



# **Health & Safety Policy**

## **November 2024**

To be reviewed before end November 2025

# **CONTENTS**

1. OBJECTIVES .....	4
2.1 HEALTH & SAFETY POLICY STATEMENT .....	5
2.2 ENVIRONMENTAL POLICY STATEMENT.....	6
3. ORGANISATION RESPONSIBILITIES FOR HEALTH, SAFETY & ENVIRONMENTAL MANAGEMENT .....	7
4. HEALTH AND SAFETY RESPONSIBILITIES.....	8
Managing Director.....	8
Contractors .....	8
5. HEALTH AND SAFETY RULES .....	10
General .....	11
Working practices.....	11
Hazard/warning signs and notices.....	11
Working conditions/environment .....	11
Protective clothing and equipment .....	12
Fire precautions .....	12
Accidents .....	12
Health .....	12
Employer's transport .....	12
Site safety rules .....	13
Construction site rules.....	13
Rules covering gross misconduct.....	17
6. ARRANGEMENTS .....	19
Accident, Incident and Ill-Health Recording, Reporting and Investigation .....	19
Asbestos .....	20
Contractors .....	23
Construction (Design & Management) Regulations 2015 .....	23
Worker Duties.....	23
Contractor Duties.....	24
Disabled Persons .....	24
Display Screen Equipment.....	24
Driving.....	25
Drugs and Alcohol.....	27
Electricity .....	28
Environment.....	28
Fire .....	29
First Aid.....	29
Hazardous Substances (COSHH).....	30

Health, Safety and Welfare .....	31
Health Surveillance .....	32
Lifting Operations and Lifting Equipment.....	32
Liquefied Petroleum Gas (LPG) and Compressed Gas .....	32
Machinery Maintenance .....	34
Manual Handling .....	34
Noise.....	34
Personal Protective Equipment .....	34
Risk Assessment.....	34
Smoking .....	35
Stress.....	35
Training.....	35
Transport of Dangerous Goods .....	35
Vibration.....	35
Visitors .....	36
Work Equipment .....	36
Work At Height.....	36
Young People .....	36

# **1. OBJECTIVES**

## **Objectives for managing Health, Safety and the Environment**

- To establish and maintain effective systems and plans for managing the health, safety and welfare of all employees/operatives and, in addition, the environmental impact of our operations to ensure that all risks are properly assessed and controlled so far as is reasonably practicable
- To establish and maintain clear written standards and procedures to control the risk to health, safety and the environment and to ensure that they are adhered to
- To ensure that all Company employees/operatives are competent and able to perform their tasks safely, through the provision of adequate training, information and supervision
- To maintain an effective system of consultation with our clients, suppliers and contractors on health, safety and environmental issues
- To record and investigate all accidents, ensure appropriate corrective actions are taken to prevent recurrence and to continually improve the accident record year on year
- To promote an increased awareness of safety and a responsibility for the environment amongst all employees/operatives
- To maintain an effective system of monitoring and reviewing health, safety and environmental performance.

## **2.1 HEALTH & SAFETY POLICY STATEMENT**

Red Fire Safety Services Ltd are committed to ensuring the health and safety of everyone who works for the Company and also of everyone who may be affected by the Company's work activities, including visitors, clients, contractors, and the general public.

This policy sets out the arrangements that are necessary to achieve the above while complying with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other applicable legislation.

The Company will ensure, so far as is reasonably practicable, that:

- Safe equipment is provided and safe systems of work are devised and implemented
- Adequate arrangements are in place for the safe use, handling, storage and transport of materials, substances and equipment
- Sufficient information, instruction, training and supervision is given to ensure the health and safety of employees/operatives and others affected by their actions
- A safe workplace, including a safe means of entering and leaving workplaces, is provided and maintained
- The working environment is without risks to health and adequate welfare facilities are provided

The Company will provide the necessary resources in terms of finance, labour resources and time to meet the requirements of this policy.

It is Company policy to consult with employees/operatives on health and safety issues before updating or modifying any part of the health and safety policy and to provide training and information, as appropriate. The Company will do as much as is reasonably practicable to ensure that health and safety arrangements are adequately resourced at all times.

This policy can only be successful with the active co-operation of employees/operatives who have responsibility for taking care of themselves and others, following safe working procedures and reporting any safety issues as soon as possible.

This policy will be reviewed annually and revised as necessary in response to changes in legislation or methods of working.

Signed



Winston Rollock

Position: Managing Director

Date: 04/11/2024

## **2.2 ENVIRONMENTAL POLICY STATEMENT**

Red Fire Safety Services Ltd recognises the need to operate the business in a manner which reflects good environmental management. The Company is aware of the environmental impacts of its operations and will balance its business with the need to protect the local and global environment.

Our Environmental Policy shall earn the confidence of employees, customers and the general public by demonstrating our commitment to comply with all relevant environmental legislation and minimise pollution, resource use and waste, where feasible, through the continual improvement of performance in all areas of the Company.

The Company has a commitment to identify all activities that have the potential to cause an environmental impact, as well as providing adequate resources to help minimise or prevent any negative impact.

In order to achieve this commitment, the Company will:

- Identify all environmental impacts that the Company contributes to and establish environmental management procedures that can be incorporated into all business decisions, in a cost-effective manner.
- Regularly measure and evaluate our environmental performance and improve where necessary.
- Promote a culture of continual environmental improvement within the Company.
- Delegate the responsibility for environmental matters to the appropriate levels in the Company.
- Consistently increase the awareness and provide necessary training to all our employees and customers to ensure environmentally responsible concepts are integrated into their normal working practices.
- Demonstrate control of all our operations and ensure that all are performed with due consideration of the environment.
- Identify and mitigate against potential accidents that could result in an environmental impact, so that if an accident did occur the consequences would be minimised.
- Use products that have a negligible environmental impact, where appropriate options exist.
- Reduce the consumption of resources (energy, materials, packaging), where feasible.
- Minimise waste through a commitment to reuse, recover or recycle, where feasible.

It is our duty to ensure that good environmental management is practiced in all contracts and projects that we are involved in, and we will seek to influence customers to demonstrate a positive environmental commitment.

The Company will communicate the Environmental Policy to all employees, and it will be freely available to customers and the general public. The Director is personally responsible for the environmental performance of the Company and signs this policy statement in acknowledgement of this overall responsibility.

Signed 

Winston Rollock

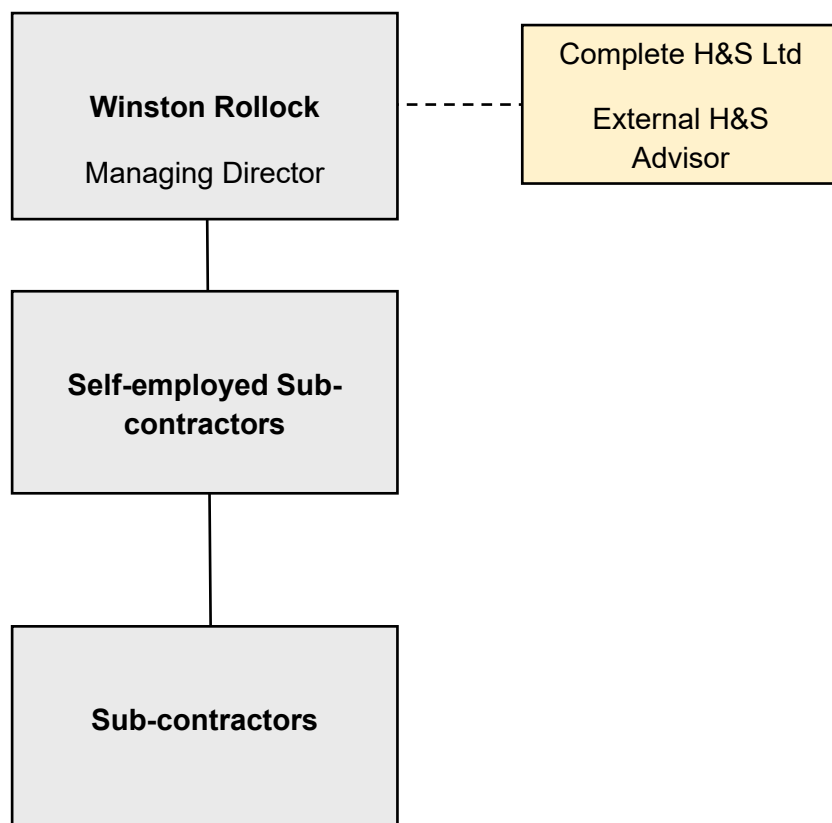
Position: Managing Director

Date: 04/11/2024

### **3. ORGANISATION RESPONSIBILITIES FOR HEALTH, SAFETY & ENVIRONMENTAL MANAGEMENT**

The Managing Director is currently the only employee of Red Fire Safety Services Ltd and is responsible with respect to Health, Safety and the Environment, which remains with them.

Arrangements are in place for contracted works where self-employed subcontractors are to stipulate their organisational responsibilities which will be reviewed by Red Fire Safety Services Ltd.



## **4. HEALTH AND SAFETY RESPONSIBILITIES**

### **Managing Director**

As Managing Director of the Company, Winston Rollock, is ultimately responsible for everyone's health, safety and welfare at work (including the public) and responsible for ensuring that:

- our Health and Safety and Environmental Policies are implemented, monitored, developed, communicated effectively, reviewed and amended as required
- a health, safety and environmental plan of continuous improvement is created and progress monitored
- suitable and sufficient funds, people, materials and equipment are provided to meet all health, safety and environmental requirements
- adequate insurance cover is provided and renewed
- competent persons are appointed to provide health, safety and environmental assistance and advice
- an adequate system of maintenance exists and operates to keep premises, plant and work equipment in a safe condition
- statutory examinations are planned, completed and recorded
- there is regular communication and consultation with staff on health, safety and environmental issues
- an effective training programme is established to ensure staff are competent to carry out their work in a safe manner, avoiding negative impact on the environment
- safe systems of work are developed and implemented
- accidents, ill health, 'near miss' and environmental incidents at work are recorded, investigated and reported
- safety and environmental issues raised are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff
- contractors engaged are reputable, can demonstrate a good health, safety and environmental record and are made aware of relevant local health, safety and environmental rules and procedures
- effective contingency plans are in place with a designated competent person in charge of the planning and control measures for situations involving imminent danger
- health, safety and environmental objectives are set and their achievement is measured and reported in the annual report

### **Contractors**

All staff and contractors must:

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety and environmental rules
- comply with the Health and Safety and Environmental Policies
- conform to all written or verbal instructions given to them, to ensure their personal safety and the safety of others, and to ensure the conservation of the environment
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the workplace and refrain from any antics or pranks
- use all safety equipment and/or protective clothing as directed



- avoid any improvisations of any form which could create an unnecessary risk to their personal safety, the safety of others, or to the environment
- maintain all equipment in good condition and report defects to their supervisor
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all accidents to their supervisor whether an injury is sustained or not
- attend as requested any health and safety or environmental training course
- observe all laid down procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes

### **Responsibilities of External Safety Advisor**

The Company's nominated **External Safety Advisor** will:

- Meet with the **Managing Director** as required to review/audit the Company's health & safety management system
- Ensure the Company H&S Policy reflects the Company's operations and organisation and is compliant with current legislation
- Assist the company in preparing construction phase plans, general risk assessments and method statements, as required
- Identify H&S training requirements as part of the review process and provide H&S training as required
- Provide health & safety advice and support as required
- Assist in accident investigations and preparing accident reports, as required

## **5. HEALTH AND SAFETY RULES**

This section of our Health and Safety Policy will specify the rules to be laid down for the attention of all future employees.

Subcontractors will need to adhere to the same rules that will be set for employees as detailed within this section.

These rules are prepared in accordance with legal requirements and acknowledged safe working practices. In addition to the legal duty imposed upon employees to comply with these rules, failure to observe them will be considered to be a breach of the contract of employment and will result in disciplinary action being taken.

Employees are reminded that a breach of health and safety legislation by an employee is a criminal offence and action taken by an Enforcing Officer against an individual may result in heavy penalties.

Safety rules may vary depending upon the nature of work and the circumstances therefore the overriding requirement is that employees are expected to act in a sensible manner and adhere to verbal instructions given by Management.

## **General**

- It is the duty of all employees to co-operate with management in fulfilling our legal obligations in relation to health and safety.
- Employees must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare.
- Employees are required to notify to management of any unsafe activity, item or situation.

## **Working practices**

- Employees must not operate any item of plant or equipment unless they have been trained and authorised.
- Employees must make full and proper use of all equipment guarding.
- Employees must not clean any moving item of plant or equipment.
- Employees under the age of 18 years must not operate any item of plant or equipment unless they have received sufficient training or are under adequate supervision.
- Employees must not make any repairs or carry out maintenance work of any description unless authorised to do so.
- Employees must use all substances, chemicals, liquids etc, in accordance with all written instructions.
- Employees must not smoke except in prescribed areas.

## **Hazard/warning signs and notices**

- Employees must comply with all hazard/warning signs and notices displayed on the premises.

## **Working conditions/environment**

- Employees must make proper use of all equipment and facilities provided to control working conditions/ environment.
- Employees must keep stairways, passageways and work areas clear and in a clean and tidy condition.
- Employees must dispose of all rubbish, scrap and waste materials within the working area, using the facilities provided.
- Employees must clear up any spillage or liquids within the work area in the prescribed manner.
- Employees must deposit all waste materials and substances at the correct disposal points and in the prescribed manner.

## **Protective clothing and equipment**

- Employees must use all items of protective clothing/equipment provided as instructed.
- Employees must store and maintain protective clothing/equipment in the approved manner.
- Employees must report any damage, loss, fault or unsuitability of protective clothing/equipment to their supervisor.

## **Fire precautions**

- Employees must comply with all laid down emergency procedures.
- Employees must not obstruct any fire escape route, fire equipment or fire doors.
- Employees must not misuse any fire fighting equipment provided.
- Employees must report any use of fire fighting equipment to their supervisor.

## **Accidents**

- Employees must seek medical treatment for work related injuries they receive by contacting a designated first aider. Upon returning from treatment they must report the incident to their supervisor.
- Employees must ensure that any accident or injury treatment is properly recorded in the Accident Book.
- Employees must notify management of any incident in which damage is caused to property.

## **Health**

- Employees must report to management any medical condition or medication which could affect the safety of themselves or others.
- Employees must co-operate with the management on the implementation of the medical and occupational health provisions.

## **Employer's transport**

- Employees must carry out prescribed checks of company vehicles prior to use and in conjunction with the laid down checking procedure.
- Employees must not drive or operate any vehicles for which they do not hold the appropriate driving licence or permit.
- Employees must not carry unauthorised passengers or unauthorised loads.
- Employees must not use vehicles for unauthorised purposes.
- Employees must not load vehicles above the stated capacity.
- Employees must not drive or operate vehicles whilst suffering from a medical condition or illness that may affect their driving or operating ability.

## **Site safety rules**

- All employees visiting or resident on site must ensure they are aware of, and comply with, the site Safety Regulations including the emergency evacuation procedures as laid down by the Principal Contractor for the site.
- All employees must attend the site induction programme before entering the site.
- All employees must ensure they are aware of the fire prevention measures for the site including the procedure for reporting fires, as designated by the Principal Contractor.
- Employees must ensure they are aware of the first aid facilities available on site and the location of the Accident Book which must be used to report an accident in addition to our own Accident Book.
- Employees must inform their supervisor/manager when going to site, for what purpose, and when expected back.
- If required by works rules, employees must sign in at the contractors' site office or obtain a 'permit to work' or a 'clearance to work'.
- Employees must use the personal protective equipment provided.
- Proper routes and gangways must be used at all times. Avoid short cuts.
- Employees must wear safety footwear, high visibility clothing and hard hat as directed or as required by the Principal Contractor.
- Employees must observe and obey all safety signs.
- Employees must adhere to any health and safety rules issued to them, either by Red Fire Safety Services Ltd or by the client's site management. Any breaches of health and safety rules will be handled in accordance with the Red Card Policy, as detailed within the Employee Handbook.

## **Construction site rules**

All personnel working on construction sites are required to comply with these rules. Failure to comply will result in you being removed from site. All employees visiting or resident on site must ensure they are aware of, and comply with, the site Safety Regulations including the emergency evacuation procedures. The Principal Contractor's rules and procedures take precedence over that of any other companies on site.

### **AUTHORITY:**

The Site Manager has total authority for Health and Safety matters. Safety instructions from the Site Manager, Supervisor or Foreman must be complied with immediately.

### **PERSONAL PROTECTIVE EQUIPMENT:**

- Personal Protective Equipment (PPE) must be used where risks cannot be eliminated or reduced to an acceptable level by other means
- all PPE must be to the required BSEN standards and CE marked

### **Contractors:**

- must assess the need for PPE, provide it and supervise its use by their employees
- self-employed persons must provide their own PPE
- all PPE must be inspected regularly, maintained and replaced where necessary

**Construction Personnel:**

- will be supplied with the necessary PPE
- visitors to site will be provided with Hard Hats and vests from the site or sales office

**Hard Hats:** Must be worn at all times.

**Exceptions:**

You may remove your Hard Hat when:

- inside an office, mess room or store unit
- in the cab of a machine which affords adequate protection
- in a house after the ceiling, stairs and floors have been fixed
- where no foreseeable risk of head injury exists, rules on wearing hard-hats may be relaxed

**NOTE – YOU MUST KEEP YOUR HARD HAT WITH YOU AT ALL TIMES**

**Footwear:** Safety footwear of a suitable nature must be worn on site at all times

**High Visibility:** High visibility jackets or vests must be worn at all times

**Hearing:** Hearing protection must be worn when noise levels reach the second action level. Noise affected areas will be clearly signed.

**Eye Protection:** Eye protection must be worn when a foreseeable risk of eye injury exists.

**Breathing:** Respiratory protection must be worn when working in dusty/hazardous atmospheres or when using certain chemicals.

**Maintenance:** Your protective equipment is there to protect your health. Look after it and get it replaced if worn or damaged.

**SCAFFOLD:**

Unauthorised interference with scaffolding is strictly prohibited. Only persons authorised by the Site Manager or an authorised scaffolder are allowed to modify scaffolds.

**EQUIPMENT:****Abrasive wheels and disc cutter use:**

- Goggles must be worn at all times when using abrasive wheels/ disc cutters.
- Hearing protection must be worn.
- Only trained and appointed persons may change cutter blades.
- A copy of your training certificate must be provided to site manager before you may use an abrasive wheel or disc cutter on site.

**Electrical Tools – Mains and Generator Powered**

- Only 110v tools may be used on site.
- All electrical equipment must be well maintained and correctly earthed.

- Electrical equipment must be regularly inspected and have a current valid portable appliance test sticker attached.

#### **Ladders:**

- Never use a damaged ladder.
- Always secure a ladder before use.
- Never ignore an untied ladder – either report it or secure it – **Do not use it.**
- When using a ladder, ensure it is up the right way (wire **under** timber rung).
- Visually inspect the ladder for defects before use.
- Maintain 3 points of contact at all times

#### **PLANT:**

- All plant operators must be properly trained and where appropriate, possess a CITB or equivalent Certificate of Training Achievement (CTA) or (CPCS).
- Unauthorised persons are not permitted to drive or operate plant.
- All plant operators must be over 18 years old.
- The carrying of passengers on site plant is strictly forbidden.
- A copy of your training certificate must be provided to the site manager before you may use any plant on site.

#### **SERVICES – Underground, Overhead, Within Dwellings**

- Always assume services are LIVE until confirmed otherwise.
- Always check the location of services before starting work.

#### **REMEMBER – ELECTRICITY CAN KILL**

#### **HAZARDOUS SUBSTANCES:**

- Always protect yourself when using a product that may be hazardous to your health.
- Ask the Site Manager to check when precautions are needed.
- Follow your COSHH Assessment details and ensure you have the necessary PPE before starting work where it is required.

#### **BEHAVIOUR:**

All contractors are expected to behave in a professional manner. Pranks, horseplay and “messaging about” in a manner which puts other peoples’ safety at risk will not be tolerated.

All contractors are expected to clear up their own rubbish and dispose of their waste material in the skips provided. On completion of each job/process the work area must be left in a clean and safe manner.

#### **WELFARE:**

Toilets, washing facilities, canteen and drying room are provided by the principal contractor for your use. It is important for your health that these facilities are used.

There is a no smoking policy in force across the site, smoking is only allowed in designated smoking areas.

The use of toilets etc. inside houses under construction is prohibited. Use the welfare facilities provided.

The location of canteen, food heating area, drying room, washing facilities and toilets are as detailed within the site safety plan or site rules. All these areas are to be kept as you would expect to find them. They are cleaned on a regular basis.

### **FIRST AID**

- First Aider – Details are at the Site Office
- The First Aid Box is located at the Site Office.
- All incidents, unsafe conditions, near misses and injuries, however minor, must be reported to the Site Manager and entered into the Accident Book, if appropriate.

### **PROTECTING THE PUBLIC:**

- Always go out of your way to protect the public, remember unlike you they are not “sitewise”.
- Leave all public areas safe and tidy.
- This is critical when construction is in progress next to occupied houses.
- Do not ignore a potential hazard to the general public – **REPORT IT.**

### **CHILDREN ON SITE:**

- Children are not permitted in construction areas,
- At the end of the day, make the site “CHILD SAFE”.
- Ensure all plant/machinery is immobilised.
- Secure perimeter fencing.
- Take down ladders.
- Board over or back fill excavations.
- Put up warning signs.
- Secure and lock any buildings.
- Put dangerous substances (especially glues and solvents) in secure containers.

### **SITE SPECIFIC HAZARDS:**

Some sites have specific dangers which do not occur on other sites. You must report to the Site Manager when arriving on site for an update.

### **EMERGENCY PROCEDURES:**

- The site telephone numbers in case of emergency are normally displayed in the Site Office or notice boards.
- Fire extinguishers are normally located at various locations throughout the site, to be confirmed during site induction.
- Hot work: any work involving heat (grinding, welding, brazing, soldering and any open flame) requires written authorisation from the site manager in the form of a hot work permit.

### **DANGEROUS OCCURRENCE:**



If you see something dangerous or are required to work in an unsafe way, you should:

- Put it right if you can.
- Prevent others from being put at risk.
- Inform the Site Manager and ask him to put it right.

#### **GENERAL SITE RULES:**

- You must make the Site Manager aware of any illness or medication you have, if it is likely to affect yours or others health, safety and welfare.
- No person will be allowed on site that is under the influence of alcohol or drugs.
- Hours are generally between 8.00am – 5.30pm Monday to Friday. Permission is needed from the Site Manager for work outside these hours.
- Bank Holiday work will be by prior arrangement only.
- All persons must keep their working areas tidy.
- All rubbish/waste must be placed in the appropriate skips provided.
- All excess material should be returned to the storage areas.
- A fork lift truck is provided to transport materials round the site. Only authorised persons may drive the truck.
- To have materials moved you must contact the forklift driver.
- Cars must only be parked where designated by the Site Manager.
- Radius of all lifts of scaffold are provided with brick guards. These must not be removed or altered.
- All first floor and above open landings are provided with a barrier which is installed on completion of the floor decking. Authorisation is required to remove these barriers.
- All persons under the age of 18 must report daily to the Site Manager. They must not use plant/equipment unless under direct supervision.
- When moving around site, use only constructed footpaths or designated walkways.
- Refer to site specific Traffic Management Plan

#### **Rules covering gross misconduct**

An employee will be liable to summary dismissal if they are found to have acted in any of the following ways:

- a serious or wilful breach of Safety Rules
- unauthorised removal or interference with any guard or protective device
- unauthorised operation of any item of plant or equipment
- unauthorised removal of any item of first aid equipment
- wilful damage to, misuse of or interference with any item provided in the interests of Health and Safety or welfare at work
- unauthorised removal or defacing of any label, sign or warning device
- horseplay or practical jokes which could cause accidents

- making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence
- misuse of any item of equipment, utensil, fitting/ fixture, vehicle or electrical equipment
- deliberately disobeying an authorised instruction

## **6. ARRANGEMENTS**

### **Accident, Incident and Ill-Health Recording, Reporting and Investigation**

This policy sets out the procedures that are to be followed when any employee, visitor or contractor has an accident, near miss or dangerous occurrence on the company's premises during the course of their employment.

This will also apply to visitors who are members of the public and are therefore not at work. In addition employees who develop a work-related illness must also report via these procedures.

#### **Definitions:**

An **accident** is an unplanned event that causes injury to persons, damage to property or a combination of both.

A **near miss** is an unplanned event that does not cause injury or damage but could do so.

A **work-related illness** is a prescribed illness that is obtained by an employee through the course of work or from a non-employee as a result of activities carried out by the company.

#### **The Accident Book**

All accidents resulting in personal injury must be recorded in the company's Accident Book.

The Accident Book will comply with the requirements of the Data Protection Act.

The Accident Book will be reviewed regularly by senior management to ascertain the nature of incidents that have occurred in the workplace. This review will be in addition to any investigation of the circumstances surrounding each incident.

All near misses must also be reported to management as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

Employees must ensure that they are aware of the location of the accident book.

#### **Reporting Requirements**

Certain accidents causing injury, both fatal and non-fatal, certain occupational diseases and certain dangerous occurrences are reportable to the Enforcing Authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The following reportable events must be reported by the quickest means practicable, usually the telephone:

- death
- specified injury
- hospitalisation of a non-employee as a result of a work activity

Injuries that lead to a worker being incapacitated for **more than seven consecutive days** as the result of an occupational accident or injury (not counting the day of the accident but including weekends and rest days) must be notified within 15 working days using the Health and Safety Executive (HSE) website [www.hse.gov.uk](http://www.hse.gov.uk)

You **must** also keep a record of an accident if the worker has been incapacitated for **more than three consecutive days**. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record can be treated as a record for the purposes of RIDDOR.

For further advice on injuries, diseases or dangerous occurrences requiring notification please contact Winston Rollock on 07946 604 413.

The completed report form sent back by the HSE should be kept with the other accident records and documents; this will confirm the notification has been made.

Accident report, completed notification form and investigation notes, witness statements and photographs are to be kept on file to advise the insurers of a potential claim and to present to the Enforcing Authority in the event of an investigation.

Records are to be kept for 3 years from the date of the incident.

### **Investigation**

All injury related accidents that are either notified to the Enforcing Authority or where a serious injury has occurred will be investigated:

- to ensure that all necessary information in respect of the accident or incident is collated
- to understand the sequence of events that led to the accident or incident
- to identify the unsafe acts and conditions that contributed to the cause of the accident or incident
- to identify the underlying causes that may have contributed to the accident or incident
- to ensure that effective remedial actions are taken to prevent any recurrence
- to enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties
- to enable all statutory requirements to be adhered to

The investigation will include obtaining signed witness statements, photographs and drawings as appropriate.

Refer:

- Accident and investigation guidelines procedure - Dropbox

### **Asbestos**

The company will protect employees and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed.

This will be achieved by minimising exposure through:

- the management of asbestos-containing materials in the workplace premises by

### **Assessment**

The premises will be surveyed to determine whether asbestos-containing materials are present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary.

The amount and condition of the asbestos-containing material will be assessed and measures will be identified to ensure that airborne asbestos fibres are not present or formed in the workplace.

### **A Written Plan**

A written plan or register that sets out the location of the asbestos-containing material and how the risk from this material will be managed will be prepared and steps will be taken to put the plan into action. The plan or register will be made available and the arrangements will be reviewed at regular intervals or when there has been a significant change to the organisation or personnel.

### **Access to Asbestos-containing Materials**

Access to asbestos-containing materials in the premises will be controlled so as to prevent inadvertent disturbance of the material and the release of asbestos fibres. Systems will be put in place to ensure that anyone liable to disturb asbestos-containing materials is made aware of their location.

### **Monitoring and Maintenance**

The condition of all asbestos-containing materials or materials suspected of containing asbestos will be inspected at agreed intervals to ascertain that there has been no damage or deterioration. Where damage or deterioration is found the asbestos-containing material will be reassessed and repaired or removed as appropriate.

- the management of work in premises that may contain asbestos

### **Training and Information**

Employees who may come into contact with asbestos containing materials (ACM's) through the course of their work will receive adequate training and information such that they can recognise potential ACM's and know what precautions to take.

### **Asbestos-related Emergencies**

Procedures to deal with asbestos-related incidents will be in place (including the provision of information and warning systems) unless there is only a slight risk to the health of employees.

### **Arrangements for Controlling Work on Asbestos**

Any work on, or removal of, asbestos-containing materials will be controlled to ensure that adequate precautions are taken to prevent the release of asbestos fibres.

Work with asbestos and asbestos-containing materials is to be carried out by a licensed contractor (licensed by the HSE) unless the work is exempted from the requirement for licensing.

### **Selection and Control of Contractors to Work on Asbestos-containing Materials**

When contractors are engaged to work on the premises, adequate steps will be taken to ensure the contractors are competent and have sufficient skills and knowledge to do the job safely and without risks to health.

Only contractors licensed by the HSE will be used for the removal of asbestos-containing materials, unless the work involves the removal of materials in which:

- asbestos fibres are firmly linked in a matrix
- the exposure during the removal process is likely to be sporadic or of low intensity

Contractors hired to carry out building or allied trade work that will involve minor work with asbestos must comply with the Control of Asbestos Regulations 2012.

### **Procedures for Dealing with Health and Safety Issues**

Where an employee raises a health and safety problem related to work with asbestos, the company will:

- take all necessary steps to investigate the circumstances
- take corrective measures where appropriate
- advise the employee of actions taken

Where a problem arises relating to the condition of, or during work on, asbestos-containing material, the employee must:

- inform a responsible person immediately, usually a supervisor or manager
- in the case of an accident or emergency, respond quickly to ensure effective treatment

### **Communication and Consultation**

It is a legal requirement for the company to establish arrangements to communicate and consult with employees on issues affecting their health and safety and to take account of their views.

To achieve this objective we will:

- establish effective lines of communication
- involve and consult with employees through:
  - individual conversations
  - notice boards
  - internal publications
  - staff meetings
  - Health and Safety meetings
- display the 'Health and Safety Law – What You Need to Know' poster
- consult with employees when changes to processes, equipment, work methods etc. are to be introduced that may affect their health and safety

Refer:

- Consulting with employees on health and safety guidelines - Dropbox

## **Contractors**

When working on our premises it is considered that contractors are joint occupiers for that period and therefore we have both joint liabilities in “common areas”. In order to meet our legal obligations with regard to contractors we will ensure that prior to engaging any contractor they are competent and that any works are carried out safely.

The following factors will be considered as part of our procedures for vetting contractors:

- sight of the contractor's own safety policy, risk assessments, method statements, permits to work, etc as applicable
- clarification of the responsibility for provision of first aid and fire extinguishing equipment
- details of articles and hazardous substances intended to be brought to site, including any arrangements for safe transportation, handling, use, storage and disposal
- details of plant and equipment to be brought onto site, including arrangements for storage, use, maintenance and inspection
- clarification for supervision and regular communication during work including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury
- confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant)
- evidence showing that appropriate Employers and Public Liability Insurance is in place

Clearly, it will not be necessary to go to such elaborate lengths if the contract is very short and will not create hazards of any significance. The complexity of the arrangements will be directly proportional to the risks and consequences of failure.

Similarly we have a parallel duty to the contractor and must ensure that the contractor is not put at risk by our own activities for the duration of the contract.

We will stop contractors working immediately if their work appears unsafe. Staff should report any concerns to a manager immediately.

## **Construction (Design & Management) Regulations 2015**

The CDM Regulations are intended to ensure the complete safety of any building from design through construction and working life to, ultimately, demolition.

The CDM 2015 Regulations apply to both **domestic** and **commercial** projects. A “notifiable” project is one which lasts more than 30 working days and has more than 20 workers working on the project at any one time, **or** exceeds 500 person days.

When there is more than one **Contractor** involved in a project, regardless of duration, then the project will require a **Principal Contractor** and **Principal Designer** to be appointed by the **Client**. Specific duties as applicable to the Company are detailed below.

## **Worker Duties**

For all **Workers** working on all types of domestic or commercial projects **Workers** must:

- Be consulted about matters which affect their health, safety and welfare;
- Take care of their own health and safety and others who may be affected by their actions;

- Report anything they see which is likely to endanger either their own or others' health and safety;
- Cooperate with their employer, fellow workers, contractors and other duty holders;
- Comply with legal health and safety requirements for construction sites.

## **Contractor Duties**

On all types of construction projects the Company will:-

- Plan, manage and monitor own work and that of workers and subcontractors
- Co-operate and co-ordinate activities with the other duty holders
- Appoint competent contractors and workers
- Provide the right supervision
- Consult with workers
- Prepare a Construction Phase Plan (when the Company is the only Contractor on site)
- Ensure welfare facilities are provided
- Ensure a site induction is provided
- Ensure the site is secure
- Provide information to the **Principal Contractor** (where applicable), **Workers** and **Subcontractors**
- Comply with the specific requirements in Part 4 of the CDM Regulations

When appointed as sole **Contractor** on a domestic project, the Company will:

- Undertake the duties of **Client**

## **Disabled Persons**

The company will give full and proper consideration to the needs of disabled employees and visitors.

To achieve this, the company will:

- treat all disabled employees and visitors with respect and dignity, both in the provision of a safe working environment and in equal access to the organisation's facilities
- ensure that risk assessments are undertaken of the special needs of the disabled and carry out reasonable adjustments to the premises and/or employment arrangements
- encourage employees with special needs to suggest any premises or task improvements to their line managers
- discipline any employees found treating their disabled colleagues with less than the expected standards of respect and dignity
- in an emergency evacuation, ensure suitable plans are in place which will assist disabled people to leave the premises swiftly

## **Display Screen Equipment**

All reasonable steps will be taken by the company to secure the health and safety of employees who



work with display screen equipment.

To achieve this objective the company will:

- carry out an assessment of each user's workstation
- implement necessary measures to remedy any risks found as a result of the assessment
- provide adequate information and training to persons working with display screen equipment
- endeavour to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
- review software to ensure that it is suitable for the task and is not unnecessarily complicated
- arrange for the provision of free eye tests when requested, at regular intervals thereafter and where a visual problem is experienced
- arrange for the supply, at subsidised cost up to a maximum limit of £50, for any corrective appliances (glasses or contact lenses) where these are required specifically for working with display screen equipment
- advise existing employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided
- investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action
- make special arrangements for individuals with health conditions that could be adversely affected by working with display screen equipment

Employees must:

- comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided
- inform their departmental supervisor/line manager of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with DSE (this information will be treated confidentially)
- report to their departmental supervisor/line manager any discomfort or health concern believed to be associated with the use of DSE (this information will be treated confidentially)

## **Driving**

Driving is an integral part to some roles within the company and as such requires driving on company business. Driving has inherent risks associated with it which drivers should be made aware of.

The company is committed to reducing the risks its staff face or create when driving at work and therefore will:

- ensure risk assessments are completed and that journeys are planned
- not put unreasonable time constraints on travel
- ensure those driving for business are competent (and where required, authorised) and fit to do so
- provide any additional training that may be deemed necessary to reduce driving related occupational risks

- provide sufficient information and guidance for managers and drivers to enable them to understand the additional occupational risks involved in driving
- establish a travel plan which will limit the requirement for travel and make provisions for long journeys
- require drivers to annually submit copies of their insurance and current driving licence where providing company vehicles:
- maintain them to the required legal standard and ensure suitable for their purpose
- provide and maintain additional tools and equipment necessary for the purposes of the journey
- provide them with regard to safety and the environment i.e. higher ENCAP ratings, lower emissions, better fuel consumption
- provide access to breakdown support and recovery
- provide no smoking signs for inside the vehicle

## **Implementation**

The company asks its entire staff to play their part, whether they use a company vehicle, their own or a hire vehicle.

## **Drivers**

Drivers will remain responsible for their safety and others and must comply with the Highway Code and Road Traffic Act.

It is the responsibility of drivers to inform their manager of:

- anything that could affect their driving e.g. health conditions or injuries, use of prescribed medication
- changes to licence such as; limitations, offences recorded, period bans vehicle defects that affect ability / safety to drive
- any accidents / incidents that occurred whilst driving on behalf of the company

Before driving, drivers must

- review the need to travel
- have a valid licence for the vehicle they are driving and for any overseas travel if required ensure valid insurance for business use
- carry out a pre-use vehicle check
- allow sufficient time to drive allowing for traffic, poor weather and rest breaks
- be physically fit and have a level of alcohol below the maximum limit allowed, ideally zero and not under influence of any drugs that may affect the ability to drive
- have had an eye test in last 2 years and be using any corrective appliance
- adjust their driving position, head restraints and mirrors to ensure maximum comfort and safety

Whilst driving, drivers must

- drive in accordance with the applicable law and with consideration for the safety of passengers and other road users
- take regular rest breaks every 2-3 hours or at first signs of tiredness

- remain in control of the vehicle at all times not smoke in a company vehicle
- only use electronic devices e.g. mobile phone, satellite navigation, mp3 player, when set up to do so i.e. using a hands-free device

## **Managers**

Managers should ensure that the driving policy is brought to the attention of drivers and they will:

- lead by example, both in the way they drive and by not tolerating poor driving practices amongst colleagues
- challenge unsafe attitudes and behaviours and encourage staff to drive safely
- monitor compliance with the driving policy at team meetings, staff appraisals and periodic checks

## **Drugs and Alcohol**

### **Alcohol**

Employees must not drink alcohol on the company's premises or the premises of its customers or clients without express permission from a senior manager or director.

Any employee who is found consuming alcohol on the company's premises or the premises of its customers and clients without permission or is found to be intoxicated at work will normally face disciplinary action on the ground of gross misconduct under the company's disciplinary procedure.

### **Drugs and medication**

The possession, use or distribution of drugs for non-medical purposes on the company's premises is strictly forbidden and a gross misconduct offence.

If you are prescribed drugs by your doctor which may affect your ability to perform your work you should discuss the problem with your manager or supervisor.

If the company suspects there has been a breach of this policy or your work performance or conduct has been impaired through substance abuse, the company reserves the right to require you to undergo a medical examination to determine the cause of the problem.

### **Medical Examination**

Existing and prospective employees may be asked to undergo a medical examination, which will seek to determine whether he/she has taken a controlled drug or has an alcohol abuse problem.

A refusal to give consent to such an examination or a refusal to undergo the screening will result in the immediate withdrawal of any offer made to prospective employees and will normally be treated as gross misconduct for employees.

If, having undergone a medical examination, it is confirmed that you have been positively tested for a controlled drug, or you admit there is a problem, the company reserves the right to suspend you from your employment (with or without pay) to allow the company to decide whether to deal with the matter under the terms of the company's disciplinary procedure and/or to require you to undergo treatment and rehabilitation.

### **Reasonable Grounds**

The company reserves the right to search you or any of your property held on company premises at

any time if there are reasonable grounds to believe that this policy is being or has been infringed or for any other reason. If you refuse to comply with these search procedures, your refusal will normally be treated as gross misconduct.

The company reserves the right to inform the police of any suspicions it may have with regard to the use of controlled drugs by its employees on the company's premises.

## **Electricity**

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment.

To ensure this objective the company will:

- ensure electrical installations and equipment are installed in accordance with IEE Wiring Regulations
- maintain the fixed installation in a safe condition by carrying out routine safety tests
- inspect and test portable and transportable equipment as often as required to ensure safety
- promote and implement a safe system of work for maintenance, inspection and testing
- forbid live working unless absolutely necessary, in which case a permit must be issued
- ensure employees who carry out electrical work are competent to do so
- maintain detailed records

Employees must:

- visually check electrical equipment for damage before use
- report any defects found to their line manager/supervisor
- not use defective electrical equipment
- not carry out any repair to any electrical item unless qualified to do so
- switch off non-essential equipment from the mains when left unattended for long periods
- not bring any electrical item onto the company premises until it has been tested and a record of such a test has been included in the appropriate record
- not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage

## **Environment**

All reasonable steps will be taken to protect the environment

In order to meet these commitments the management will:

- comply fully with all relevant legal requirements, codes of practice and regulations
- prevent pollution to land, air and water
- reduce the use of water, energy and any other natural resources
- minimise waste and increase recycling within the framework of our waste management procedures
- identify and manage environmental risks and hazards
- source materials from sustainable supply, when practicable
- involve customers, partners, clients, suppliers and subcontractors in the implementation of our

objectives

- promote environmentally responsible purchasing
- provide suitable training to enable employees to deal with their specific areas of environmental control
- improve the environmental efficiency of our transport and travel
- establish targets to measure the continual improvement in our environmental performance
- eliminate risks to the environment through selection and design of buildings, facilities, equipment and processes. Where risks cannot be eliminated they will be minimised by the use of physical controls or, as a last resort, through systems of work
- only engage contractors who are able to demonstrate due regard to environmental matters
- bring this Environmental Policy Statement to the attention of all stakeholders
- carry out regular audits of the environmental management system
- ensure that emergency procedures are in place at all locations for dealing with environmental issues

## **Fire**

All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

In order to prevent fire and to minimise the likelihood of injury in the event of a fire the company will:

- assess the risk from fire at our premises and implement appropriate control measures
- ensure good housekeeping standards are maintained to minimise the risk of fire
- provide and maintain safe means of escape from the premises
- develop a fire evacuation procedure for all buildings
- provide and maintain appropriate firefighting equipment
- regularly stage fire evacuation drills, inspect the means of escape and test and inspect fire-fighting equipment and any fire warning systems
- provide adequate fire safety training to employees, plus specialist training to those with special responsibilities
- make arrangements for the safe evacuation of deaf or otherwise disabled persons
- make arrangements for ensuring all visitors are made aware of the fire evacuation procedures
- display fire action notices
- keep fire safety records

The company does not require persons to attempt to extinguish a fire but extinguishing action may be taken if it is safe to do so.

Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly points.

Re-entry of the building is strictly prohibited until the fire brigade officer or a senior person present declares it is safe to do so.

Employees are encouraged to report any concerns regarding fire procedures so the organisation can investigate and take remedial action if necessary.

## **First Aid**

The company is committed to providing sufficient provision for first aid to deal with accidents and injuries that arise at work.

To achieve this objective the company will:

1. appoint and train a suitable number of first aid personnel to cover all work patterns
2. display first aid notices with details of first aid provision
3. provide and maintain suitable and sufficient first aid facilities including first aid boxes
4. provide any additional first aid training that may be required to deal with specific first aid hazards

The minimum first aid provision at all sites is an adequately stocked first aid box and an Appointed Person to take charge of the first aid arrangements.

### **Appointed Person**

The Appointed Person duties include:

- taking charge when someone falls ill or is injured, including calling an ambulance if required
- looking after and maintaining the first aid box and contents

The Appointed Person will not be required to provide treatment for which they have not been trained.

### **First Aiders**

First aiders are qualified personnel who have received training and passed an examination. As of 1 October 2013, the Health and Safety (First Aid) Regulations 1981 have been amended, removing the requirement for the HSE to approve first aid training and qualifications. The Company will still need to make an assessment of first aid needs at each workplace to establish what provision for first aid is required, and suitability of available training courses. This will depend upon the workplace, taking into account, among other things, the number of employees, size, location and work activity.

The numbers of first aid personnel at each location will be determined by individual circumstances, the level of risk and in line with current government guidance.

First aid personnel will be provided with refresher training at regular intervals to keep their skills up to date.

### **First Aid Boxes**

First aid boxes will be provided within the workplace to ensure there are adequate supplies for the nature of the hazards involved. All boxes will contain at least the minimum supplies suggested by L74: First Aid at Work Approved Code of Practice. Only specified first aid supplies will be kept. No creams, lotions or drugs, however seemingly mild, will be kept.

### **Portable First Aid Kits**

Portable first aid kits will be available for staff members required to work away from the normal workplace, where access to facilities may be restricted, such as:

- staff travelling in vehicles on a regular basis
- staff whose work takes them to isolated or remote locations

### **Hazardous Substances (COSHH)**

All reasonable steps will be taken to ensure all exposure of employees to substances hazardous to

health is prevented or at least controlled to within statutory limits.

The company will implement the following:

- maintain an inventory of all substances hazardous to health kept or present on site and retain copies of relevant hazard data sheets
- competent persons will be appointed to carry out risk assessments of the exposure to substances hazardous to health and advise on their control
- all operations which involve, or may involve, exposure to substances hazardous to health will be assessed and appropriate control measures will be taken if elimination or substitution of the substance is not possible
- engineering controls will be properly maintained by planned preventive maintenance and annual performance monitoring to ensure continued effectiveness
- systems of work will be reviewed at suitable intervals and revised if necessary
- all employees and others who may work in the affected areas will be informed of the purpose and safe operation of all engineering controls
- personal protective equipment (PPE) will only be used as a last resort or as a back-up measure during testing or modification of other controls
- the type and use of PPE will be carefully assessed and maintained according to manufacturers' instructions
- assessments will be reviewed periodically or if changes to the operation or any hazardous substances used
- qualified professionals, where necessary, will carry out health surveillance
- employee health records of all exposures to substances hazardous to health will be kept for a minimum of 40 years
- all employees will be provided with understandable information and appropriate training on the nature of the hazardous substances they work with. Employees will be informed about any monitoring and health surveillance results
- all changes to control measures and changes of PPE will be properly assessed and no new substances will be introduced into the workplace without prior assessment

### **Information and Training**

The company will give sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected such as contractors, temporary staff and visitors where appropriate.

Managers and supervisors of areas which use substances hazardous to health will be given additional training to ensure the proper management of the risks.

### **Health, Safety and Welfare**

The objective of this policy is to clarify the company's commitment to providing suitable health, safety and welfare facilities in line with the law, in particular the provision of:

- adequate maintenance of workplace and equipment
- appropriate ventilation, temperature control and lighting

- suitable cleanliness and housekeeping standards
- adequate workspace allocation
- properly designed workstations
- well maintained traffic routes and floors
- appropriate fall protection
- suitable glazing
- safe access and egress (well maintained exits and entrances)
- appropriate sanitary and washing facilities plentiful drinking water supply and cups
- accommodation for keeping clothing clean and dry
- facilities for changing, rest periods, hot drinks and meals preparation
- showering facilities if the nature of an employees work requires this
- appropriate first aid provision
- appropriate emergency, fire and evacuation equipment and procedures

The company recognises these responsibilities are required for any work whether: on a remote work site, at their usual workplace or head office.

### **Health Surveillance**

Health surveillance is the early detection of adverse health risks associated with a work activity. It allows staff at increased risk to be identified and additional precautions to be taken as necessary. It is also a means of checking the effectiveness of the existing control measures.

### **Lifting Operations and Lifting Equipment**

All lifting operations have the potential to cause serious injuries. The company will follow all relevant legislation and ensure that lifting operations are carried out in a planned and controlled manner. Specific legislation relevant to lifting operations is Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

Hazards associated with lifting operations are associated with: crush injuries, falling of the loads, mechanical failure of equipment and tipping over of equipment

### **Liquefied Petroleum Gas (LPG) and Compressed Gas**

Gas cylinders are a convenient way to transport and store gases under pressure. These gases are used for many different purposes, including:

- soldering, welding and flame cutting chemical processes
- fire extinguishers heating and cooking

The main hazards are:

- impact from the blast of a gas cylinder explosion, or rapid release of compressed gas
- impact from parts of gas cylinders that fail or any flying debris
- contact with the released gas or fluid



- fire resulting from the escape of flammable gases or fluids
- impact from falling cylinders

Where LPG is used, the company will ensure that provision is made for:

- adequate training and supervision in their use
- suitable handling equipment and storage facilities with adequate ventilation
- regular maintenance and inspection

### **Handling and Use of Gas Cylinders**

- Users must carry out an external visual inspection of the gas cylinders and any attachments (e.g. valves and regulators), to determine whether they are damaged. Indicators may include dents, bulges, evidence of fire damage etc.
- Use gas cylinders in a vertical position, unless specifically designed to use otherwise.
- Always double-check that the cylinder/gas is the right one for the intended use.
- Close the cylinder valve and replace dust caps, where provided, when a gas cylinder is not in use.
- Before connecting a gas cylinder to equipment or pipe work make sure that the regulator and pipe work are suitable for the type of gas and pressure being used.
- Wear suitable safety shoes when handling gas cylinders.
- Do not drop gas cylinders.
- Empty cylinders must be stored in a safe and secure manner and not disposed of with normal waste.
- Do not lift the cylinders by valves, shrouds and caps.

### **Transporting Gas Cylinders**

- Fit suitable protective valve caps and covers to cylinders, when necessary, before transporting.
- Securely stow gas cylinders in an upright position to prevent them from moving or falling.
- Disconnect regulators and hoses from cylinders whenever practicable.
- Ensure gas cylinders are clearly marked to show their contents and the hazards associated with their contents.

### **Storage of Gas Cylinders**

- Store gas cylinders in a safe and secure manner.
- Gas cylinders containing flammable gas should not be stored in part of a building used for other purposes.
- Protect gas cylinders from external heat sources and ensure that gas cylinders are stored away from sources of ignition and flammable materials.
- Gas cylinders must be clearly marked to show what they contain and the hazards associated with their contents.
- Store cylinders away from drains and not in cellars.

## **Machinery Maintenance**

The company will take all reasonable steps to ensure the safety of all employees maintaining the machinery as well as the safety of those affected by the maintenance work. The company will liaise with the suppliers of all new machinery to establish how that machinery should be maintained safely.

## **Information and Training**

The company will give sufficient information, instruction and training as is necessary to ensure the health and safety of all maintenance staff and any others affected by maintenance of the machinery. Managers responsible for supervising the maintenance of the machinery will be appropriately trained.

## **Manual Handling**

To prevent injuries and long-term ill-health from manual handling the company will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Where it is not practical the company will carry out an assessment to determine what control measures are required to reduce the risk to an acceptable level.

## **Noise**

The company will take all reasonable steps necessary to ensure that the risk of hearing damage to employees who work with noisy equipment or in a noisy environment is reduced to a minimum.

## **Provision of Ear Protectors**

The company will provide suitable and effective ear protection to employees working in high noise levels, as indicated as necessary by the results of noise exposure assessments. It will also provide for the maintenance and repair or renewal of the protective equipment, provide training in the selection and fitting of protectors and provide details of the circumstances in which they should be used.

## **Personal Protective Equipment**

The company provides personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

## **Risk Assessment**

Risk assessment is a systematic examination of what within our business can cause harm to people and it helps us determine whether we are doing enough or further actions are required to reduce the likelihood of injury or ill health.

Our policy is to complete a general risk assessment of all our known and reasonably foreseeable health and safety hazards covering all our premises, equipment and activities in order to plan and prioritise the implementation of the identified control measures.

More detailed specific risk assessments will also be carried out as determined by the general assessment to address those premises, equipment, people or activities to comply with specific legislation or to proactively manage health and safety risks.

## **Smoking**

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not stop potentially dangerous exposure.

It is the policy of the company that all of its workplaces are smoke-free and that all employees have a right to work in a smoke-free environment. This policy also applies to e-cigarettes.

Smoking is prohibited throughout the entire workplace with no exceptions. This includes company vehicles. This policy applies to all employees, customers and visitors.

All staff are obliged to adhere to and facilitate the implementation of the policy.

The company will ensure that all employees and contractors are aware of the policy on smoking. They will also ensure that all new personnel are given a copy of the policy on recruitment or induction.

Appropriate 'no smoking' signs will be clearly displayed at or near the entrances to the premises. Signs will also be displayed in company vehicles that are covered by the law.

## **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.

Employees who experience unreasonable stress which they think may be caused by work should raise their concerns with their Manager or through the company's grievance procedure.

Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the employee concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable.

## **Training**

Training in health and safety is a legal requirement and also helps create competent employees at all levels within the company to enable them make a far more effective contribution to health and safety, whether as individuals, teams or groups.

Competence of individuals through training helps individuals acquire the necessary skills, knowledge and attitude which will be promoted by managers and supervisors throughout the organisation.

## **Transport of Dangerous Goods**

The company will ensure, so far as is reasonably practicable, that the carriage of dangerous goods conforms to the relevant national and/or international legislative requirements.

## **Vibration**

Regular exposure to continuous vibration from a work process has the potential to cause long term ill health including a range of occupational diseases collectively known as hand-arm vibration syndrome.

Where a vibration risk is identified a suitable risk assessment will be carried out with a method statement

prepared and an induction given.

### **Visitors**

In the interest of safety and security, the company will take the necessary measures to protect staff and visitors from any accidents or incidents that may occur during visiting.

### **Work Equipment**

The company will provide a safe working environment in relation to work equipment safety and ensure all employees receive appropriate safety information and training in their work equipment.

### **Work At Height**

The company will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

### **Young People**

Whilst precautions taken to protect the health and safety of the workforce as a whole will, in many cases, also protect young persons, there are occasions when different and/or additional measures will be necessary due to their lack of experience, knowledge or absence of awareness of potential risks.

A 'young person' is defined as one who is below the age of 18 years.

Where a young person is employed a suitable risk assessment will be carried out.

