign the Company Visitors Book where, prior to signing their obligations will be read and understood.

## 5.0 Health & Safety Advisor Services

Main responsibilities:

- To provide health & safety advice in all of the company's undertakings
- To assist the Directors, nominated/designated persons responsible for health and safety in their duties regarding the upkeep of the policy, so reviews can be carried out
- To ensure the company are kept aware of any changes in legislation
- To assist in any formulation of safety plans, risk assessment, method statement as required under current legislation, liaise with clients
- To assist in any investigation including accident investigating and reporting
- To carry out any formal or site training (inc., tool box talks) when necessary and as required, source assistance to enable the company to carry out its duties in any specialist areas, ensure PPE is adequate for its purpose
- Carry out ad-hoc safety visits and audits to the company's offices, stores, workshops, site works, clients property etc. Site visits (when applicable) will also be carried out, at least every 28 days. Further visits (inc Ad-Hoc visits) more frequent will depend upon the complexity of the works / site.

## 6.0 Fire and Evacuation

Legislative Requirements:

The Regulatory Reform (Fire Safety) Order 2005

(To minimise the risk of a fire or if a fire does occur, minimise the risk of injury to employees, clients, visitor or any unnecessary damage to premises/buildings)

The Fire Safety Order imposes its requirements primarily on the **"Responsible Person"** In the workplace the **"Responsible Person"** is simply the employer who offers a contract of employment & can also be the occupier or owner of the building.

The **"Responsible Person"** must take such general fire precautions as may be reasonably be required in the circumstances to ensure that the premises are safe.

**The Responsible Person can delegate his tasks, but he cannot delegate his duties.**

A general duty is imposed on the **RP** to ensure the safety of all "Relevant Persons", these are any person/s who are or may be lawfully on the premises or person/s in the vicinity of the premises. To ensure their

safety there must be adequate “General Fire Precautions”, such as means of escape, fire safety signs, emergency lighting, fire detection and alarm systems, fire extinguishing equipment and staff training. General fire precautions do not, however, include special measures to prevent fire or explosion in industrial processes.

Failure to comply with The Fire Safety Order is an offence and prosecution may occur if one or more persons is placed at risk of serious injury or death. The maximum penalty for such an offence under this order is two years imprisonment and/or a heavy fine.

### **Arrangements**

- A fire risk assessment (must be suitable & sufficient) shall be carried out by a competent person
- The fire risk assessment will be carried out and recorded and reviewed.
- Any outcome from the findings from a fire risk assessment will be rectified and any changes will be communicated to staff and to any other relevant persons.
- A responsible person will call a roll call in the event of any evacuation and report if any persons are missing
- Any equipment provided for fire safety will be serviced, maintained, checked and available for use at all times.
- Emergency fire exits and routes shall be kept clear at all times.
- Fires and smoking is not allowed on company property, works or sites.
- Whenever “hot works” is required then a “permit to hot works” must be issued prior to any works.

### **General Fire Information**

To be carried out by all employees.

### **Fire prevention and safety**

It is the responsibility of all employees to ensure the safety of themselves and others at their works/site. It is also a legal requirement that all employees are familiar with the emergency procedures in the event of a fire or any other emergency i.e. water or gas leak or chemical spill.

### **Employees should be familiar with**

The actions to be taken on the discovery of a fire or hearing the alarm

**F** - find

**I** - inform (shout “fire”, call emergency services)

**R** - restrict (close door and windows)

**E** – evacuate

Ensure the emergency services are called

- Do not attempt to go back into a fire situation to collect any belonging
- Only attempt to extinguish a fire if trained and competent to do so
- The location of any manual fire alarm call point in your area of work or building and the method of its operation

### Call Point

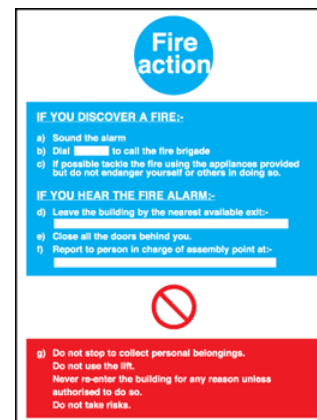


On discovery of fire Break Glass

### Call point sign



### Types of Fire Action Signs



### Signage for locations of fire equipment



#### Escape routes

Left



Straight on



Right



#### Final exit



- The purpose of fire resisting doors and locations within the building
- Evacuation procedures for the building and the location of the assembly points

#### Assembly Point



All employees should be familiar with the methods of fire prevention as detailed below:

Should any employee consider that something or someone presents a fire risk with the company property, they should report the matter immediately to management.

Employees should not allow the build-up of large amounts of combustible materials (paper, wood, cardboard, packaging etc) around the work place or escape routes.

Employees should not obstruct any fire escape, fire exit or any fire equipment.

- Employees should not obstruct ventilation grilles on any electrical equipment
- Employees should ensure that any self-closing fire or fire / smoke doors are not wedged in the open position
- Employees should observe the smoking policy and any smoking areas for the company
- Employees should maintain a clean as you go policy, to prevent the rapid spread of smoke / fire should it occur.

### **Fire Fighting Equipment**

The modern fire extinguishers are all coloured red. The contents of the extinguisher will be shown on the label with the directions for use and what class of fire it will extinguish.

Make yourself familiar with the fire equipment at your work area /site.



## Fire Extinguisher Types and Uses

Class of fire	Material	Extinguishing agent
Class A - Solids	Paper, wood, cardboard, cloth, etc	Water or AFFF (foam)
Class B - Liquids	Petrol, diesel, oil, solvents, etc	AFFF (foam) or Dry powder
Class C - Gasses	Butane, propane, acetylene, etc	Dry powder or CO <sub>2</sub> (carbon dioxide)
Class D - Metals	Magnesium, alloys, aluminium, etc	Special type of extinguisher and training required
Class F - Fats	Cooking oils, fat fires	Wet chemical
Electrical fires	Computers, photocopiers, etc	CO <sub>2</sub> (carbon dioxide) or Dry powder



### **Fire Alarm Testing**

Fire alarms should be tested regularly, **weekly**. Fire alarms are tested to ensure that the full system is operational. A different Zone and Call points should be tested on each test. The fire alarm should be heard in all areas of the company property / site, staff should recognise the sound of the alarm, these tests are to be recorded in the fire log book

### **Evacuation drills**

Evacuation drills shall be conducted regularly (**twice yearly**) to ensure that all employees are familiar with the fire and emergency procedures, these drills are to be recorded in the fire log book

### **Fire Doors**

Fire doors are an important part of the buildings fire defences

The two main functions are:

- To compartment the building to prevent the spread of smoke and fire
- To provide a safe means of escape for those persons evacuating the building

All employees are to ensure that all fire doors are kept shut as required at all times, they are not to be wedged open nor are fire extinguishers used to keep them open

### **Fire escape and fire exits**

Fire escapes and fire exits should not be obstructed in any way and must be kept clear at all times. Any security device on a fire exit must be removed by the first person coming into the building at start of works; the last person in the building should put the security devices on.

### **Assembly Point**

On an evacuation, staff must assemble at an assembly point as directed by management, fire marshal or fire warden. This is to enable management to carry out a roll call and to check if any person/s are missing.

#### **Assembly Point**





### **Fire Marshal**

Fire marshals are appointed to assist the fire warden and to ensure their areas are cleared on the activation of a fire alarm; they are to report the result of their search to the person in charge of the evacuation at their fire assembly point.

### **Fire Warden**

Fire wardens are appointed to take the appropriate effective action in the event of a fire occurring and in any fire drill exercises, they also:

- Ensure that escape routes are kept clear and available for use
- Identify hazards in the work place
- Record and report their audit/inspection observations
- Assist in any fire risk assessment being carried out
- Assist in any debriefing session
- Assist in any other emergency i.e. bomb threat, gas or water leak, chemical spill.



### **Visitors & Disabled Persons**

Visitors are the responsibility of their hosts whilst on site, who must ensure their safe evacuation in the event of any emergency.

Disabled persons are the responsibility of the employer whilst on site, who must ensure their safe evacuation in the event of any emergency.

The fire marshal and fire warden may assist in there evacuation.

### **Guidance**

See HSE ([www.hse.gov.uk](http://www.hse.gov.uk)) Publication indg 370

## 7.0 Accident Management

### Legislative Requirements:

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

The Management of Health & Safety at Work Regulations 1999

Social Security Administration Act 1992 - Accident Book BI 510

Data Protection Act 1998 - All information is to be kept confidential

### Arrangements

All injuries, poisoning, accidents or work related diseases, no matter how minor must be reported and recorded in the new type accident book BI 510.

All accident information shall be locked away in a secure location and retained for at least 5 years.

RIDDOR covers Duties of the employer, self-employed and people in control of work premises (the responsible person) to report serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses).

RIDDOR reporting changes as from 6<sup>th</sup> April 2012. The over- three- day injury reporting requirement has changed to over-seven-days incapacitation (not counting the day on which the accident happened).

Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work; the report must be made within 15 days of the accident.

### Reporting to the Incident Contact Centre

You may report via the following methods

Telephone Incident Contact Centre, - 0845 300 9923 (8.30am – 5.00pm)

Internet [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) (anytime)

Post RIDDOR Reports, Health & Safety Executive, Redgrave Court, Merton Road,  
BOOTLE, Merseyside, L20 7HS

**In the event of a fatal or major injury to any person/s dangerous occurrences as Reg 2(1) only, you can contact the Duty Officer – Duty Officer 0151 922 9235.**

### Local HSE Office

BP 6301

Alnwick House

Benton Park View

Newcastle-upon-Tyne

NE98 1YX

Telephone - 0191 2026200

## **Accident and Incident Investigation**

It is important that all accidents and incidents however minor are investigated, so that appropriate action can be taken to prevent a further recurrence, this should be carried out immediately in serious cases. The completing of the accident book is the first starting point of any investigation

When carrying out the investigation, the following should be noted:

- keep to the facts, not the opinions of others - opinions are peripheral to the investigation, they may side-track you from the real cause or issues given if too much weight.
- in respect of witnesses, ensure that they were there and actually witnessed the occurrence.
- Beware of those who arrived after the event, but still believe that they actually said or know what happened.
- note all conditions which may prove contributory to the incident (e.g. weather conditions, injured person's clothing, lighting etc.) if thought relevant.
- thoroughly examine any machinery or equipment which may have been involved and/or contributed to the incident and check maintenance records if necessary.
- do not remove use or otherwise interfere with anything directly involved.

These accident /incident report forms are the first of a number of forms which will be required if the accident is of such a serious nature that it requires to go to Civil Court for prosecution or compensation.

The investigation details are:

- a) Name - Date - Time - Exact location.
- b) What task was being carried out.
- c) What was the cause (tools - machinery - objects - actions).
- d) Which part of the body was injured.
- e) What treatment was carried out (first priority).
- f) Investigate by questions and having the injured persons show by their actions (where possible) at the place the accident occurred.
- g) Question the witnesses.
- h) Did the incident occur whilst the person was carrying out instructions or using the correct procedure/methods.
- i) What actions or instructions are formulated to rectify the cause.
- j) Was any discipline procedure required to be exercised.

The details above are required to define the needs in the areas of training, presentation and the implementing of correct procedures/methods.

**All information is to be kept confidential, as under the Data Protection Act 1998.**

**Guidance** - See HSE ([www.hse.gov.uk](http://www.hse.gov.uk)) Publication, pubns 173, indg 453 & free web –friendly version of L73

## 8.0 First Aid

### Legislative Requirements

#### The Health and Safety (First Aid) Regulations 1981

First Aid Is treatment for the purpose of preserving life and minimising the consequences of injury and illness until help by a medical practitioner or nurse arrives or treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a doctor or nurse.

The company intends to fulfill its obligations, by providing such equipment, facilities and such numbers of suitability trained first aiders and other persons as are adequate and appropriate for providing first aid to all employees and visitors were they to be injured or become ill at work.

“Any accident no matter how insignificant must be reported to a first aider or appointed person and recorded in the accident book BI 510”. More information regarding Needlestick & sharp injuries, See other Environmental Factors Arrangement.

### Employees Duties

Must know the basic procedures:

- Who the first aiders are and who is in charge of first aid arrangements
- Where the first aid boxes/kits are kept
- Where the accident book is kept

### Employers duties

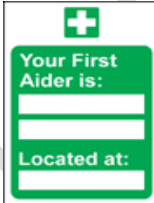

- Provide adequate and appropriate equipment (fully stocked and available at all times), facilities and personnel to enable first aid to be given.
- All Management must ensure that all employers within their areas of responsibility are familiar with the location of first aiders, equipment facilities and other appointed persons.
- A first aider's location notice will be displayed at the appropriate point in all premises or on a local notice board.
- Carry out a First Aid needs Assessment, The findings of the assessment can be used to help employers to decide whether their first- aiders should be trained in First Aid at Work or Emergency First Aid at Work. If the needs of the workplace require FAW- trained first-aiders to be provided, it is not acceptable to provide EFAW-trained first-aiders

## Basic minimum first aid kit contents for 1 – 10 persons & 11 – 20 persons

Guidance leaflet	1	1
Adhesive dressings	20	40
Eye pad no.16	2	4
Triangular bandage	4	6
Safety pins	6	12
Medium dressing 120 x 120	6	9
Large dressing 180 x 180	2	3
Alcohol free wrapped wipes	10	10
Surgical tape 1.25cm	0	1
Gloves (pair)	2	4
<b>British Standard Items</b>		
Saline Wound Cleaning Wipes	20	30
Finger Dressing 3.5 x 3.5	1	3
Microporous Tape 2.5cm x 5mtr	1	1
Nitrile Gloves (pair)	6	9
Revive Aid Mouth to Mouth Resuscitator	1	1
Emergency Thermal Blanket	1	2
Burn Dressing 10cm x 10cm	1	2
Small Tuff Cut Scissors	1	1
Conforming Bandage 7.5cm x 4.5mtr	1	2

First aid signs

First Aider location

First Aid Kit

## **British Standard 8599-1 Compliant First Aid Kits**

Compliant Workplace First Aid Kits comply with and exceed HSE minimum statutory requirements and are a clear way for employers to meet their First Aid obligations. They are recommended by the HSE for workplaces where minimum first aid requirements are not sufficient following a formal risk assessment.

**No lotions, potions, pills or ointments to be kept in any first aid kit.**

## **Eye care**

If mains tap water is not readily available for eye irrigation at least a litre of sterile water or sterile normal saline (0.9%) in sealed, disposable containers should be provided. Once any seal has been broken, the containers should not be kept for reuse. Containers should not be used beyond their expiry date

Other items may be required depending upon the risk assessment being carried out, degree of hazards with the work activity.

**Guidance** See ([www.hse.gov.uk](http://www.hse.gov.uk)) Publication, L74 & leaflet indg 214

## 9.0 Safe Systems of Work

Legislative Requirements:

Health and Safety at Work etc. Act 1974.

The Management of Health and Safety at Work Regulations 1999.

Provision and Use of Work Equipment 1998.

*“When directors, board members, management do not lead effectively on health & safety management, the consequences can be severe”.*

Employers have a duty to provide a robust safe system of work, that are safe and without risks to health, in so far as is reasonably practicable.

Safe systems of work embrace all our duties and play a major part in the effective management and control of health and safety.

We define a safe system of work as a formal procedure which results from the systematic examination of a task in order to identify “All the Hazards”. It defines safe work methods to ensure that hazards are eliminated or risks minimised by establishing effective control. The system of work can be written or verbal although written systems are preferred.

It must be recognised that the devising and implementing of safe systems of work applies not only to the permanent activities and processes. It also applies to jobs which can vary day by day as well as to isolated jobs which can occur at infrequent or irregular intervals. High risk activities will require a particular formal system of work/method statement, i.e. a PERMIT to work.

The following steps will be taken when creating our safe system of work.

1. Task Assessment.
2. Identification of all hazards associated with the task.
3. Assessment of risks involved.
4. Identification of existing methods of Control and additional Controls necessary.
5. Definition of the safe method of work.
6. Implementation of the working system/procedure.
7. Regular monitoring and periodic re-assessment to ensure systems are operating effectively.

Ensure all persons receive appropriate information, instruction and training on safe systems and procedures relating to their area of work.

### **Information on a Safe System of Work**

For an effective system of work, the following steps should be taken:-

Assess the Task – Consider

- What is used?
- Who does what?
- Where the task is to be carried out?

- How the task is to be carried out?

#### Identify the Hazards

- Consider each of the hazards to which people may be exposed as a result of the use of tools, substances, plant and other equipment.
- Assess and analyse the foreseeable risks which could arise from the task or activity. There may be a relevant Safe Working Guidance Note in the General Guidance HSE documents.

#### Define the Methods

- Include preparation, authorisation, planning of job sequence and specify safe methods.
- Consider access and escape (if relevant).

#### Implement the System

A safe system needs to be communicated to all concerned. It needs to be comprehensive, easily understood by our employees and must be applied correctly.

It is important therefore to:

1. brief supervisors and ensure any necessary training is carried out. ensure that they have an awareness of the hazards and potential risks.
2. ensure precautions are fully understood and taken.
3. stop work if an unexpected problem is encountered.
4. restart only when a safe solution is found and implemented.
5. avoid short cuts.

#### Monitor the System

You cannot rely on adopted systems always being right. Review them periodically to ensure that changes in staff, materials, equipment processes, tasks or locations do not introduce new hazards.

- Check the planned system is actually operating properly.
- Check the procedures to see that they are effective.
- Make certain any changes in circumstances are noted and that any necessary alterations to the system of work are actually made.

It is important to check that the system works by checking that the notes and precautions not only deal adequately with all the risks but are also being followed by those doing the work. This is of particular importance if they are working outside “normal” working hours with less supervision than usual.

**If in any doubt regarding the system in place, then take “5”, step back, arrange to have a safety meeting with all staff regarding any changes to the circumstances, re-evaluate, put into action, record and inform as necessary.**

### **What Should the System of Work Contain?**

Once the system of work has been devised it should include references to the following:-

1. The layout of plant and appliance for special tasks.
2. Method of using particular machines or carrying out particular processes.
3. The sequence in which the work is to be done.
4. Modification and improvements to meet circumstances arising during the course of work.
5. Co-ordination of different departments and activities.
6. The training requirements for managers, supervisors and employees to effect the system.  
Particular attention should be paid to the instruction of inexperienced workers, for example apprentices and trainees.

Should you require any further assistance concerning the creating and implementation of safe systems of work, various Codes of Practice and Guidance Notes are available from the HSE.

### **Checklist of Foreseeable Hazards**

This list is not exhaustive, but gives some indication of the dangers that must be considered when compiling a System of Work, method statement and/or a Permit to Work.

DANGER FROM:-

- Moving machinery, Long machines with persons out of sight
- Overhead travelling cranes, Surface conditions for jib-cranes
- Access - egress to and the place of work
- Road and rail vehicles
- Work at high levels (falls), Falling materials and equipment
- Hoisting heavy weights - manual lifting, Power operated handling equipment
- Corrosive, flammable or toxic materials, Radioactive Sources
- Vapour, dust or irritant material
- Steam, scalding or hot material, Liquids or gas under pressure
- Excessive noise, temperature or pressure
- Fire, ignition of flammable solid, liquid, gas, Explosion of gas or dust
- High voltage electricity AC supply, DC supply, Static electricity
- Damage to overhead or underground services
- Subsidence or collapse of excavation, Flooding of excavation or low-lying area
- Contractor working in the area
- Asbestos materials, stripping, lagging etc.



### **Safe Systems of Work Checklist**

1. Who has responsibility for carrying out the task?
2. Has he/she been adequately instructed and trained to carry out the task?
3. Are there established safe ways of doing the job?
4. Are there any relevant Codes of Practice or Guidance Notes?
5. Are there any relevant Safe Working Guidance Notes which are applicable to the job?
6. What protective clothing or equipment is necessary, is it appropriate for the task and is it suitable for the individual?
7. Have instructions been given in its use?
8. Are the tools and equipment available for the job suitable and well maintained?
9. Is the adopted system of work regularly monitored and reviewed as necessary?
10. Who has this responsibility? Where the system is not being followed is the employee disciplined?
11. Where the system is shown to be inadequate or ineffective, is the system re-analysed and re- designed.
12. Who has responsibility for implementing 9, 10 and 11 above?

**Guidance:** See HSE ([www.hse.gov.uk](http://www.hse.gov.uk)) for more information

### **10.0 Risk Assessment**

Legislative Requirements:

The Management of Health and Safety at Work (Amendment) Regulations 2006

*Risk Assessment is a legal requirement and if you employ five or more people you must record the significant findings of the assessment*

Health and Safety at work can be managed successfully by first identifying the hazards; measuring and evaluating the risks associated with the hazards, removing or controlling the risks, followed by educating all those exposed to the risks, implementing an action programme, monitoring and reviewing the performance hazards; and deciding how to control those risks.

“HAZARD” is taken to mean any substance, article, material or practice which has the potential to cause harm to the safety, health or welfare of employees at work and others affected by that work.

“RISK” is taken to mean the potential to cause harm in the actual circumstances of use and the likelihood of that potential being realized.

A uniform approach is taken when carrying out suitable and sufficient risk assessment.

## **Policy**

The company will carry out suitable and sufficient assessments of the risks to the health and safety of the employees and others that may be affected by our work activities in compliance with The Management of Health and Safety at Work Regulations 1999: regulation 3.

To ensure that this happens we will:

- Identify all hazards with a potential to cause harm to our employees and others who may be affected.
- Evaluate the probability and severity of injury or damage.

We will, where we identify a risk of serious or imminent danger

- establish appropriate procedures, including the stopping and resumption of work for controlling exposure to this special risk.
- nominate sufficient competent persons to implement the procedure for evacuation from the premises.
- restrict access to the danger area for all who have not received adequate instruction.
- analyses the options for eliminating, reducing or controlling the risks and then take the appropriate action.
- review the assessment periodically and particularly where there may no longer be valid or where there has been a significant change in work activities, processes etc.
- keep records in writing or electronic form of the significant findings of risk assessment and identify employees who may be especially at risk.
- provide appropriate health surveillance where there is an identifiable disease or potential adverse health condition related to our work.
- appoint competent person(s) to assist us in complying with our statutory duties for health and safety.
- provide our employees and employees of other employers working on our premises with comprehensive and relevant information on risks, preventative and protective measures, emergency procedures and competent persons.

The findings of the risk assessments shall form the systems and methods of working and will be communicated to all

In addition to the above it is our policy to carry out specific risk assessments in accordance with other regulations and Codes of Practice.

## **Guidance**

See HSE ([www.hse.gov.uk](http://www.hse.gov.uk)) Publication indg 163, 449 & HSG 65 (revised copy)

## 11.0 Manual Handling

Legislative Requirements:

MANUAL HANDLING OPERATIONS REGULATIONS 1992 (amended 2002)

Manual handling means any transporting or supporting of a load (including the lifting, putting down, pushing, and pulling, carrying or moving) by hand or bodily force.

This may be achieved by a person working alone or in a team of two or more persons.

There are no maximum weight limits set for loads. Instead the regulations require a full assessment of all the risks to be carried out including the task, load and working environment. The regulations are based upon the ergonomics, fitting the job to the person, not the person to the job.

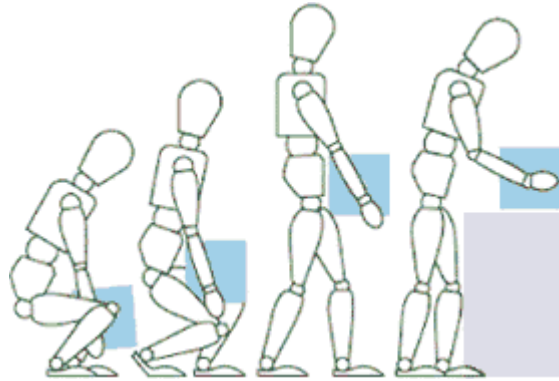
Duties of the employees:

- Make full and proper use of any lifting aids and or system of work provided by your employer to reduce the risk of manual handling injuries
- Comply with information, instruction and training on safe lifting and carrying
- Report any defects with lifting equipment or any changes to any safe systems of work
- Report any medical conditions that may affect your ability to carry out any manual handling activities

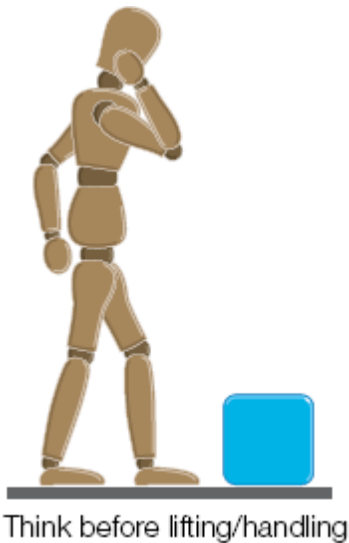
Duties of the employer:

- Avoid hazardous manual handling operations so far as is reasonably practicable. This may be carried out by redesigning the task to avoid moving the load or by automating or even mechanizing the process
- Make a suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided ( a checklist is available from the regulations ).
- Reduce the risk of injury to the lowest level reasonably practicable. Consideration should be given to the provision of mechanical assistance, where this is not reasonably practicable then other improvements to the task, the load and working environment should be explored, sourced.
- Risk assessments will need to be reviewed if you suspect that they are no longer valid or If there have been significant changes to the manual handling operations, loads and environment
- Must provide training and information for employees and specific information about the load.

## Safe Manual Handling Techniques



Here are some practical tips, suitable for use in training people in safe manual handling.  
In the following section a basic lifting operation is taken as an example.



Adopt a stable position

Face direction of travel if possible, slide load to suit

Feet hip width apart

One leg forward to maintain balance

Be prepared to move your feet during the lift to maintain stability

Avoid tight fitting clothing and wear sensible footwear



Adopt a stable position with feet apart and one leg slightly forward to maintain balance

Think before handling & lifting

Plan the lift. What is the weight of the load? Is the load damaged? Can handling aids be used?

Where is the load going to? Where to be placed?  
Will help be needed with the load?

Remove any obstructions on floors en route ie discarded materials etc

Plan the route, consider a rest place, rest the load when carrying long distances



Start in a good posture

Get a good hold of the object

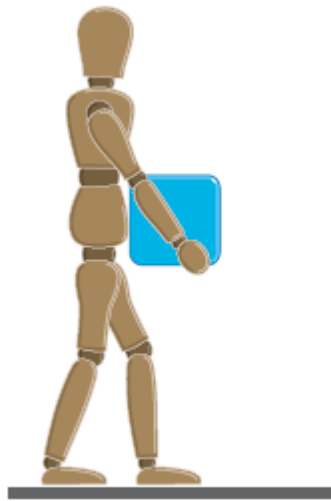
Do not grip the load by the finger tips, use the palms of the hands to secure the load

If possible one hand should be forward on the corner of the load and the other underneath the load

Relax the knees, use the thighs for fluent movement

Bring the chin up when lifting

Keep the back in a straight natural position



Keep the load close to the waist

Keep the load close to the waist

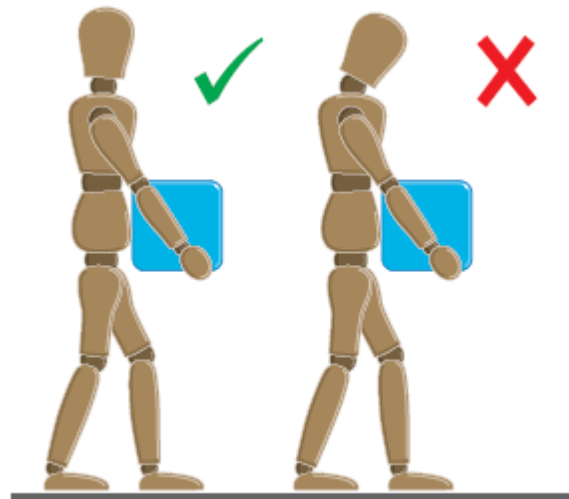
Keep the load as close to the body, where possible it should be hugged, better than gripping with hands only

Keep the heaviest part of the load next to the body

Keep the head up not at the load when handling the load

Do not twist or lean sideways when carrying the load move the feet.

Keep the shoulders level when lifting , carrying and putting the load down



Keep the head up when handling

Look ahead, not down at the load once it is held secure

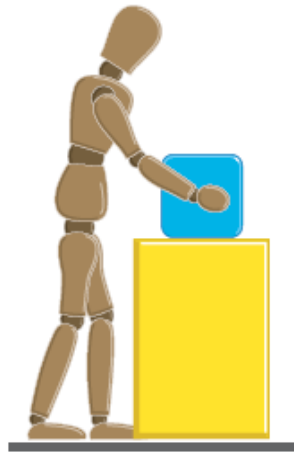
Move smoothly

Do not jerk or snatch the load, this makes it hard to keep the load under control, increasing the risk of injury

Only lift or handle what is easily manageable to you, lift safely, get help or assistance as and when required

Put down, then adjust

If precise positioning of the load is required, put it down first on a suitable surface slide into position  
If you need to push the load use the legs, not the back and shoulders



Put down, then adjust

#### **Guidance**

See HSE ([www.hse.gov.uk](http://www.hse.gov.uk)) Publication L 23, indg 143 rev 3

## 12.0 Housekeeping

Legislative Requirements:

Health and Safety at Work etc. Act 1974.

The Management of Health and Safety at Work Regulations 1999.

Provision and Use of Work Equipment 1998.

Good housekeeping will reduce accidents and assist in controlling the spread of fire and maintain a professional customer image. Good housekeeping is an impossible task unless everyone working in the company takes an active part in contributing to the tidiness of their particular areas.

The following points are intended to act as a continuing reminder to all persons:

1. All entrances, exits, stairs and passage ways, particularly routes and exits forming means of escape, must be maintained free of obstruction.
2. Workbenches, particularly around machines, should be clean and free of waste and rubbish.
3. All floor and stair tread surfaces should be maintained in good condition, kept clear and, where required to be polished, treated with a non-slip preparation. During actual polishing work and while polish is still wet, notices must be displayed and where possible the area must be fenced off.
4. All spillage and breakage must be cleaned up immediately, if this is not practicable treat the area with a non-slip substance e.g. sand.
5. Do not interfere with or obstruct fire-fighting equipment, electrical distribution boards, emergency cut-off switches, or circuit breaker boxes, smoke or fire doors.
6. Broken glass or other sharp items must not be placed in plastic waste bags.
7. Flammable waste must be disposed of into metal bins and removed from the workplace at the end of each day.
8. The Designated Manager will institute a programme of weekly hygiene and housekeeping inspection checks in all departments. The findings of such inspections will be recorded on the checklist form and reported with comment and remedial action.



## 13.0 Office Safety

Legislative Requirements:

Health and Safety at Work etc. Act 1974.

The Management of Health and Safety at Work Regulations 1999.

Provision and Use of Work Equipment 1998.

The following list provides guidance and establishes a few safety rules for office environments:-

- Good housekeeping will reduce accidents and assist in controlling the spread of fire and maintain a professional customer image.
- Do not place obstructions on stairs or gangways; on stairs use hand rails when ascending or descending.
- Do not attempt to run along corridors or stairways.
- Do not place telephone cables or electrical supply cables where they will cause a tripping hazard.
- Always close filing cabinet drawers after use. Open only one drawer at a time to prevent overbalancing. Also ensure cabinet and cupboard doors are closed after use.
- Do not use chairs as a working platform. Use steps provided.
- Use suitable scissors or approved knives for cutting paper, string etc. Do not use knives to sharpen pencils but proper sharpeners. If personnel must use razor blades they must be used in proper holders.
- Do not attempt to carry any load too heavy for you or any object which obscures visibility - seek assistance.
- Keep clothing and other objects away from electrical or gas heaters which can cause a fire.
- Do not obstruct access to fire exit doors or firefighting equipment. Familiarise yourself with your nearest exit route from the office/building and the procedure in the event of an emergency.
- If you smoke, You are not allowed to smoke on the company premises, please use a receptacle/ashtray. Do not place cigarette ends or matches in wastepaper bins.
- Keep your office environment tidy.
- Report any defects to your superior immediately.
- Before leaving work ensure you have switched off all electrical appliances in your office and have secured all external windows.
- When using paper guillotines or paper shredders use caution and do not place your hands/fingers in any area where there is danger. Do not force feed paper shredders.
- Report all mishaps/accidents to your superior/manager. Ensure accidents are reported in the accident book and a company accident form is completed.
- Ensure you receive first aid treatment for any form of injury from the appointed first aid attendant.
- Do not use fire extinguishers to prop open doors.
- Ensure fire doors are always closed and not obstructed.
- Contribute to the effective operation of a hygiene and housekeeping audit, where hazards will be identified and remedial action will need to be taken.

Health and Safety is EVERYBODY'S RESPONSIBILITY:-

HELP to ensure a safe working ENVIRONMENT, by using COMMON SENSE.

See HSE ([www.hse.gov.uk](http://www.hse.gov.uk)) for more information

## **14.0 Safety in Stores Areas**

Legislative Requirements:

Health and Safety at Work etc. Act 1974.

The Management of Health and Safety at Work Regulations 1999.

Provision and Use of Work Equipment 1998.

### **CODE OF PRACTICE**

The store may vary from one or two racks in a corner to a large modern store equipped with racks, pallets, handling equipment etc. Whichever is the case the same safety precautions will be necessary.

Good housekeeping will reduce accidents and assist in controlling the spread of fire and maintain a professional customer image.

### **Racks**

The main dangers with racks are toppling through being insecure or collapse due to distortion under load due to damage from Fork Lift Trucks.

All racks must be leveled when installed to ensure that the load bearing uprights are vertical. Feet guards to be fitted to verticals to protect from mechanical handling aids. High racks should be secured to a wall and/or the roof framework; low racks should be secured to a wall and/or the floor. A series of racks can be connected together across their tops to improve stability.

Collapse and toppling can also be brought about by overloading, storing heavy articles too high, collision by handling appliances, persons climbing up racks to a high level.

Damage to racks, particularly load bearing uprights and any evidence of insecurity or distortion should be reported to the manager for attention. Shelves of racks should not be open at the front, but should have panels or bins to prevent articles from falling or protruding out.

### **Stacks**

The need for good stacking occurs as soon as it becomes necessary to place a package on top of another.

Stacks can be constructed of palletised goods, packages or containers of uniform shape and size, or nature unless they are palletised. The packages etc. on any pallet supporting another loaded pallet, whether they are drums, cartons or boxes, must be second and free from damage, otherwise there is a risk of the stack collapsing.

Care is required to prevent packages on the lower tiers of a stack from being damaged by overloading or by mechanical handling equipment.

Sheet metal can be stored on edge provided that it leans against a sound structure, such as a wall, with sufficient angle of repose to prevent it overloading. The lower edge should rest on wood battens to enable a good hand-grip to be obtained when lifting. The battens must be fitted with step blocks to prevent the sheets from slipping.

Small quantities of timber and metal rods can be stacked on battens on the floor, provided they do not project into gangways and cause danger.

It is important that the centre of gravity of stacks and racks should be kept as low as possible. This means that the greatest weight and quantity must be near the floor.

Stacks of free-standing articles should if possible be stepped on the open sides, damaged or light packages being placed on top with heavy articles on the bottom.

Bulky articles, such as body pressings should be laid horizontally or with the bulky or heavy edge downwards. It should be remembered that metal pressings often have sharp edges so therefore gloves will be needed when handling them.

Articles must not protrude from bins, racks or stacks into gangways. This is particularly dangerous with rods and thin metal objects which are not easy to see in store-room conditions. A periodic inspection by the Designated Manager is expected.

Racks must not be climbed onto, in order to get to the upper shelves or bins, a ladder or steps must always be used.

### **Handling of Stores**

Many packages are bound with string, wire, metal or plastic bands, binding in any form are intended only to hold the package together not as a means of lifting them, bindings can be sharp and cut the hands.

Wooden crates or pallets are usually made of rough timber which can be damaged during transport handling causing nails and splinters to protrude, other packages or containers may have sharp edges and corners so therefore care and hand protection is needed when handling stores.

(For the correct method of lifting see the Manual Handling section).

### **Guidance**

See HSE ([www.hse.gov.uk](http://www.hse.gov.uk)) for more information

## 15.0 Work Equipment

Legislative Requirements:

Provision and Use of Work Equipment Regulations 1998 (PUWER)

Lifting Operations and Lifting Equipment regulations 1998 (LOLER)

The Supply of Machinery (Safety) Regulations 1992 (SMSR)

The Management of Health and Safety at Work Regulations

### Arrangements

The Provision and Use of Work Equipment Regulations **applies to all “work equipment”** and covers **“any machinery, appliance, apparatus or tool in any assembly of components”**

Guidance to the Work Equipment Regulations states that where there is an overlap with other regulations, compliance with more specific regulations will normally be sufficient to comply with the Work Equipment Regulations.

### Employees:

All employees are competent and are trained in the use, operating instructions including routine inspection of the equipment.

Visually check the condition of equipment prior to use for any signs of defects or damage

Remove defective equipment from use and inform their supervisor / manager

Do not misuse any equipment and do not remove any safety devices i.e. guards

### Employer:

Ensure that work equipment is constructed or adapted to be suitable for the purpose for which it is used or provided;

Have regard to working conditions and risks to health and safety when selecting work equipment; and ensure that work equipment is used only for operations for which it was designed and for which it is suitable.

Suitable means in any respect which it is reasonably foreseeable that will affect the health and safety of any person

### Maintenance

Ensure that work equipment is maintained in an efficient state and working order and in good repair.

Ensure that where there is a maintenance log, it is kept up to date. Ensure statutory inspections are undertaken by a competent person and records of any maintenance kept.

## **Information**

You must ensure that all persons who use, or those who supervise the use of work equipment have available to them comprehensible and adequate health and safety information and, where appropriate written instructions on the use of it. There must also be included the conditions and methods of use and in the event of any breakdown, malfunction or damage arising, what so ever, action to be taken to stop and rectify the situation.

## **Training**

You must ensure all persons who use or supervise the use of work equipment have received adequate health and safety training.

## **Specific requirements**

This concerns dangerous parts of machinery; protection against specific hazards; high or very low temperatures; controls and control systems; isolation from sources of energy; stability; lighting; maintenance operations; markings and warnings are also included; compliance must be ensured.

## **Guidance**

See HSE ([www.hse.gov.uk](http://www.hse.gov.uk)) for more information

## **16.0 Vehicles**

Company vehicles are provided to employees for the use of carrying out their duties at work and are not to be used for private use.

### **Drivers & licences**

Employees as a prospective driver will have to produce a valid, current and appropriate driving licence, together with the current paper counterpart; these will be copied and kept on file.

Employees are authorised to drive company vehicles subject to them not having any serious convictions or accidents in the previous 5 years, and must inform the company of any changes and any endorsements on their licence.

Employees may not be insured to drive company vehicles as per restrictions placed on the company by the insurance company (i.e. age, or restrictions for inexperienced drivers, type of vehicle).

Employees will be assessed on their driving skills from time to time. Further training and assessments may be required as a result of the initial assessment.

Any defects found or repairs required to company vehicles, must be reported to company office as soon as possible for action.

### **Weekly Vehicle Safety Checks**

Written vehicle checks are to be carried out at the ends of each week, and submitted to the office by Monday lunchtime. Random audits will be carried out ensuring compliance to the policy. Any safety equipment requiring replacement must be identified on the weekly check.

### **Vehicle Mileage Log**

All journeys must be recorded, a written record showing: - date, to & from place of works, mileage, reason for journey and job number. Weekly sheets to be handed to the office by Monday lunchtime.

### **Smoking**

Employees are not permitted to smoke in company vehicles; it is illegal to do so.

### **Liabilities for Fines and Penalties**

Employees are liable for any and all penalties & fines, resulting from their misuse of company vehicles; these must be reported to company office as soon as possible. The company reserves the right to recover from employees any and all costs incurred, arising from, illegal, irresponsible and/or careless use of company vehicles.

### **In the event of an Accident**

Accidents are to be reported as soon as possible. In the event of any motor vehicle accident, the employee should exchange insurance details with the other party, Do not admit liability, take all details of the accident area, street names, width of roads, weather details and details of any witnesses.

Any injuries to employees are to be recorded in the accident book.

All details to be passed onto the office for action and recording.

An internal accident investigation will be carried out in accordance with the accident, incident and near miss reporting procedure.

## **17.0 Electricity**

Legislative Requirements:

The Electricity at Work Regulations 1989

Regulation 4(2): *"As may be necessary to prevent danger, all systems shall be maintained so as to prevent so far as reasonably practicable, such danger"* See HSE publication INDG 231

"Electricity can be very dangerous, you cannot see it, hear it or smell it, but it can without warning cause death or serious injury"

Many deaths and injuries arise from

- Contact with live parts
- Use of poorly maintained electrical equipment
- Work near overhead lines
- Contact with underground power cables during excavation work

- Mains electrical supplies (240 volts)
- Use of unsuitable electrical equipment in explosive areas such as car paint spraying booths

Fires started by poor electrical installations and faulty electrical appliances cause many additional deaths and serious injuries.

### **Duties**

There is a duty to comply with the regulations in so far as they relate to matters under control of the company

There are two levels of duties imposed by the regulations

- **Absolute Duty** – if the requirement in the regulations is absolute this must be met regardless of cost or any other consideration
- **Reasonable Practicable** – If the requirement is to do something “so far as is reasonably practicable” an assessment must be made of the extent of the risks of a work activity, harsh conditions or environment and a comparison made to the costs in the terms of the physical difficulty, time, trouble and expense which would be involved in taking steps to eliminate or minimise those risks.

If for example the risks to health and safety of a particular work process are very high, it may not be reasonably practicable to take those steps. The greater the degree of risk the less weight can be given to the cost of measures needed to prevent that risk.

### **Ensure the following for best practice;**

Ensure that new electrical installation is safe

- New electrical systems to a suitable standard of e.g. BS 7671 and then maintained in a safe condition
- Existing installations should also be properly maintained
- Provide enough socket outlets; overloading socket outlets by using adapters can cause fires.

Provide safe and suitable equipment

- Ensure equipment is suitable for its working environment
- Ensure equipment is safe when supplied and then maintain it in a safe condition
- Try and eliminate the use of electrical equipment try using, air, hydraulic or hand powered tools in harsh conditions
- Replace damaged sections of cable completely
- Use proper connectors or cable couplers to join lengths of cable. Do not use strip connectors blocks covered in insulating tape
- The ends of flexible cables should always have the outer sheath of the cable firmly clamped to stop the wires (particularly the earth) pulling out of the terminals

- Protect light bulbs, switches and other equipment which could easily be damaged. There will be a risk of electric shock

#### Reduce the voltage

- To reduce the risk of electric shock reduce the supply voltage to the lowest required to get the task done
- Reduce lighting to lower voltage e.g. 12,25,50 or 110 volts
- Use battery powered hand tools
- Portable tools are available to run on 110 volts

#### **Carry out preventive maintenance**

All electrical equipment and installations should be maintained to prevent danger. It is strongly recommended that this includes an appropriate system of visual inspection and where necessary, testing. By carrying out simple inexpensive systems of visual inspections for damage and faults most electrical risks can be controlled. This will need recorded testing to back it up. Equipment users can help by reporting any damaged or defects they find.

#### **Work safely**

- Make sure that staff etc who are working with electricity are competent to do the work.
- Simple tasks such as wiring a plug can lead to danger.
- Any suspect faulty equipment must be taken out of use and labelled "DO NOT USE", then kept in a secure area.

You must not allow any work on or near exposed live parts of equipment unless it is absolutely unavoidable and suitable precautions have been taken to prevent any injury. This applies to either workers or anyone else who may be affected whilst in the area.

#### **Provide a safety device**

A Residual Current Device (RCD) is a valuable safety device and are for protecting people, having a rated tripping current (sensitivity) of not more than 30 milliamps (mA)

#### Employees Duties

- Do not use any faulty or damaged equipment
- Do not try to repair any electrical equipment if not competent and authorised to carry any repair.
- Do not use electrical equipment outside its operating limits e.g. in wet, damp conditions
- Report any damaged equipment, take it out of service.
- Do not bring any of your own mains operated powered equipment to work/site (e.g. radios, phone chargers)



## Guidance

See HSE ([www.hse.gov.uk](http://www.hse.gov.uk)) Publication indg 231 rev 1

Underground power cables See HSE ([www.hse.gov.uk](http://www.hse.gov.uk)) Publication HSG 47

Always assume cables and other services will be present when digging in the street, under pavements or near buildings. Assume all underground cables are live, until you have been told they are dead by your supervisor. Before digging get the area checked by a competent person using a cable locating device. Use safe digging practice to avoid any danger or damage.

Overhead power lines See HSE ([www.hse.gov.uk](http://www.hse.gov.uk)) Publication GS 6(Forth edition)

When working near overhead power lines remember that electricity can flash over from the overhead lines even though scaffolding poles, plant, vehicles and equipment, ensure not to go near and/or do not touch them.

### Sample Warning Signs





## 18.0 Hazardous Substances

Legislative Requirements:

The Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH)

Chemical (Hazard information and Packaging for Supply) Regulations 2002 (CHIP)

Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)

Duties of the employer

- Obtain the Materials Data Sheet from the substance manufacturer
- Assess the risks (carry out a COSHH risk assessment & record findings) to health from chemicals, dust, fumes and substances etc,
- Decide what COSHH controls are needed
- Inform workers, contractors about the risks to their health
- Train the workers, contractors, adhere to any safe system of work
- Ensure the controls are working properly
- Use those controls and make sure workers, contractors use them
- Monitor exposure and carry out health surveillance
- Provide systems, procedures and equipment for dealing with emergencies such as accidental spillage or first aid measures
- Review COSHH Assessment

Duties of employees

- Request the COSHH risk assessment
- Ensure you fully understand the instruction given regarding the COSHH risk assessment
- Follow any advice relating to the use, handling, and storage given from the COSHH assessment
- Read the instructions on the label of the container, check on any hazard warning symbols
- Wear all necessary personal protective equipment / clothing as specified on the COSHH assessment
- Never put chemicals, substances into any unmarked or unsuitable containers
- Any contaminated gloves, etc must be removed prior to touching door handles, computers, and telephones, stop cross contamination.
- Always carry out personal hygiene, use barrier cream prior to any work, wash hands thoroughly before eating or drinking and at the end of each shift.

- More information regarding Animal dropping, Carcasses, Infestations, See Other Environmental Factors Arrangement

### **Storage**

Chemicals must have a specific defined storage area. The storage area must be lockable and kept locked shut when not in use

### **Chemical inventory**

A chemical inventory must be produced detailing the chemical name, trade name (if applicable), use of chemical, substance, safety materials data sheet reference number, areas of use and location in storage area.

### **Safety Materials Data Sheets**

All chemicals, substances used and stored must have a corresponding COSHH safety materials data sheet supplied.

These sheets will assist in the COSHH assessment being carried out, giving such information as emergency contact details, description of substance, exposure limits, warning signs, health assessment, control measures, first aid and fire-fighting instructions, accidental release measures and storage.

### **Labels**

Should any chemical or substance container not have a label giving basic information about its contents, then do not touch or use it. Contact your supervisor / manager.

### **Guidance**

See HSE ([www.hse.gov.uk](http://www.hse.gov.uk)) Publication Coshh-Essentials indg 136 (rev 5)

Step by Steps guide to COSHH Assessments HSG 97 & Workplace exposure limits EH40/2005

### European symbols



### New International symbols



GLOBALLY HARMONIZED SYSTEM  
 OF CLASSIFICATION AND LABELLING  
 OF CHEMICALS (GHS)

## 19.0 Workplace

Legislative Requirements:

The Workplace (Health, Safety and Welfare) Regulations 1992

This arrangement covers the minimum duties under the Workplace (Health, Safety and Welfare) Regulations

As with all workplaces a suitable and sufficient risk assessment for workers and environmental factors needs to be carried out.

Workplaces must be suitable for all who work in them, including workers with any kind of disability. This applies especially to regulations dealing with traffic routes; workstations and seating; toilets and changing facilities; rest and meal facilities.

All workplaces should be accessible as possible to persons with disabilities and new builds and conversions must be designed with this in mind.

The regulation sets out general requirements three general areas:

### The Working Environment

Ventilation	Enclosed workplaces must be adequately ventilated by a sufficient quantity of fresh, clean or purified air.
Temperature	A temperature should normally be at least of 16° for office workers and 13° for physical workers. It is hard to satisfy everyone due to personal preferences.
Lighting	Should be sufficient to enable workers to work and move about safely. Local lighting to be made available at workstations if required. Automatic lighting source to be provided if sudden light loss would create a risk.
Cleanliness	All workplaces, workstations, furniture and fittings need to be kept clean. Floors, walls and ceilings also need to be kept clean. Waste to be collected in suitable containers and removed by an effective method
Room Dimensions	Workrooms should have enough free space to allow workers to move about with ease. 11 cubic meters per person is the minimum, but may be insufficient depending on layout, contents, nature of work.
Workstations	Should be suitable for workers using them and for the work carried out. Seating to be adequate giving support and footrests available for workers who cannot put their feet flat on the floor. Workers should be able to leave workstations swiftly in an emergency.

### Safety

Maintenance	The workplace, equipment, devices and systems should be maintained in an efficient working order. The building condition needs to be monitored to ensure stability and solidity for their use.
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Traffic Routes	<p>“Traffic route” means a route for pedestrian traffic, vehicles or both and includes any stairs, fixed ladder, doorway, gateway, loading bay or ramp.</p> <p>The best practice is to keep people and vehicles apart, allowing them to move safely. Should both have to use the same route then barriers, kerbs or clear marking need to be employed.</p>
Floors	Floors need to be suitable for their use and not being uneven, slippery or having pot holes, free from obstructions which may cause a slip, trip or fall. Open sides of staircases should be fenced with a upper and lower handrail.
Falls	<p>Falls into dangerous substances such as tanks, pits or other structures must be prevented by being securely fenced or covered.</p> <p>Duties to prevent falls from height are covered by Work at Height Regulations 2005.</p>
Windows & Doors	<p>Windows, transparent or translucent surfaces in walls, partitions, doors and gates should be made of safety material or be protected against breakage. They should be marked or have features to make them apparent.</p> <p>Open-able Windows, skylights and ventilators should be capable of being opened, closed or adjusted safely and when opened should not pose any undue risk to anyone. They need to be designed to be cleaned safely.</p>
Doors & Gates	Doors and gates must be suitably constructed and fitted with safety / security devices if necessary. Other regulations may need to be checked i.e. Building Regulations and British Standards.
Escalators	Escalators and moving walkways must function safely being equipped with safety devices being easily identifiable.

### **Welfare**

Toilets	<p>Suitable and sufficient sanitary conveniences and washing facilities should be provided at readily accessible places. They need to be kept clean, tidy and ventilated together with lighting.</p> <p>They need to have running hot and cold or warm water, soap and clean towels or other adequate means of drying hands. If required depending on the type of work showers may need to be provided.</p>
Drinking water	An adequate supply of high-quality drinking water, with an upward drinking jet or suitable cups, should be provided. If water cannot be supplied directly from a mains supply then refillable containers may be used, however then will need to be refilled daily.
Clothing	Adequate, suitable and secure facilities should be provided to store workers clothing and any special clothing, seating also needs to be provided. As far as is reasonably practicable the facilities should allow for drying clothes.
Rest rooms	Suitable and sufficient, readily accessible rest facilities should be provided. These areas are to have sufficient seats with backrests and tables, adequate facilities

are to be provided for any disabled workers. At areas where workers eat regularly facilities are to be provided to store food and stop any likely contamination. Eating facilities should include a facility for preparing or obtaining a hot drink also a means for heating their own food (e.g. microwave oven) Rest facilities should be provided for pregnant women and nursing mothers near sanitary facilities.

### **Guidance**

See HSE ([www.hse.gov.uk](http://www.hse.gov.uk)) for Publications

*Workplace health, safety and welfare indg 244 (rev 2) & Reversing vehicles indg 148*

## **20.0 Personal Protective Equipment (PPE)**

Legislative Requirements:

Personal Protective Equipment at Work Regulations 1992 (as amended)

The requirements of the regulations is that personal protective equipment is to be supplied and used at work whenever there are risks to health and safety that cannot be controlled in other ways, PPE should be used as a last resort.

To allow the right type of PPE to be chosen, carefully consider the different hazards in the workplace, this will enable the company to assess which types of PPE are suitable to protect workers against the hazards at the workplace.

As with all workplaces a suitable and sufficient risk assessment will be used to identify any PPE required.

Duties of the employer;

- PPE is to be assessed before use to ensure it is suitable
- That PPE is "CE" marked
- It is maintained and stored properly
- It is provided with instruction/training on how to use it safely
- It is used/worn correctly
- Enforce the wearing of PPE when required, safety signs may assist

Duties of the employee;

- To ensure the PPE is used/worn correctly
- To keep PPE in a good condition and store appropriately
- Report any defects or any issues regarding the PPE

Disciplinary action may be taken against workers who fail to take care of the equipment or clothing or fail to use / wear it when provided, this is their statutory duty.

## **Hazards to**

Eyes	Chemical or metal splash, dust, projectiles, gas and vapour, radiation
<i>Options</i>	<i>Safety spectacles, goggles, face-shields and visors.</i>
Head	Impact from falling or flying objects, risk of bumping head, hair entanglement.
<i>Options</i>	<i>A range of helmets and bump caps</i>
Breathing	Dust, vapour, gas, oxygen-deficient atmospheres
<i>Options</i>	<i>Disposable filtering face-piece or respirator, half or full face respirators Air-fed helmets, breathing apparatus</i>
Body	Extremes of temperature, adverse weather, chemical or metal splash, spray from pressure leaks or spray guns, impact or penetration, contaminated dust, excessive wear or entanglement of own clothing.
<i>Options</i>	<i>Conventional or disposable overalls, boiler suits, specialist protective clothing eg chain-mail, high-visibility clothing.</i>
Hand/arms	Abrasion, temperature extremes, cuts and punctures, impact, chemicals, electric shock, skin infection, disease or contamination.
<i>Options</i>	<i>Gloves, gauntlets, mitts, wristlets, armlets.</i>
Feet/legs	Wet, electrostatic build up, slipping, cut and punctures, falling objects, metal and chemical splash, abrasion.
<i>Options</i>	<i>Safety boots and shoes with protective caps and penetration-resistant mid soles, gaiters, leggings, splats.</i>

## **Other Regulations**

The PPE at Work Regulations do not apply to the following regulations as these regulations require the provision and use of PPE against these hazards.

The Control of Lead at work regulations 2002

The Ionising Radiations regulations 1999

The Control of Asbestos at Work Regulations 2006

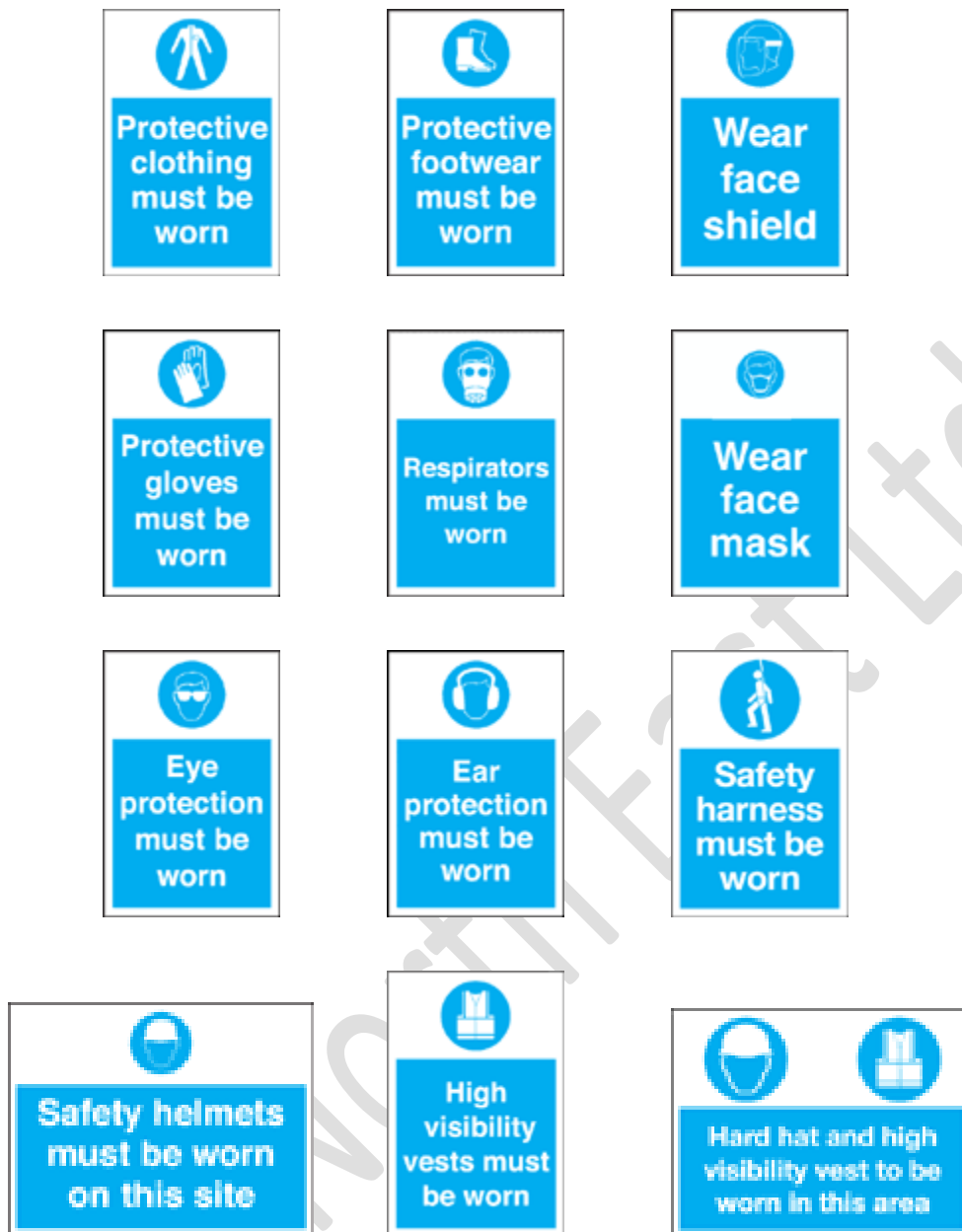
The Control of Substances Hazardous to Health Regulations 2002 (as amended)

The Noise at Work regulations 2005

## **Mandatory Safety Signs**

These signs prescribe specific behaviour that must be taken - (MUST DO).





#### **Guidance**

See HSE ([www.hse.gov.uk](http://www.hse.gov.uk)) for Publications

Short guide to PPE at work Regs indg 174 & Respiratory protective equipment HSG 53

## 21.0 Noise

Legislative Requirements:

The Control of Noise at Work Regulations 2005

(These regulations apply to the music and entertainment industry)

Noise has been described as unwanted sound. In addition to causing annoyance, noise may interfere with working efficiency by inducing stress and disturbing concentration. By hindering communications and by masking warning signals, noise may be the cause of accidents, further it may damage the hearing of employees.

Employers duties

- Assess the risks to your employees from noise at work
- Take action to reduce the noise exposure that produces the risk
- Provide employees with hearing protection, if you cannot reduce the noise exposure enough by using other methods
- Make sure legal exposure limits are not exceeded
- Provide employees with information, instruction and training
- Carry out health surveillance

Noise can also be a safety hazard at work, interfering with communication and making warnings harder to hear. Some examples of typical noise levels are shown in the graphic.

The graph shows that a quiet office may range from 40 – 50dB and a road drill can produce 100-110 dB.



## Noise levels

### Action levels and limit values

The Noise Regulations require you to take specific action at certain action values.

These relate to:

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

The values are:

**lower exposure action values:** (Suitable protection may be made available on request)

- daily or weekly exposure of 80 dB;
- peak sound pressure of 135 dB;

**upper exposure action values:** (Must provide and enforce the use of suitable hearing protection)

- daily or weekly exposure of 85 dB;
- peak sound pressure of 137 dB.

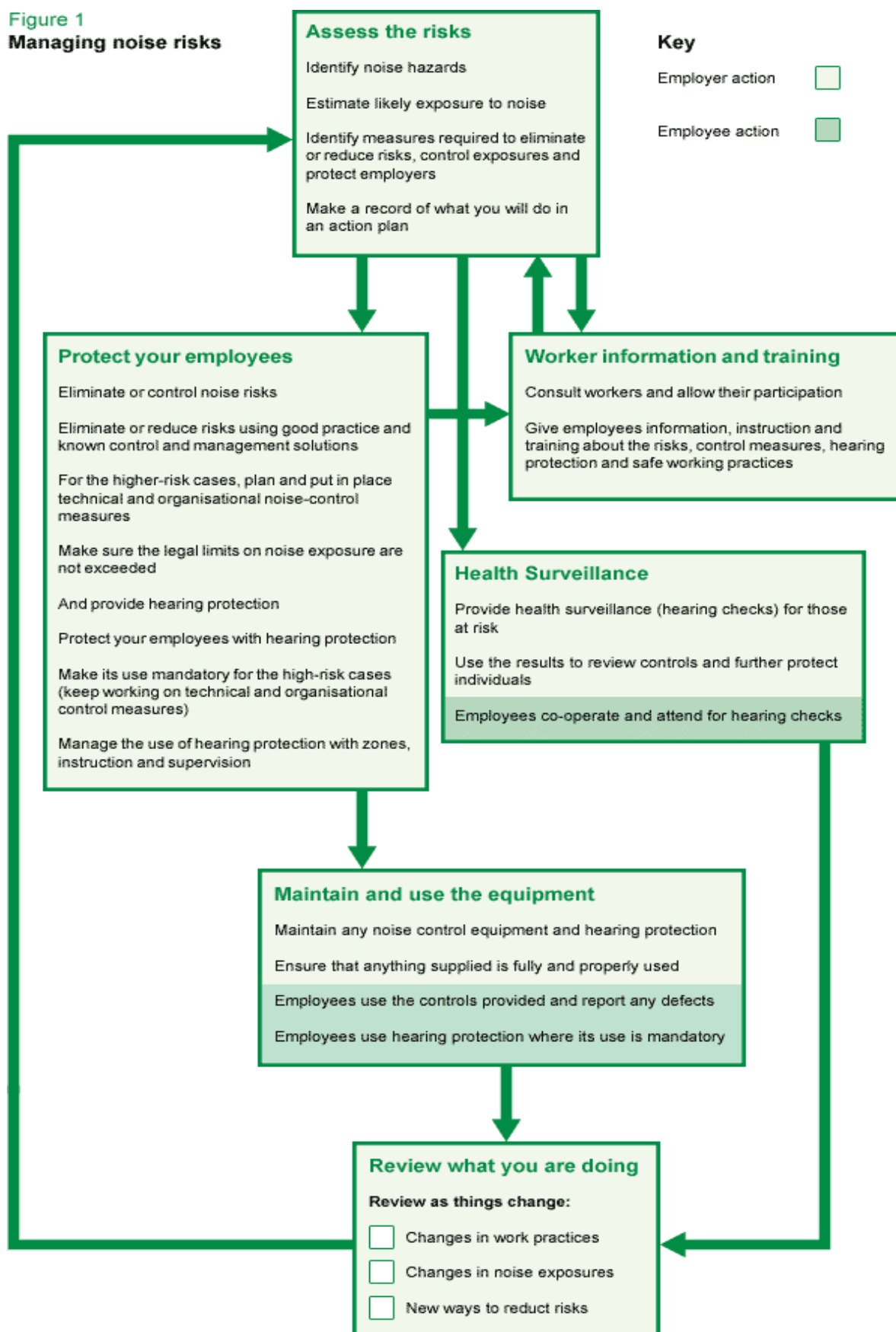
There are also absolute maximum levels of noise exposure which must not be exceeded. These are called exposure limit values:

- daily or weekly exposure of 87 dB;
- peak sound pressure of 140 dB.

### The Risk Assessment

- Your risk assessment should:
- Identify where there may be a risk from noise and who is likely to be affected;
- Contain a reliable estimate of your employees' exposures, and compare the exposure with the exposure action values and limit values;
- Identify what you need to do to comply with the law, e.g. whether noise-control measures or hearing protection are needed, and, if so, where and what type; and
- Identify any employees who need to be provided with health surveillance and whether any are at particular risk.

**Figure 1**  
**Managing noise risks**



## Information for employees

It is important that employees understand the risks they may be exposed to. When exposed above the lower exposure action values, the likely noise exposure and the risk to hearing this noise creates;

- employers duties to control risks and exposures;
- where and how workers can obtain hearing protection
- how workers are to report defects in hearing protection and noise-control equipment
- what workers duties are under the Noise Regulations 2005;
- what workers should do to minimise the risk, such as the proper way to use hearing protection and other noise-control equipment, how to look after it and store it, and where to use it
- company health surveillance systems.

Ensure the information is understood by all workers that hearing protection is issued to workers when:

- When extra protection is needed above what has been achieved using noise control
- As a short-term measure whilst other methods of controlling noise are being developed.

Employer Duties by law:

- Provide your employees with hearing protectors if they ask for them and their noise exposure is between the lower and upper exposure action values;
- Provide your employees with hearing protectors and make sure they use them properly when their noise exposure exceeds the upper action values;
- Identify hearing protector zones, i.e. areas where the use of hearing protection is compulsory, and mark them with signs if possible;
- Provide your employees with training and information on how to use and care for the hearing protectors;
- Ensure that the hearing protectors are properly maintained and used.

To use hearing protection effectively:

Do:

- Make sure the protectors give enough protection – aim at least to get below 85 dB at the ear;
- Target the use of protectors to the noisy tasks and jobs in the working day;
- Select protectors which are suitable for the working environment – consider how comfortable and hygienic they are;
- Think how they will be worn with other protective equipment (e.g. hard hats, dust masks and eye protection);
- Provide a range of protectors so that employees can choose ones which will suit them.

Don't:

- Provide protectors which cut out too much noise – this can cause isolation, or lead to an unwillingness to wear them;
- Make the use of hearing protectors compulsory where the law doesn't require it;
- Have a 'blanket' approach to protection – better to target its use and only encourage people to wear it when they need to.

### **Maintenance**

Make sure hearing protection works effectively and check that:

- It remains in good, clean condition;
- Earmuff seals are undamaged;
- The tension of the headbands is not reduced;
- There are no unofficial modifications;
- Compressible earplugs are soft, pliable and clean.

### **Checks**

Make sure that employees use hearing protection when required to:

You may want to:

- Include the need to wear hearing protection in your safety policy. Put someone in authority in overall charge of issuing it and making sure replacements are readily available;
- Carryout spot checks to see that the rules are being followed and that hearing protection is being used properly. If employees carry on not using it properly you should follow your normal company disciplinary procedures;
- Ensure all managers and supervisors set a good example and wear hearing protection at all times when in hearing protection zones;
- Ensure only people who need to be there enter hearing protection zones and do not stay longer than they need to.

### **Information, instruction and training**

It is important that employees understand the risks they may be exposed to. Where they are exposed above lower action values you should tell them:

- The likely noise exposure and the risk to hearing this noise creates;
- What you are doing to control risks and exposures;
- When and how people can obtain hearing protection;
- How to report defects in hearing protection and noise-control equipment;
- What their duties are under the Noise Regulations 2005;-
- What they should do to minimise the risk, such as the proper way to use hearing protection and other noise-control equipment, how to look after it and store it, and where to use it;
- Your health surveillance systems.

Make sure you give information in a way the employees can be expected to understand, for example you might need to make special arrangements if the employee does not understand English or cannot read.

#### **SAMPLE SIGNAGE**



#### **Guidance**

See HSE ([www.hse.gov.uk](http://www.hse.gov.uk)) for Publications

*The Control of Noise at Work Regulations 2005 indg 362(rev 2)*

## 22.0 Vibration

Legislative Requirements:

Control of Vibration at Work Regulations 2005

What is hand – arm vibration?

Hand - arm vibration is transmitted into your hands and arms when you use hand held powered work equipment. Too much exposure to hand – arm vibration can cause hand arm vibration syndrome (HAVS) and carpal tunnel syndrome.

Hand arm vibration syndrome.

- HAVS affects the nerves, blood vessels, muscles and joints of the hand wrist and arm.
- It can become severely disabling if ignored.
- It includes vibration white finger, which can cause severe pain in the effected fingers.

What is Carpal tunnel syndrome?

Carpal tunnel syndrome is a nerve disorder which may involve pain, tingling, numbness and weakness in parts of the hand, and can be caused by among other things, exposure to vibration.

Effects of these symptoms

- Pain, distress, tingling and numbness in the fingers (which can cause sleep disturbance.
- Not being able to feel things with your fingers, assemble small components, fasten buttons
- Loss of strength in your hands (possible less able to pick up and hold heavy items)
- Finger tips going white then red in the cold and wet and being painful on recovery (vibration white finger).

You are at risk if you regularly use hand – held or hand guided power tools and machines as:

- Concrete breakers, concrete pokers.
- Sanders, grinders, disc cutters, cut off saws.
- Hammer drills.
- Chipping hammers, power chisels.
- Chainsaws, brush cutters, hedge cutters, strimmers, lawn mowers.
- Scabblers or needle guns.
- Holding work pieces that vibrate when using powered machinery as pedestal grinders.

### Employers' duties

- Source of vibration to be identified
- Assess the risk from each source
- Appropriate controls to be put into place to eliminate, reduce to lowest level reasonably practicable and record, i.e. low vibration tools



- Issue employees with information, training and advice
- Keep health records for employees under health surveillance

### **Employees' duties**

- Comply to any information, instruction and advice given
- Use the correct tool for the task/work, use low vibration tools
- Check the tools before using them, maintained and repaired
- Ensure cutting tools are kept sharp, remain efficient
- Ensure the daily limit for vibration tools is adhered to.
- Avoid heavy gripping or forcing a tool, work-piece more than you have to
- Reduce the amount of time spent on one tool, use job rotation
- Report any symptoms to your employer as soon as possible

### **Guidance**

See HSE ([www.hse.gov.uk](http://www.hse.gov.uk)) for Publications

*Control the risks from hand – arm vibration indg 175 (rev3)- Employers*

*Control the risks from hand – arm vibration indg296 (rev 2) - Employees*

*Control the exposure to whole body vibration indg242 (rev1)*

## **23.0 Health Surveillance**

Legislative Requirements:

The Health and Safety At Work Act 1974 Section 2:

***“Employers have a general duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees”***

### **Other regulations that may require Health Surveillance**

- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002 (as amended)
- The Control of Lead at Work Regulations 2002
- The Control of Asbestos at Work Regulations 2006
- The Work in Compressed Air Regulations 1996
- The Ionising Radiations Regulations 1999

The company believes that the introduction of occupational health surveillance will contribute significantly to the overall health and safety of all employees, customers and the community at large.

The objectives of health and safety screening are to ensure so far as is reasonably practicable the health and safety of all employees and that of anyone else that may be affected by the employees' activities at work.

Occupational health screening may be required for job applicants or existing employees being transferred or promoted from one type of work to another where the employee would be required to work in an environment which may present some hazard because the atmosphere has been contaminated e.g. spray painting, or where the work may entail significant risk not only to the employee but to other employees, customers or the community at large e.g. driving.

Health screening may also be required for employment in other situations where the physical or mental demands of the work make health screening a sensible precaution.

Health screening could involve one or more of a number of procedures from the completion of a confidential questionnaire by the job applicant or employee for analysis by a Medical Practitioner appointed by the company to a full medical examination.

The Company will carry out the following forms of Health Surveillance where appropriate and seek to review the addition of further forms should the need arise.

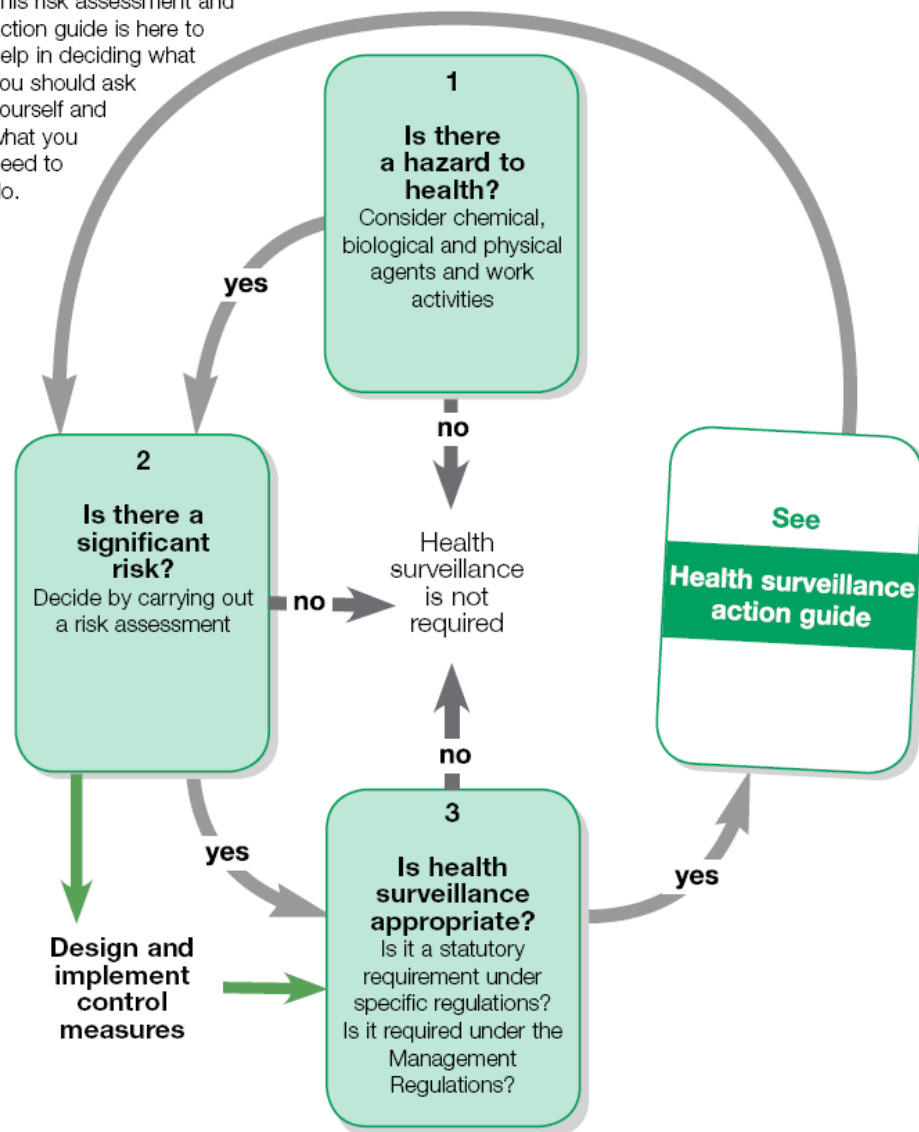
- **Hearing tests** (Audiometric testing) where noise exposure is the problem.-
- **Eye and eyesight tests** where employees are exposed to VDU work for significant periods of time.
- **Visual inspections** of skin, hands and other exposed parts of the body where employees and/or clients are working with hazardous substances e.g. solvents and other chemicals.
- **Periodic interviews** with management where employees and/or trainees are considered to have some problem whether medical, mental or physical.

#### **Employee Duties**

- Co-operate with the employer whilst they are conducting any questionnaire, monitoring, inspection, check, sample or test in relation to health surveillance.
- Carry out self-checks looking for any signs of work – related ill health i.e. reddening of the hands, Dermatitis
- Report any symptom or illness which you believe could be related to your work as soon as is reasonably practicable.

## Health surveillance: Risk assessment and action guide

This risk assessment and action guide is here to help in deciding what you should ask yourself and what you need to do.



#### Health surveillance action guide

- 1 Involve employees and their representatives** ☐
- 2 Obtain specialist advice if appropriate** ☐
- 3 Identify the most suitable health surveillance procedure** ☐  
Consider the type of hazard, degree of risk, likely health effects, affected employees, relevant procedure(s), whether in-house expertise exists
- 4 Design system, put someone in charge** ☐
- 5 Set up the programme**
- 6 Carry out procedures/ feedback information** ☐
- 7 Keep records** ☐
- 8 Monitoring, action and evaluation** ☐  
Protect individuals at risk  
Review your risk assessment  
Improve risk control  
Discuss grouped results with employee representatives

#### Guidance

See HSE ([www.hse.gov.uk](http://www.hse.gov.uk)) for Publications in Health Surveillance

## 24.0 Asbestos

Asbestos at Work Regulations 2012

### What has stayed the same?

If existing asbestos containing materials are in good conditions and are not likely to be damaged, they may be left in place; their condition monitored and managed to ensure they are not disturbed.

If you're responsible for maintenance of non-domestic premises, you have a "duty to manage" the asbestos in them, to protect anyone using or working in the premises from the risks to health that exposure to asbestos causes

If you want to do any building or maintenance work in premises, or on plant or equipment that might contain asbestos, you need to identify where it is and its type and condition; assess the risks, and manage and control these risks.

The requirements for licensed work remain the same: in the majority of cases, work with asbestos needs to be done by a licensed contractor. This work includes most asbestos removal, all work with sprayed asbestos coatings and asbestos lagging and most work done with asbestos insulation and asbestos insulating board (AIB).

If you are carrying out non-licensed asbestos work, this still requires effective controls.

The control limit for asbestos is 0.1 asbestos fibres per cubic centimetre of air (0.1/cm<sup>3</sup>). The control limit is not a 'safe' level and exposure from work activities involving asbestos must be reduced to as far below the control limit as possible.

Training is mandatory for anyone liable to be exposed to asbestos fibres at work. This includes maintenance workers and others who may come into contact with or disturb asbestos (e.g. cable installers), as well as those involved in asbestos removal work.

### What has changed?

From 6<sup>th</sup> April 2012, some non-licensed work needs to be notified to the relevant enforcing authority.

From 6<sup>th</sup> April 2012, brief written records should be kept of non-licensed work, which has to be notified e.g. copy of notification with a list of workers on the job, plus the level of likely exposure to those workers of asbestos. This does not require air monitoring on every job, if an estimate of degree of exposure can be made based on experience of similar past tasks or published guidance.

By April 2015, all workers/self-employed doing notifiable non-licensed work with asbestos must be under health surveillance by a Doctor. Workers who are already under health surveillance for licensed work need not have another medical examination for non-licensed work. BUT medicals for notifiable non-licensed work are not acceptable for those doing licensed work.

Some modernisation of language and changes to reflect other legislation, e.g. the prohibition section has been removed, as the prohibition of supply and use of asbestos is now covered by REACH (Registration, Evaluation, Authorisation and Restriction of Chemicals Regulations 2006).

### **Asbestos Awareness**

The Control of Asbestos Regulations (CAWR) 2006 came into force on 13<sup>th</sup> November 2006 and has now been amended to the Control of Asbestos Regulations 2012 and revoked a number of existing pieces of legislation relating to work with asbestos (primarily the Asbestos (Licensing) Regulations 1983, the Asbestos (Prohibitions) Regulations 1992 and the Control of Asbestos at Work Regulations 2002).

Regulation 10 - Information, instruction and training of the 2006 regulations has been updated and now details more specific requirements for the provision of adequate information, identification, instruction and mandatory training for any employees who may come into contact with asbestos due to the nature of their work activities.

The Health and Safety Executive has produced specific guidance on the requirements of Regulation 10 and have highlighted the types of training required for the different trades that may either work directly with or come into contact with asbestos. The type/level of training and corresponding work activities to which they relate have been outlined below:

(a) Asbestos awareness training. This is required for those persons who are liable to disturb asbestos whilst carrying out their normal everyday work, or who may influence how work is carried out, such as:

- general maintenance staff;
- electricians;
- plumbers;
- gas fitters;
- painters and decorators;
- joiners;
- plasterers;
- demolition workers;
- construction workers;
- roofers;
- heating and ventilation engineers;
- telecommunications engineers;
- fire and burglar alarm installers;
- computer installers;
- architects, building surveyors and other such professionals;
- shop fitters.

(b) Training for non-licensable asbestos work. This is required for those who undertake planned work with asbestos which is not licensable such as a roofer or demolition worker removing a whole asbestos cement sheet in good condition or analytical staff and asbestos surveyors.

(c) Training for licensable work with asbestos. This is required for those working with asbestos which is licensable such as removing asbestos insulation or insulating board.

**The content of this guidance note and corresponding Toolbox Talk is only intended to cover asbestos awareness training and will not be appropriate to be given as training for any work that will involve the removal of asbestos (whether that task is licensable or not).**

Asbestos awareness training is required to be given to employees whose work could foreseeably expose them to asbestos. In particular, it should be given to all demolition workers and those workers in the refurbishment, maintenance and allied trades where it is foreseeable that their work will disturb the fabric of a building. This is because asbestos containing materials (ACMs) may be disturbed or become exposed during this type of work. Exemption from this requirement would apply only where the employer can demonstrate that work will only be carried out in or on buildings free of ACMs. This information should be available in the client's asbestos management plan.

The toolbox talk has been split into the following sections:

- the properties of asbestos and its effects on health
- the types, uses and likely occurrence of asbestos and ACMs in buildings and plant
- the general procedures to be followed to deal with an emergency
- how to avoid the risks from asbestos.

In order to meet the requirements of Regulation 10 a competent member of staff will be required to run through this toolbox talk with the members of staff and a signed and dated copy of the confirmation sheet enclosed at the end of the talk maintained in personnel/training files.

To comply with the requirements of the regulations, the toolbox talk will also need to be:

- given at regular intervals;
- adapted to take account of significant changes in the type of work carried out or methods of work used by the employer; and
- provided in a manner appropriate to the nature and degree of exposure identified by the task risk assessment, and so that the employees are aware of –
  - (a) the significant findings of the task risk assessment, and
  - (b) the results of any air monitoring carried out with an explanation of the findings.

## **Guidance**

See HSE ([www.hse.gov.uk](http://www.hse.gov.uk)) for Publications

Asbestos essentials & hsg 264 (guidance for clients/dutyholders & surveyors).

## 25.0 Working at Heights

Legislative Requirements:

The Work at Height Regulations 2005 (as amended)

*(These regulations apply to all work at height where there is a risk of a falling from and or to and liable to cause personal injury. The regulations have been made to prevent deaths and injuries caused by falls at work).*

### Safe Place of Work - Working At Height

A safe place of work is **any workplace free from risks to health and safety** including access and egress at all times.

Any hazards identified in the workplace must be avoided or removed where possible.

Where a hazards cannot be eliminated completely the risk must be controlled to ensure that the work is carried out in a safe place. Adequate arrangements are required for plant, equipment and work areas to ensure that the work can be completed a safe and healthy environment.

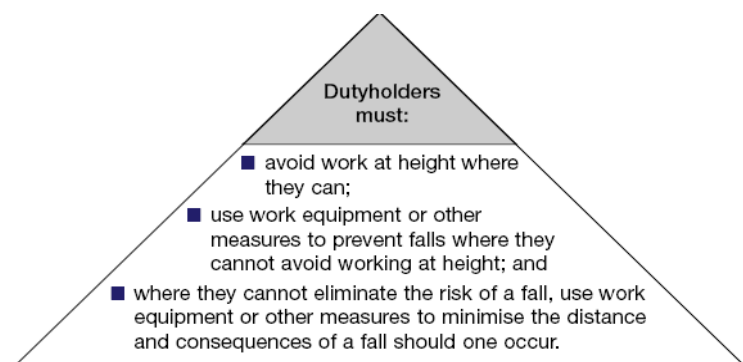
### WORKING AT HEIGHT

Falls are the largest cause of accidentals at work. They account for some 48 deaths and some 3351 major / serious injuries in 2005/2006. They still remain the single biggest cause of death and serious injuries. Specific precautions are required where it is possible *to fall from any height or falling from and or to*. Suitable and sufficient risk assessments and safe systems of work must be carried out and put into place, prior to any working at height - working from ground level - or a place of work at height.

### EMPLOYER MUST

- Must do all that is reasonably practicable to prevent anyone falling

Simple hierarchy for managing and selecting equipment for work at height



### THE REGULATIONS ALSO REQUIRE DUTYHOLDERS TO ENSURE

- All work at height is properly planned and organized;
- All work at height takes account of the weather conditions that could endanger



- the health and safety of the work / task;
- Those involved in any work at height are trained and competent;
- The place where work at height is carried out is safe;
- Work equipment for height work is appropriately inspected;
- The risks from fragile surfaces / roofs are properly controlled;
- The risk of falling objects / materials are properly controlled;

Also regarding planning, duty holders must

- Ensure that no work / task is carried out if it is safe and reasonably practicable to do it other than working at height;
- Ensure that the work / task is properly planned, appropriately supervised and carried out in as safe a way as is reasonably practicable;
- Plan for any emergency and rescue, have rescue equipment available
- Take account of the risk assessment being carried out under the Management of Health and Safety at Work Regulations

#### **Employees duties and responsibilities:**

- Don't work at height unless it is essential.
- Ensure you understand and follow the site specific Risk Assessment and Method Statement
- Report any safety hazard to management as soon as possible
- Follow any instruction, training regarding the use of work equipment, use it properly
- Only use steps and ladders for short duration of work / tasks
- Use only authorized ladders i.e. Class 1 Industrial standard
- Ensure the height equipment (i.e. ladder, steps) is strong enough and in good condition
- The base of steps and ladders must be used on level, solid surfaces
- Never use the top platform of a step ladder unless it is designed with special handholds
- Avoid side loading, over reaching or stepping off the top step of a ladder
- Ladder must be footed if not able to be fixed, applies while ladder is being fixed
- Never carry equipment up or down a ladder, use a shoulder bag, holster attached to a belt, Rope to lift and lower, gin wheel or other lifting equipment
- Make sure when using a working platform that it is stable and secure for the work / task with outriggers used and it will not overturn.
- Check that the platform will support the weight of workers, any materials and equipment they are likely to store on it.
- Check that any Scaffolding is has been authorized for use secured to a supporting structure and has toe guards
- Ensure guard rails, barriers etc. are at open edges including edges of floors, floor openings, edges of roofs, and edges of working platforms.

***Beware when climbing height equipment i.e. ladders etc. to have slip resistant footwear , no mud, soil, oil, grease etc. on soles of footwear***



### Control the Risk

Look for slip and trip hazards around the workplace  
Include any outdoor areas.

Decide who may be harmed and how.

Consider the risks, are the precautions adequate to deal with the risks

Record your findings

Regularly review the assessment is it still adequate, reassess if significant changes have taken place since last assessment

### Any Work at Height Should Be

Properly planned

Appropriately supervised

Not carried out in dangerous weather conditions

If you are going to work at height you should be competent enough

Complete the task safely

Use or erect/dismantle the selected access equipment

Trainees to be supervised by a competent person



### **Guidance**

See HSE ([www.hse.gov.uk](http://www.hse.gov.uk)) for Publications

The Work at Height Regulations indg 401 (rev 2) & indg 455 & HSG150 (third edition)

HSE Shattered lives Campaign

## 26.0 Control of Contractors & Visitors

Legislative Requirements:

The Health and Safety at Work Act 1974

The Management Health & Safety at Work Regulations 1999

### Contractor

"A contractor is anyone brought in by a client to work at a client's premises/work site who is not an employee of the client".

### Visitor

"Visitors to meet in order to conduct business, to be a guest".

### Preparing the site

Contractors and visitors alike when visiting company premises or work sites must be well informed and aware of any risks to their health and safety, making sure they will receive any information and site training before or during their visit.

The meeting time and place should be agreed between those involved. A signing in procedure will record the date, time and name of the visitor / contractor and the person they are visiting or reporting to.

Any safety documentation such as risk assessments should be produced before the visit/work takes place. When staff receive these people they should be aware of their responsibilities and whether a site induction or if supervision is required.

Common problems occur when premises/worksites are poorly managed, inaccessible and lack any clear procedures.

Procedures for dealing with visitors/contractors

- A clear checking-in procedure that states where visitors/contractors are to report on their arrival on site, For example the requirement to book themselves in at reception or the site office.
- What responsibilities the visitor/contractor has. In particular whether they will be responsible for their own PPE and for producing a risk assessment.
- A clear process by which visitors/contractors can be provided with the information they require before, during and after their visit. This process should include the necessary site induction.
- The different levels of access to site that different groups of visitors/contractors are allowed, which visitors/contractors need to be supervised and how:
- In certain cases a Permit to Work system will be issued.
- How unauthorised visitors/contractors can be prevented from entering site and how they should be dealt with if they do gain access.
- Arrangements and facilities that should be provided for disabled and those not fluent in English

## CONTRACTORS

Contractors need to understand that they have to work in a safe manner to ensure no risk to themselves, company employees, visitors or to members of the public.

A vetting process will be used to determine contractors level of competence prior to any offer of employment, the following will be used,

- Experience they have for the works involved
- What their health and safety policies and practices are
- Their recent health and safety performance (numbers of accidents & incidents)
- Any HSE investigations and outcomes (check to be made via HSE web site)
- What qualifications and skills they have
- Samples of completed risk assessments (as the Management of Health & Safety at Work Regulations Section 3)
- Samples of completed method statements
- Health and safety training and supervision
- If any staff hold a 'passport' in health and safety training (CSCS, CISRS, CSROR or CPCS)
- Arrangements for consulting with their work force
- Independent assessment of their competence
- Their selection procedure for sub-contractors

Together with evidence of insurance details, prior works and references these will support the contractors questionnaire regarding our approved contractors list.

### Guidance

See HSE ([www.hse.gov.uk](http://www.hse.gov.uk)) for Publications

*Use of Contractors indg 368 rev 1*

*Preparing for Visitors, Workplace (health, safety & welfare) regulations, see Reg 17*

## 27.0 Display Screen Equipment

Legislative Requirements:

The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended)

Regulation 4 *“Every employer shall so plan the activities of users at work in his undertaking that their daily work on display screen equipment is periodically interrupted by such breaks or changes of activity as reduce their workload at that equipment”.*

General guidance states,

Breaks should be taken before the onset of fatigue, not in order to recuperate and when performance is at a maximum, before productivity reduces. The timing of the break is more important than its length.

Short frequent breaks are more satisfactory than occasional, longer breaks: e.g., a 5-10 minute break after 50 – 60 minutes continuous screen and/or keyboard work is likely to be better than a 15 minute break every 2 hours.

If possible breaks should be taken away from the screen

Informal breaks, that is time spent not viewing the screen (e.g. on the tasks), appear from study evidence to be more effective in relieving visual fatigue than formal breaks.

There are a number of potential risks from using VDUs, but these are preventable if equipment is used correctly. The manager or other competent person will assess each work station in association with the user, taking into account:

- The display screen equipment
- The desk and work surfaces
- Chair
- Environment
- Type of work
- User
- The screen graphics

The results of the assessment will be recorded on the appropriate forms (see attachment). The necessary measures required to remedy any risks identified will be made.

All employees who are classed as users will receive training in the health and safety aspects of using their work stations and the best postural positions to adopt.

Where a problem arises in the use of display screen equipment, e.g. eye strain, upper limb pains, headaches, etc, employees must inform their supervisor. The Company will:

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

The Company will consider changes of task within the working day to prevent intensive periods of on-screen activity. See also attachments giving guidance on work breaks/ workstations.

Where a visual problem is experienced in relation to the use of display screen equipment, an employee can request an appropriate eyesight test and this will be arranged. A full eye and eyesight test will be arranged for new employees who are to be classed as users and a re-test will be offered every 2 years subsequently.

All users who, as a result of the eye and eyesight test, require prescriptive lenses for DSE use, will be provided free of charge with corrective spectacles to the value of £40 (This is to be confirmed by management). Should a more expensive pair of spectacles be preferred by the user, then the £40 allowance can be used as a contribution towards the overall cost. Evidence of purchase must be produced before payment is made.

All eyesight tests will be arranged by the employee using the standard form (see attachment). The cost of an eyesight test will only be met by the company providing the correct procedure has been followed. Where an employee obtains a test independently and without the knowledge of the Company, then the employee alone will be responsible for all costs.

Where there is a change in an employee's visual defect, associated with the use of a visual display screen, and this results in a change in the prescription requirements, the Company will assist in the cost of replacement, subject to the conditions set out above.

The employee is personally responsible for the safekeeping of spectacles which are supplied in accordance with a statutory requirement in the interest of health and safety. Carelessness, damage or misplacement to these will result in the employee being responsible for replacement.

#### **Guidance**

See HSE ([www.hse.gov.uk](http://www.hse.gov.uk)) for Publications & indg 36 (rev 4)

## 28.0 Lone Working & Violence at Work

Legislative Requirements:

The Health and Safety at Work Act 1974

The Management Health & Safety at Work Regulations 1999

Lone working could cause problems in the workplace in that if one were to need emergency attention, no one is at hand to help. Furthermore lone workers are more prone to violence at work.

Risk Assessments will be undertaken for all situations that involve lone working and violence at work incidents, in order to comply with the Management of Health and Safety at Work Regulations 1999

The Company regards the health and safety of everyone as a matter of paramount importance and therefore the following guidelines and arrangements should be considered by anyone authorising or undertaking lone working:-

Lone working will only be permitted up to the following deadlines:

0800 - 5.30pm during the winter (Greenwich Mean Time)

0700 - 7.00pm during the summer (British Summer Time)

All lone working must be authorised prior to undertaking the work.

A named/authorised person must be contacted when lone working commences. The planned finish time must be given and the authorised person must be contacted at this time to confirm the ending of lone working, or before if the work finishes earlier.

Company mobile phones will be issued to any member of staff when Lone working.

### Violence at work

Aggressive attitudes should be "checked" and the aggressor should be counseled in temper management.

Aggressive behaviour will not be tolerated and disciplinary procedures will be implemented including summary dismissal if necessary.

Victims of violence should be assigned someone to counsel them. The Partners / HSO / Manager should periodically review the situation.

All incidences of violence at work will be a DANGEROUS OCCURRENCE therefore if either party/ies are injured the RIDDOR procedure will be implemented.

### Guidance

See HSE ([www.hse.gov.uk](http://www.hse.gov.uk)) for more information, indg 73 rev 3 & indg 69 rev

## 29.0 Alcohol, Drugs & Solvents

Legislative Requirements:

The Health and Safety at Work Act 1974

The Management Health & Safety at Work Regulations 1999

Road Traffic Act 1988 & Misuse of Drugs Act 1971

Apart from the personal damage and detriment to mental health, here are a few facts about the effects alcohol, drugs or solvents have on people at work.

- People under the influence of alcohol, drugs or solvents have considerably more accidents at work
- Standards of work and efficiency are reduced.
- Equipment and products can be damaged.
- Decisions taken under the influence of alcohol, drugs or solvents are more likely to be incorrect.
- Hangovers from previous evenings cause more problems than a drink at lunch time.

It is for these reasons that the company PROHIBITS any employee from working in any company premises including company vehicles whilst under the influence of alcohol, drugs or solvents.

Trainees, students and young persons who are found to be using or under the influence of alcohol, drugs or solvents will:

- In the first instance undergo a period of counseling and rehabilitation.
- In the final instance, the individual will be suspended from his or her work, possibly followed by disciplinary action and dismissal by The Partners.

Anyone else (including employees) discovered using or under the influence of alcohol, drugs or solvents will be suspended immediately from work, pending an inquiry. Disciplinary action and dismissal by the Partners / HSO / Manager may be the result.

### Guidance

See HSE ([www.hse.gov.uk](http://www.hse.gov.uk)) for Publications

*Alcohol and drugs at work*

*Alcohol Misuse indg 240*

*Drug misuse at work indg 91 rev 2*



## **30.0 Employment of Young Persons**

Legislative Requirements:

The Management of Health and Safety at work Regulations 1999

The Health and Safety (Training for Employment) Regulations 1996

### **General Policy Statement**

The company is aware of the additional risks that may follow as a consequence of the employment of young persons and will take all measures necessary to minimise those risks so far as is reasonably practicable. The company will assess and document the additional risks and measures provided to ensure the health and safety of young person's before they start work.

The company is aware of the statutory restrictions imposed upon work undertaken by young persons and will comply with these restrictions. Young person's will be given the raised level of information, instruction, training and supervision required to enable them to work safely.

Employees' concerns regarding young persons in the work place should be addressed to a responsible person (HSO / foreman / manager), and measures will then be taken to investigate the circumstances and provide a solution.

The Partners will have the responsibility for ensuring that the provisions of this policy are met.

### **Arrangements for Ensuring the Health and Safety of Workers**

Pupils and young person's on work experience

All reasonable steps will be taken by the company to secure the health and safety of young person's placed with the company on work experience programmes.

There will be thorough preparation before pupils/students arrive, enabling a risk assessment to be undertaken of any hazards to which they may be exposed.

On arrival at the employer's premises a thorough induction will be undertaken, not only to provide an introduction to work experience and the world of work, but to explain any health and safety rules, regulations and precautions that must be taken.

### **Young person's on placement (from college, school, etc.)**

The company will ensure that:

- a) pupils are fully briefed
- b) staff at all levels, who will be involved in the exercise, know exactly what their responsibilities are and have clear details as to the extent of the work which may be undertaken.

The company will identify the activities in which the pupils/students are to be engaged and ensure that all risks are controlled and a safe system of work implemented.

The company will also determine whether it will be necessary to impose any limitations or special arrangements on medical grounds (e.g. where a student suffers from asthma, defective colour vision or hearing impairment, etc.).

### **Training and Supervision**

The company recognises that training, coupled with proper supervision, is particularly important for young person's because of their relative immaturity and unfamiliarity with the working environment.

The company will ensure that an assessment is made of the individual's ability prior to training and that training is provided to bring that individual up to an appropriate level of competence.

### **Safe system of work**

In addition to the specific training they will need to carry out their assigned work tasks, young person's need to be aware of the following general rules for safeguarding their safety and the safety of others.

1. Games and practical jokes are not appropriate in the workplace. Potentially serious injuries could result from such conduct.
2. Work areas and gangways need to be kept tidy. Do not leave things lying where people could trip or bump into them.
3. Good hygiene, and the use of barrier creams where appropriate, are needed to prevent risks to health and safety from dangerous articles and substances in the workplace.
4. If protective equipment and clothing is issued, this needs to be used and kept in a good condition.
5. Running in the workplace can be dangerous and should therefore be prohibited. Safe routes must always be used.
6. Lifting and carrying should be carried out correctly and supervisors should arrange training.
7. The safe use of ladders requires training. Ladders should be checked before use and roofs should not be walked on without taking adequate precautions.
8. Compressed air is used for approved persons only. It should not be used for cleaning machines, benches or clothing.
9. Electricity is very dangerous and should only be used according to instruction.
10. Machines must not be used unless training has been given, including the uses of safety guards, etc.
11. Hazard warning signs for harmful substances need to be recognised and the instructions of supervisors followed.

12. Care must be taken when handling flammable substances and smoking prohibitions must be observed. Carelessly discarding rubbish or smoking materials presents a fire hazard.
13. Any injury must be reported.
14. Be aware of injury and first aid arrangements.

### **Summary Policy Statement**

Young persons may be exposed to additional risks at work due to their lack of knowledge, experience and possible immaturity. The following procedures should be implemented to ensure their safety.

1. Risk assessments undertaken on any process or procedure when performed by experienced adults should be reassessed in the light of the lack of experience of the young person.
2. Additional training, instruction and supervision should be provided until the young person has demonstrated a satisfactory degree of competence.
3. Careful attention should be given to any restrictions placed on the type of work which may be undertaken.

### **Guidance**

See HSE ([www.hse.gov.uk](http://www.hse.gov.uk)) for Publications  
*The Right Start Indg 364 rev 1*

## **31.0 Information, Instructions & Training**

Legislative Requirements:

The Health and Safety at Work Act 1974

The Management of health and Safety at Work Regulations 1999

### **General Policy Statement**

We have a responsibility under Section 2 of the Health and Safety at Work Act 1974 to provide training for employees to ensure their Health and Safety at Work.

It is our policy to ensure that all of our employees are adequately trained in our Health and Safety Policies and procedures as well as being trained to undertake any task they are expected to carry out and for any emergency that may arise during their employment.

Training includes the identification of risks associated with any hazardous substance they may come into contact with as well as the procedures associated with those substances and the use of hazard data sheets.

Training is given in the risks associated with fire, the use of firefighting equipment (if safe to do so & appropriate training given), the way to give the alarm should a fire occur and the means of evacuating the building to the assembly area.

Certain employees are trained to take action should someone have an accident and require first aid treatment.

Training Schedules are written and adequate records are kept of training undertaken. These records are kept in the personnel record files.

## **INFORMATION**

### **Responsibility of the organisation**

Employers have the responsibility under section 2 of the Health and Safety at Work Act 1974, to instruct and train employees to ensure their Health and Safety at Work.

Training will prepare employees to work safely as well as effectively reducing accidents, civil damage claims, and complaints from members of the public and reduce the likelihood of criminal prosecution by an enforcing authority.

Employers should develop and carry out training in the following general areas:

- Contents of the Health and Safety policy
- Their safe working procedures
- Management/supervisor safety training
- Induction training
- Training to meet specific requirements of legislation
- Regular refresher training as appropriate

### **Responsibility of the employee**

All employees have a legal responsibility to co-operate with their company training programme so that its objectives are met. Employees are expected to attend training courses and must put into practice any new instruction or guideline provided.

Employees must also follow any revised working procedures once they are given the appropriate information, instruction and training.

## **TAKING ACTION TO TRAIN**

Training programme:

Employees must receive training in four Health and Safety areas as follows:

- induction training

- Health and Safety policy and procedures
- fire precautions and procedures
- use of equipment, plant and safe systems of work as is relevant to their work.

Additional training must be given as appropriate in the control of substances hazardous to health and in first aid for those taking on the duties of first aider or appointed person. Also, where specific legislation requires, additional training will be arranged.

### **Training schedules**

A suitable training schedule should be prepared for each subject where training is required. This schedule should detail what the course contents should be and the subjects which should be covered. Sample schedules are included with the policy.

All training should be carried out by a COMPETENT PERSON, either in house or from a recognized training organisation.

The above list of training subjects is not exhaustive; other safety training must be arranged as and when necessary.

### **Monitoring the effectiveness of training**

Employers should continuously monitor the effectiveness of their training programmes. Where necessary, this should be revised and updated, for example:

- on the introduction of new machinery
- on the introduction of new substances
- when there is a change in operations and/or processes
- on the promotion of employees to other duties.

Immediate line Managers have a responsibility for identifying and arranging safety training as required.

### **Training Records**

A central record should be kept of all training received by employees. This should be updated as necessary. Employees may be requested to sign the record on completion of their training.

### **Further Information**

Further information regarding Health and Safety training courses and specific training requirements can be obtained from the HSE or specified regulations and guidance notes.

### **Employee Information/Handout**

The company intends to ensure that management, supervisors, employees and others are given sufficient information, instruction and training on Health and Safety to enable them to meet their legal and company obligations.

Senior and middle management will receive sufficient information, instruction or training to ensure that they are kept up to date with new legislation, current Health and Safety developments and techniques and the nature of their safety responsibilities as outlines in the company Health and Safety Policy.

Supervisory staff will receive sufficient information, instruction or training to enable them to appreciate their responsibilities both legally as the employer's representative at the place of work and functionally in managing company Health and Safety Policies, codes of practice etc. The information, instruction or training will ensure that supervisors are made aware of current Health and Safety developments and techniques.

Employees will receive sufficient Health and Safety information, instruction or training to enable them to take reasonable care to avoid injury to themselves and others at work and to co-operate with management in meeting statutory requirements.

### **Guidance**

See HSE ([www.hse.gov.uk](http://www.hse.gov.uk)) for Publications

*Health and Safety Training, what you need to know indg 345 rev 1*

## **32.0 Communications & Consultation**

Legislative Requirement:

Safety Representatives and Safety Committees Regulations 1977

Health and Safety (Consultation with employees) Regulations 1996.

### **Communication**

We acknowledge the need to have and maintain effective lines of communication to enable health and safety information to be passed to employees. Also to enable individual employees to speak to us about any health and safety issue.

Effective lines of communication will be maintained so that all employees are kept informed of all health and safety issues relevant to their work activities, including the results of RISK ASSESSMENTS.

### **Policy on consultation**

We recognise the need for regular consultation on health and safety between management and employees. The objective of these meetings should be to discuss matters relating to our safety performance including accident investigation and prevention. Also the measures needed to improve safety standards together with proposals for meeting identified training needs, where relevant.

Regular discussions will take place on issues of health, safety and welfare as well as our overall safety performance. Copies of any correspondence from the enforcing authorities will be brought to the attention of our employees.

### **Employee involvement**

- All Managers will take the necessary steps to involve employees in health and safety issues.
- The Partners / HSO / Manager will make formal arrangements for employees to make constructive health and safety suggestions.
- The Partners / HSO / Manager will make formal arrangements for employees to report actual or suspected health and safety defects or problems. These procedures will ensure that the employee is notified of the outcome of his report.
- A committee composed of management and employee's representatives will meet regularly to consider health and safety issues.

This committee will have written terms of reference, and will keep minutes/records of its meetings (and of the meetings of any sub-committees as it may form). The minutes of all such meetings will be made available to employee's representatives.

### **Safety committees and joint consultation**

The purpose of the safety committee is to ensure consultation takes place between the company and employees with a view to establishing and maintaining adequate arrangements for health and safety. The basic objectives of the safety committee are to:-

- Study accidents, notifiable diseases, and dangerous occurrences and extract information relevant to risk control.
- Examine safety audit/inspection reports and monitor remedial action.
- Consider reports and other communications from enforcement officers.
- Consider reports submitted by safety representatives.
- Contribute to the development of Company safety rules and safe systems of work.
- Monitor the effectiveness of employee safety training.
- Monitor the adequacy of safety and health communications and publicity in the workplace

N.B. Due regard will be paid to the terms of reference described in the Safety Representatives and Safety Committees Regulations and Guidelines published by the HSE

### **Guidance**

See HSE ([www.hse.gov.uk](http://www.hse.gov.uk)) for more information

See Indg 232 (rev 1), HSG 263, L146

## 33.0 Monitoring & Review

Legislative Requirement:

The Management of Health and Safety at Work Regulations 1999.

We aim to improve our safety performance year on year. In order for us to do this we need to monitor and measure our performance at appropriate intervals to check if our standards are being met, to monitor the effectiveness of this policy and to “bench mark” ourselves against similar businesses.

### Proactive Monitoring

- Simple daily checks to be carried out at opening and closing of the business
- Workplace checks/inspections to be carried out weekly
- Audits to be carried out every 6 months

### Reactive Monitoring

- All accidents and incidents are to be reported, recorded and investigated and used to establish any weaknesses in our current arrangements in order to make improvements
- Any other reactive data shall be kept and used to assess our control and effectiveness of our current arrangements

### Review

- Is an opportunity to learn from experience gained
- Helps determine whether interventions continue to be effective
- Establishes whether risks have been controlled where reasonably practicable
- Provides an opportunity to assess whether improved control measures should be introduced.

If after a result of health monitoring it looks like our controls may be failing we will review our risk assessment accordingly. We may need professional assistance and advice on this.

### Annual review

The management will take the findings of the monitored data and allocate resources to make improvements in the business

### **Guidance**

See HSE ([www.hse.gov.uk](http://www.hse.gov.uk)) for more information



## **34.0 Mobile Phones**

Legislative Requirement:

Road Traffic Act 1991

Health and Safety at Work Act 1974

### **Use of Private Mobile Phones 'On-Site'**

- 1 The use of private mobile phones is prohibited and must be kept turned off at all times, except during the following circumstances:
  - a) During official break times, but only in the canteen or outside of the building
  - b) When conducting Company business on Company mobile phones
- 2 In the event that any employee needs to be contacted in an emergency, ALL incoming calls should be directed to the general office, management / foreman.

### **Use of Mobile Phones in "Company Vehicles"**

- 1 No Newline Products Ltd employee shall use a hand held mobile phone or microphone whilst driving Company vehicles.
- 2 Drivers of company vehicles should pull off the road (not causing any obstruction or hazard) to answer any incoming calls
- 3 Company vehicles, issued to employees who use mobile phones whilst driving must have a hands free kit installed in the vehicle.
- 4 Hands free phones must be installed in such a way as not to impede the drivers' vision of the road or the vehicle in front.
- 5 Mobile phones must only be used with due care and attention
- 8 For further guidance, reference should be made to the Road Traffic Regulations Act 1991 and the Highway Code.

Employees found contravening this order can/will be liable to disciplinary action

### **Disciplinary Action**

Any employee will be liable to disciplinary action if he/she is found to have acted in any of the following ways:

- Unauthorised operation of any item of machinery, plant or equipment including company vehicles, removal or interference with any guard or safety device.
- Willful damage to, misuse of or interference with any item provided in the interest of health, safety or welfare at work.
- Misuse of chemicals, highly flammable or hazardous substances or toxic materials.
- Smoking in any 'No Smoking' area, this includes all work areas and company transport. Smoking whilst handling highly flammable substances.
- Non-wearing of any company uniform when uniform has been issued.
- Horseplay or practical jokes whether or not an accident occurs.
- Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
- Under the influence of alcohol or drugs when reporting for or whilst at work.
- Willful breach of any Health & Safety procedures and rules.
- Any acts of theft, criminal damage or traffic violation.

This list is not exhaustive.

Any of the above may be classed as gross misconduct and therefore, following a thorough investigation, could lead to disciplinary action, which, depending on the seriousness of the offence, may ultimately result in the dismissal of the individual and possibly criminal proceedings.

**Guidance** ACAS, Telephone No 0191 261 2191

See HSE ([www.hse.gov.uk](http://www.hse.gov.uk)) for more information see, L26, Reg1(4)

# **An example of a stress policy**

## **Introduction**

We are committed to protecting the health, safety and welfare of our employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors.

This policy will apply to everyone in the company. Managers are responsible for implementation and the company is responsible for providing the necessary resources.

## **Definition of stress**

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

## **Policy**

- The company will identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- The company will consult with Trade Union Safety Representatives on all proposed action relating to the prevention of workplace stress.
- The company will provide training for all managers and supervisory staff in good management practices.
- The company will provide confidential counselling for staff affected by stress caused by either work or external factors.
- The company will provide adequate resources to enable managers to implement the company’s agreed stress management strategy.

## **Responsibilities**

### **Managers**

- Conduct and implement recommendations of risks assessments within their jurisdiction.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful developmental opportunities.
- Monitor workloads to ensure that people are not overloaded.

- Monitor working hours and overtime to ensure that staff are not overworking. Monitor holidays to ensure that staff are taking their full entitlement.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated within their jurisdiction.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.

## **Occupational health and safety staff**

- Provide specialist advice and awareness training on stress.
- Train and support managers in implementing stress risk assessments.
- Support individuals who have been off sick with stress and advise them and their management on a planned return to work.
- Refer to workplace counsellors or specialist agencies as required.
- Monitor and review the effectiveness of measures to reduce stress.
- Inform the employer and the health and safety committee of any changes and developments in the field of stress at work.

## **Human resources**

- Give guidance to managers on the stress policy.
- Help monitor the effectiveness of measures to address stress by collating sickness absence statistics.
- Advise managers and individuals on training requirements.
- Provide continuing support to managers and individuals in a changing environment and encourage referral to occupational workplace counsellors where appropriate.

## **Employees**

- Raise issues of concern with your Safety Representative, line manager or occupational health.
- Accept opportunities for counselling when recommended.

## **Safety representatives**

- Safety Representatives must be meaningfully consulted on any changes to work practices or work design that could precipitate stress.
- Safety Representatives must be able to consult with members on the issue of stress including conducting any workplace surveys.
- Safety Representatives must be meaningfully involved in the risk assessment process.
- Safety Representatives should be allowed access to collective and anonymous data from HR.
- Safety Representatives should be provided with paid time away from normal duties to attend any Trade Union training relating to workplace stress.
- Safety Representatives should conduct joint inspections of the workplace at least every 3 months to ensure that environmental stressors are properly controlled.

**The Safety Committee when applicable,**

## **Safety Committee**

- The joint Safety Committee will perform a pivotal role in ensuring that this policy is implemented.
- The Safety Committee will oversee monitoring of the efficacy of the policy and other measures to reduce stress and promote workplace health and safety.

## **Signed by**

**Managing Director:**

**Date:**

**Employee Representative**

**Date:**

## The Management Standards Approach



### Guidance

See HSE ([www.hse.gov.uk](http://www.hse.gov.uk)) for publications indg 430 & HSG 218 (second edition)

## Other Environmental Factors

Legislative Requirements:

Health & Safety at Work Act 1974

The Management of Health and Safety at Work Regulations 1999.

Health & Safety (Sharps Instruments in Health Care) 2013

Other Environmental Factors cover, Sharps, Infestations, Bird/Animal Carcasses, Bird Droppings.

There exists potential for serious injury resulting from exposure to sharps and incorrectly disposed needles as well as from infestation and an accumulation of animal waste and possibly carcasses. A number of both airborne and bloodborne diseases can be transmitted from these items.

When entering any premises to undertake work, great care must be taken to inspect all areas for signs of infestation, the presence of sharps and other potentially harmful items/substances. Whilst the items mentioned above should have been identified during the property survey, this is not always possible, so vigilance is paramount.

Where any of the above factors are identified, work should cease with immediate effect and a report be made to the supervisor/manager who will arrange for the appropriate action to be taken.

### **Action to be taken if a needlestick, sharps or contamination incident occurs:**

- Apply immediate first aid procedures
- Squeeze the wound and encourage bleeding in the event of a needlestick, sharps injury, bite or scratch
- Wash thoroughly in running water and use hand soap
- If splashed, wash the area immediately (if the eye has been splashed, wash before and after removing any contact lenses). Irrigate mucosal exposure under running water.
- Attend accident and emergency department as soon as possible.
- Report the incident to your manager
- Complete accident/incident form as per company procedures.

### **Guidance**

See HSE ([www.hse.gov.uk](http://www.hse.gov.uk)) for publication on Biological Hazards, Infections at work & HSIS 7

## **35.0 COVID-19**

CGS North East Ltd have in place a COVID-19 risk assessment which is used to communicate to our in-house employees and any external parties where needed for procedures for handling tasks during the pandemic.

Our COVID-19 risk assessment is a document which conforms as part of the Health & Safety procedure to ensure that risk is reduced and minimised for the spread of the virus throughout our workplace, customers and members of the public. We ensure we communicate the importance of this procedure to all employees as a priority.

The risk assessment has been carefully put together and is regularly assessed against the government HSE website and any changes to circumstances are reflected within the document. We also ensure up-to-date information is maintained through the Construction Leadership Council's (CLC) website. All employees must ensure they fully utilise the COVID-19 risk assessment for every onsite job.

### **Sharing Results**

It is extremely important for communicating results and sharing information within the workplace. In order to maximise our opportunity of sharing results, we will ensure we set up regular meetings to review, change and communicate the results.

It is the duty of each employee to share any findings for COVID-19 whether this is for changes to regulations, improving the procedures and/or information relating to contact of the virus. This will form part of their duties of employment.

It is the responsibility of each employee to ensure that as a team, we fully communicate with each other regarding COVID-19 information, tasks and results. As a collective, CGS North East Ltd will assist to protect each employee, customer and members of the public through improving their procedures, effective communication and sharing results.



## 36.0 COVID-19 Risk Assessments

We have a standard Risk Assessment document which is to be used prior to carrying out any works. Any changes to circumstances are to be reported immediately in order to allow the Risk Assessment to be updated and new copies issued to the relevant parties.

It is important that you are aware of the additional procedure to our works and maintain high standards and monitoring for hygiene purposes.

The purpose of this document is to:

- Reduce the harm to others
- Reduce the spread of infection
- Improve the standards of hygiene throughout our working practices
- Protect people from harm
- Identify vulnerable people for infection control
- Minimize risk to infection within our organisation and the work we carry out

This document must be adhered to by all employees and subcontractors.

Copies of this document will be included in our job-packs, discussed at management meetings therefore it is important that everyone plays a role to keep this information up-to-date.