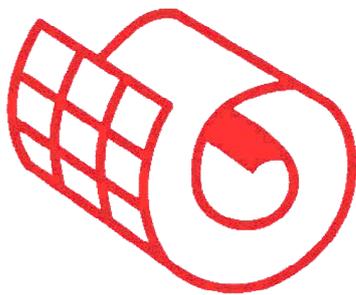


HEALTH AND SAFETY
POLICY MANUAL



TW Betts

2018 - 2019

HEALTH AND SAFETY
POLICY MANUAL CONTENTS

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HEALTH AND SAFETY POLICY STATEMENT



Inroads International are committed to the highest standard of health & safety and believe that it is a fundamental and core part of running our business.

Inroads International will adopt best practices and promote continuous improvement throughout their business to safeguard the wellbeing of all Employees, visitors, customers and others who could be affected by the business and its activities.

The business will:

- Strive to achieve a zero accident, incident rate throughout the business.
- Carry out full hazard and risk assessments of all activities within the business. These assessments will be suitable and sufficient and carried out by competent persons.
- Proactively carry out regular audits & reviews on all areas of health and safety performance within the business. To report and record all findings and communicate throughout the business
- Maintain equipment, processes and facilities that are safe and suitable for use. New equipment, processes and facilities will be designed and assessed prior to use to ensure that they are suitable for the task.
- Provide appropriate information, instruction and training for all Employees to play a proactive role in the safety culture of the business. To recognise that health & safety improvements are a mutual objective and responsibility to safeguard every employee and person affected.
- Ensure that every employee & representative of the company is aware that they have a duty to comply with both Inroad International's Health and Safety Policy and Parliamentary legislation.
- Provide information on health and safety matters by appropriate communication to all Employees and persons affected by the company's operations.

Inroad International has a commitment to all health and safety issues and will provide sufficient funds and resources to enable the correct implementation of this policy.

The successful implementation of this policy relies on all responsibilities being fulfilled by all persons involved.

A handwritten signature in black ink that reads 'S. E. Baker'.

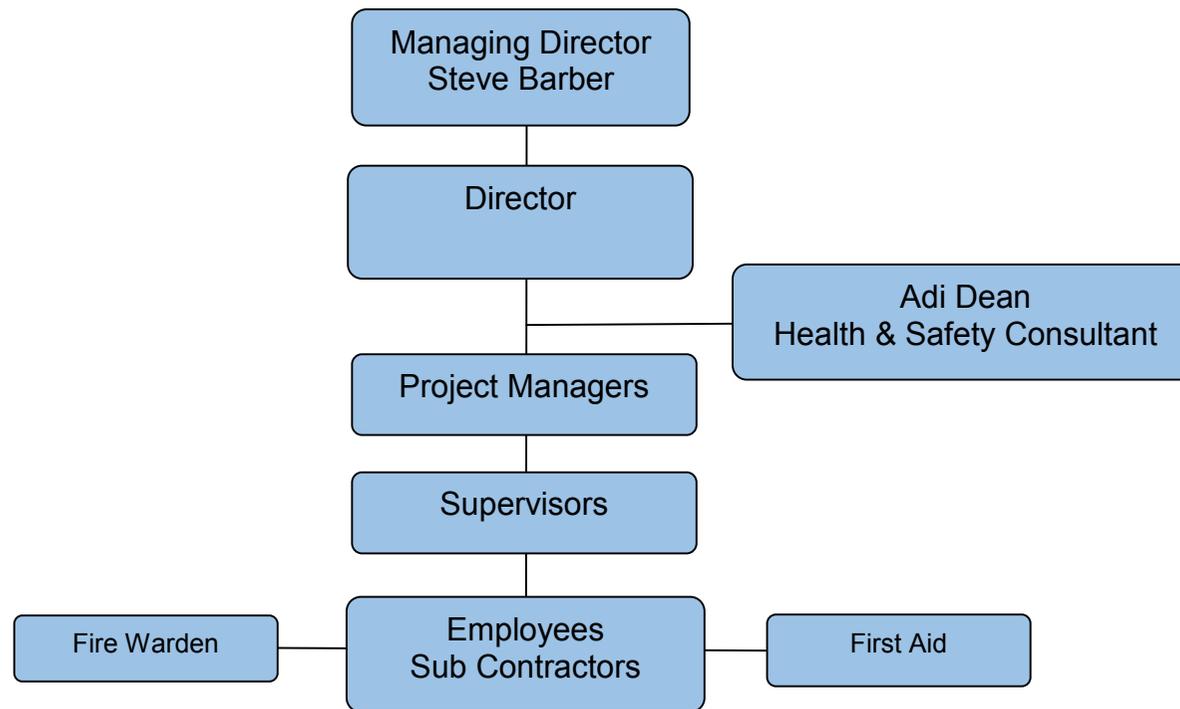
Managing Director

Date signed 08/03/18

ORGANISATIONAL RESPONSIBILITIES

HEALTH AND SAFETY ORGANISATIONAL RESPONSIBILITIES

Health & Safety Organisation Chart



ORGANISATIONAL RESPONSIBILITIES

Managing Director

Responsibility

Action Required

Take ultimate responsibility for Health & Safety within the company.



Delegate activities to competent persons & monitor compliance.

Actively promote a proactive, positive H&S culture within the company.



Lead by example and take an active role within the H&S culture.

Implement this H&S Policy throughout the company.



Using effective communication ensure that all persons know and understand their responsibilities.

Make available suitable finance and resource for the affective implementation of this policy.



Monitor performance and compliance with the policy. Monitor & record resource provided.

Ensure that before every new process or task is started suitable H&S procedures and precautions are implemented and communicated.



Consider H&S as part of any project and process change. Ensure suitable risk assessments are carried out prior to commencement.

Ensure that all persons within the company are provided with suitable and sufficient, information, instruction and training.



Appoint someone to carry out a training needs analysis to ensure that all persons are competent to carry out there roles.

Ensure that all accidents, near misses and dangerous occurrences are reported and investigated.



Appoint competent persons to investigate incidents and ensure the root causes are identified so that reoccurrence can be prevented.



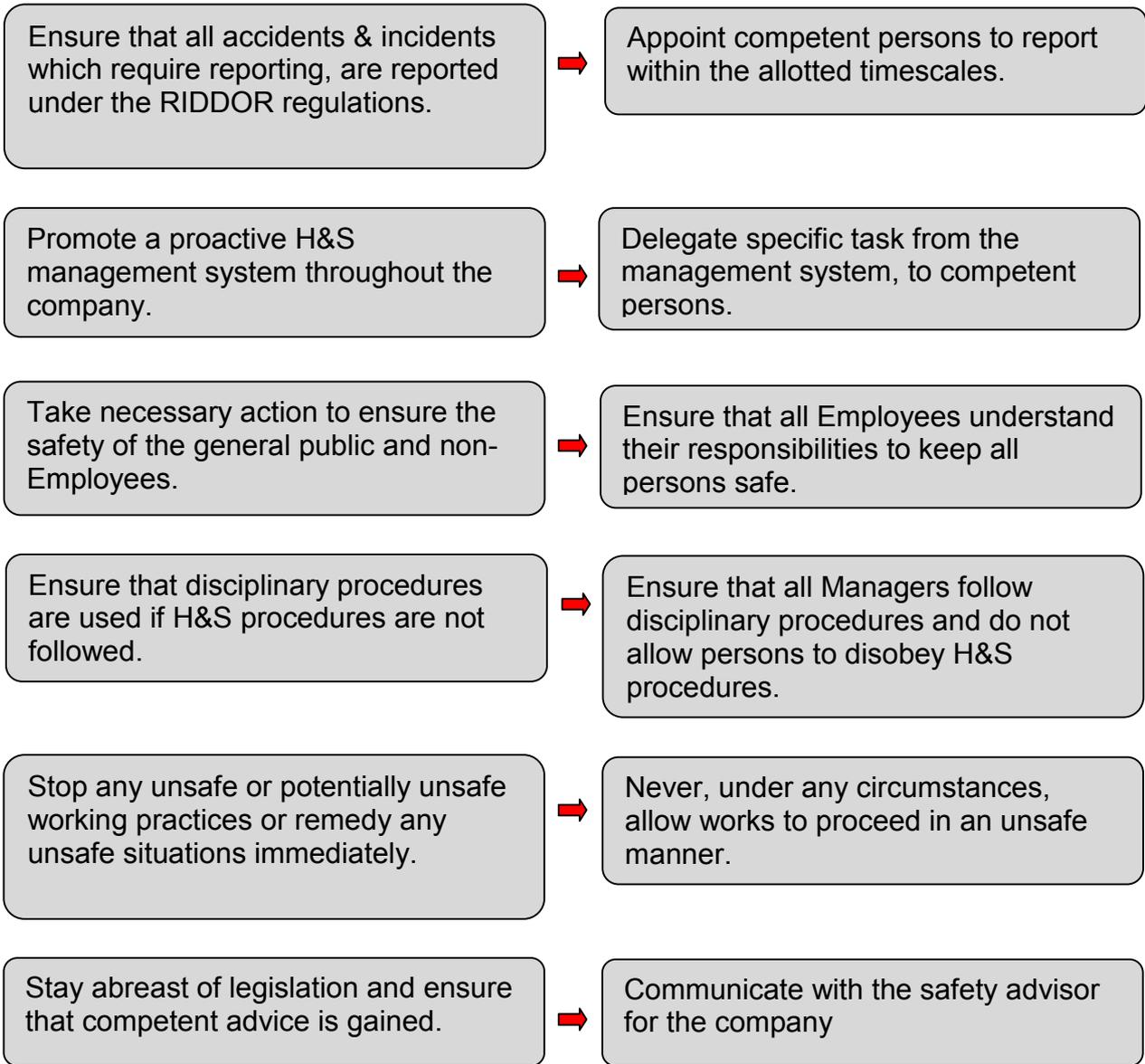
ORGANISATIONAL RESPONSIBILITIES

Directors

Responsibility

Action Required

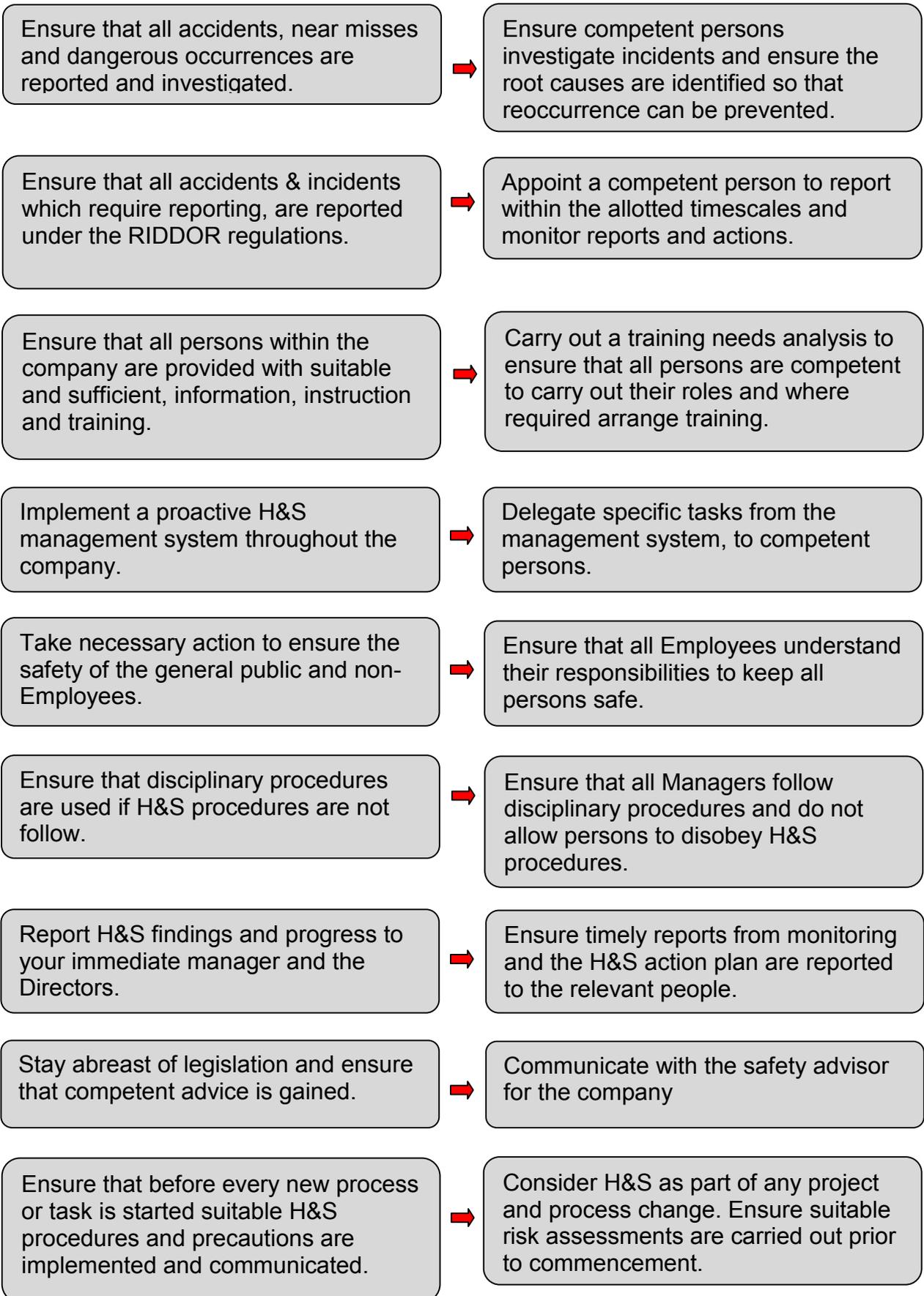
Take responsibility for day to day Health & Safety within the company.	→	Delegate activities to competent persons & monitor compliance.
Actively promote a proactive, positive H&S culture within the company.	→	Lead by example and take an active role within the H&S culture.
Implement this H&S Policy throughout the company.	→	Using effective communication ensure that all persons know and understand their responsibilities.
Arrange and complete a full risk assessment program for Company.	→	Using the nominated risk assessors complete risk assessments for all areas and monitor remedial actions
Ensure that before every new process or task is started suitable H&S procedures and precautions are implemented and communicated.	→	Consider H&S as part of any project and process change. Ensure suitable risk assessments are carried out prior to commencement.
Ensure that all persons within the company are provided with suitable and sufficient, information, instruction and training.	→	Appoint someone to carry out a training needs analysis to ensure that all persons are competent to carry out there roles.
Ensure that all accidents, near misses and dangerous occurrences are reported and investigated.	→	Appoint competent persons to investigate incidents and ensure the root causes are identified so that reoccurrence can be prevented.



ORGANISATIONAL RESPONSIBILITIES

Project Manager

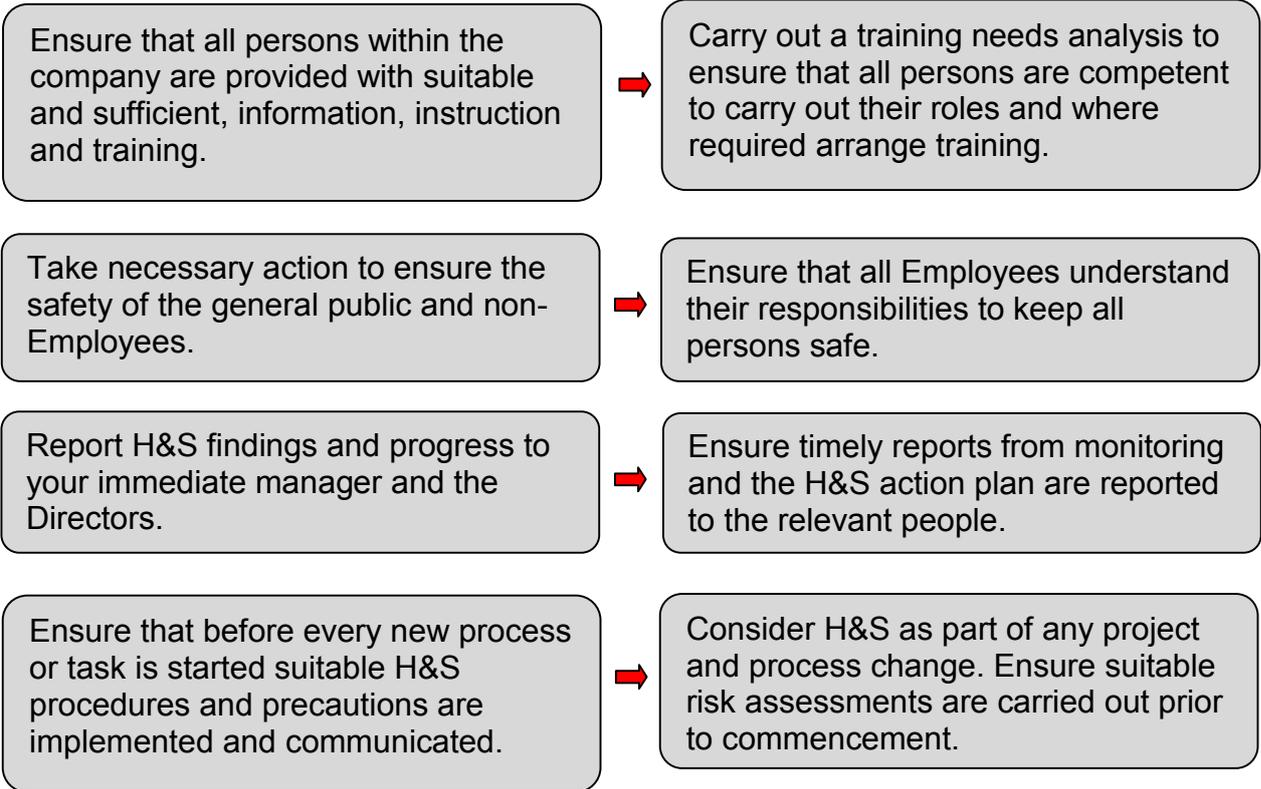
Responsibility	Action Required
Take responsibility for Health & Safety within your areas of management.	Delegate activities to competent persons & monitor compliance.
Actively promote a proactive, positive H&S culture within the company.	Lead by example and take an active role within the H&S culture.
Implement this H&S Policy throughout your areas of responsibility.	Using good communication ensure that all persons know and understand their responsibilities.
Take an active role in the risk assessment program for your areas of responsibility	Using the nominated risk assessors complete risk assessments for all areas and monitor remedial actions
To monitor, control and correct the Health and Safety actions of persons under your control.	Take immediate action to correct actions which do not comply with the H&S procedures.
Monitor the affective implementation of this health & safety policy.	Monitor performance and compliance with the policy.
Stop any unsafe or potentially unsafe working practices or remedy any unsafe situations immediately.	Never, under any circumstances, allow works to proceed in an unsafe manner.



ORGANISATIONAL RESPONSIBILITIES

Supervisors

Responsibility	Action Required
Take responsibility for Health & Safety within your areas of Supervision.	Delegate activities to competent persons & monitor compliance.
Actively promote a proactive, positive H&S culture within the company.	Lead by example and take an active role within the H&S culture.
Implement this H&S Policy throughout your areas of responsibility.	Using good communication ensure that all persons know and understand their responsibilities.
To monitor, control and correct the Health and Safety actions of persons under your control.	Take immediate action to correct actions which do not comply with the H&S procedures.
Monitor the affective implementation of this health & safety policy.	Monitor performance and compliance with the policy.
Stop any unsafe or potentially unsafe working practices or remedy any unsafe situations immediately.	Never, under any circumstances, allow works to proceed in an unsafe manner.
Ensure that all accidents, near misses and dangerous occurrences are reported and investigated.	Ensure competent persons investigate incidents and ensure the root causes are identified so that reoccurrence can be prevented.



ORGANISATIONAL RESPONSIBILITIES

Safety Advisor

Responsibility	Action Required
Ensure that the company is informed of any relevant regulation changes which could affect the company.	Liaise with the company and provide relevant information to the nominated contact.
Carry out reviews on H&S performance, policies, procedures and documentation on a monthly basis.	Carry out audits on site and relay findings to the company.
Advise Employees at all levels on the implementation of H&S within the workplace.	Advise on ways to comply with legislation, codes of practise and best practise to achieve a suitable standard of H&S.
Advise on and prepare H&S documentation.	Prepare suitable H&S documentation to comply with legislation and company requirements.
Help in the investigate and reporting major injuries, dangerous occurrences under the RIDDOR Regulations	When notified of any major injury or dangerous occurrences help with the investigation and the report under RIDDOR.
Advice on Insurance requirements	Help and advice on insurance requirements and be involved in insurance audits and actions.
Communicate with the HSE / local Authority Inspectors and other enforcing authorities.	When requested help with and communicate with the enforcing authorities and help with any required action plans.

To assist in the choice and suitability of safety equipment and methods of training.



Help in the risk assessment process where requested and advice on the suitability and standards of safety equipment.

To give guidance on training required ensuring continued competency.



Advise on training requirements from the findings of risk assessments and site audits.

ORGANISATIONAL RESPONSIBILITIES

First Aider

Responsibility	Action Required
To provide treatment to an ill or injured person until (if required professional medical help arrives).	Attend a first aid situation and assess the severity and decide if additional help is required.
To provide treatment to person which is within your competencies.	Only provide treatment which you have been trained to carry out. Refer person for further medical treatment where required.
To attend relevant training courses and to be paid for the training.	Attend and complete training to ensure that you are competent in your responsibilities.
Record all accidents and treatment in the accident book and report to the relevant manager.	Fill in the accident book with the relevant details and pass the form on to the relevant Manager to start the investigation.
Regularly check and monitor the levels of first aid equipment.	Check and record the contents of the first aid boxes and check the defibrillator is working correctly.
Clean any area of bodily fluids, dispose of waste safely and restock the first aid boxes.	Clean are safely to prevent anyone else from coming into contact with bodily fluids, dispose of contaminated waste in the sanitary bin.

ORGANISATIONAL RESPONSIBILITIES

Fire Warden

Responsibility	Action Required
Take responsibility for monitoring general fire precaution on a daily basis.	Monitor fire exit routes, exit doors, fire extinguishers fire doors on a daily basis.
Carry out recorded monitoring on a monthly basis.	Complete weekly / monthly audit sheets and report findings to the MD.
Carry out your fire warden duties if safe to do so when the fire alarm sounds.	Carry out a sweep search of your area. Report finding to the emergency controller.
Report any areas where fire safety is compromised.	Monitor actions by Employees and contractors and report any findings.

ORGANISATIONAL RESPONSIBILITIES

Employees / Sub Contractor

Responsibility

Action Required

Comply with the requirements of the H&S Policy.



Read, understand and use the policy as reference.

Develop a personal concern for the safety of yourself and others.



Take reasonable steps to keep yourself & others safe.

Understand the hazards & risk associated with your role.



View and understand the risk assessments & precautions for your role.

Co-operate with your employer to ensure their responsibilities are complied with.



Take reasonable steps to ensure that you follow the systems put in place by the employer.

Never interfere with anything provided for their safety.



Never miss-use or purposely damage any safety devices or equipment.

Never carry out any task you are not competent in.



Only carry out tasks you have been trained to do.

Report all accidents immediately no matter how small.



Report accidents to a first aider and make a record in the accident book. Communicate all accidents to Line Manager

Report any areas where safety could be compromised.



Report faults and any other H&S Issues to you Commercial Director.

Never work or allow others to work in an unsafe way.



Stop any task or report H&S issues which could affect the safety of yourself or others.

Only use the correct equipment for the correct task.



Ensure the equipment you are using is the correct type and it is in safe condition.

Wear & maintain personal protective equipment provided for the allocated tasks.



Wear and look after personal protective equipment (PPE) for the correct tasks, keep it in good condition and report faults immediately.

Follow emergency procedures lay down for your and others safety.



Ensure you are familiar with emergency procedures.

Ensure good housekeeping is maintained to keep a safe working area.



Keep your area clean tidy and don't allow waste to build up. Report housekeeping issues to your Manager.

Never take part in horseplay or play practical jokes.



Be aware that practical jokes can end in serious accidents.

RISK ASSESSMENT POLICY

1.0 Purpose

There is an explicit duty for Employers to make a suitable and sufficient assessment of:

- 1.1 The risks to the health and safety of their Employees to which they are exposed whilst they are at work.
- 1.2 The risks to the health and safety of persons not in their employment, arising out of or in connection with the activities carried out.

To record the **significant** findings and **reduce** to risk to as low as reasonably practicable.

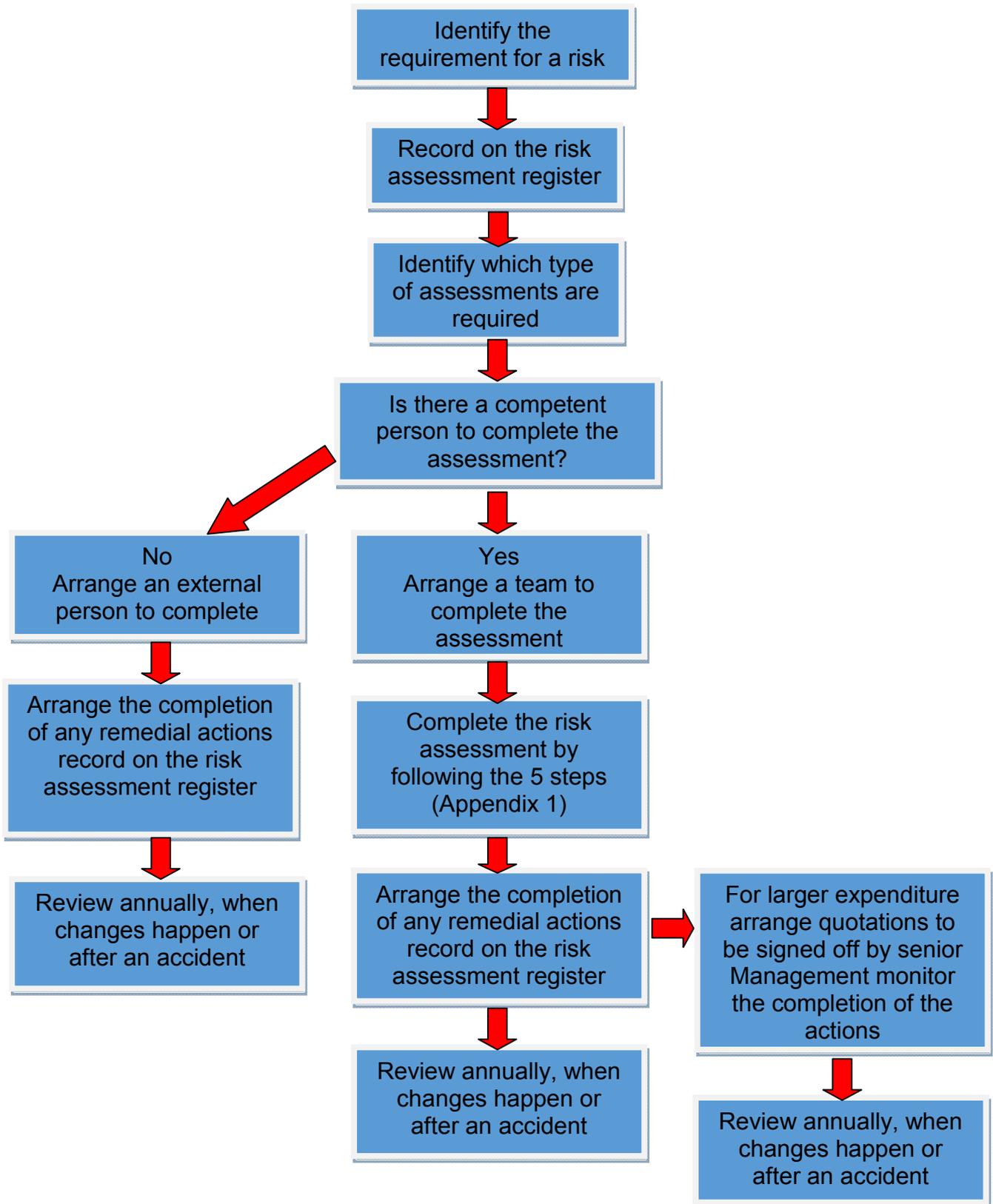
2.0 Scope

To risk assess all tasks undertaken within Inroad International by Employees, clients, visitors or general public.

3.0 Relevant Regulations

Health & Safety at work Act 1974, duty to keep all persons safety.
The Management of Health & Safety Regulation 1999 Regulation 3, every employer shall carry out suitable and sufficient risk assessments.

4.0 Process Flow, Completing a Risk Assessment



5.0 Responsibilities

5.1 Directors

Has overall responsibility, in conjunction with the H&S Advisor, for implementation, recording, monitoring and reviewing the risk assessment procedure.

Will hold all risk assessments, action plans and progress information on file.

Will arrange, in conjunction with Supervisors carry out annual reviews on risk assessments or review when there is a change in process or following an accident.

Will arrange, in conjunction with Supervisors and Safety Representatives, risk assessments on any new processes, tasks prior to Employees carrying out tasks.

Will, where required, obtain competent external help to complete risk assessments where there is not the availability of internal competent persons.

5.2 Managers

In conjunction with the Health & Safety Adviser, will identify tasks which require to be risk assessed and produce a risk assessment matrix for their area.

In conjunction with the Safety Adviser, will carry out Risk Assessments in the role of the job for their area.

In conjunction with the Health & Safety Adviser carry out annual reviews on Risk Assessments or review when there is a change in the process or following an accident

Will arrange risk assessments on any new processes, tasks prior to Employees carrying out tasks.

Will arrange in conjunction with management the completion and recording of necessary actions to reduce the risks to as low as is reasonably practical.

6.0 Procedure

Following the 5 steps to risk assessment will help to complete a suitable and sufficient risk assessment.

Risk assessments are better carried out by a group of people not one individual this could include:

- Risk Assessors
- Safety Representatives
- Task operators
- Managers
- Engineers
- Cleaners
- External experts
- Other relevant people

The 5 steps to risk assessment are:

- Identify hazards
- Decide who could be harmed
- Evaluate the risk
- Record significant findings
- Review the risk assessment

7.0 Types of Risk Assessment

Risk Assessment Type	Who Should Complete
General Task Based	Adi Dean
Manual Handling	Adi Dean
Display Screen Equipment	Adi Dean
Control of Substances Hazardous to Health (COSHH)	Adi Dean
Workplace Transport	Adi Dean
Fire	Adi Dean
Pregnant / New Mother	Adi Dean
Disabled Working	Adi Dean

INFORMATION INSTRUCTION & TRAINING POLICY

1.0 Purpose

There is a duty for Employers to ensure that staff are competent in anything which they are asked to do.

- 1.1 Provide suitable information relevant to every task.
- 1.2 Ensure there is a Safe System of Work for every task.
- 1.3 Train Employees in every task and record all training.

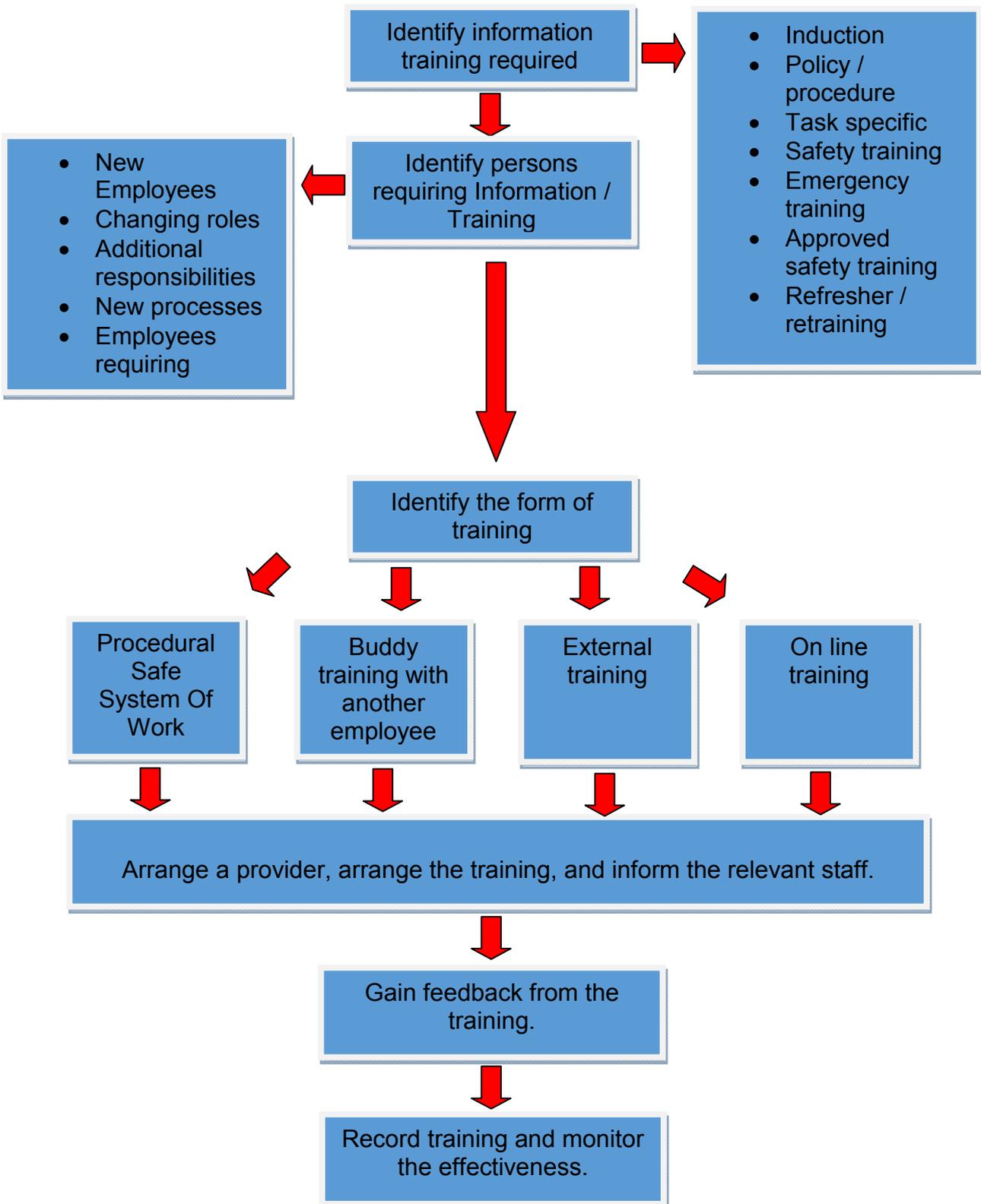
2.0 Scope

To ensure suitable information is provided to Employees so they can carry out their role safely.

3.0 Relevant Regulations

Health & Safety at work Act 1974, duty to keep all persons safety.
The Management of Health & Safety Regulation 1999 Regulation.

4.0 Process Flow, Information, Instruction & Training



5.0 **Responsibilities**

5.1 Directors

Carry out a training and information needs analysis.

Provide a budget and resource to provide information and training.

Monitor, record and get feedback from information & training.

Ensure that training is recorded and that suitable refresher training is carried out at agreed intervals.

5.2 Manager

Identify Employees who require training.

Identify areas where information is required.

Take an active role in developing suitable information.

Arrange staff to be available for training.

Monitor the effectiveness of training and information.

Ensure that information and training are kept relevant and suitable.

Identify areas where information & training is not followed and take suitable action to rectify.

5.3 Employees

Read information and follow instructions.

Attend, engage in and implement training.

Report any problems or areas where you feel further information and training is required.

COMPETENT HEALTH & SAFETY ADVICE POLICY

1.0 Purpose

There is a duty for Employers to have availability to competent H&S advice.

- 1.1 Provide advice on H&S issues.
- 1.2 To provide additional help when requested to complete H&S actions.
- 1.3 To provide ongoing support to the management and Employees in the completion of the management system.

2.0 Scope

To ensure that suitable H&S advice can be gained as required. Either by phone, email or in person.

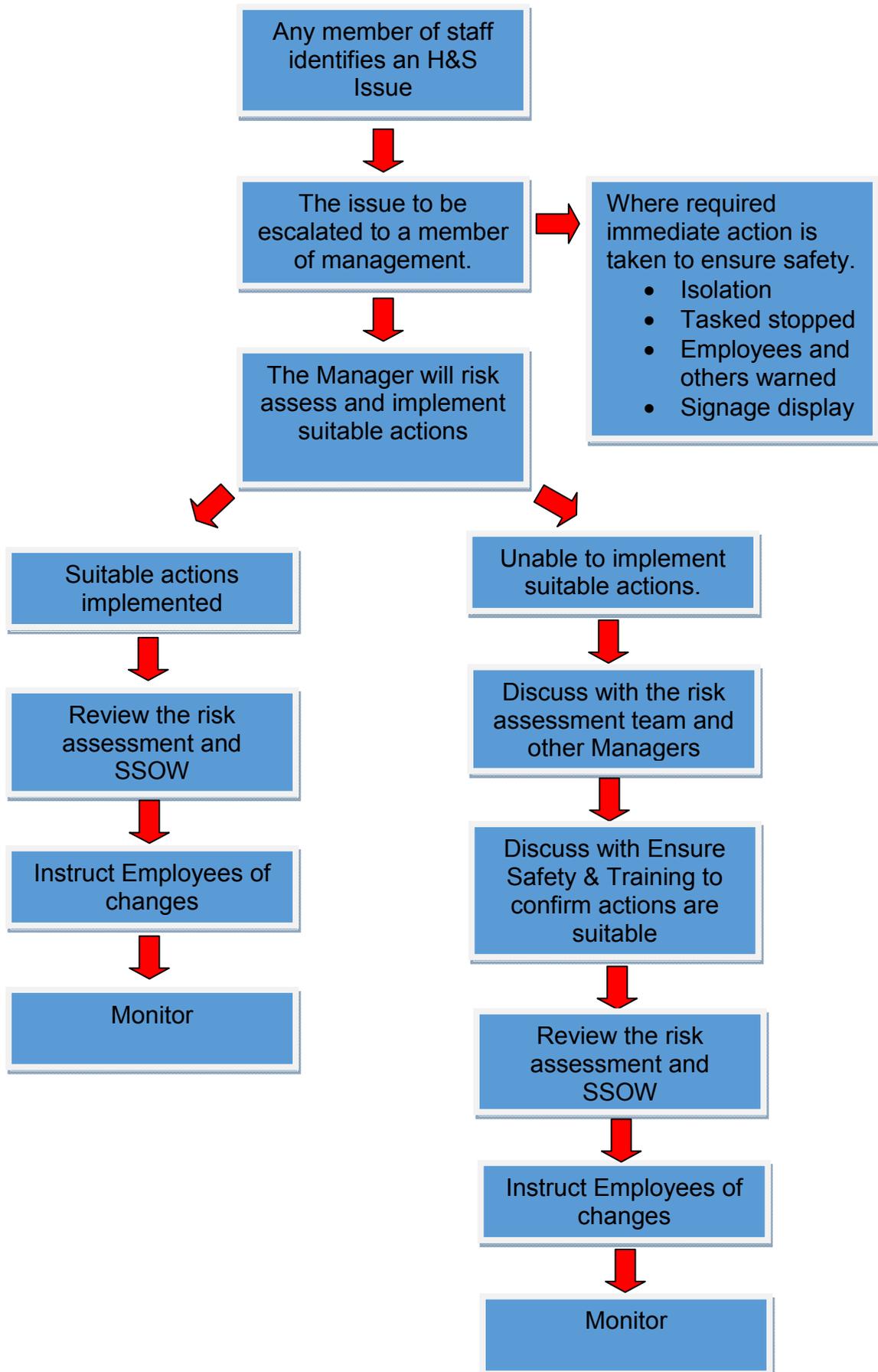
3.0 Relevant Regulations

The Management of Health & Safety Regulation 1999 Regulation. Competent H&S Advice

4.0 Competent Health & Safety Advice

Ensure Safety & Training Ltd
Adi Dean (Grad IOSH)
07547 846584
adi@ensuresafetytraining.co.uk

5.0 Process Flow, Competent H&S Advice.



MONITOR, AUDIT, REVIEW & CONTINUOUS IMPROVEMENT

1.0 Purpose

To proactively audit and review the H&S management system to identify areas of improvement. Implement suitable precautions to ensure continuously improve the safety performance.

- 1.1 Implement a proactive audit program.
- 1.2 To review H&S systems, policy & procedures.
- 1.3 Implement additional systems and precautions to ensure that continuous improvement.

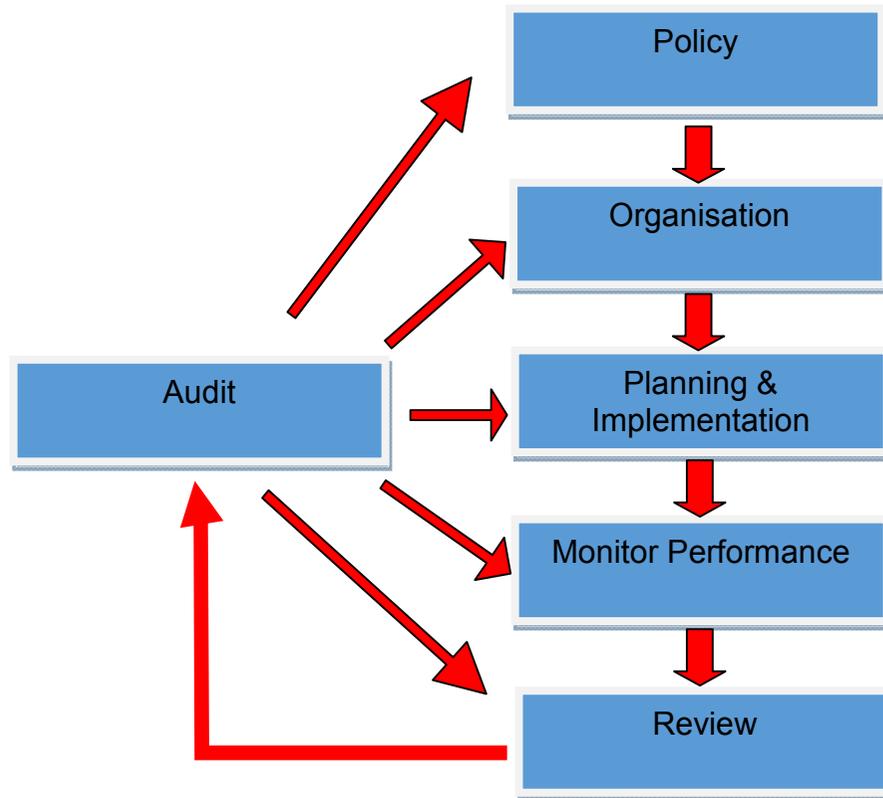
2.0 Scope

To ensure that the H&S management system is affective, proactive and continuously develops with the business.

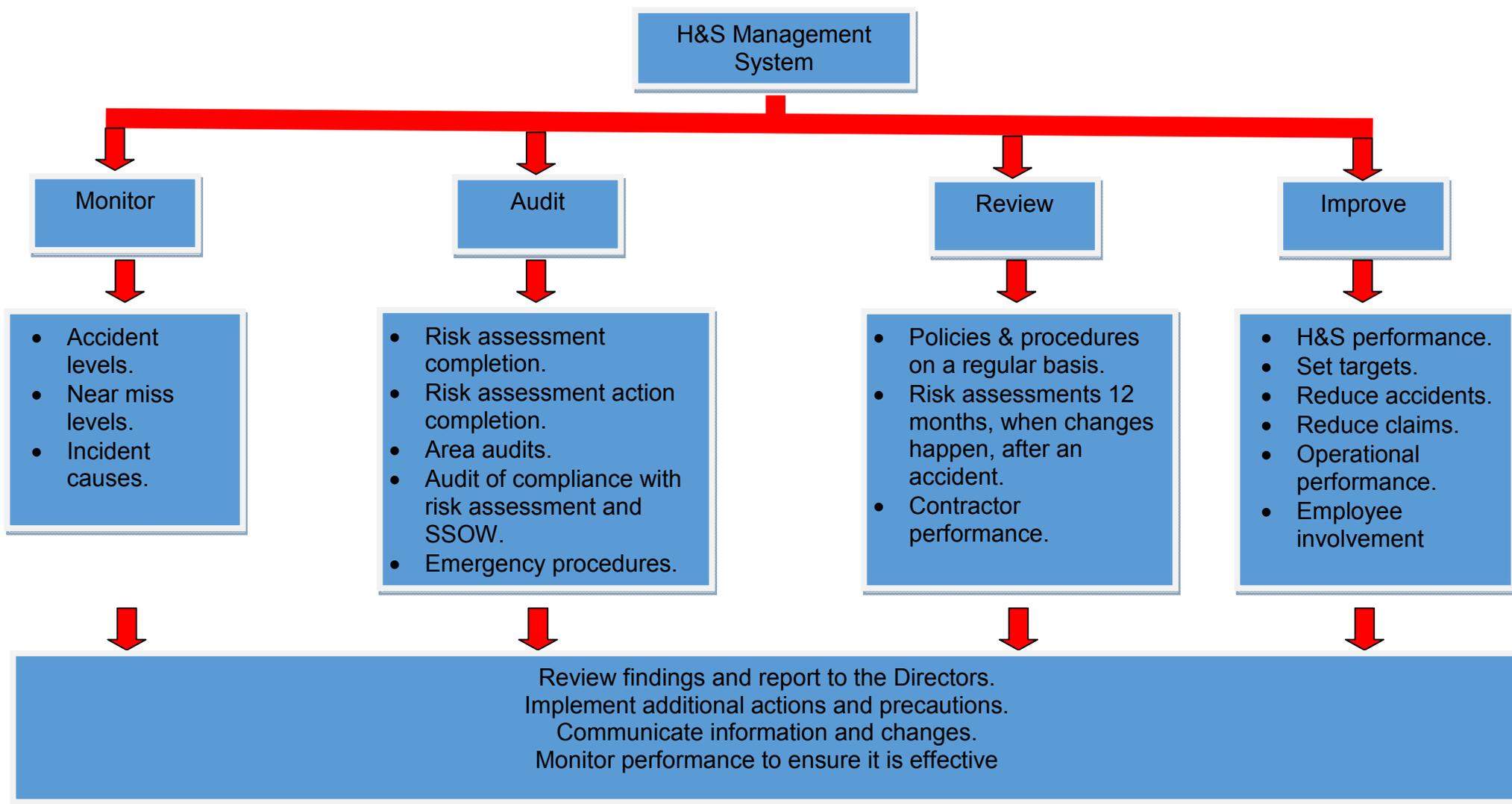
3.0 Relevant Regulations

Health & Safety at work Act 1974, duty to keep all persons safety. Have a written H&S Policy and review.
The Management of Health & Safety Regulation 1999 Regulation. Assess risk, Planning, organisation, control, monitoring & review of management systems.

4.0 HSG 65 Successful H&S Management. HSE Website.



5.0 Process Flow, Monitor, Audit, Review & Continuously Improve.



6.0 Responsibilities

Directors

Implement a system in-line with Health Safety Guidance 65 (HSG65) (www.hse.gov.uk)

Monitor completion of reviews and audits.

Produce a system of action completion.

Monitor improvement and report.

Managers

Follow system HSG 65

Ensure time is allocated for suitable audits.

Ensure all risk assessments are reviewed as required.

Report finding and take an active role in implementing remedial actions.

Report on progress with action plans.

Communicate finding to the MD and Employees.

WORKPLACE HEALTH, SAFETY WELFARE

1.0 Purpose

To ensure that a safe and comfortable workplace is provided.

- 1.1 To provide a safe work place for their Employees.
- 1.2 To provide a safe and comfortable place for others who are not employees.
- 1.3 Provide suitable welfare facilities.

2.0 Scope

To provide a safe and comfortable place for all employees and persons who use the areas and provide suitable welfare facilities. To ensure that areas are clean, tidy and well maintained.

3.0 Relevant Regulations

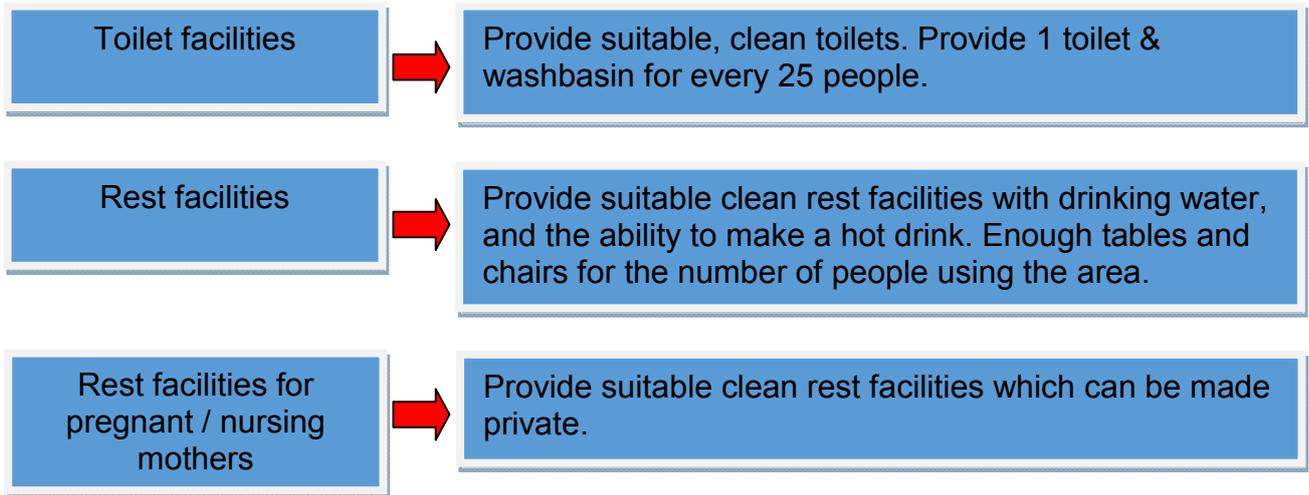
Health and Safety at Work Act 1974, to ensure, so far as reasonably practicable, the health, safety and welfare of their Employees at work.

The Workplace (Health, Safety and Welfare) Regulations 1992, to provide so far as is reasonable practicable a safe and comfortable workplace.

Management of Health and Safety at Work Regulations 1999, Employers to assess risks to their Employees and others.

4.0 General Requirements of the Regulations.

Modifications and extensions	→	Where construction work happens use barriers and the closing off of areas.
Maintenance	→	All equipment and facilities must have suitable maintenance and be in good condition. Condition should be of equipment should be monitored regularly.
Ventilation	→	Use opening windows and air-conditioning to achieve a comfortable level of ventilation.
Temperature	→	16oC for general workplace. 13oC is physical work is being carried out.
Effects of sunlight	→	Use blinds and window coverings to control sunlight.
Lighting	→	Suitable level of lighting for the task. Higher levels for detailed work. Add additional light if required.
Cleanliness and waste	→	Daily and weekly cleaning should be carried out. Bins must be emptied before they overflow.
Work space	→	11m ³ per person should be achieved. Not including meeting room or temperate work spaces.
Workstations & Seating	→	Ensure that all workstations are DSE suitable and that others can be used without bending or stooping.
Floors and traffic routes	→	Floors and traffic routes are separate, safe, free from trip hazards and clearly marked.
Falls and falling objects	→	Ensure that falling objects are controlled. Ensure that people are protected from falling by barriers.



ACCIDENT / NEAR MISS & INVESTIGATION

1.0 Purpose

To ensure that any accident / near misses are reported and investigated.

- 1.1 To report all accidents / near misses.
- 1.2 To investigate all accidents / near misses.
- 1.3 Identify root causes to prevent reoccurrence.
- 1.4 Make necessary reports to the HSE.

2.0 Scope

To ensure that any accident / near miss is fully investigated to allow remedial precautions to be implemented to prevent reoccurrence and further injury or loss.

4.0 Relevant Regulations

Management of Health and Safety at Work Regulations 1999, Employers to assess risks to their Employees and others.

Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR) 2013.

5.0 Definitions

Accidents = an unplanned event which leads to injury or loss.

Near Miss = an unplanned event which could have led to injury or loss.

Dangerous Occurrence = a HSE defined near miss which could have led to serious injury or fatality.

6.0 RIDDOR Reporting Requirements

Death or Specified Injury

If there is an accident connected with work and:

- Your employee, or a self-employed person working on your premises is killed or suffers a major injury (including as a result of physical violence), or
- A member of the public is killed or taken to hospital.

You must notify the enforcing authority without delay (e.g. by telephone). They will ask for brief details about your business, the injured person and the accident, and within ten days you must follow this up with a completed accident report form (F2508) via the Health & Safety Executive website, see below.

Definitions of Specified injuries are:

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

Over Seven Day Injury

If there is any accident connected with work (including an act of physical violence) and your employee, or a self-employed person working on your premises, suffers an over-seven day injury you must send a completed accident report form (F2508) to the enforcing authority within 15 days.

An over seven day injury is one which is not major but results in the injured person being away from work or unable to do the full range of their normal duties for more than seven days (including any days they wouldn't normally be expected to work such as weekends, rest days or holidays) not counting the day of injury itself.

Over 3 Day Injuries

All accident which result in over three days off work will be recorded and records kept. These will be recorded in the accident book.

Diseases

If a doctor notifies you that your employee suffers from a reportable work-related disease you must send a completed disease report form (F2508A) to the enforcing authority.

Reportable diseases include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Dangerous Occurrence

If something happens which does not result in a reportable injury, but which clearly could have done, it may be a dangerous occurrence which must be reported immediately (e.g. by telephone) to the enforcing authority. Within ten days you must follow this up with a completed accident report form (F2508).

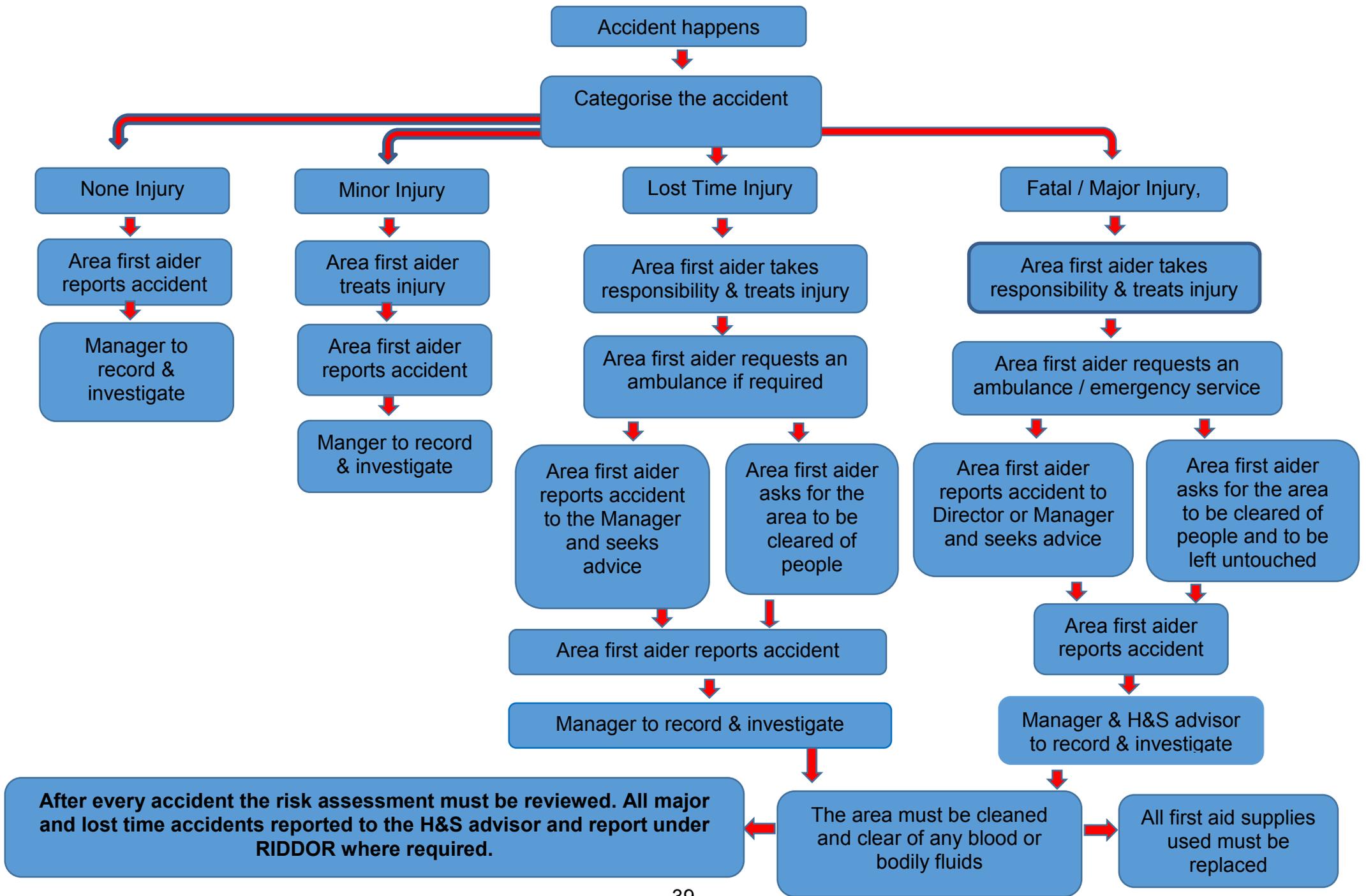
Examples of reportable dangerous occurrences are:

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
- Explosion, collapse or bursting of any closed vessel or associated pipework.
- Electrical short circuit or overload causing a fire or explosion.
- Collapse or partial collapse of a scaffold over five metres high, or erected near water where there could be a risk of drowning after a fall,
- Plant or equipment coming into contact with overhead power lines.

How to Report an Accident

There are a number of ways in which an accident can be reported, these are as follows:

By telephone	:	0845 300 9923 (8:30am – 5:00pm)
By fax	:	0845 300 9924 (any time)
By Internet	:	www.hse.gov.co.uk (any time)
By email	:	riddor@natbrit.com



FIRST AID & FIRST AID EQUIPMENT

1.0 Purpose

To ensure there are a suitable number of first aid trained staff and equipment on site to deal with an ill or injured person on site.

- 1.1 To carry out a first aid risk assessment.
- 1.2 To appoint and train nominated first aiders to first aid at work standard.
- 1.3 Provide a suitable level of first aid equipment.
- 1.4 Ensure engineers have a first aid kit in their vehicle.

2.0 Scope

To ensure that if any Employees, contractors or visitors become ill or injured there will be someone trained to deal with the situation.

3.0 Relevant Regulations

Health & Safety (First Aid) Regulations 1981. Provide suitable first aid trained staff and equipment.

4.0 Training Standards

All first aiders will be trained to either Emergency First Aid at Work or First Aid at Work standard.

The training provider will deliver training to these standards and will be recognised by an awarding body.

All first aiders will be trained to use the defibrillator and to deal with catastrophic bleeding.

5.0 First aid cover

There will be enough first aid cover to ensure that there is a first aider when required, taking into account:

- Shifts
- Days off
- Holidays
- Illness

6.0 Responsibilities

Director

Arrange a first aid risk assessment

Arrange training and ensure training is suitable

Ensure that suitable equipment is made available and is monitored

Manager

Ensure there are enough first aiders within your area of management

When arranging shifts, holiday etc. first aid cover is taken into consideration.

Approve and monitor first aid equipment in your area.

First Aiders

Follow the accident / treatment flow chart

Treat any ill or injured person (if safe to do so)

Call for additional / professional help when required

Record all accidents and treatment and communicate to the relevant Manager.

Clean areas of blood and bodily fluids and ensure waste is disposed of in a sanitary bin.

Replace used items in the first aid boxes

Monitor first aid equipment and report any issues

FIRE PROCEDURES

1.0 Purpose

To ensure that Employees, contractors, visitors and Clients can escape from the premises safely.

- 1.1 To develop a comprehensive fire procedure which covers all areas and people.
- 1.2 Display the procedure and communicate to all relevant persons.
- 1.3 Train relevant staff in their responsibilities within the procedure.
- 1.4 Regularly practice the fire procedures via a fire drill.
- 1.5 Monitor and review procedure and compliance with the procedure on a regular basis and implement any actions required.

2.0 Scope

To ensure that if a fire was to happen on site that human safety will be priority and people will know what to do and how to manage the situation. To ensure that people can escape quickly and safely.

3.0 Relevant Regulations

Regulatory Reform (Fire Safety) Order 2005, to provide suitable escape routes and procedures.

4.0 Responsibilities

Commercial Director

Arrange a fire risk assessment for the site.

Ensure that all Employees and relevant persons have the procedure communicated to them.

Appoint and train fire wardens.

Ensure that all fire equipment is in good condition and maintained.

Ensure regular drills are carried out.

Managers

Ensure that all Employees and relevant persons have the procedure communicated to them.

Ensure that there are trained fire wardens available on site in your areas.

Take an active role in managing fire procedures and identifying problems and communicate to the MD.

Fire Wardens

Monitor fire precautions at all times.

Carry out regular recorded inspections.

When the alarm sounds immediately start to evacuate people from the building by carrying out a sweep search (if safe to do so).

Check all areas in your designated area including cupboards, toilets etc.

Report findings to the emergency controller at the assembly point.

Keep people under control and concentrating at the assembly point.

Only return to the building when the emergency controller has given the all clear.

Suggest any recommendations to your Manager which may improve the procedure in the future.

Employees

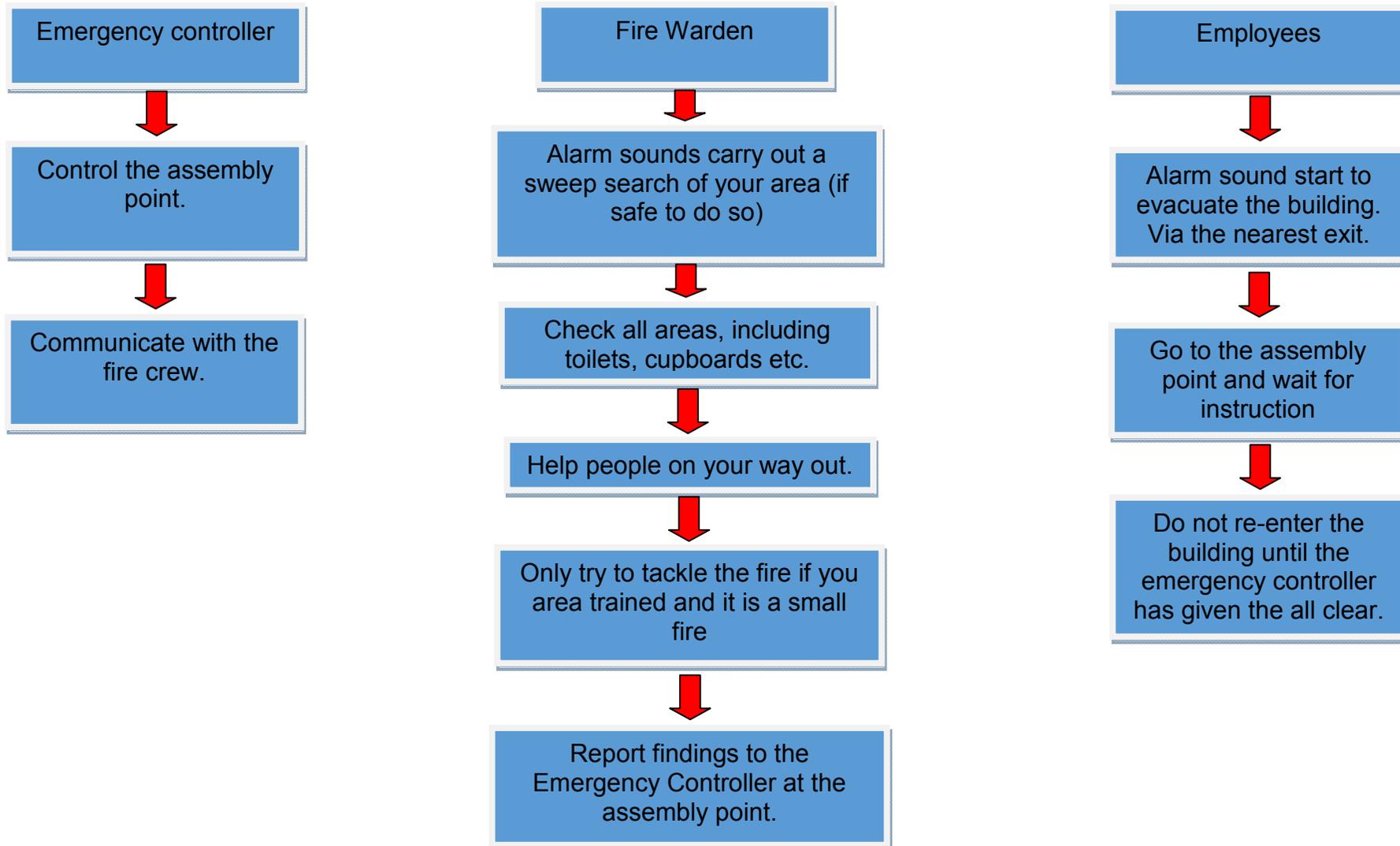
When the alarm sounds immediately start to evacuate the building via the nearest exit.

Do not collect belongings or look for people.

Go to the designated assembly point and report your attendance to the fire warden.

Report any relevant information to the fire warden.

5.0 Fire Procedure Flow Chart



FIRE PRECAUTIONS & PREVENTION

1.0 Purpose

To ensure that fires are prevented where possible, detected quickly if happens and extinguished where possible.

- 1.1 To carry out a fire risk assessment.
- 1.2 To ensure regular maintenance and testing of the fire precautions.
- 1.3 Ensure trained staff are in place with regard to fire precautions and prevention.
- 1.4 Communicate responsibilities to all staff.

2.0 Scope

To ensure that suitable precautions are in place to reduce the risk as low as reasonably practicable to prevent a fire. To ensure that all Employees have suitable information to take an active role in the prevention of fire.

3.0 Relevant Regulations

Regulatory Reform (Fire Safety) Order 2005, to provide suitable precautions to reduce the risk where possible.

4.0 Fire Precautions

Precaution	Type of maintenance / check	Who will carryout	How often
Fire Alarm	Sounded	Fire wardens	Weekly
Fire Alarm	Maintenance	Contractor	12 Monthly
Smoke / Heat detection	Maintenance	Contractor	12 Monthly
Escape routes	Visual check	Fire wardens	Daily
Evacuation policy	Fire Drill	Managing Director	Annually
Emergency Lighting	Illumination test	Fire wardens	Monthly
Emergency Lighting	Full discharge test	Contractor	Annually
Extinguishers	Visual check	Fire wardens	Monthly
Fire Extinguishers	Competent maintenance	Contractor	Annually
Fire Doors	Visual inspection	Fire wardens	Monthly
Fixed Wire Electrical Testing	Competent inspection	Contractor	3 Yearly
PAT testing	Inspection and test	Contractor	Annually
General housekeeping	Visual check	Employees	Daily
Security	Visual check	Fire wardens	Daily
Smoking area	Visual housekeeping check	Fire wardens	Daily

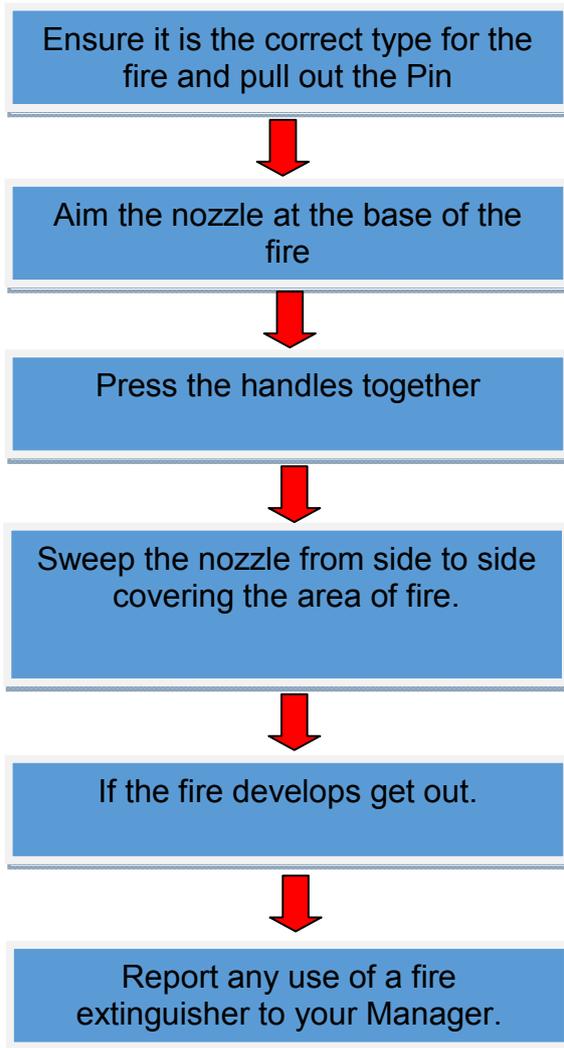
All maintenance and inspections on precautions should be recorded in the fire log book.

5.0 Employees Responsibilities

Every employee has a responsibility to:

- Take reasonable care of yourself and do not put others at risk by your actions.
- Ensure you know the fire procedure.
- Report any problems or faults.
- Do not store combustibles near sources of ignition.
- Only smoke in designated areas.
- Report persons not following procedures.

6.0 Operation of the Fire Extinguisher



8.0 What Fire Extinguisher to Use

Fire Type	Wood / Paper Class A	Liquids Class B	Gases Class C	Electrical	Cooking Fats Class F
Water	✓	X	X	X	X
Foam	✓		X	X	X
Co2	X	✓	X	✓	X
Dry Powder	✓	✓	✓	✓	X
Wet Chemical	X	X	X	X	✓
Fire Blanket	X	X	X	✓	✓

SMOKING & E CIGARETTES

1.0 Purpose

To ensure people who wish to smoke do so in the designated area.

- 1.1 To protect the Health & Safety of non-smokers.
- 1.2 Provide a designated smoking area.
- 1.3 Provide suitable ashtrays to extinguish cigarettes.
- 1.4 Communicate requirements to all Employees, visitors and clients.

2.0 Scope

To ensure that the hazards of smoking are controlled and that non-smokers are not put at risk from smoke inhalation.

5.0 Relevant Regulations

Smokefree legislation is part of the Health Act 2006. To prohibit smoking in all enclosed work or public places.

Workplace (Health, Safety & Welfare) Regulations. Preventing discomfort caused by tobacco smoke

6.0 Help & Advice

The company can provide help and advice about giving up smoking to all Employees. If you wish to give up please contact the Commercial Director.

7.0 Smoking Areas

The allocated smoking area is at the side of the building. This is signed with a green & white "Smoking Area" sign.

No smoking is allowed in any other place, including vehicles.

Anyone found smoking in no smoking areas could be subject to disciplinary action.

8.0 E, Cigarettes

The Company considers E, cigarettes in the same category as normal cigarettes and will not allow them to be used inside the buildings or vehicles. Employees must smoke outside the building but are not required to smoke in the smoking shelter.

Site Access & Egress

1.0 Purpose

To ensure people can safely access and egress the site & buildings.

- 1.1 To provide suitable safe access and egress points.
- 1.2 Ensure that people are safe when accessing areas.
- 1.3 Ensure that access is restricted to hazardous areas.

2.0 Scope

To ensure that all persons entering the site / buildings can do so safely. Persons can exits safely and that the company is aware of all persons who are on site and in the event of an emergency escape to be as quick as is reasonable.

3.0 Relevant Regulations

Health & Safety at Work Act 1974. To provide safe access and egress.

4.0 Responsibilities

Managers / Employees

- Ensure that entrances and exits are clear and unobstructed.
- Emergency exits are clear and accessible.
- Ensure visitors and client's location in the building is known. This is the responsibilities of the Employee responsible for the visitor / client.
- Keep a record of people who are off work.
- No stored items in walkways.
- No loose step treads or torn / loose carpets edges.
- No stored luggage in doorways.
- No trailing cables across walkway.
- Furniture is position with at least a 1 metre gap between as a walkway.
- Doors are working correctly and are accessible when required.
- Emergency exits are not locked.
- Faults and problems are reported and rectified as soon as possible.

Housekeeping & Tidiness

1.0 Purpose

To ensure that the work areas are kept clean and tidy to reduce the risk of accidents and fires starting.

- 1.1 To ensure that work areas are kept tidy to reduce the risk of slips and fall.
- 1.2 To reduce the building up of waste and combustible items to reduce the risk of fire.
- 1.3 Changes in levels of floors are clearly identifiable.
- 1.4 To ensure that facilities are kept clean and hygienic to reduce the risk of cross contamination.

2.0 Scope

To ensure that the risk off accidents, incidents, fire and cross contamination is reduced as low as is reasonably practicable. Slips and falls is one of the biggest causes of accidents in the workplace.

3.0 Relevant Regulations

Health & Safety at work act 1974. To reduce the risk to Employees and others, so far as is reasonably practicable.

Regulatory Reform (Fire Safety) Order 2005. Reduce the spread of fire to a low as is reasonably practicable.

4.0 Responsibilities

Managers

- Monitor housekeeping standards on a daily basis.
- Record inspection which includes housekeeping on a monthly basis.
- When poor housekeeping is identified ensure that it is dealt with and the person at fault is communicated to.
- Ensure that a suitable cleaning program is in place for toilets and canteen areas.

Employees

- Work in a tidy well organised way.
- Clean as you go.
- Put things away when not using them.
- Do not store combustibles next to sources of ignition.

- Clean spillages immediately.
- Warn people when there could be slip hazards. Use slippery floor signage.
- Communicate identified issues / concerns to your Manager.

NEW, EXPECTANT & BREASTFEEDING MOTHERS

1.0 Purpose

To ensure that a new, expectant or breastfeeding mothers are protected from harm and are provided with suitable facilities.

- 1.1 To ensure the work will not harm the mother or child.
- 1.2 To carry out the risk assessment specific to the mother.
- 1.3 To make reasonable adjustments.
- 1.4 To provide facilities to rest and express milk and where required to store milk.

2.0 Scope

To ensure that an expectant or breastfeeding mother are safe and unharmed due to work activities. To ensure that there are suitable facilities and reasonable adjustments made to allow a mother to return to work.

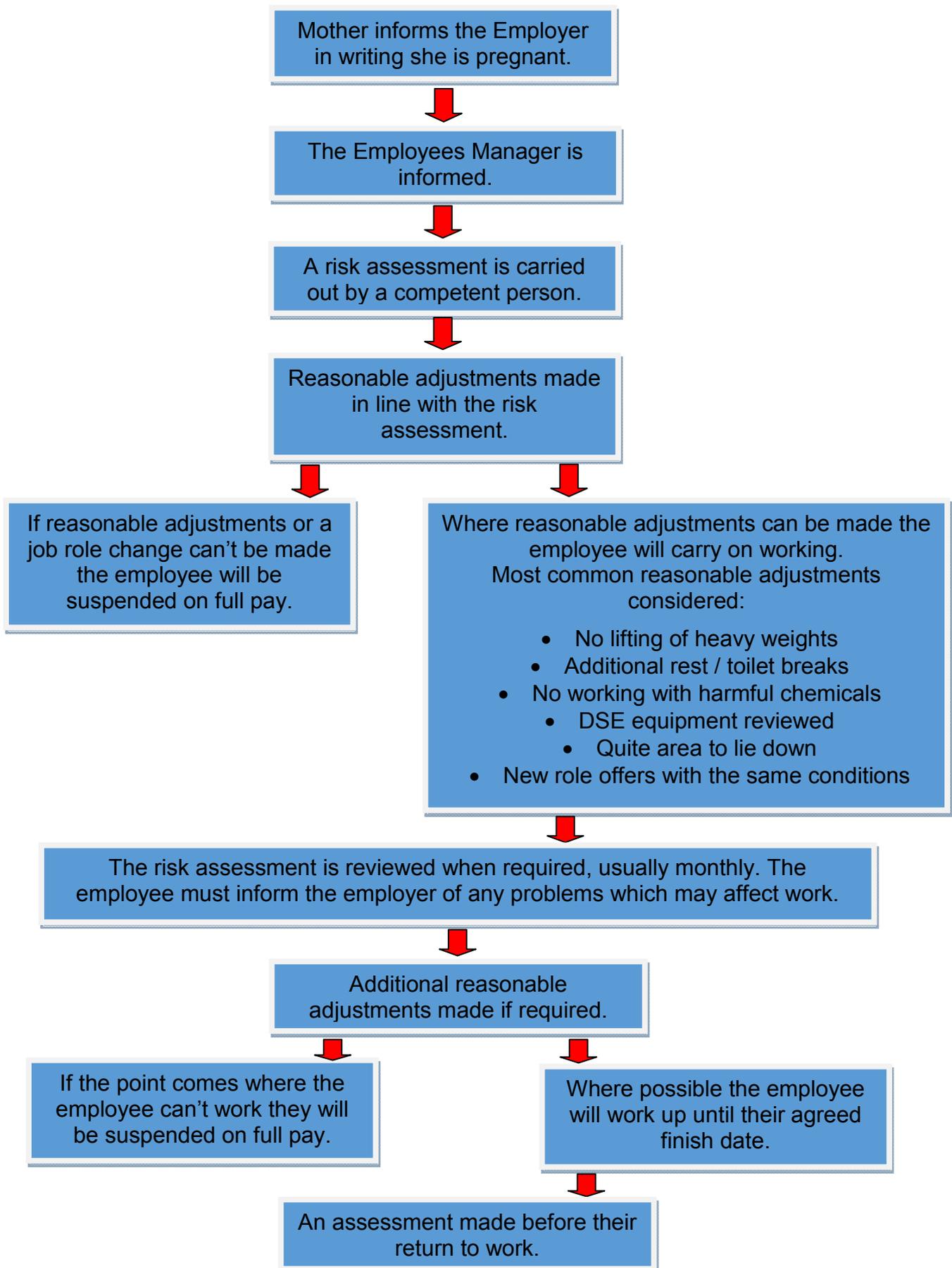
4.0 Relevant Regulations

Management of Health & Safety at Work regulations, to assess risk risks to Employees and other who may be affected.

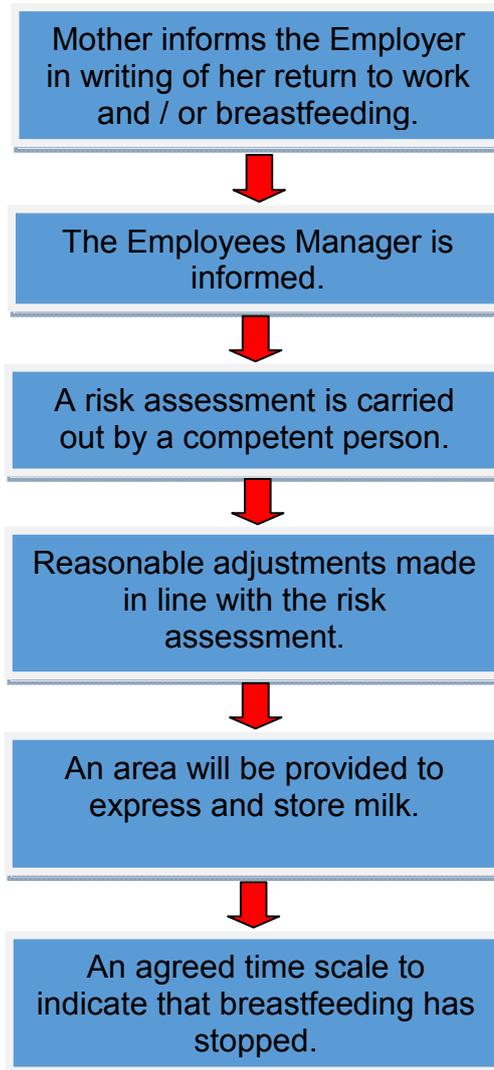
Workplace (Health Safety and Welfare) Regulations, Facilities for pregnant women and nursing mothers.

Equality Act 2010.

5.0 Process flow for expectant mothers



5.0 Process flow for new and breastfeeding mothers



YOUNG PERSONS AT WORK

2.0 Purpose

To ensure that when young persons are employed or are on work experience, they are kept safe.

- 2.1 To carry out a risk assessment with regard to a young person.
- 2.2 To put in place suitable supervision.
- 2.3 Don't allow them to operate dangerous machinery or processes.

2.0 Scope

To ensure that a young person is kept safe when on site, taking into account their lack of competence, maturity and lack of experience in the working environment.

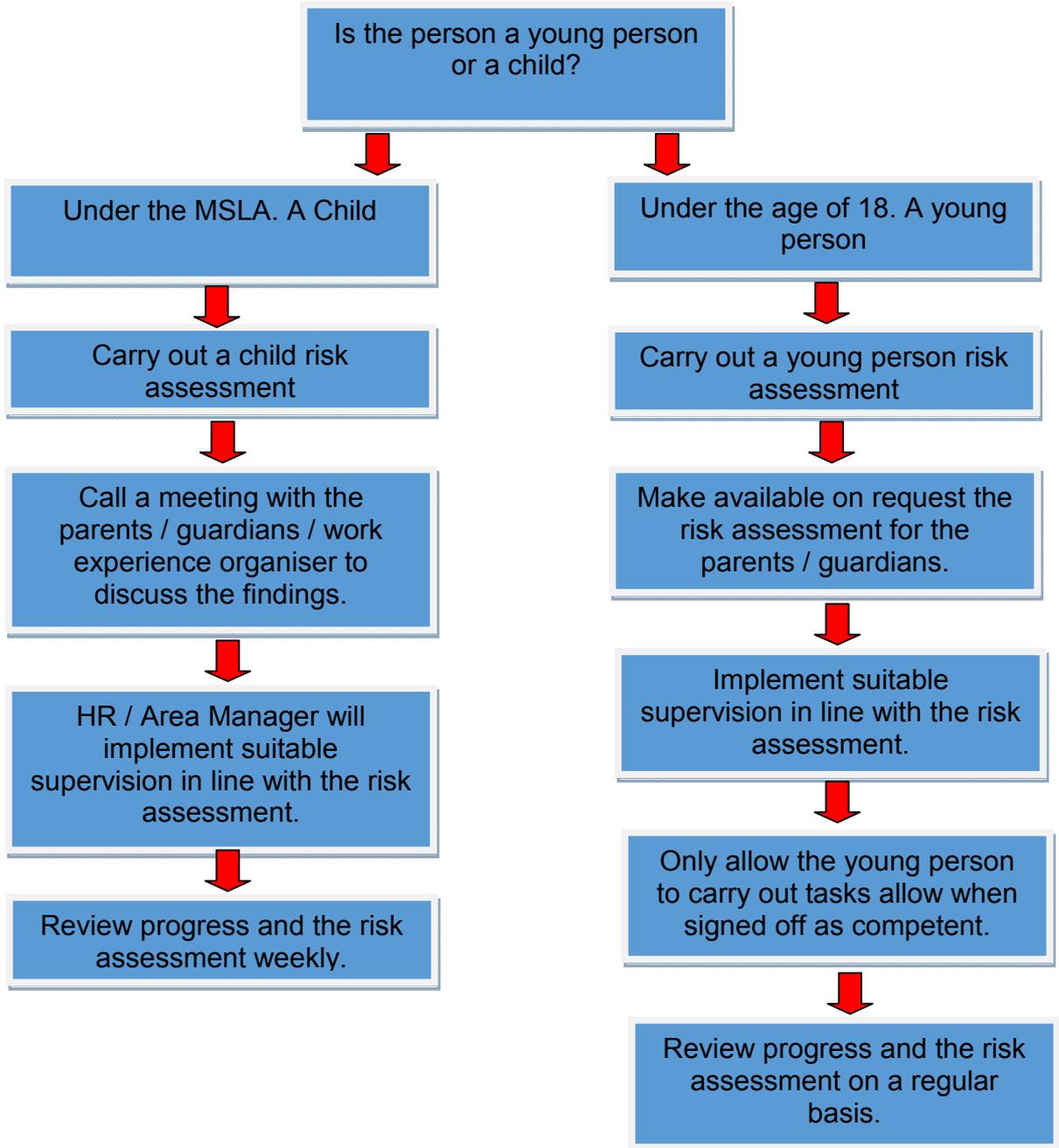
3.0 Relevant Regulations

Management of Health & Safety at Work regulations, an employer has a responsibility not to expose a young person to risk.

4.0 Definitions

- A Child is a person who has not reached Minimum School Leaving Age (MSLA).
- A young person is someone under 18.

4.0 Process flow, for employing a child or young person



Alcohol, Drug & Substance abuse

1.0 Purpose

To deal with any misuse of substances and alcohol within the workplace or which affects the workplace and work activities.

- 1.1 To ensure the rules on alcohol and substances abuse will be strictly enforced.
- 1.2 Ensure all Employees and workers are treated consistently and fairly.
- 1.3 For those who admit to having a problem with alcohol or substances will be supported by the company.
- 1.4 To ensure that Employees and others are kept safe.

2.0 Scope

To ensure that alcohol & substance abuse problems are identified and dealt with before harm to the person or others occurs. To help people admit that they have a problem and to offer help and advice to deal with it.

4.0 Relevant Regulations

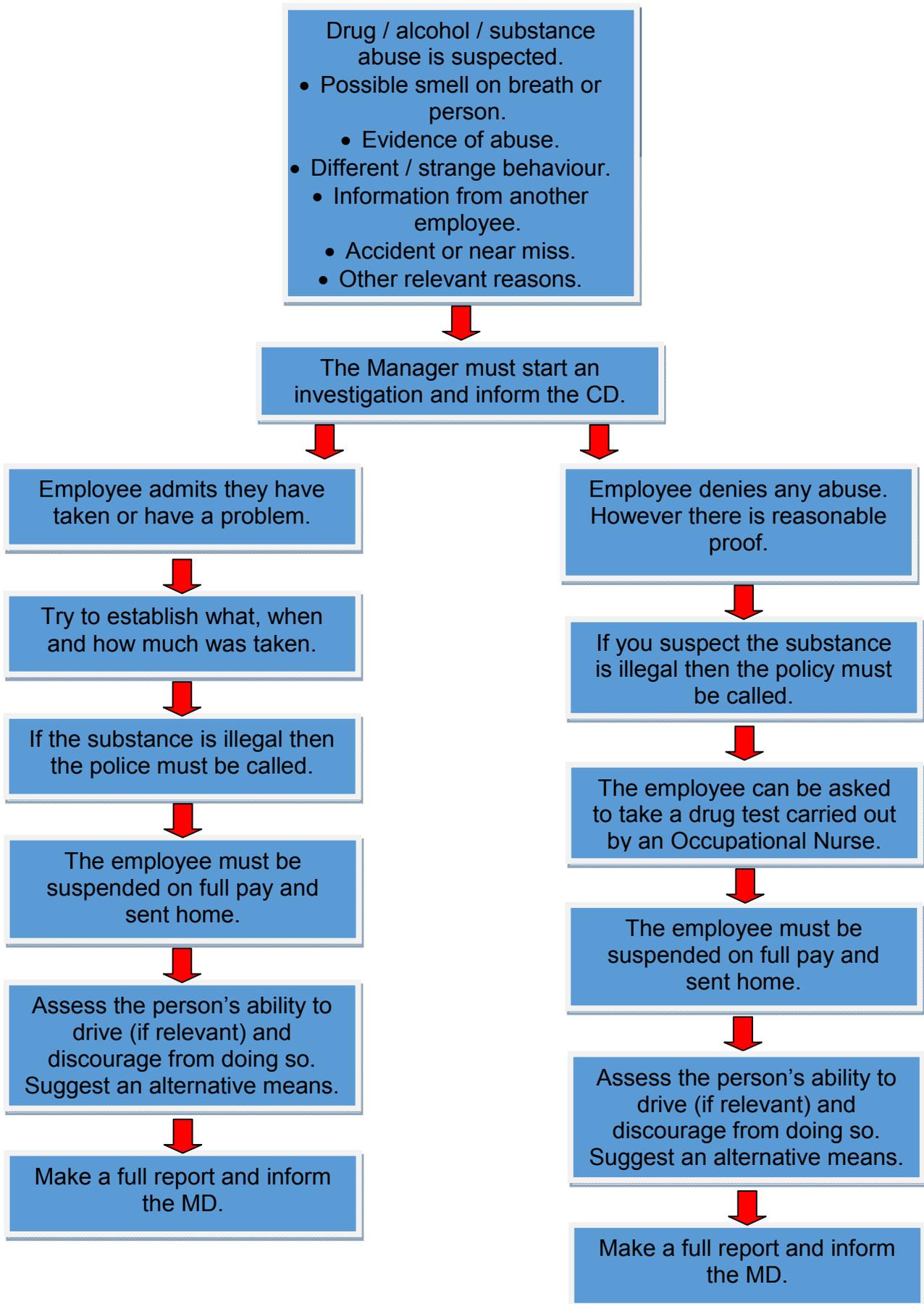
Health & Safety at Work Act 1974, to keep all Employees and others safe.

Misuse of Drugs Act 1971, not to misuse drugs.

4.0 Definitions

- An illegal drug is any substance which is listed as being illegal to possess, supply or consume in the UK.
- A legal drug is any substance which is legal to take (often medication) which will affect someone if abused.
- Substance abuse is anything which if taken into the body will affect the person in how they act or make decisions.

5.0 Process flow, for Alcohol, Drug and Substance abuse.



5.0 Help and advice.

- Where an employee admits to having a problem with any substance the Company where possible will offer help and advice.
- Assessment will be made by a competent person weather the person can still work at the company and if they can carry out their normal role.
- Help and advice from a competent person will offered where possible and regular reviews will be made until the company has no concerns anymore about the employee.
- If the employee is found not to be complying to the agreement then they could be subject to disciplinary action.

STRESS AT WORK

1.0 Purpose

To deal with stress related problems before they become a serious issue. To deal with stress problems in a sympathetic way and to identify the root causes of the stress.

- 1.1 To carry out a risk assessment to identify Employees with potential problem.
- 1.2 To put in place an action plan from any findings.
- 1.3 To help any employee who is suffering a stress related issue, whether or not caused by work.
- 1.4 To develop a culture where an employee can ask for help.

2.0 Scope

To ensure that work related stress is kept to an acceptable level for all Employees and to recognise that stress can have an adverse effect on the Employees' health, home life, and work performance.

6.0 Relevant Regulations

Management of Health & Safety at Work regulations 1999, to assess risk risks to Employees.

Workplace (Health Safety and Welfare) Regulations 1992, to provide a healthy and safe working environment.

Health & Safety at Work Act 1974, Ensure the safety of Employees, so far as is reasonably practicable.

7.0 Recognising Stress, Stress Indicators.

Stress can affect people in many different ways, some are listed below, however this is not an exhaustive list.

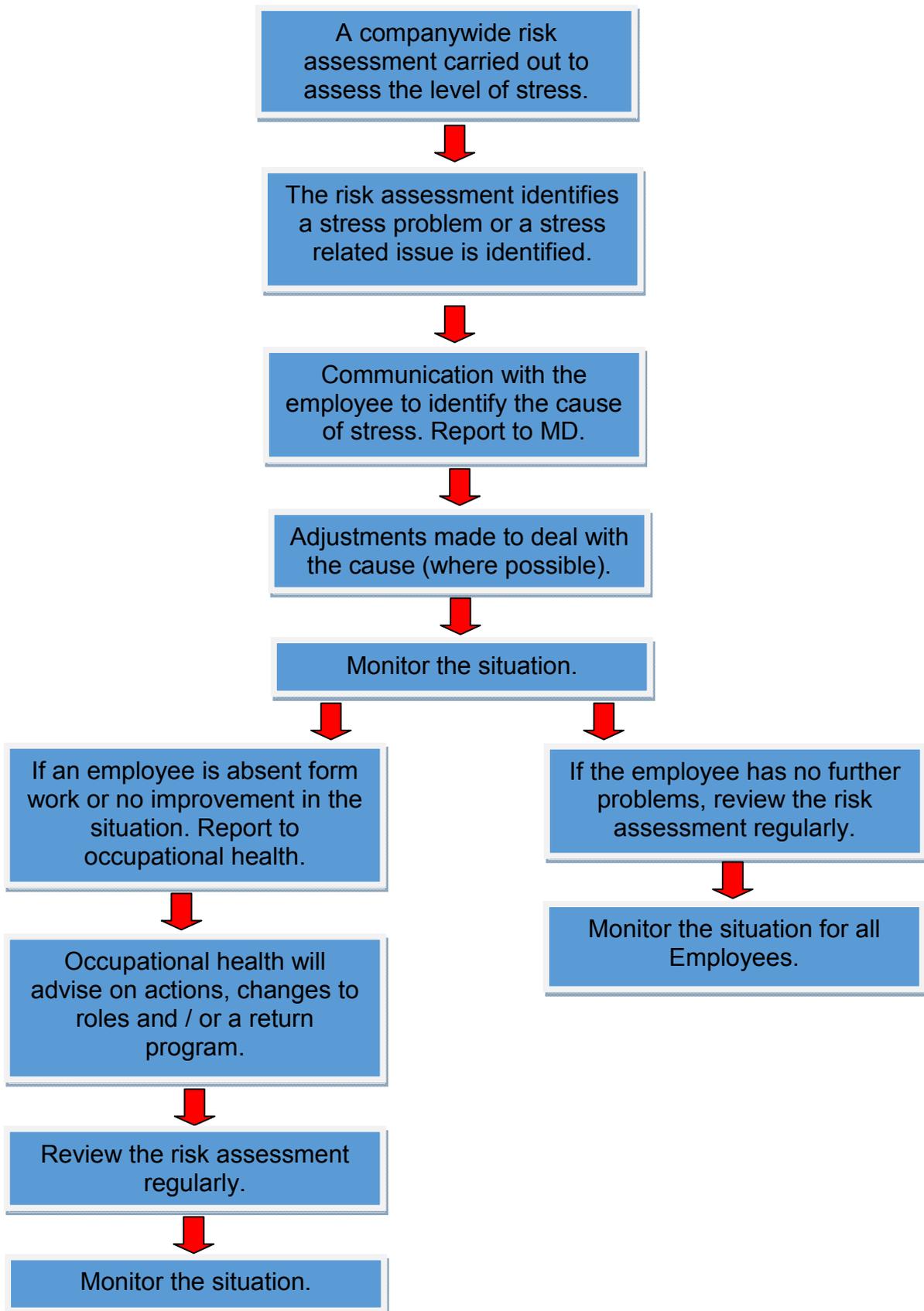
- Poor work performance.
- Relationships with colleagues.
- Relationships with family.
- Becoming withdrawn.
- Increase absenteeism.
- Poor time keeping.
- Staying late at work.
- Weight loss / gain.
- Drinking more alcohol.

8.0 Causes of Stress

Stress can be caused by a number of factors. It is important to understand that stress can affect people in different ways and some people will be affected more by stress than others.

- Workload.
- Environment.
- Relationship with Management or colleagues.
- Changes in role or task.
- Lack of training.
- Changes in colleagues.
- Factors outside of work.

9.0 Process flow, dealing with stress.



Work Equipment

1.0 Purpose

To ensure that any work equipment (any equipment used in the workplace) is suitable and sufficient and well maintained.

- 1.1 To carry out a Provision & Use of Work Equipment Regulations (PUWER) risk assessment on all work equipment.
- 1.2 Identify any training required for employee to operate work equipment.
- 1.3 To implement suitable maintenance programs for equipment.
- 1.4 To carry out suitable inspections on equipment.

2.0 Scope

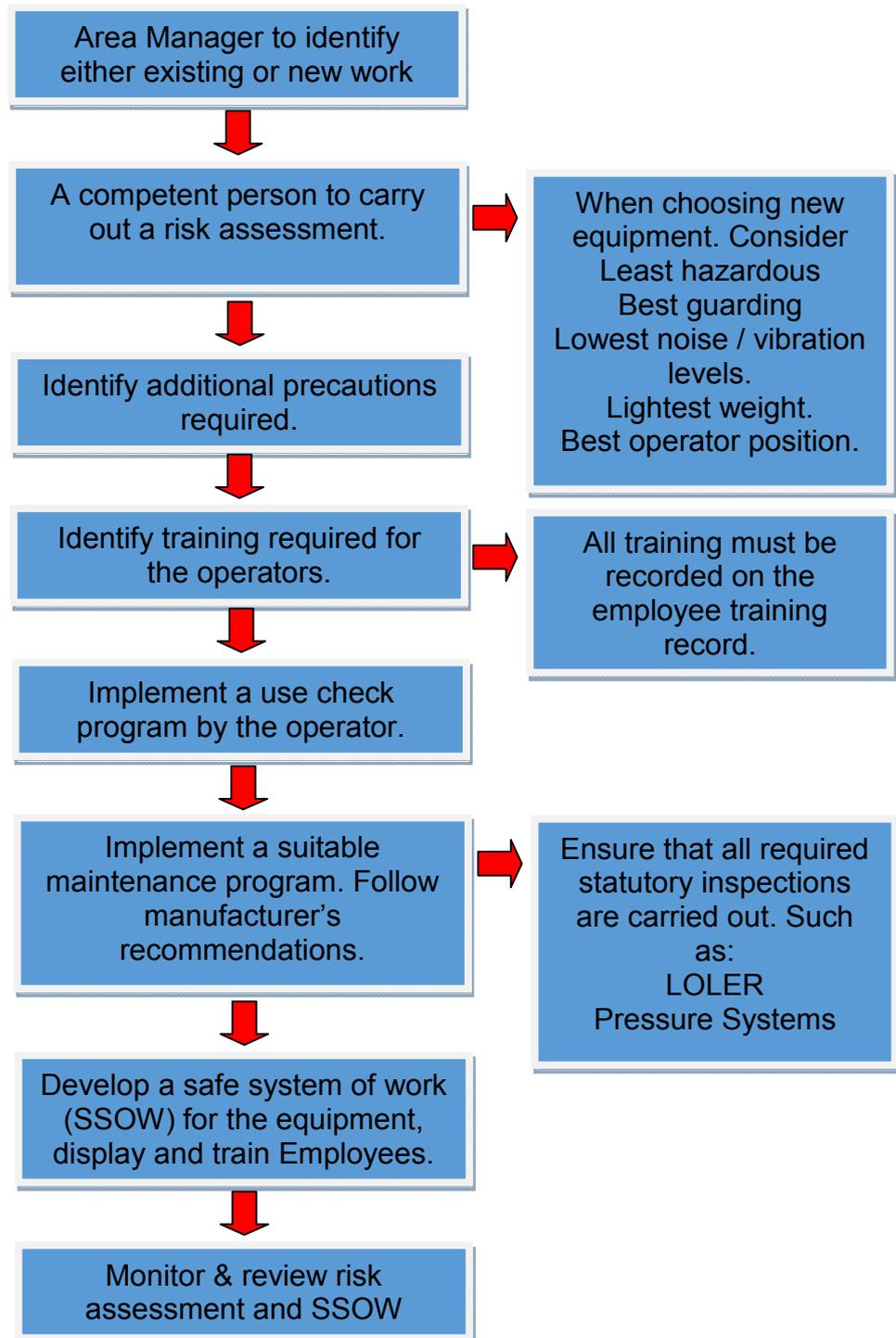
To ensure that work equipment is suitable for the task, fit for use and that the operators are competent.

3.0 Relevant Regulations

Management of Health & Safety at Work regulations 1999, to assess risk risks to Employees.

Provision & Use of Work Equipment Regulations 1998, risk assess, train staff and maintain equipment.

4.0 Purpose flow, for work equipment.



DISPLAY SCREEN EQUIPMENT

1.0 Purpose

To ensure that persons are not at risk from using display screen equipment (DSE) and the regulations are complied with.

- 1.1 Identify users of DSE under the regulations.
- 1.2 Carry out risk assessments on each users work station.
- 1.3 Provide necessary information and training to set up and use DSE.

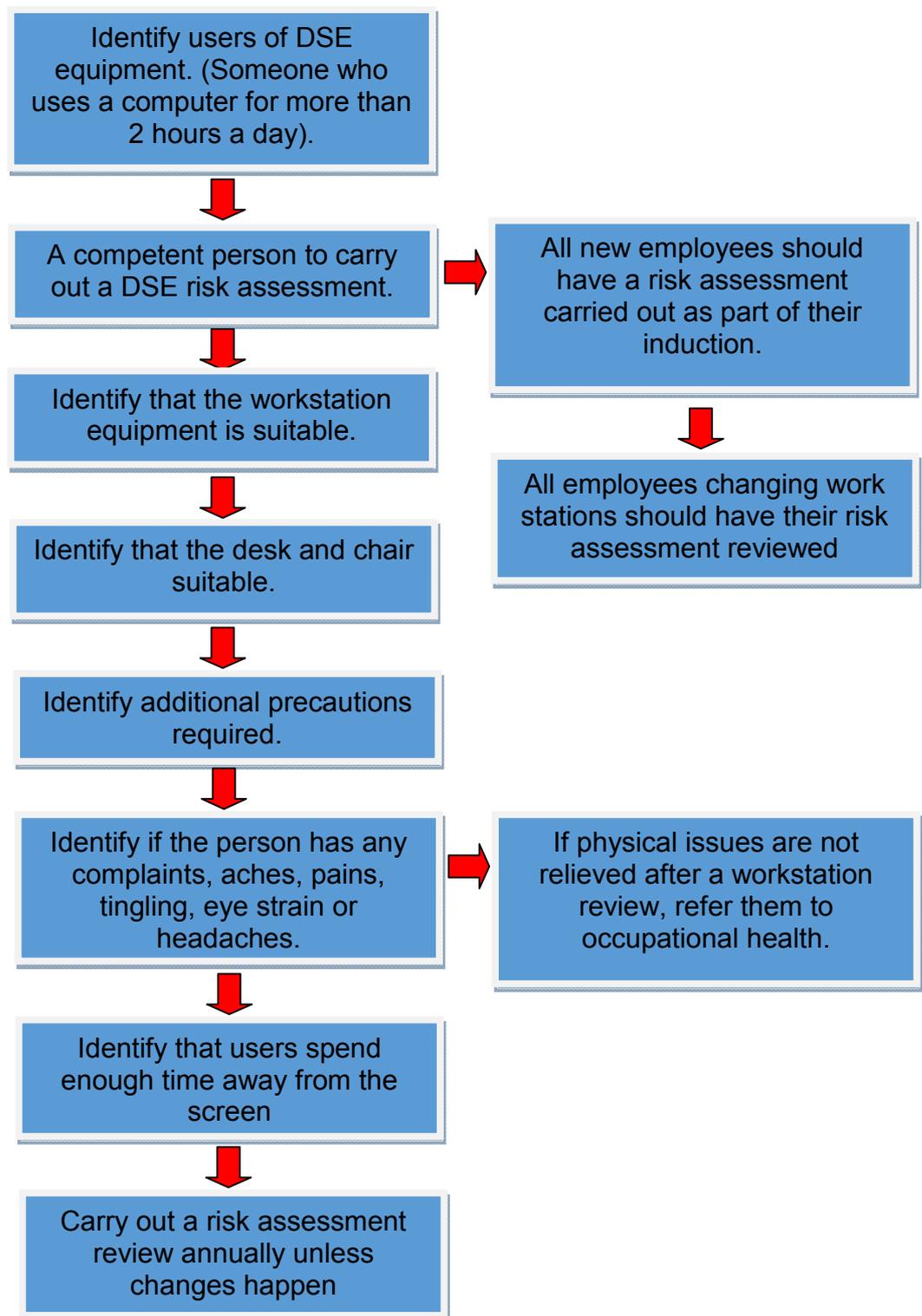
2.0 Scope

To ensure that DSE use does not cause injury to the operator and if any issues are identified then actions are implemented quickly to reduce the chance of them doing permanent damage.

4.0 Relevant Regulations

Health & Safety (Display Screen Equipment) Regulations 1992. To assess risks and provide training and suitable equipment.

5.0 Purpose flow, for the management of DSE equipment.



ELECTRICITY & ELECTRICAL EQUIPMENT

1.0 Purpose

To ensure that Employees and others are safe when using electricity and electrical equipment.

- 1.1 Risk assessment the use of electrical equipment and systems.
- 1.2 To identify faults and problems and ensure they are repaired by a competent person.

2.0 Scope

To ensure that electrical systems in the workplace are safe and conform to current standards. To ensure that electrical equipment is safe and inspected at regular periods. Ensure that the hazards of electricity are reduced to as low as is reasonably practicable.

3.0 Relevant Regulations

Health & Safety at Work Act 1974, to keep all Employees and others safe.

Electricity at Work Regulations 1989, all equipment and systems are fit for purpose and the risk is as low as is reasonably practical.

Electrical Equipment (Safety) Regulations 1994, electrical equipment must be safe and fit for purpose.

4.0 Electrical Precaution Inspection Table

Type of Precaution	Who is Responsible	How Often Should be Carried Out
Fixed wire inspection	Contractor	3 / 5 years
PAT testing on portable equipment	Contractor	1 year
Visual inspection of portable equipment	Contractor	1 year (on some equipment)
Visual pre-use inspection	Employee	Daily

5.0 Reporting faults

All faults or damage no matter how insignificant they appear, must be reported. To your Manager.

Common Faults

- Cracked cases or plugs.
- Wires pulling out of equipment or plugs.
- Damaged or split flexes / wires.
- Overloaded sockets.
- Equipment overheating.
- Stored items next to equipment.
- Equipment left switch on when not in use.

MANUAL HANDLING

1.0 Purpose

Manual handling is one of the biggest causes of accidents in the workplace and the company where possible will reduce the risk of manual handling as low as is reasonably practical.

- 1.1 Risk assessment all hazardous manual handling tasks.
- 1.2 Provide equipment to reduce the handling.
- 1.3 Train staff the correct handling techniques.
- 1.4 Monitor any manual handling accidents to identify hazardous areas.

2.0 Scope

To ensure that the risk from manual handling is as low as is reasonably practicable, to prevent injuries during employment and after.

3.0 Relevant Regulations

Manual Handling Operation Regulations 1992, reduce hazardous manual handling where possible.

Management of Health and Safety at Work Regulations 1999, to assess risks to Employees.

4.0 Responsibilities

Commercial Director

Ensure all manual handling tasks are risk assessed and any precautions are identified.

To ensure that where possible manual handling is prevented. Where not possible equipment is provided to reduce the risk.

Implement a training program to train all staff in good handling techniques.

Managers

To identify, risk assess all hazardous manual handling tasks in your work area.

Ensure that lifting aids in your area are suitable, maintained and users are competent to operate.

Ensure that all Employees are trained in good handling techniques and any new receive training as soon as possible.

Investigate and monitor any manual handling accidents and review the relevant risk assessments.

Provide suitable maintenance for lifting aids and if there is lifting equipment ensure there is 6 monthly and 12 monthly thorough examinations carried out by a competent person.

Employees.

Only lift items within your capability.

Use lifting aids where provided and you are trained.

Follow good handling techniques and training provided.

Do not put yourself or others at risk.

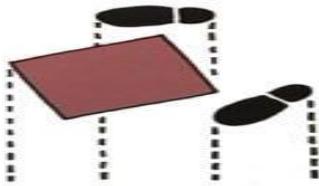
Report any manual handling problems or faults with lifting aids to your manager.

5.0 Good Handling Techniques.



Step 1: *Stop and Think*

Carefully examine the weight and size of the load, use handling aids or help if possible. Maintain a clear walkway.



Step 2: *Place the feet*

Feet apart and one foot slightly in front of the other to give balanced and a stable base for lifting. Keep the load as close as possible



Step 3: *Get a firm grip*

Bend the knees to grasp the load, **KEEP THE BACK STRAIGHT**. Grip the load securely with the base of the fingers, not the finger tips.



Step 4: *Don't jerk*

Carry out the lifting movement smoothly using the legs.



Step 5: *Move the feet*

DON'T TWIST THE TRUNK WHEN TURNING; keep the load close to the trunk as long as possible. Keep your shoulders and hips inline.

PERSONAL PROTECTIVE EQUIPMENT

1.0 Purpose

Personal Protective Equipment (PPE) is used as a last resort in protecting people from hazards. It will be provided where there is no other form of protection.

- 1.1 Risk assess the need for PPE.
- 1.2 Identify the correct type and standard.
- 1.3 Provided to the employee.
- 1.4 Train how to use, store and maintain the equipment.
- 1.5 Monitor the wearing of the PPE.

2.0 Scope

To ensure that a person is provided with protective equipment to protect them from hazards.

4.0 Relevant Regulations

The Health & Safety (personal protective equipment) Regulations 1992

5.0 Personal Protective Equipment Used and Where.

PPE Type	Who should Wear	When To Where
Safety footwear	All employees	At all times on site and in the warehouse / yard area.
High viz jackets	All employees	At all times on site and in the warehouse / yard area.
Respiratory Equipment	Onsite staff	When working with dusty products, or when fumes are given off.
Gloves	All employees	When working with hazardous and corrosive chemicals.
Eye protection	All employees	When working with compressed air or where flying debris / liquids could be generated.
Hearing protection	All employees	When walking with noisy equipment and in noise environments.

6.0 Responsibilities

- Where indicated, PPE must be worn.
- Report and replace PPE when damaged or as required.

- Report where employees are not following procedure / wearing suitable PPE.

NOISE AT WORK

1.0 Purpose

To ensure that the high levels of noise airside does not damage hearing or result in permanent hearing loss.

- 1.1 A competent person to carry out a noise risk assessment.
- 1.2 Identify the levels of noise that Employees are exposed to.
- 1.3 Reduce the noise at source where possible.
- 1.4 Provide suitable protection.

2.0 Scope

To reduce noise exposure to as low as is reasonably practicable to ensure that hearing damage is not caused by excessive noise.

3.0 Relevant Regulations

Control of Noise at Work Regulations 2005, reduce the noise at source to as low as is reasonably practicable.

4.0 Noise Action levels

A jet engine plane is around 140dBA.

Lower exposure action values:

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

Employer must where possible reduce noise at source, employees can choose to wear hearing protection.

Upper exposure action values:

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

Employer must where possible reduce noise at source and must enforce the wearing of hearing protection

Exposure Limit Levels

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

This level must not be exceeded, hearing protection must be provided and worn at all times.

CONTROL OF SUBSTANCE HAZARDOUS TO HEALTH

1.0 Purpose

To ensure that substances hazardous to health are controlled and Employees or others are not affected. Assess the risks to Employees and others in line with the Control of Substances Hazardous to Health Regulations (COSHH).

- 1.1 Identify all hazardous substances.
- 1.2 Risk assess each substance.
- 1.3 Hold the Material Safety Data Sheets (MSDS) on site and ensure they are available for reference.
- 1.4 Provide suitable PPE where required.
- 1.5 Where the risk assessment identifies, provide occupational health checks.
- 1.6 Implement relevant emergency procedures.

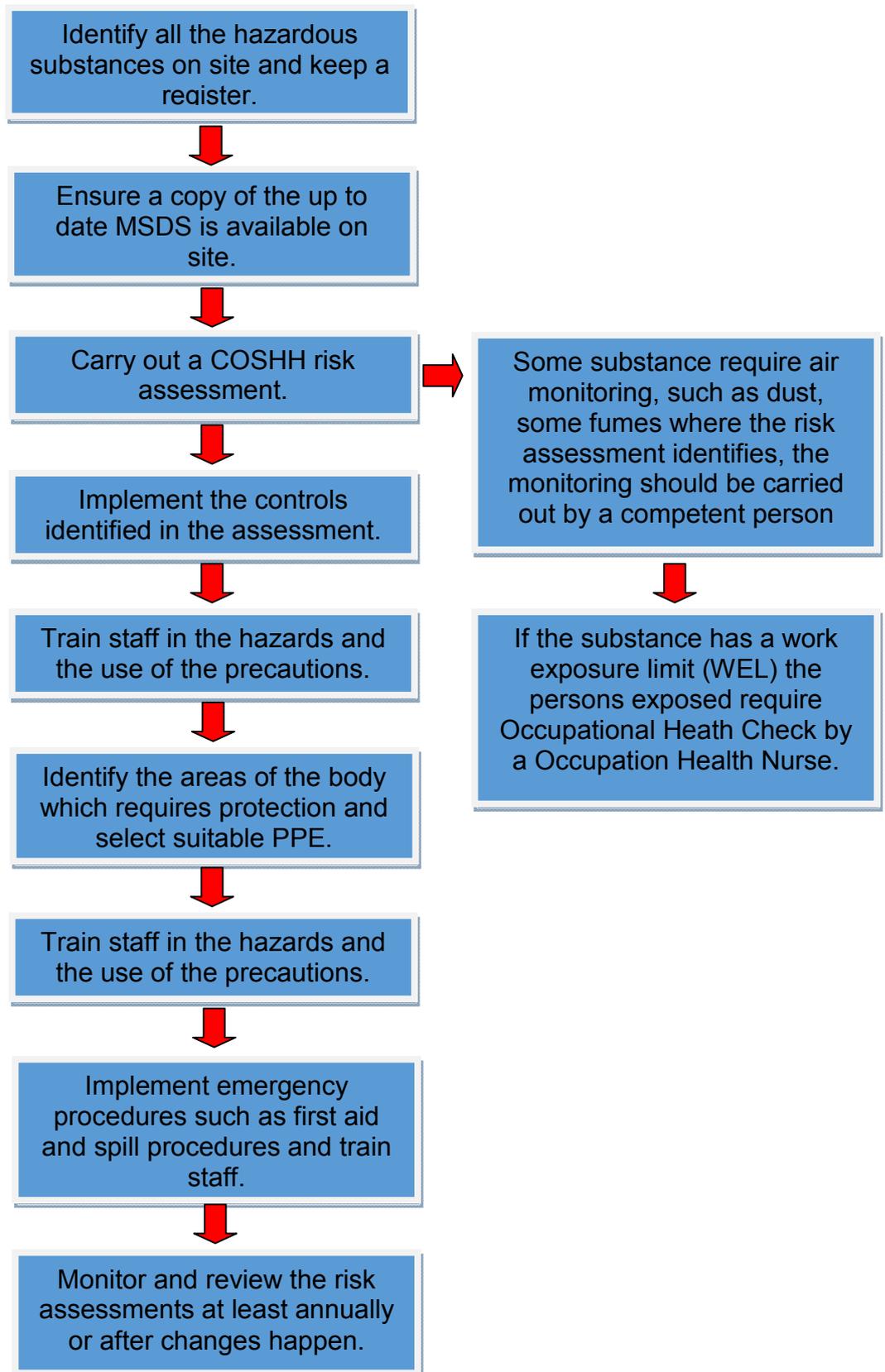
2.0 Scope

To control the risks from chemicals and substances which are used on site. Ensure that suitable precautions are in place and that Employees and others exposed to substance have no ill effects from them.

3.0 Relevant Regulations

Control of Substances Hazardous to Health 2002 (as amended), protect the Employees from hazardous substances.

4.0 Purpose flow, for the management of substances.



WORKING AT HEIGHT

1.0 Purpose

To ensure that Employees when working at height are safe and the risk of a fall is as low as is reasonably practicable.

- 1.1 Avoid working at height where possible.
- 1.2 Plan all work at height.
- 1.3 When working at height use the safest form of access equipment available.
- 1.4 Train all Employees to work at height.
- 1.5 Inspect working at height equipment.

2.0 Scope

To ensure that Employees working at height are safe and the risk are as low as is reasonably practicable. To ensure that when working at height others are no put at risk.

3.0 Relevant Regulations

Working at Height Regulations 2005, prevent falls from height.

4.0 Definition

Working at height is defined as any place where an injury can occur due to a slip or a fall. This includes working on ladders, scaffolding, cherry pickers, mobile platforms and working next to a hole in the ground.

5.0 Responsibilities

Management

To ensure where possible working at height is eliminated.

Where not possible it must be planned, risk assessed and suitable equipment provided.

To provide suitable training, supervision, Safe systems of work (SSOW) and if required fall protection.

Employees

To work in line with the SSOW and training provided.

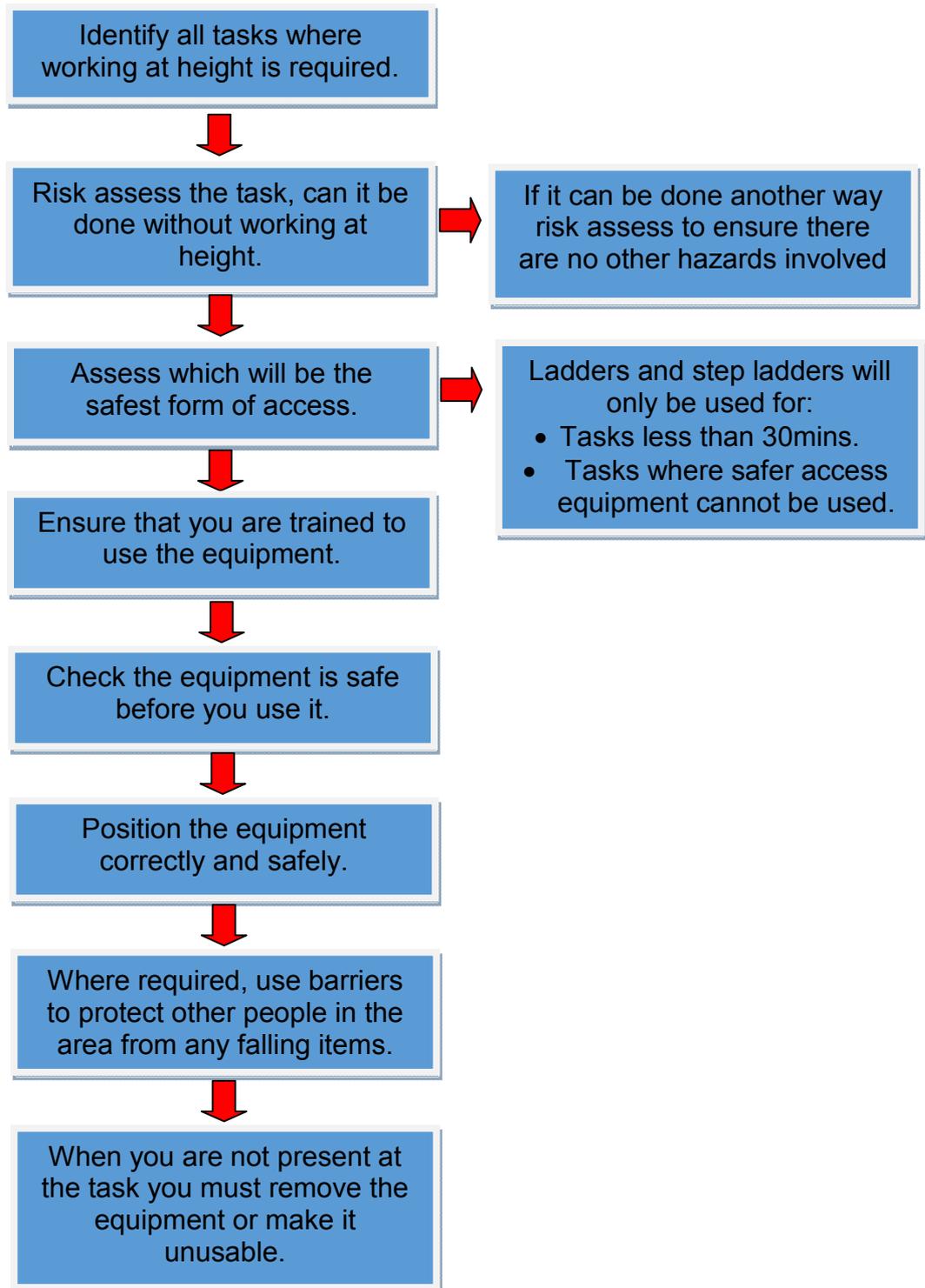
Not to carry out unsafe work at height.

To highlight any hazardous work at height.

Inspect all equipment before use and report faults.

To communicate to others in the area and ensure their safety at all times.

6.0 Purpose flow, for working at height.



7.0 Ladder & Step Ladder Safe Use.

- Ensure that all ladders or step ladders are in good condition, examined before each use.
- Position the ladders or step ladders so you are able to reach the work area without having to reach or stretch.
- Ladder must be positioned at an angle of 75°, (4-1). E.G. 4 feet up 1 foot out.
- Don't position ladders against a weak structure.
- Always inspect the surface on which the ladders or step ladders are to be placed, make sure it is firm and stable – do not use ladders or step ladders on an unsuitable surface, i.e. uneven or soft ground etc.
- Make sure that ladders or step ladders are secured, tied off or footed before climbing them with any locking devices engaged.
- Always ensure that you have three points of contact with the ladders or step ladders at all times – both feet and one hand or your body. Do not work from a ladder or step ladder unless you can achieve the three points of contact rule.
- Never use step ladders side on, as could make them topple over.
- Never use the top platform of step ladders unless it is specifically designed for this purpose and had special handholds.
- Always check the maximum load permissible for use on the ladders or step ladders and ensure you do not exceed this.

ASBESTOS CONTAINING MATERIALS

1.0 Purpose

To ensure that Employees when working are not exposed to asbestos containing materials (ACMs). To ensure that employees are suitably trained to be aware of ACMs and how to avoid the Dangers associated with them.

- 1.1 Provide asbestos awareness training.
- 1.2 Gain all relevant information before work starts.
- 1.3 Stay aware of ACMs during work.
- 1.4 Understand how to identify possible ACMs.
- 1.5 What to do if you find possible ACMs.

2.0 Scope

To ensure that Employees and others do not come into contact with ACM's. ACMs are left undisturbed and any problems are reported.

4.0 Relevant Regulations

Control of Asbestos Regulations 2012 (CAR).

4.0 Definition

Asbestos is a naturally occurring silicate which is added or processed into many different products.

5.0 Responsibilities

Management

To ensure where possible asbestos is not disturbed.

Ensure that information is gained before work starts.

Provide staff with training to identify ACMs.

To implement a procedure if ACMs are found.

Employees

To follow training provided.

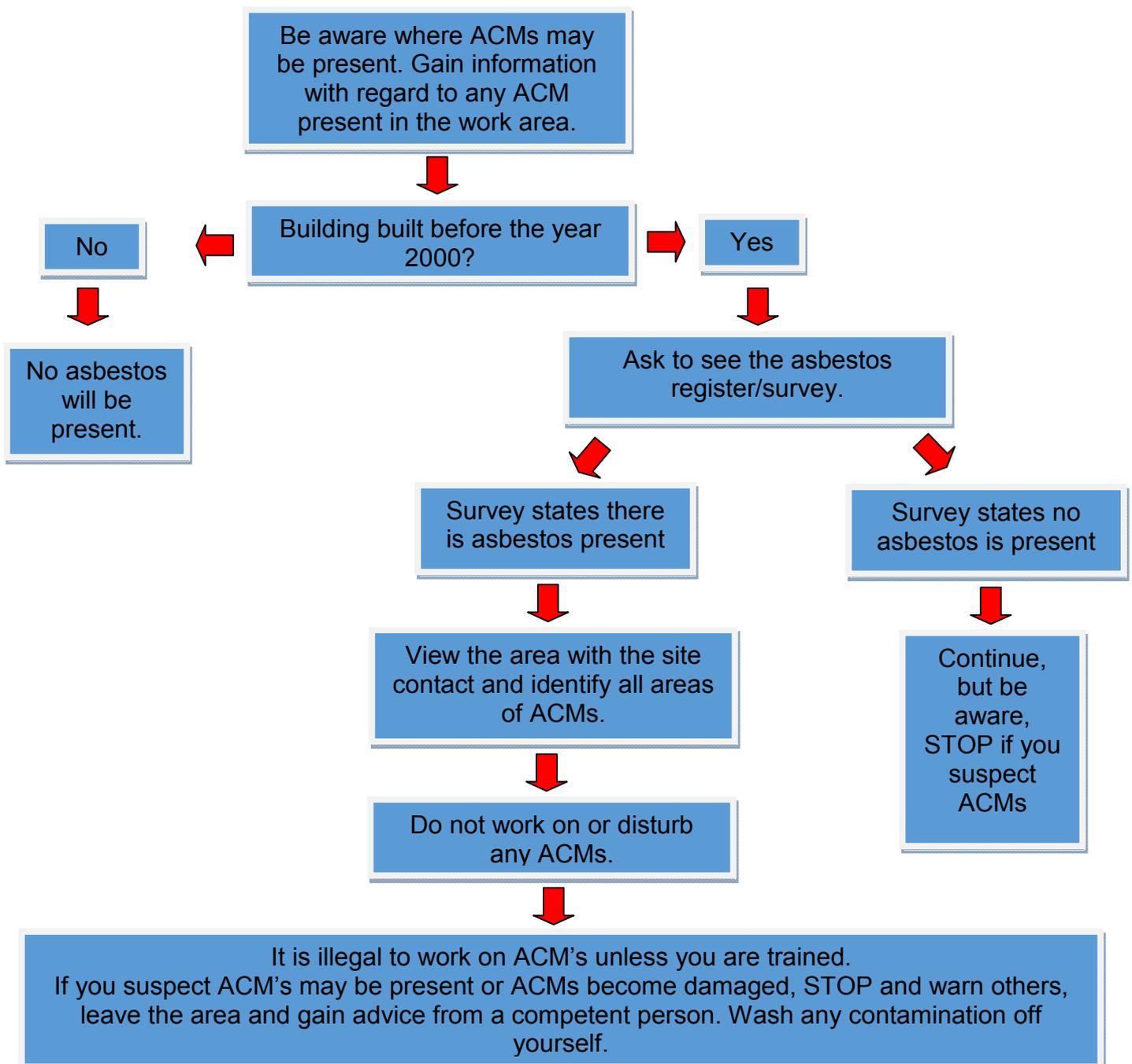
Gain and use information provided.

To be aware of the possibility of ACMs in the area.

STOP work if you find or suspect ACM.

Report problems to you employer and other relevant people.

6.0 Purpose flow, safe working near ACMs.



COMPRESSED AIR

1.0 Purpose

To ensure that the risk of using compressed air are kept under control and Employees are kept safe.

- 1.1 Risk assess the use of compressed air.
- 1.2 Maintain the compressed air system.
- 1.3 Inspect the equipment regularly annually and before use.
- 1.4 Where eye protection when using compressed air.
- 1.5 Never blow yourself down with compressed air.

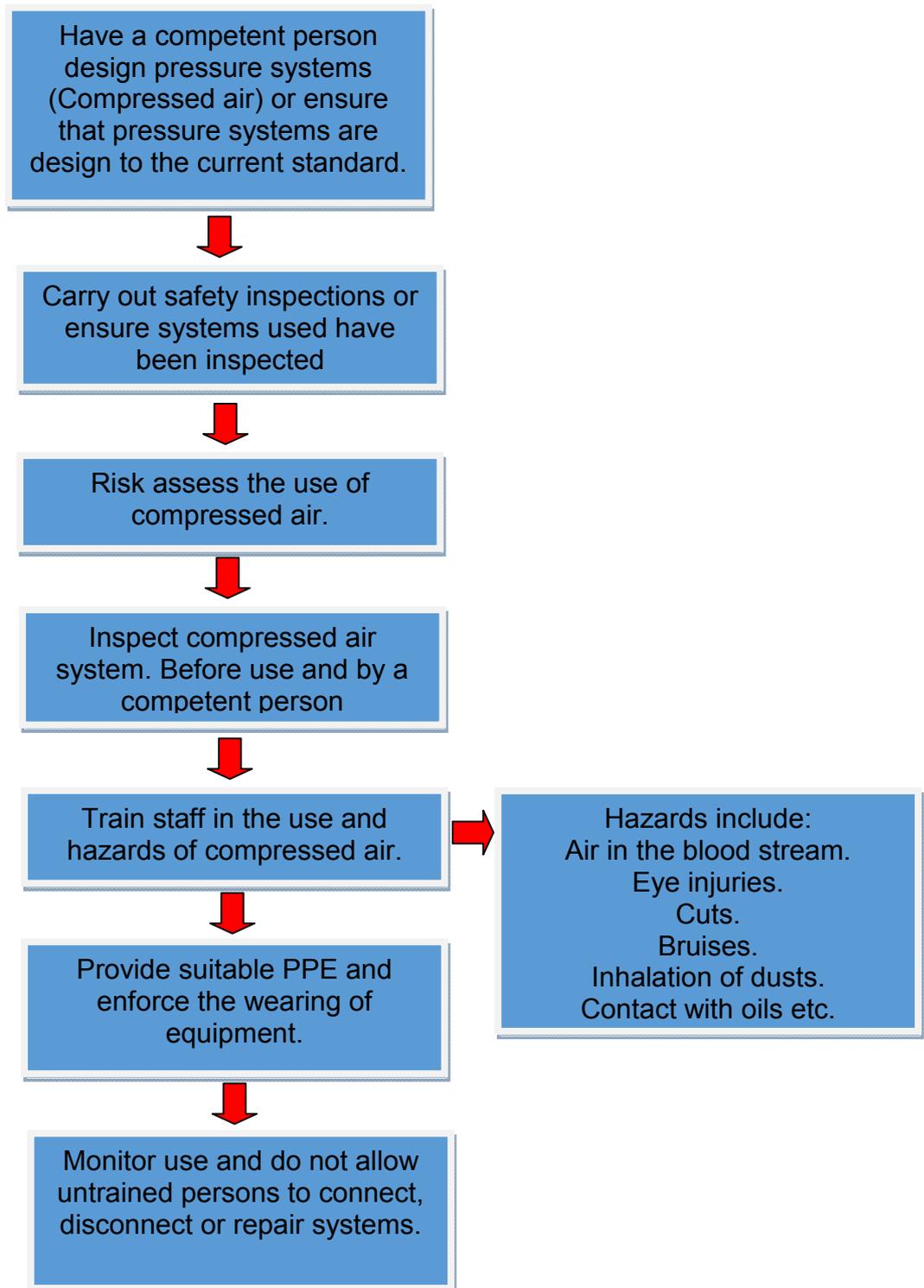
2.0 Scope

To ensure that the risks when using compressed air are controlled to ensure that accidents and injuries do not happen.
To ensure that Employees who work with compressed air are trained and competent.

5.0 Relevant Regulations

The Pressure Systems Safety Regulations 2000, Safe design and use of pressure systems.

7.0 Purpose flow, safe use of pressure systems.



WORKPLACE TRANSPORT & DRIVING COMPANY VEHICLES

1.0 Purpose

To ensure when working in or near vehicles or driving company vehicle Employees and others are kept safe.

- 1.1 Risk assess workplace transport.
- 1.2 Risk assess the use of company vehicles.
- 1.3 Train drivers to drive company vehicles.
- 1.4 Inspect work place transport regularly.
- 1.5 Provide suitable maintenance.

2.0 Scope

To ensure that vehicles and pedestrians are kept separate and that drivers of company vehicles are trained and competent to drive in a safe manner.

3.0 Relevant Regulations

Health & Safety at work Act 1974, duty to keep all persons safety.

The Management of Health & Safety Regulation 1999 Regulation 3, every employer shall carry out suitable and sufficient risk assessments.

4.0 Workplace Transport Precautions.

Where reasonably practicable ensure that persons and vehicles stay separate.

Precautions

Use barriers, signage and supervision to provide protection.

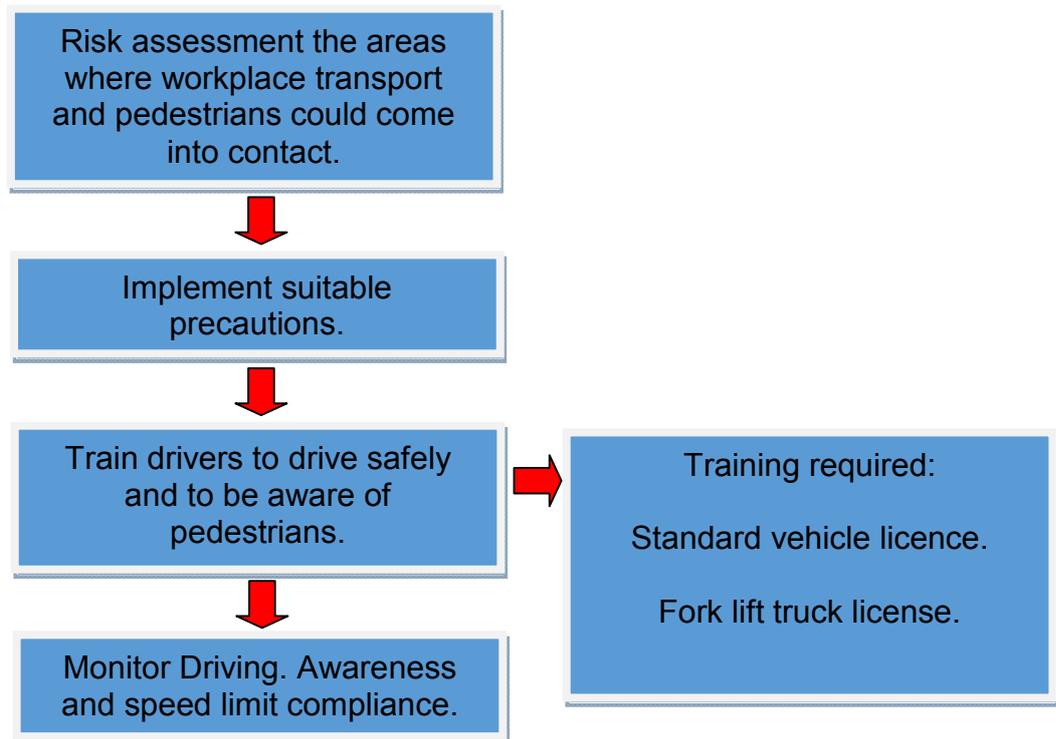
Restrict pedestrian access until vehicles have stopped moving.

Train drivers of vehicles to be aware of pedestrians.

Implement and monitor speed limits.

Wear high viz clothing to make people more visible.

5.0 Purpose flow, safe control of workplace transport.



6.0 Driving Company Vehicles Safe System of Work.

Responsibilities of Manager

- Ensure that vehicles provided by the company are fit for purpose.
- Investigate driving related incidents and near misses to identify causes, take steps to avoid a reoccurrence and share the lesson learned.
- Assure themselves that Employees have the appropriate license and insurance for driving on company business.
- Take a copy of the license every 12 months and store on record.

Best Practice

- Eliminate journeys wherever practical and schedule work to minimise employee travel.
- Allow team members the necessary time to make safe journeys – including overnight stops where appropriate.
- Separate pedestrians and vehicles where possible.

Responsibilities of all Drivers

- All drivers must have a valid licence / certificate appropriate for the type of vehicle being used.
- All vehicles must be inspected before use.
- The driver of the vehicle is responsible for all payments of fines resulting from a motoring offence he or she has committed.
- Must inform a manager of change in license status e.g. Points/ loss etc. at earliest opportunity.
- Must inform a manager at the earliest opportunity of any health issue or any medication taken that may affect their ability to drive safely.
- No person must drive under the influence of alcohol or drugs.
- Build in overnight stops and share driving.
- Breaks at intervals of 15 minutes every 2.5 hours.

Best Practice.

- Do not drive if you are taking anything that may impair your ability to drive safely.
- If you feel tired while driving, stop in a safe place and take a break. Caffeine and a 10 minute nap (no longer) is the best method of staying alert.

Mobile Telephones

- Never use mobile phones that are not fitted with an appropriate hands-free kit.
- Minimise the amount of time spent on the hands free calls.
- Reject incoming calls where possible.
- If you have to accept a call, minimise the time on the phone and call back when stationary.
- Keep outgoing calls to a minimum.

NB: It is an offence to use a hand-held phone when driving. Drivers should be aware that they face risk of prosecution for failing to have proper control of their vehicle, for careless or even dangerous driving if they use a phone while driving. The penalties include an unlimited fine, disqualification and / or imprisonment.

Drink Driving

- It is against company policy for you to consume any amount of alcohol if you are to carry out driving duties, this includes turning up for work in an unfit condition.

Dealing with Road Rage

- Do not get out of the car.
- Keep your windows closed and your car locked.
- Do your best to appear pleasant. This may be difficult but it is important for your own safety and that of others who may be travelling with you.
- Try to diffuse the situation rather than meet aggression with aggression.
- Avoid eye contact with the driver.
- Take note of the license plate if possible.
- Get away from the car as soon as you have opportunity – without speeding.
- Keep moving until you can stop in an area where there are other people around e.g. service station.
- If you have a mobile phone, use it once stationary to report serious incidents to the police as soon as possible.

Break Down & Accidents

Break Down – General Roads

- Park in a safe place out of the way of traffic and switch on the hazard warning lights.
- Wear high visibility or light clothing when you are out of the vehicle.

On Motorways:

- Leave the vehicle by the passenger door. Use an emergency phone in preference to a mobile phone as it pin points your exact location.
- If you are unsure about your safety when walking to an emergency phone stay near your vehicle and await a Police patrol and or Traffic Officer.
- Wait for help outside your vehicle and keep well back on the verge or the embankment and behind the barrier if possible.
- If you feel threatened, get into the car by the passenger door, put on the seatbelt and lock all the doors until help arrives.
- Do not accept lifts from strangers.

Break Down & Accidents

Accidents

Should you be involved in a traffic accident please try to remember the following:

- Try to remain calm.
- Do not move a seriously injured person – loosen any tight clothing and try to keep injured person(s) warm.
- Remove any passengers who are not seriously injured.
- If anyone is injured call an ambulance and the police.
- Do not smoke anywhere near the damaged vehicles.
- If someone is injured do not move the vehicle, unless there is danger to other traffic, until the police arrive.
- If no one is injured note the position of all vehicles before they are moved. If possible involve an independent person in this positioning process.
- Take steps to warn other road users – use warning lights or triangle etc. At night do not let anyone stand close to the damaged vehicle as they could obstruct any reflective lights etc.
- Take photos if safe to do so.
- Record all relevant important information on the company RTA report form

NB: Remember it is an offence not to exchange insurance details following a road traffic accident and, in the event of any personal injury due to a road traffic accident, the police must be informed of the details.

Health

- If you wear either contact lenses or glasses you must keep a set with you at all times whilst carrying out driving duties. You are also required to wear the above items when required.

Speed Limits

- It is the responsibility of the driver to ensure that they are aware of and adhere to, speed limits when driving company vehicles.

Stopping Distances

- Always allow at least a two second gap between you and the vehicle in front to ensure sufficient braking distance is available. This will increase in poor weather conditions.

General

Driving while tired.

- Don't drive when you are tired and stop where safe and take a break.
- Always keep your vehicle well ventilated.
- Concentrate on driving – don't let any distractions take your mind or eyes off the road.
- Documents or electronic equipment should not be studied whilst driving e.g. maps, notes for meetings, satellite navigation systems or radios.

Journey Planning should take into account

- Starting and finishing times.
- Adequate rest stops.
- Weather and road traffic conditions.
- The needs to avoid night driving wherever possible.
- Complying with speed limits.
- Avoiding high risk hours.
- Environmental conditions (daylight, ice, snow, fog, rain, high winds etc.)
- Accident blackspots.
- Likely business over runs and hold ups.

The Vehicle

- Check your vehicle (tyres, lights, fluids and fuel etc) before you leave.
- Ensure you know where all the controls are and how to use them, and that your seat, head restraint, seat belt and mirrors are adjusted correctly.
- Check loads are secured and store heavy items such as tools in the boot.
- Take extra time to familiarise yourself with a hire vehicle.
- Vehicles must be serviced and maintained regularly.
- Vehicles must not be used until defects that could compromise safety are rectified.
- Do you know the seating position, mirror setting, handbrake/gear operation, starting procedure, and other controls?

Keep the following in the vehicle:

- A torch.
- A high visibility jacket or waistcoat.
- Warm clothing, (blankets in winter weather).
- An ice scraper & de-Icer.
- First Aid Kit.
- Vehicle Handbook.
- Camera, accident procedure.

Internal RTA Forms, breakdown service details, essential phone numbers.

LOCK OFF & ISOLATION

1.0 Purpose

To ensure when working on dangerous parts or equipment that it can't start or move without warning or be started by accident.

- 1.1 Risk assess tasks which required working on dangerous parts or equipment.
- 1.2 Provide a lock off procedure and training.
- 1.3 Provide a lock off equipment i.e. hasp, padlock or switch lock.

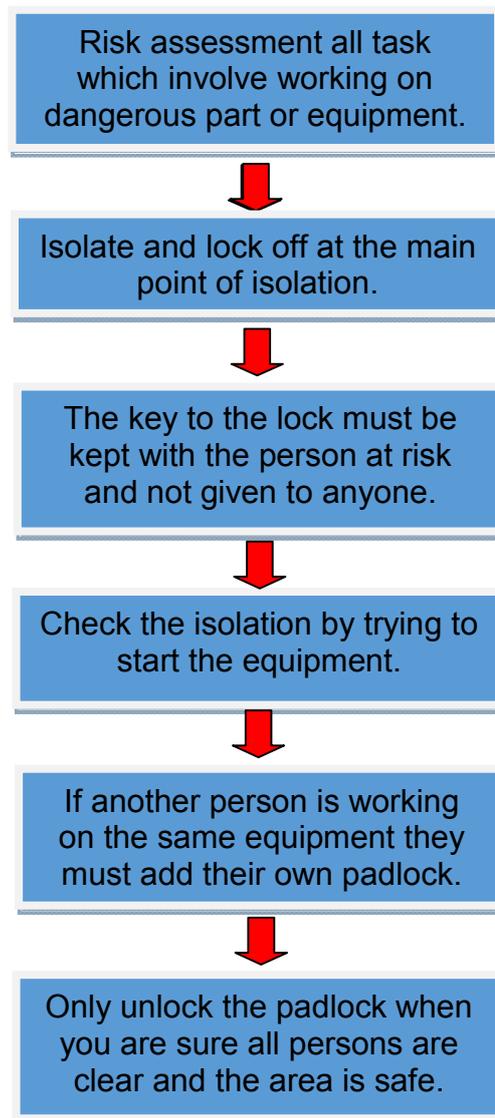
2.0 Scope

To ensure that dangerous parts can't start without warning or be started by accident and put the employee at risk from entrapment or entanglement, such as mixers.

3.0 Relevant Regulations

Provisions and Use of Work Equipment 1998, provide suitable isolation for dangerous parts.

4.0 Process flow for isolation & lock off



PRECURMENT & PROJECT MANAGEMENT

1.0 Purpose

To ensure when new equipment or processes are purchased or designed that suitable precautions are put in place.

- 1.1 Risk assess new equipment and processes.
- 1.2 Consider H&S within the design process.
- 1.3 Implement suitable precautions.
- 1.4 Implement suitable training.

2.0 Scope

To ensure that when new processes and equipment are designed or purchased that safety is reviewed to ensure that precautions are implemented prior to the equipment working or the process starting.

3.0 Relevant Regulations

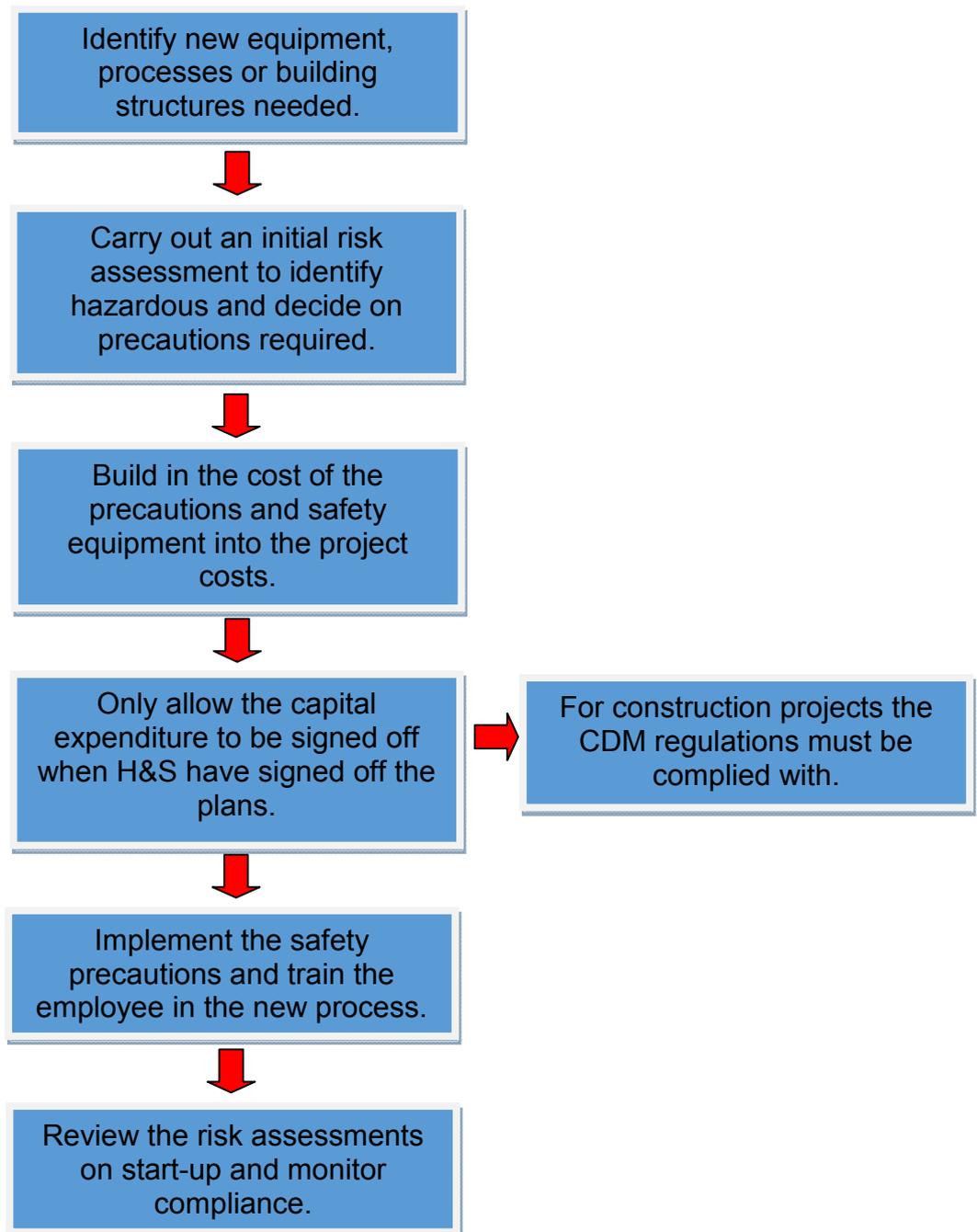
Health & Safety at work Act 1974, duty to keep all persons safety.

The Management of Health & Safety Regulation 1999 Regulation 3, every employer shall carry out suitable and sufficient risk assessments.

PUWER regulations 1998, ensure that equipment & processes are suitable and safe.

Construction (Design & Management) Regulations 2015, safety to be a primary consideration of new designs.

4.0 Process flow, procurement and project management



CONTROL OF CONTRACTORS

1.0 Purpose

To ensure when contractors are appointed to carry out work, they do not put others at risk.

- 1.1 Appoint only competent contractors.
- 1.2 Obtain proof they are competent.
- 1.3 Review work methods.
- 1.4 Monitor and supervise during the work.

2.0 Scope

To ensure that when contractors are employed to carry out work, they do not put employees or others at risk. Ensure that they are given full and complete information about the work and review work procedures.

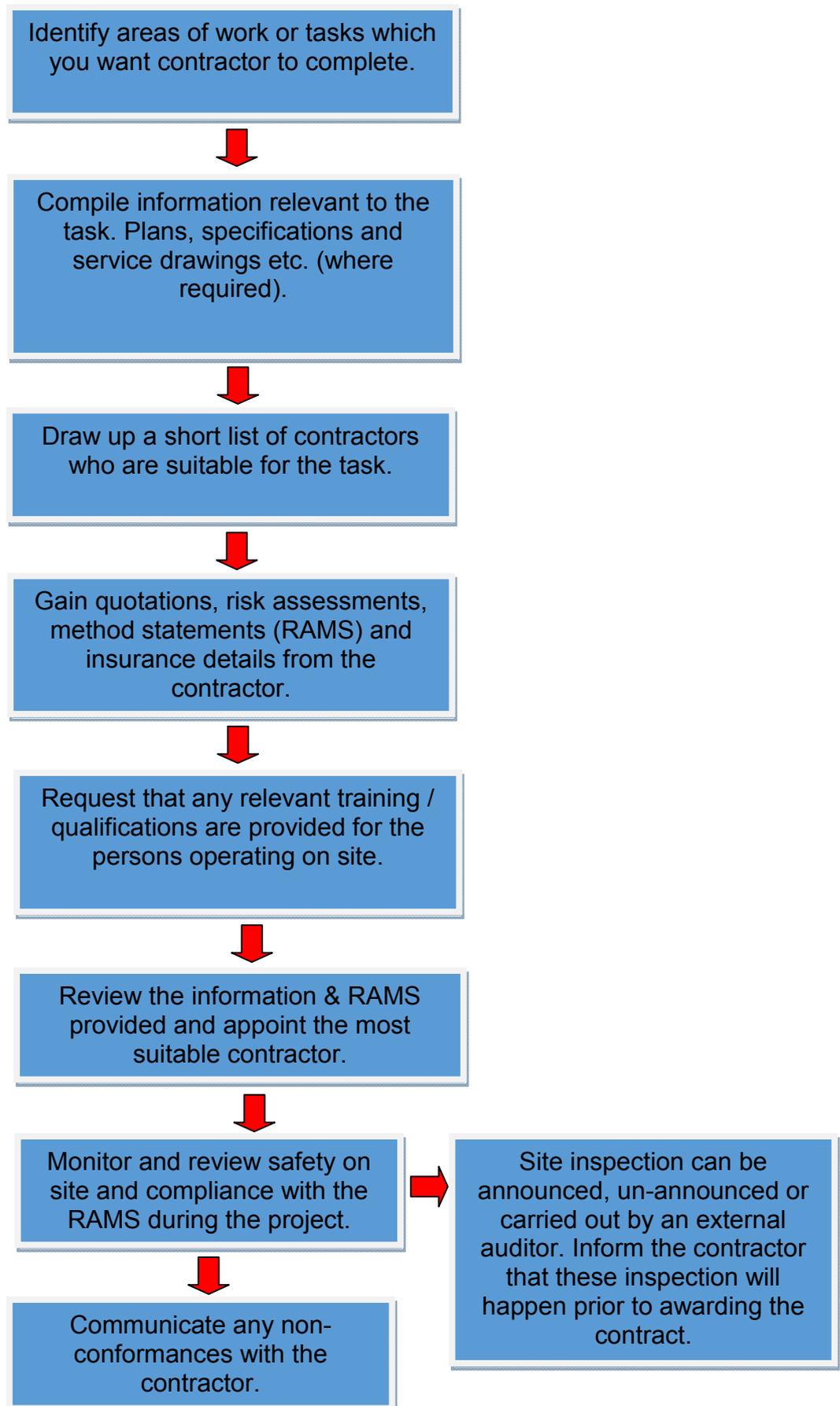
3.0 Relevant Regulations

Health & Safety at work Act 1974, duty to keep all persons safety.

The Management of Health & Safety Regulation 1999, control of contractors.

Construction (Design & Management) Regulations 2015, appoint only competent contractors.

4.0 Process flow, control of contractures.



LONE WORKING

1.0 Purpose

To ensure when possible that employee are not working alone, however there will be time where this will be inevitable and there will be to be controls in place.

- 1.1 Risk assess lone working.
- 1.2 Implement suitable precautions, phone calls or monitoring by another employee.
- 1.3 Where hazardous work is carried out lone working is prevented.
- 1.4 Implement an escalation procedure if lone worker can't be contacted.

2.0 Scope

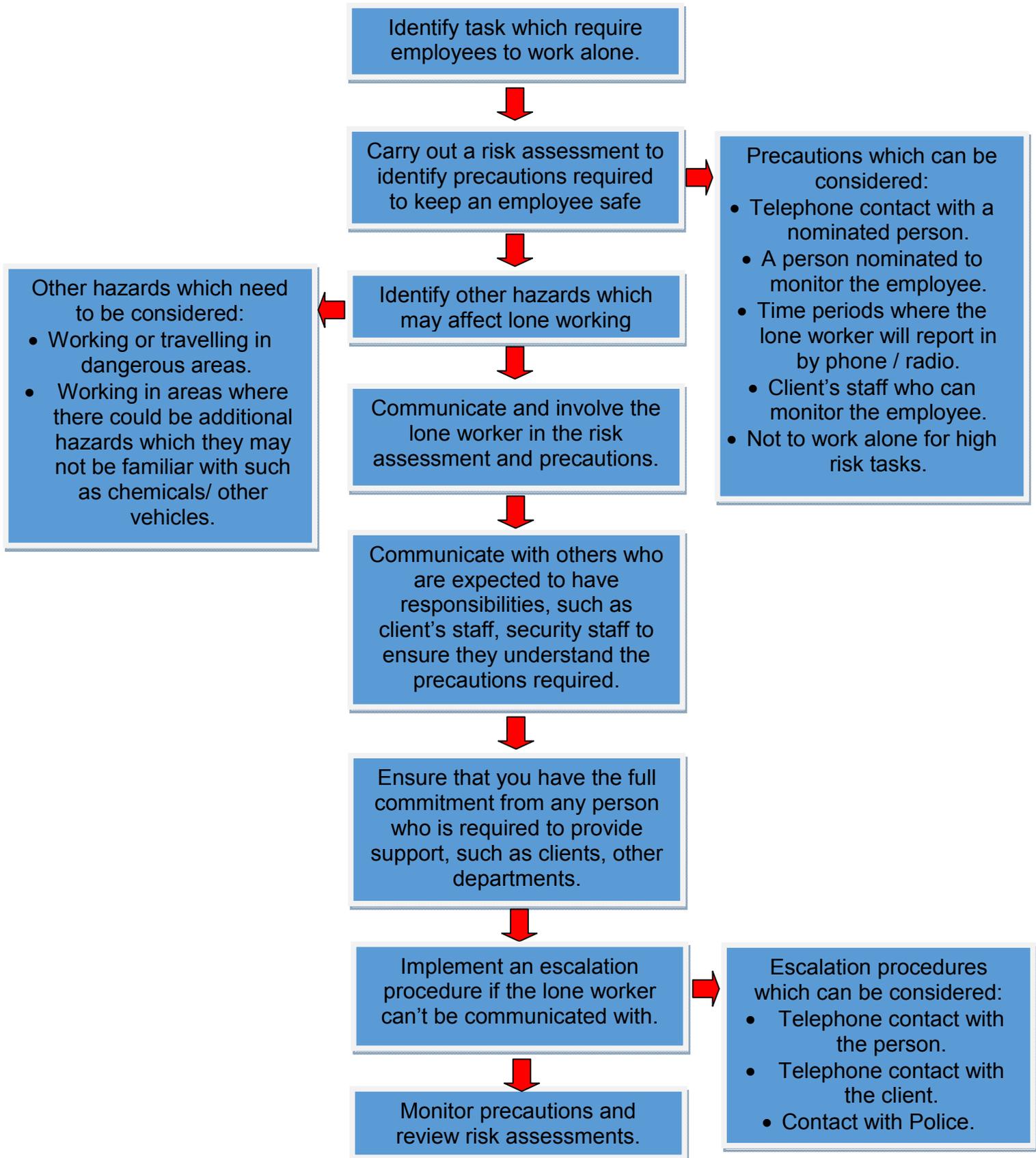
To ensure that when Employees are lone working the risks are controlled and that precautions are implemented to monitor and communicate with lone workers.

3.0 Relevant Regulations

Health & Safety at work Act 1974, duty to keep all persons safety.

The Management of Health & Safety Regulation 1999, assess the risks to Employees.

4.0 Process flow, lone working.



SECURITY

1.0 Purpose

To ensure that there is suitable security is provided for buildings and persons.

- 1.1 Risk assess security requirements.
- 1.2 Assess if current facilities are suitable.
- 1.3 Train all persons in the security requirements and procedures.
- 1.4 Monitor and review precautions.

2.0 Scope

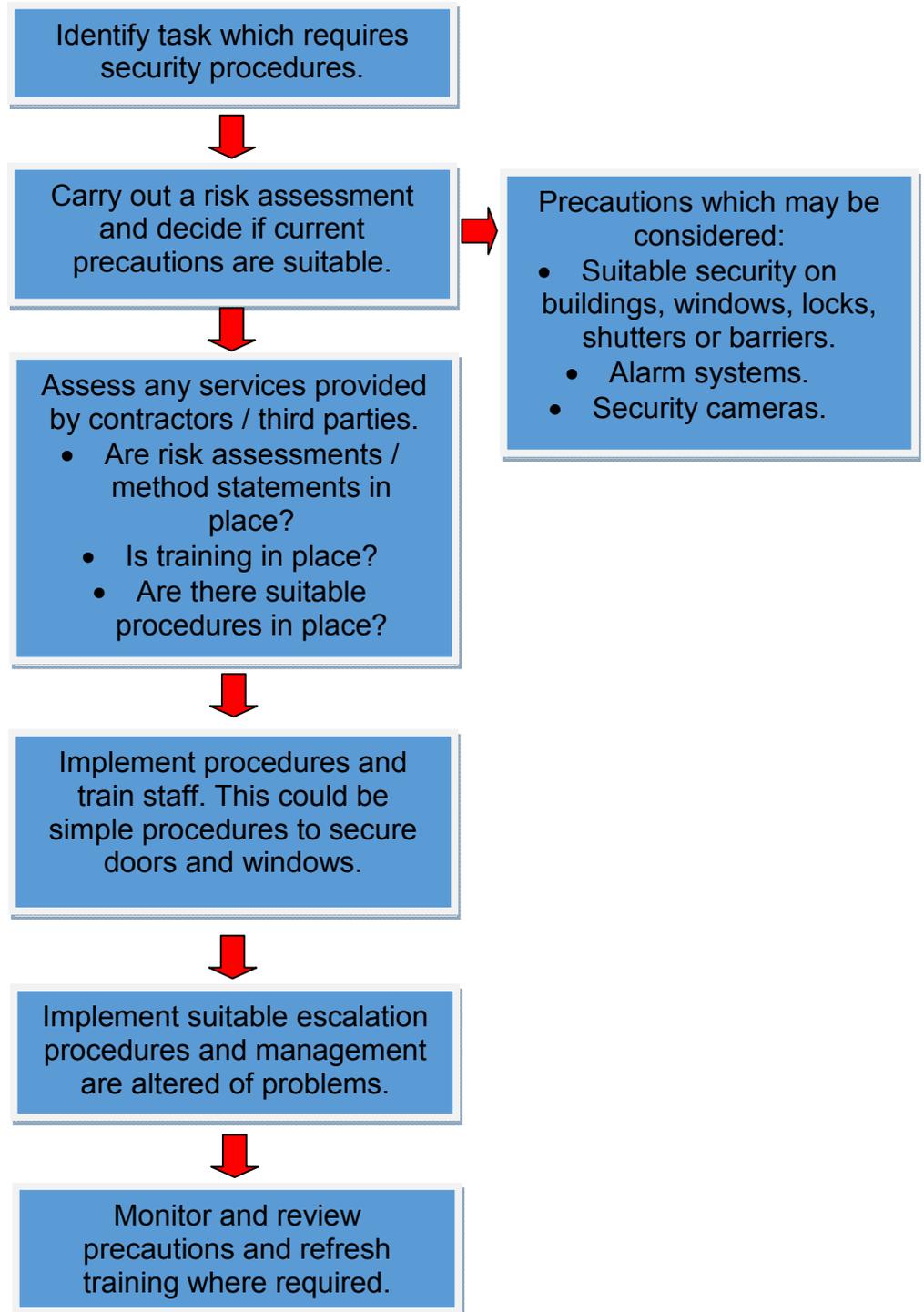
To ensure that security procedures are in place and are suitable to ensure that people and property are as safe as is reasonably practicable. Security procedures should keep non-Employees safe, including trespassers and children.

3.0 Relevant Regulations

Health & Safety at work Act 1974, duty to keep all persons safety.

The Management of Health & Safety Regulation 1999, assess the risks to Employees.

4.0 Process flow, Security procedures.



HEALTH SURVEILLANCE

1.0 Purpose

Where Employees are exposed to certain hazards which can affect their health, there is a requirement to provide health surveillance to identify any effect on their health.

- 1.1 To identify the tasks which require health surveillance.
- 1.2 To identify the Employees who require surveillance.
- 1.3 To identify the type of surveillance required.
- 1.4 Appoint a competent person or contractor to provide the surveillance.
- 1.5 Monitor results.

2.0 Scope

To ensure that hazards are not affecting employee's health. Hazards can affect people in different ways and some people can be more susceptible than others.

3.0 Relevant Regulations

Health & Safety at work Act 1974, duty to keep all persons safety.

The Management of Health & Safety Regulation 1999, assess the risks to Employees.

Control of Substances Hazardous to Health Regulations, provide suitable health surveillance.

4.0 Types of Health Surveillance

Different hazards require different surveillance.

- Dusts – Lung function
- Fumes – Lung function
- Hazardous substances – Lung, function, skin checks, urine samples (dependant on the risk assessment)
- Oils & Greases – Visual skin checks.
- Noise – Hearing tests.
- Night shift worker – Night shift worker assessment.
- Vehicle – Driver assessments

5.0 Occupational Health Professionals

All occupational health checks must be carried out by a competent person. The company has the responsibility to ensure that the person is competent and qualified to carry out the surveillance. A lot of equipment that they use requires regular calibration.

6.0 Surveillance Area

If health surveillance is carried out on site there will need to be a suitable area that is private and quiet. The competent person will give further advice.

7.0 Surveillance Results

The results from the surveillance are private medical information and should be treated as so. They must be kept secure and private and only discussed with the employee whose results they are, unless permission has been given by the employee.

8.0 Re-assessment

The surveillance will be required to be repeated on a regular basis. This period of re-assessment will be indicated by the occupational professional.

DISABLED PERSONS

1.0 Purpose

The company has a responsibility to keep any disabled persons safe and to make reasonable adjustments to accommodate them.

- 1.1 To identify disabled persons.
- 1.2 Carry out a risk assessment specific to them. Involve the person in the risk assessment process.
- 1.3 Communicate findings.
- 1.4 Implement precautions needed and make reasonable adjustment.
- 1.5 Implement emergency procedures.

2.0 Scope

To ensure that the disabled person is kept safe and that their disability does not put them at any additional risk compared to any other employee.

3.0 Relevant Regulations

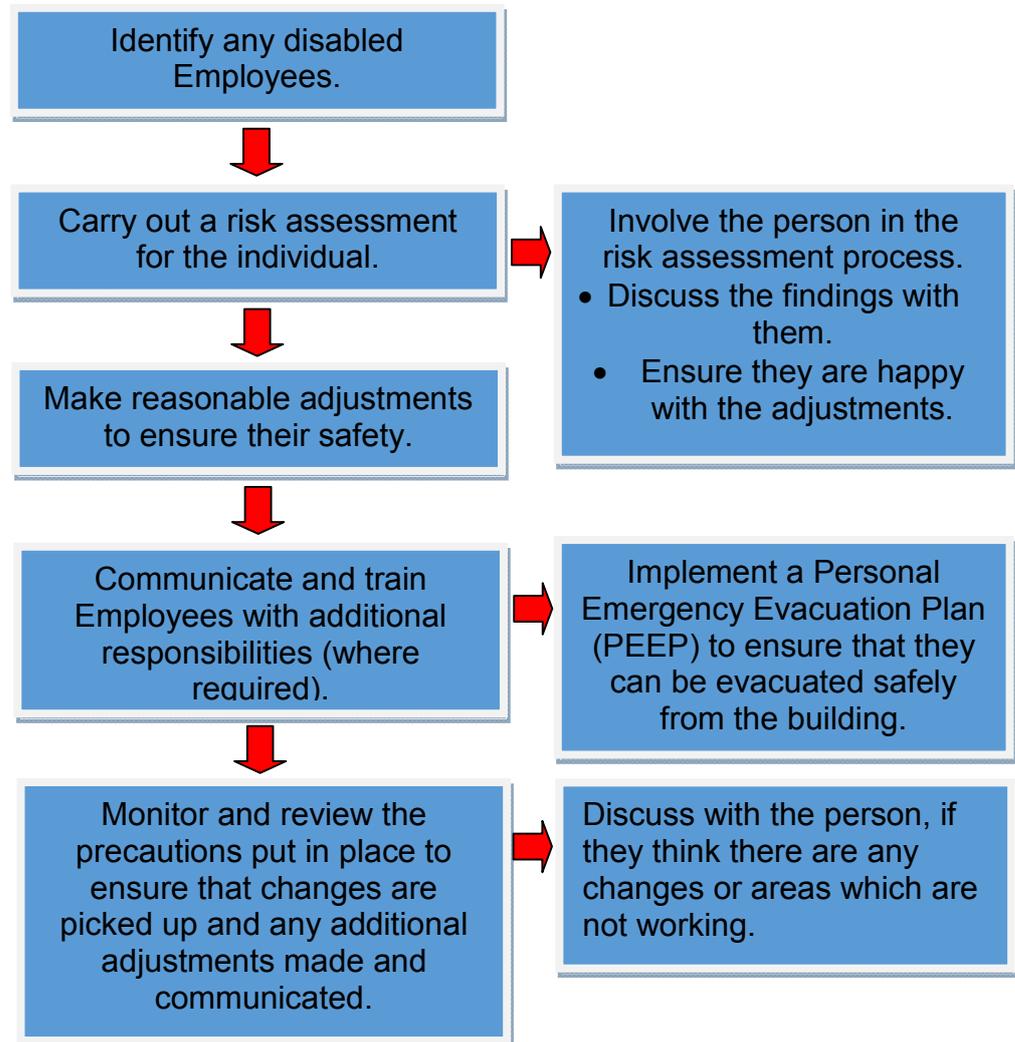
Health & Safety at work Act 1974, duty to keep all persons safety.

The Management of Health & Safety Regulation 1999, assess the risks to Employees.

Disability Discrimination Act (DDA) 1995, make reasonable adjustments in employment.

Regulatory Reform (Fire Safety) Order 2005. Develop and implement a Personal Emergency Evacuation Plan (PEEP).

4.0 Process flow, Disabled Employees.



4.0 Possible precautions which can be used.

- Disabled toilets.
- Access ramps.
- Employees workstation positioned on the ground floor.
- Specific furniture.
- Lifting equipment.
- Refuge areas at the top of the stairs.
- Communication systems in refuge points.
- Buddy systems to help evacuate.
- Implement a PEEP.
- Evacuation chairs.
- Lifts / Stair lifts.
- Beacons as well as sounders on fire alarms.