

Health & Safety Policy, Procedures and Guidelines

Written: Jan 2019

Updated: Jan 2024

Due for Review: Jan 2025

HEALTH AND SAFETY POLICY STATEMENT

It is our intention to ensure, so far as is reasonably practicable, the health and safety of everyone involved in, or affected by, our work activities within the spirit of the Health and Safety at Work etc. Act 1974, other relevant statutory instruments, approved codes of practice and guidance.

In managing health and safety, we will create a culture that ensures sound health and safety management is afforded the same priority as other business objectives, and becomes an integral part of everything we do.

Our Statement:

We will adopt a risk management approach to health and safety, ensuring that hazards arising from our work activities are identified and addressed as a part of 'business as usual'.

Consultation and communication:

Whilst every employee and contractor has a personal responsibility to control and minimise risks present in their own activities, we recognise that responsibility for the organisation of health and safety issues rests with the management team and we will liaise with other stakeholders to ensure safe working practices are sustained and appropriately communicated. Stakeholders failing to observe the spirit of our health and safety vision will be subject to procedures as per the company policy.

In generating and maintaining our culture for health and safety, **the Senior Management team is responsible for:**

- Allocating responsibilities for health and safety to our employees, suppliers and business partners as appropriate to the nature of each activity.
- Providing an adequate budget and resources for health and safety management.
- Monitoring, measuring, auditing and reporting on our health and safety performance at least annually and more often where our processes change or when a dynamic need occurs.
- Leading from the top by demonstrating good health and safety practice, performing regular safety tours to identify issues and ensure they are analysed and managed appropriately.
- Ensuring people are empowered to raise health and safety concerns with the management team.

Competent workforce: our commitment is to:

- Appoint competent health and safety personnel and appropriate resources for deployment across the company. We will engage with our people and other stakeholders to ensure our activities and, where appropriate theirs, are compliant with our health and safety vision and standards.
- Provide the necessary information, instruction, supervision and training that ensures people are given the resources to perform their job and tasks safely.
- Work with the support of external agencies and within our industry, to ensure our continued adoption of best-practice solutions in health and safety management is appropriate.

Risk management: our commitment is to:

- Ensure safe plant and systems are provided, and the health and wellbeing of our people is looked after.
- Assess the risks associated to hazards and inform people of risks that affect their work. We commit to controlling and reducing the risk to an acceptable level to reduce the potential for incidents and accidents. This commitment is extended to external agencies.
- Develop a suite of policies that will be communicated and allow for procedures to be developed to help maintain good standards of health and safety and train people effectively.
- Devise an emergency action plan for our organisation.
- Implement Health Surveillance where relevant hazards are presented to the workforce to help prevent any work-related ill-health developing.

Nic Millington

CEO

HEALTH AND SAFETY ORGANISATION & RESPONSIBILITIES

This is the Health and Safety Policy of Rural Media

Organisation Policy Statement

It is the policy of Rural Media to:

- Provide adequate control of health and safety risks arising from our work activities
- Consult with our employees on matters affecting their health and safety
- Provide and maintain safe plant and equipment
- Ensure safe handling and use of substances
- Provide information, instruction and supervision for employees
- Ensure that all employees are competent to do their tasks, and to give them adequate training
- Prevent accidents and cases of work related ill health
- Maintain safe and healthy working conditions
- Review and revise this policy as necessary at regular intervals

Signed: 

Position: Head of Production

Date: 8.1.2024

Review date: 8 January 2025

Overall responsibility

The overall responsibility for health and safety in the organisation belongs to:

Name	Nic Millington, CEO
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It is the responsibility of the above person to ensure that sufficient resources are available to ensure that the arrangements within this health and safety policy are implemented, monitored and are operating effectively.

Health and safety management in Rural Media will be the responsibility of the above Director who will:

- Develop a clear policy
- Allocate responsibilities at the appropriate levels
- Develop and implement a health and safety plan
- Check the implementation and effectiveness of the plan
- All hazards are identified and risk assessments carried out in order to design systems of work that minimise risk.
- Take actions to remove risk (or if the risk cannot be removed, control or reduce the risk)
- Supervise all persons where there is a shortfall in experience or competence, young people and trainees.
- Review, monitor and audit the whole process from time to time as appropriate (or sooner when the activity or conditions change that effect the risk) with an aim to making continuous improvement.

Named Responsibilities

The following persons have been named as having responsibilities to assist in the delivery of this health and safety policy:

Name	Nic Millington
Position	CEO
Area of responsibility	Overall Responsibility
Name	Julie Colman
Position	Head of Production
Area of responsibility	Implementation

It is the responsibility of the above person/people to ensure that their named duties are carried out diligently in support of this health and safety policy.

Training

Induction training will be provided for all new starters, further training will be provided that relate to competence and activities. Training may be delivered in any of the following formats:

- Toolbox talks
- Individually from the supervisor
- Instructor led training
- E-Learning

The training process is the responsibility of Head of Production who will be responsible for keeping training records and the prompting of refresher training. The company has identified the following activities as requiring training:

Activity	Training Description	Delivery Mechanism
All employees – <i>iHASCO Health and Safety Essentials</i>	This IOSH approved Health and Safety Training programme covers the key areas of Health and Safety in the workplace.	E-Learning via iHASCO
All employees responsible for managing production activities, either 'in-house' or 'on location' – <i>BECTU / IOSH Creative Industries Safety Passport</i>	The <i>Creative Industries Safety Passport</i> incorporates the IOSH <i>Working Safely</i> course.	Instructor led training (either 'in person' or via Zoom, depending upon location and/or current Covid restrictions)

Information, Communications and Consultation

If at least one person is employed either the health and safety law poster (What You Need to Know) should be displayed or each member of staff should be provided with a copy of the equivalent pocket card.

Health and safety information and support is available from the above named person.

Where persons are working at sites owned or controlled by others, information relating to the hazards present, risk assessments, safe systems of work and any emergency procedures will be given to them by their immediate manager.

Accidents, First Aid and Emergencies

All accidents and near misses will be reported to the above named persons who will be responsible for the keeping of records and also reporting accidents, diseases and dangerous occurrences to the enforcing authorities. When required by a risk assessment, health surveillance will be provided for employees as part of the risk management process. Health surveillance records will be kept by the Head of Production.

The following action is to be taken in the event of the following emergencies:

Emergency	Action
Fire Alarm	Evacuate the building (do not use lifts) and assemble on the Car Park at a suitable distance from the building

First Aid provision has been made by Rural Media and the following first aiders may be contacted if first aid is required:

First Aiders	Location	Contact details
Julie Colman	Packers House	07970 404966
Ewa Olearczyk	Packers House	01432 344039
Callum Neville	Packers House	01432 344039

Monitoring and Auditing

Monitoring and auditing will be undertaken as appropriate with an aim to making continuous improvement.

Auditing and monitoring will be the overall responsibility of Julie Colman, Head of Production. **Plant and Work**

Equipment

It is the policy of Rural Media to use properly selected and maintained plant and equipment.

It is the responsibility of Julie Colman, Head of Production to select work equipment and ensure that it is fit for purpose and ensure that it conforms to any required safety standards.

The maintenance procedure and programme is the responsibility of Julie Colman, Head of Production who will identify all equipment that requires maintenance, arrange for the maintenance and then check that it has been completed. This responsibility includes the liaison with outside organisations such as insurers or others who may carry out periodic inspections.

If defects are found with any plant or work equipment these should be reported to, Julie Colman Head of Production for action.

Hazardous Substances

All hazardous substances will be identified and assessed for risk and checked that they are safe to use prior to purchase. All hazardous substances used that have a significant risk will either be substituted with a less harmful alternative or controlled by designing safe systems of work.

Assessments of hazardous substances will be reviewed annually or whenever changes occur that might alter the level of risk.

The person responsible for the above and the implementation of safe systems of work is Julie Colman, Head of Production.

Storage and Handling

Storage will be designed so that items are stable in storage and that shelving, or racking will be suitable in terms of strength and position to allow safe storage. This will be the responsibility of Julie Colman, Head of Production.

Where items require handling the appropriate means of handling whether manual or mechanical will be designed and risk assessed prior to the start of the activity. Handling risk assessments and the design of safe systems will be the responsibility of Julie Colman, Head of Production.

Responsibilities of Employees

It is the responsibility of ALL employees to:

- Cooperate with their managers and supervisors on all health and safety matters
- Use work equipment provided properly and not misuse or interfere with anything provided to safeguard health and safety including hand held tools, fire detection and alarm systems
- Use the workplace precautions, PPE and systems of work in accordance with the training and instruction provided
- Take reasonable care of themselves and ensure that their activities do not harm others
- Employees are guided to notify their Manager as early as possible of pregnancy: Although it is not a legal requirement to inform your employer, once notification has been made, your employer is obliged to take actions arising out of a risk assessment - All employees must provide a certificate from your GP or Midwife if requested by their employer
- Participate with their employer in the implementation of recommendations made following risk assessment.
- Support any arrangements for young persons
- Report all hazards, defects or concerns to their immediate manager or other appropriate person including all accidents and incidents arising from business activities and symptoms, pain or discomfort that may arise from their work and, in particular, from the use of display screen equipment
- Use welfare facilities only for the purpose provided and endeavour to maintain them in good, clean and tidy condition
- Wash their hands and remove contaminated clothing and personal protective equipment before entering facilities for rest and eating meals
- Adhere to specific responsibilities as detailed within individual health and safety policies contained

ACCIDENT AND INCIDENT INVESTIGATION POLICY

Introduction

It is important to find the cause(s) and full implications of all accidents and incidents, where the term 'accident or incident' includes all accidents, incidents, near misses, fires, dangerous occurrences, ill-health, occupational disease and physical assault whenever any of these events or conditions arises from company activities.

Investigation of accidents and incidents is required by law under the:

- Social Security (Claims and Payments) Regulations 1979, Regulation 25;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) (the requirement to ensure that the circumstances of the incident are correctly reported);
- Management of Health and Safety at Work Regulations 1999, Regulation 5 (the duty to plan, organise, control, monitor and review health and safety arrangements).

In addition, accident and incident investigation fulfils a number of requirements:

- To enable factual and accurate reporting of an incident;
- To check whether the company is meeting its legal obligations;
- To understand the immediate, underlying and root causes of an incident so that correct action can be taken to prevent similar events occurring again;
- To provide essential information, in the event of investigation by an enforcing authority;
- To provide insurers with correct details in the event of an employer liability, or other, claim.

When undertaking investigations, it must be considered that any accident or incident could become the subject of subsequent litigation, prosecution or claim and that those involved may be called upon to explain the findings of the investigation in a Court of Law. Where the accident is likely to result in a claim for personal injury or damages, the company's insurers may expect require a copy of the investigation report. See also accident reporting.

Investigation

The company shall ensure that all accidents and incidents arising from work activities under its control are fully investigated in order to identify and address the causes by conducting an appropriate investigation and the implementation of any actions identified to prevent a recurrence.

Not all accidents need to be investigated in-depth and the company will decide on case by case basis on the likelihood of a recurrence and the potential worst injury, damage or other consequences. The investigation shall always look beyond the obvious to find the underlying cause.

Investigations may be categorised as:

Minimal	Conducted by a supervisor, looking at the circumstances of the incident and learning any lessons
Low level	Conducted by a manager or supervisor, looking at the circumstances and root causes to prevent a recurrence and to learn any general lessons to be applied elsewhere
Medium level	Involving a manager, health and safety or environment practitioner and employee representatives.
High level	Involving a team approach led by, or reporting to, a director and seeking to understand current arrangements and behaviour in the workplace and to implement corrective actions.

The investigation should not be used for the purpose of any disciplinary action. If disciplinary action is appropriate, it should be undertaken independently of the health, safety and environment investigation.

The company shall use this document to guide the investigation of all health, safety and environment accidents and incidents arising from business activities.

Stage 1: Establish that any accident or incident is as a result of a work related event

Stage 2: Identify who and what was involved

Stage 3: Instigate investigation to ensure an appropriate level of depth having regard to the perceived obvious cause, the sub-standard act or condition or and underlying or root causes

Stage 4: Visit the scene where appropriate as soon as possible after the event

Stage 5: Gather any photographs, drawings and measurements that may assist

Stage 6: Take statements or truth from individual witnesses or persons who may have information useful to the investigation

Stage 7: Provide feedback on findings and recommendations

Stage 8: Implement improvements

Stage 9: Monitor future performance

Stage 10: Audit and review

Visiting the Scene of an Accident or Incident

Where the causes of an accident or incident are not immediately obvious and adequate information cannot be gained from discussions with those involved, it is important to visit the scene as part of the investigation. This visit shall be undertaken as soon as possible after the event.

The following background details shall be recorded, as a minimum:

- Time / day / date of visit;
- Reason for visit;
- Description of the activity or property;
- Numbers of persons on site (all employers);
- Persons responsible for supervising the work;
- Weather and site conditions;
- Means of access to the site and its condition.

Photographs, Drawings and Measurements

Where the investigation reveals an aspect of the accident or incident that cannot be adequately described, photographs shall be taken, if possible, or drawings made.

Photographs or drawings will always be required if an investigation reveals any aspect of an accident or incident that is contentious or that might be forgotten whilst giving evidence in subsequent litigation or prosecution. Drawings must be signed as correct at the date and indicated time that they were prepared.

Where dimensions are relevant, an item of known length should be placed within the area being photographed and sketches should include actual measurements taken from the scene.

Statements

A formal statement may occasionally need to be taken as part of an investigation. Statements are not required as a routine measure, only where an incident stems from the deliberate actions or omissions of an individual, or when the accounts of witnesses contradict one another.

A witness shall always be interviewed alone, as soon as possible after the event, out of the earshot of others, making them feel comfortable and at ease. A witness shall be allowed to tell their whole story uninterrupted, except for questions to clarify what is being said. Notes shall be taken as they speak. These notes shall be expanded to form the written statement.

The statement should open with brief comments on its purpose, and should clearly detail who is making the statement. The statement should end with the following:

"This statement was taken down by me, (xxxxxxxxxxxx), at (location, time, date), was read back to the person who made it, and signed by him/her in my presence."

The witness shall sign the statement.

Findings and Recommendations

The findings of the investigation shall be reported in appropriate detail and sent to all interested parties. An Accident and Incident Investigation Form may be sufficient but, for more detailed investigations, a separate report may be required.

The report should be objective and should show the initial and root causes of the accident or dangerous occurrence. It should also compare what has been observed with legal, industry and company standards. The report should not attempt to "lay blame" but should simply concentrate on what happened and why.

Recommendations may be made that will help prevent the accident or incident happening again. These recommendations may be for immediate action or for changes to the company organisation and arrangements that will address root causes.

Monitor and Review

The company shall ensure that activities are adequately supervised and that active monitoring techniques are applied to ensure that the workplace precautions and risk control measures are being applied.

This policy will be reviewed annually, when circumstances indicate a change is needed, when legislation is introduced that necessitates change or new equipment is purchased.

ACCIDENT RECORDING AND REPORTING POLICY

Introduction

Accident recording and reporting is required under law by the:

- Social Security (Claims and Payments) Regulations 1979, Regulation 25;
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Anyone injured at work is required to inform the employer and record the information, including details of how the accident happened.

Employers are required to keep a record of accidents at premises where more than 10 persons are employed. In addition, irrespective of number of employees, it is good practice to report and record all health, safety and environment accidents and incidents, the term 'accident or incident' includes all accidents, incidents, near misses, fires, dangerous occurrences, ill-health, occupational disease and physical assault whenever any of these events or conditions arises from company activities.

It is also good practice to regularly review the causes of accidents and seek to identify common issues with the aim to minimise this by management control.

Accident Reporting

The company shall ensure that all accidents and incidents, no matter how minor, are reported and recorded; this requirement includes all accidents and incidents involving visitors, contractors or members of the public.

Accidents must be recorded in the company's BI510 Accident book (Data Protection Act compliant) either by the injured person or, if this is not practical, someone else present at the time.

The accident book will be reviewed regularly by senior management to ascertain the nature of incidents which have occurred in the workplace in addition to any accident investigation. Where an incident results in any injury to a third party, [named person / role] must be informed immediately as it may be necessary to report the incident by telephone to the Health and Safety Executive.

Road traffic accidents occurring whilst at work should be reported using this process only if personal injury is involved.

Near Misses

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

Local Authority Reporting

Under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), employers, the self-employed and those that are in control of premises are required to report certain accidents, ill health and incidents to the Health and Safety Executive (HSE).

Death or Major Injury

If an accident occurs at work and an employee or self-employed person working on the premise is killed or suffers major injury and/or a member of the public is killed or taken to hospital, the company shall notify the enforcing authority without delay online www.hse.gov.uk/riddor/report to communicate details of the company and the injured person(s) and the circumstances of the accident.

Over Seven Day Lost Time Injury

If an accident occurs at work (including physical violence) and an employee, or self-employed person working on the premises, suffers an injury and is away from work for more than 7 days (including weekends, rest days or holidays), but not counting the day of the accident, then the company shall report on line and complete a Form F2508.

Dangerous Occurrence and Reportable Disease

Note: If an incident occurs and does not result in injury, but is defined as a Dangerous Occurrence, then the company shall report the incident immediately on line and complete a Form F2508.

If a doctor notifies the company that an employee suffers from a work related disease then the company shall report on line and complete a Form F2508A.

Occupational Ill health

The company shall, if appropriate, report on line by submission of Form F2508A.

The Incident Contact Centre can be contacted via:

Internet: www.riddor.gov.uk

Telephone: 0845 300 9923 (Monday to Friday 08.30 Hrs to 17.00 Hrs.)

Reporting out of hours

The HSE and local authority enforcement officers are not an emergency service. The types of circumstances where the HSE may need to respond out of hours are;

Following a work-related death, or where there is a strong likelihood of death following an incident at or connected with work.

Following a serious accident at a workplace to gather details of physical evidence that would be lost if you waited until normal working hours

Following a major incident at a workplace where the severity of the incident or the degree of public concern requires an immediate public statement from either the HSE or Government Ministers.

If it is felt that your incident fits these descriptions, or you are not sure, then ring the duty officer on 0151 922 9235.

The duty officer will take your message and ask for a phone number to allow contact to be made. They will pass on your details to an appropriate HSE officer who may wish to contact you.

ASBESTOS POLICY

Introduction

Asbestos is a naturally occurring mineral, found in many areas of the world. Typically, asbestos was used as fire separation in buildings, an insulator on steam pipework or to add strength to other materials, such as cement sheet. Most usage of asbestos was limited to four types:

Chrysotile - a fine, silky, flexible white to grey/green fibre.

Amosite - a straight, brittle, light grey to pale brown fibre.

Crocidolite - a straight, flexible blue fibre.

Anthophyllite - a brittle, white to brown fibre.

The generic term used to describe asbestos products or materials is 'asbestos containing material' (ACM).

It is often difficult to determine the presence of asbestos as many other fibrous materials, including man-made alternatives, closely resemble asbestos on visual inspection. The only certain method of identifying whether a material contains asbestos is to have it analysed using specialist techniques.

The inhalation of asbestos fibres is known to cause a range of serious ill health effects, which may not occur until a long time after exposure. The Health and Safety Executive suggest that asbestos-related diseases currently kill more people than any other single work-related cause.

The importation, supply, use and re-use of ACM is now banned. Existing ACMs in a location that are in good order and well maintained do not pose a health risk, unless someone cuts drills, abrades or removes the materials, releasing fibres into the atmosphere.

The Control of Asbestos Regulations 2012 defines the approach to asbestos in the workplace. They state that it is essential to identify, assess and control asbestos and that this responsibility falls to those who are in control of non-domestic premises. In the vast majority of cases, only licensed contractors are allowed to work on ACM.

The company shall use this document to guide the identification, control and reduction of risks associated with the control of asbestos at work, in premises occupied and controlled by the company or controlled by others where company employees may undertake work on their premises.

Control of Asbestos

The company shall ensure that ACMs are identified in locations under company control, assess the risk from the material, decide what action, if any, is to be taken to control the risk and provide information to those who may need it.

Site Visits

Where employees visit other sites to undertake work that may disturb the fabric of the building, there is a need to undertake a risk assessment before starting work. Part of that assessment is to liaise with the building occupier to establish the presence of ACMs.

Identification of ACMs

The company shall identify all premises under their control.

They shall use available information to identify ACMs in the premises under their control, its amount and what condition it is in. Appropriate sources of information may include:

- The landlord.
- Site and/or architects plans.
- Records of previous asbestos surveys.

- Assessment of the age of the building (use of asbestos in construction was prohibited after 1999)
- Commission of new asbestos surveys, conducted by a competent person(s).

Presumption of Asbestos

Where it is not obvious or possible to confirm its presence, the company shall presume that a material is an ACM.

Records

Having undertaken the initial assessment, the company shall make and keep up-to-date, accurate records of where ACMs are located in the premises and a visual check of the area should take place from a safe distance without touching the material to ascertain if any obvious damage or degradation has occurred since the inspection, an approved asbestos contractor should be contacted where you suspect this may be the case who can undertake testing and air monitoring as required.

Assessment

The company shall assess the potential risk arising from the position and state in which the material has been discovered.

The company shall ensure that only persons who are competent will undertake the assessment. This may include employees or external expertise.

Prepare a Plan

Based on the assessment, The company shall prepare a plan which determines how the ACM will be treated and controlled and, in particular, how the information will be given to those who need it and if any labelling is required.

The plan shall be used to ensure that work on ACM's is only undertaken by competent persons; usually this will require use of a licensed contractor(s). Some very minor work on ACMs may be undertaken by unlicensed persons but this should be agreed by a competent person before proceeding.

Provision of Information

The company shall ensure that records on asbestos are brought to the attention of anyone who may need the information to ensure their health and safety, e.g. contractors or the emergency services.

Work at Other Premises

The company shall undertake risk assessments before commencing work on the fabric of a building under the control of a third party. The assessment process will include agreement to co-operation between parties and provision of information on ACMs that may be present at the location.

Risk Assessment

The company shall assess the potential risk arising from the position and state in which the material has been discovered, and then seek advice from an approved asbestos management contractor.

Review

The company shall ensure that activities are adequately supervised and that active monitoring techniques are applied to ensure that the workplace precautions and risk control measures are being applied.

This policy will be reviewed annually, when circumstances indicate a change is needed, when legislation is introduced that necessitates change or new equipment is purchased.

COMPANY MOTOR VEHICLES POLICY

Introduction

Company motor vehicles are included and by the Provision and Use of Work Equipment Regulations 1998, though other legislation will apply.

The company recognise that requiring employees to drive company vehicles as part of their work activities exposes them to specific hazards and risks. Lack of vehicle maintenance or driver skills may increase the risk of injury and damage to vehicles.

There is a duty on employers and the self-employed to ensure that any work equipment used for work purposes, including that owned by an employee, is suitable, maintained, inspected as necessary, accompanied by adequate information and instructions, and used by competent and trained people.

Where a member of staff is required to drive a company vehicle, the driving licence of the individual and any other authorised driver must be made available for examination. Any subsequent road traffic offences including fixed penalty fines and endorsements must be reported to the company as soon as possible.

Identify and Specify Suitable Motor Vehicles

All company motor vehicles (i.e. cars, vans, minibuses and 4x4 vehicles) used at work shall be suitable and sufficient for its intended use. Before specifying company motor vehicles the company shall consider:

- Where and how the vehicle shall be used;
- The purpose for which it is intended to be used;
- Who will use it;
- An assessment of risks that might result when used;
- How these risks may be controlled.

The company shall check that all company motor vehicles:

- Have been subject to VCA vehicle type approval;
- Is accompanied by instructions on how the motor vehicle should be used.

Maintenance and Inspection of Company Vehicles

The company shall ensure that all company motor vehicles are serviced and maintained in good condition at intervals in accordance with the manufacturer's recommendations. Maintenance shall be undertaken by a competent person in accordance with manufactures instructions.

All drivers/users should carry out regular checks e.g. on tyres, windscreen, lights, brake fluid, screen wash, oil and coolant levels and other safety related equipment. Where necessary, e.g. MOT testing, the company shall arrange for company motor vehicles to be formally inspected by a competent person. All inspections shall be recorded:

- At suitable intervals;
- When exceptional circumstances occur.

Information, Instruction and Training

The company shall ensure that all persons using or maintaining company motor vehicles have sufficient information, instruction and training to operate or maintain the motor vehicles safely. All drivers/users shall be provided with information regarding company accident procedures including gathering information where possible for insurance purposes.

Where appropriate the company will arrange suitable additional or refresher driver training to minimise the risk from the development, over time, of bad driving habits, styles and techniques.

Young persons shall only use company motor vehicles if they have had training, instruction and supervision and are deemed to be sufficiently mature and competent.

Evidence shows that certain “Defensive Driving Courses” have been proven to be effective in raising driver awareness of hazards and precautions, reducing accidents and associated costs.

Record Keeping

The company shall keep all information on company motor vehicles provided by the manufacturer and/or supplier and all records of maintenance for the life of the equipment and shall keep all motor vehicle inspection reports at least until completion of the next inspection report.

Company authorised drivers should complete a Pre Journey Checklist prior to using vehicles for company purposes and maintain a record of these pre journey checks.

The company has a legal requirement to verify driver competence and their holding of a licence valid for the vehicle they will be driving. The company shall maintain a record of authorised drivers licences, the type of vehicle they are competent to drive or operate, any endorsements and any refresher training completed.

Review

The company shall ensure that activities are adequately supervised and that active monitoring techniques are applied to ensure that the workplace precautions and risk control measures are being applied.

This policy will be reviewed annually, when circumstances indicate a change is needed, when legislation is introduced that necessitates change or new equipment is purchased.

COMPETENCE AND CAPABILITY POLICY

Introduction

In the context of health and safety, competence is defined as an amalgam of sufficient knowledge, experience and training to ensure that an individual is able to exercise their responsibilities adequately. An essential element of competence will know when to stop and call upon other resources and expertise.

The general legal requirement is contained in The Management of Health and Safety at Work Regulations, more specific health and safety regulations (e.g. the Construction Design and Management Regulations, the Equality Act 2010) and various guidance documents. Directors, Senior Managers, employees, contractors, suppliers and partners must be competent in undertaking their duties and in the provision of services.

Employees must be assessed for their capability to undertake their job function and reasonable adjustments must be made relating to their assessed ability. Establishing an individual's capability is an important part of the process to satisfy the requirement to make reasonable adjustments for those who may need assistance to reach a desired standard.

Training

People should be competent for the work they undertake. Training, along with knowledge, experience and skill helps develop such competence. The company should decide if training is necessary and consider whether hazards or risks can be designed out or removed.

To enable all employees to make the maximum contribution, arrangements shall be put in place to:

- Recruit and select candidates that have the necessary mental and physical abilities to do the job or to acquire them through training and experience;
- Ensure a systematic way of identifying health and safety training needs arising from recruitment or change of role, equipment and processes;
- Ensure that skills and training are refreshed periodically;
- Provide adequate information, training, supervision, coaching and mentoring and keep records of this;
- Adopt general health promotion schemes and health surveillance that contribute to health and wellbeing.

Capabilities

Job specifications shall identify particular abilities, which become part of the selection criteria. A confidential health assessment will determine if the candidate requires any reasonable adjustments to the job. This must only be completed post offer of employment.

During employment, employees must bring to the attention of the company any health issues, either long or short term, that may affect their ability to continue with the job and the company shall make reasonable adjustments to accommodate these issues.

Supervision, Monitoring and Review

The company shall ensure that activities are adequately supervised and that active monitoring techniques are applied to ensure that training is being adopted correctly. This may require the direct line supervisor or manager to undergo training in order to be able to ensure the employee is applying a safe system of work and performing their duties in a safe manner.

This policy will be reviewed annually, when circumstances indicate a change is needed, when legislation is introduced that necessitates change or new equipment is purchased.

DISPLAY SCREEN EQUIPMENT POLICY

Introduction

There are risks associated with working with Display Screen Equipment (DSE), primarily risk of development of:

- Upper limb disorders, including pains in the neck, arms, elbows, wrists, hand and fingers (often referred to as repetitive strain injury or 'RSI');
- Backache;
- Fatigue and stress;
- Temporary eyestrain (but not eye damage) and headaches.

The Health and Safety (Display Screen Equipment) Regulations 1992, as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002, require assessment and arrangement of workstations, tasks and the working environment in order to manage DSE risks.

Significant human and financial costs result from failures to adequately manage DSE work. Such failures may also result in action by enforcing authorities, in the form of prosecutions, or of mandatory orders governing work practices or equipment.

Identification of Users

The company shall identify all users of DSE in accordance with current legislation

Training and Information for Users and Assessors

The company shall provide its employees with suitable and sufficient information and training, to include:

- The risks of poor posture and incorrect DSE use;
- The principles of good posture and how to achieve it;
- How to adjust their furniture and monitor;
- How to organise the workplace;
- How to avoid reflections and glare on the screen;
- The importance of cleaning the screen and mouse;
- Organising their tasks so that breaks can be taken from DSE activity;
- The importance of reporting any discomfort;
- The importance of their DSE assessment.

There will be re-training at appropriate intervals, when there is a move of workstation for the user or when required by any future DSE assessment. DSE Assessors will receive all of the above training, but in greater depth, and in addition be given instruction on:

- How to conduct a DSE assessment;
- How to use a checklist;
- How to identify more complex problems;
- Understanding when they need to ask for expert help;
- How to arrive at conclusions and design effective solutions;
- How to communicate their findings to DSE users.

Assessment of Workstations

The company shall assess the workstations of all DSE users and record the findings. Where intervention or improvement is made, this will also be recorded. Assessments shall be made in a consistent manner.

Compliance with Equipment Requirements

The company shall only purchase furniture and equipment that comply with current guidance (e.g. BS EN ISO 9241). Software will be chosen for its ease of use and allow the user to control the pace of work.

Consideration will be made of the use of on-screen colours and contrast when selecting software.

Consideration will be made of the provision of peripheral accessories such as documents holders, footrests, etc.

Breaks and Changes in Activity

The company shall ensure that there are adequate breaks in DSE activity, in order to avoid the onset of fatigue. Employees will be encouraged to move and stretch during breaks.

Provision of Eye Tests and Spectacles

The company shall pay for eyesight test for users when they request one.

When users require spectacles specifically for DSE use and their own spectacles are not suitable, the company shall pay for standard lenses and frames. It is not Company policy to pay for fancy frames or lens coatings.

Information to Employees

The company shall communicate to employees what actions have been taken to manage DSE.

Monitor and Review

The company shall ensure that activities are adequately supervised and that active monitoring techniques are applied to ensure that the workplace precautions and risk control measures are being applied.

This policy will be reviewed annually, when circumstances indicate a change is needed, when legislation is introduced that necessitates change or new equipment is purchased.

ELECTRICAL SAFETY POLICY

Introduction

Both AC and DC electricity can cause harm under certain circumstances. Often the consequences of electrical accidents are severe. A range of possible injuries include:

Electric shock
Electrical burns
Loss of muscle control
Thermal burn

Competent design of electrical systems and careful installation and maintenance are essential in managing electrical risk. The Electricity at Work Regulations 1989 controls the use of electricity in the workplace.

Significant human and financial costs result from failures to adequately manage electricity. Such failures may also result in action by enforcing authorities, in the form of prosecutions, or of mandatory orders governing work practices or equipment.

Identify Electrical Equipment

The company shall identify systems and equipment that are electrical in nature.

Training and Information for Persons Involved in Electrical Work

The company shall provide its employees with suitable and sufficient information and training, to include:

- The risks associated with electricity
- Common faults associated with electrical accidents
- The importance of insulation, earthing and fuse rating
- The importance of only working on systems, which are electrically dead
- Isolation and permit to work systems
- The prevention of electrical accidents

There will be re-training at appropriate intervals.

Assessment of Electrical Work

The company shall identify and assess risks of any work where employees may come into contact with electricity.

Design and Installation of Electrical Systems

Electrical systems should be properly designed and only installed by competent persons.

Electrical Testing and Examination

The company shall ensure that its fixed installations are subject to Electrical Installation Condition Inspection by a competent person and that an Electrical Installation Condition Report (EICR) is produced and available for inspection.

Portable appliances shall be tested (PAT) at a frequency appropriate for their type of use.

Electrical Maintenance

The company shall properly maintain electrical systems and equipment using persons competent to do so. Where appropriate, permit to work systems will be used to ensure the safety of those undertaking maintenance activities.

Information to Employees

The company shall communicate to employees the actions taken to manage electricity.

Monitor and Review

The company shall ensure that activities are adequately supervised and that active monitoring techniques are applied to ensure that the workplace precautions and risk control measures are being applied.

This policy will be reviewed annually, when circumstances indicate a change is needed, when legislation is introduced that necessitates change or new equipment is purchased.

EMPLOYEE CONSULTATION POLICY

Introduction

Management and Assessment of Requirement for Employee Consultation

When Consultation Should Take Place

The company shall consult on:

The introduction of any measure or change that may substantially affect employee's health and safety

- The arrangements for the appointment of competent persons to assist in following health and safety law
- Any information resulting from risk assessments or their resultant control measures that could affect health safety or welfare of employees
- The planning and organisation of any health and safety training required by law
- The health and safety consequences for employees of the introduction of new technologies into the workplace

General Requirements

The company shall:

- Consult with employees and their representatives in good time
- Consider the views of employees in decision-making processes that may affect employee's health and safety

Recognising A Trade Union

If the company does not recognise a union or all employees are not covered by a Trade Union Agreement,

The company shall ensure that:

- Representatives of Employee Safety (ROES) are appointed or consultation is undertaken directly with those employees who are affected
- Selection of ROES is via election by employees
- The ROES are provided with the same rights to health and safety training, time off and facilities as Safety Representatives (see above)
- Consultation takes place as appropriate

The company shall provide ROES with:

- Relevant health and safety training
- Health and safety policies
- The details concerning the competent resource engaged as a requirement under the Management of Health and Safety at Work Regulations
- The risks that arise out the activities of the organization
- Information regarding the consequences of implementing any new technology that may be brought into the organization
- Accident information required under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR)

Inform Employees

The company shall ensure that arrangements to provide suitable means of communication are in place and are used to provide information to all employees.

Monitor and Review

The company shall ensure that activities are adequately supervised and that active monitoring techniques are applied to ensure that the workplace precautions and risk control measures are being applied.

This policy will be reviewed annually, when circumstances indicate a change is needed, when legislation is introduced that necessitates change or new equipment is purchased.

FIRE EXTINGUISHER POLICY

Introduction

Prevention is the primary requirement of fire risk control, but the local provision of fire fighting facilities is also vital in protecting people and property as the time delay in starting to deal with a small outbreak is critical in preventing it from developing into a major fire.

Portable Fire Extinguishers

All Company premises shall be provided with the appropriate types and numbers of portable fire extinguishers to deal with the fire risk. Fire extinguishers shall be provided in sufficient quantities and distributed so that nobody has to travel more than 30m in any direction to reach one.

Portable fire extinguishers shall be located in conspicuous positions on brackets or stands, so that people following an escape route can readily see them.

Where practicable, they shall be located in the same position on each floor, together with other fire safety features such as break glass call points, to create 'fire points'.

Fire extinguishers shall not be located in:

- Rooms or corridors away from exits, unless they are necessary to cover a particular hazard.
- Concealed positions behind doors.
- Cupboards or deep recesses.
- Positions where they may cause an obstruction to exit routes.
- Positions where they may be damaged by the movement of furniture or equipment.

Fire extinguishers are normally coloured red, but the extinguishing medium may be indicated by a colour-coded label. Some older extinguishers may be fully colour coded.

Fixing of Portable Fire Extinguishers

Portable fire extinguishers shall be fixed to the wall using the manufacturer's brackets. Where walls are not substantial enough to retain fixing brackets, such as plasterboard walls, the extinguishers shall be sited on stands. Heavier extinguishers shall be fixed to the wall with their handles about 1m from the floor.

Smaller extinguishers and fire blankets shall be fixed so that the handle of the extinguisher and the base of the fire blanket are approx. 1.5m above the floor.

Use of Portable Fire Extinguishers

The first priority when a fire is discovered is to raise the alarm so that evacuation of the building is initiated. People in the vicinity of the outbreak should only attempt to extinguish the fire after this has been done and then only if they are confident that this can be accomplished without risk to their personal safety and they have been trained in the use of portable fire extinguishers.

If this is the case, the following rules must be observed when tackling a fire:

- Never use a portable extinguisher unless you are certain that it is the correct type to deal with the fire.
- Only tackle a fire if there is a clear escape route behind you.
- Never use more than one extinguisher. If the fire is not extinguished when the first extinguisher is exhausted, leave the building immediately and do not go in search of a replacement.
- Direct the extinguishing medium at the base of the fire until the extinguisher is empty.

Choice of Fire Extinguisher

Portable fire extinguishers are manufactured to deal with four main types of fire risk, as detailed in Table 1 and the company shall select the correct fire extinguisher type(s).

Class of Material Involved	Safe Extinguishing Media
Class A: Fires involving wood, paper, fabrics or other similar combustible material requiring cooling	Water Foam / AFFF Carbon dioxide Dry powder
Class B: Fires involving flammable liquids or liquefiable solids (petrol, oils, greases and fats)	Foam / AFFF Carbon dioxide Dry powder
Class C: Fires involving gases or liquefied gases (Butane, Propane etc.)	Carbon dioxide Dry powder Warning: Untrained people should not tackle fires involving gases contained in cylinders
Class D: Metals	Warning: Metal fires are difficult to extinguish using portable extinguishers and should not be tackled by untrained people
Class E: Fires involving electrical apparatus (Not an official class).	Carbon dioxide Dry powder Fires involving electrical apparatus (not an official class). Isolate electrical supply before use
Class F Fire involving Cooking Oils or Fats	Wet Chemical, Dry Chemical or Foam based These special materials react with the hot burning oil to create a thick soapy heat resistant crust on top of the cooking oil surface

Electrical fires do not constitute a separate class. A fire involving electrical equipment falls into one of the four types of fire risk once the power supply has been disconnected. If it is not possible to disconnect the power supply, or there is doubt that the power supply has been disconnected, extinguishers with a non-conducting medium, such as carbon dioxide or dry powder, must be used.

NEVER TACKLE A FIRE UNLESS YOU ARE SURE THAT YOU ARE USING THE CORRECT TYPE OF EXTINGUISHER

Inspection

The positioning of fire extinguishers shall be included in any building health and safety inspection.

Fire extinguishers shall be inspected and maintained by a competent person on an annual basis. Individual extinguishers shall be marked with the latest inspection date.

Record Keeping

The company shall keep records of all fire extinguisher maintenance and keep a register of employee training and appointment of an employee as competent to inspect and/or test fire extinguishers.

This policy will be reviewed annually, when circumstances indicate a change is needed, when legislation is introduced that necessitates change or new equipment is purchased.

FIRE RISK ASSESSMENT POLICY

Introduction

The correct approach to fire safety is to undertake a systematic and competent fire risk assessment of facilities and workplaces. The purpose of the fire risk assessment is to identify fire hazards and put in place workplace precautions that will protect human life and Company assets. The requirement to implement fire risk assessments is specified within the Regulatory Reform (Fire Safety) Order 2005.

Identifying Potential Fire Hazards

A hazard is something which has the potential for causing harm; in this case, fire. The company shall identify sources of:

- Ignition, e.g. flames, sparks or hot surfaces
- Fuel, e.g. waste cardboard chemicals or textiles
- Oxygen, e.g. oxidising chemicals

Who Might be Harmed and Where

If there is a fire, the main priority is to ensure that everyone can move away from danger and reach a place of safety. Putting the fire out is secondary to ensuring the safety of life.

The company shall identify who may be at risk if there is a fire, how they are to be warned, where they are and how they can escape safely. The potential for a fire to spread should be considered, as fire, heat and smoke can spread rapidly through the workplace, putting lives at risk some distance from the original incident. Note: The special requirements of disabled employees, visitors and contractors shall be considered.

Evaluate the Risks

The company shall evaluate whether existing arrangements are adequate and identify where increased controls are required. Decisions shall consider:

- The chance of a fire occurring and whether the sources of ignition can be reduced, the presence and availability of a potential fuel can be minimised, or sources of oxygen can be controlled.
- The existing fire precautions and an identification of whether they are sufficient to control remaining fire risks and whether they ensure that everyone is warned in case of fire.
- The facilities available for use by employees and others in the event of a fire, including “means of escape” and fire extinguishers and whether these are safe to use.

Workplace precautions shall aim to treat the cause of fire and mitigate the risk in the event that a fire does occur.

Record the Findings

Where there are more than five employees at a site, the significant findings of the fire risk assessment must be recorded. Details of any people identified as being at particular risk must also be recorded. For larger buildings, inclusion of a plan of the building may be useful.

Review

Changes that occur within workplaces such as; furniture layouts, increase or decrease in the number of people that occupy the building may have an effect on the fire hazards within buildings and associated fire precautions may need to be adjusted. Any of these changes can create new fire hazards and may increase the resultant risks. Any significant changes will require the fire risk assessment to be re-visited in light of the new risks.

In addition, the company shall review fire risk assessments if a fire or near miss occurs and updated if a building works project is to be undertaken.

Training and Competence

The company shall provide appropriate managers and employees with suitable and sufficient training, and re-training at appropriate intervals, to ensure they are able to undertake competent fire risk assessments. Advice from specialist competent external support may be required.

Monitor and Review

The company shall ensure that activities are adequately supervised and that active monitoring techniques are applied to ensure that the workplace precautions and risk control measures are being applied.

This policy will be reviewed annually, when circumstances indicate a change is needed, when legislation is introduced that necessitates change or new equipment is purchased.

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FIRE SAFETY SIGNS POLICY






Introduction

Preventing the outbreak of fire is the primary objective in controlling fire risks but, if this is not achieved, it is vital to enable people to escape safely and/or to find the nearest fire safety equipment and features. The display of appropriate safety signs and notices is clearly an important element in providing this protection for people and property. This document details:

- General principles for fire safety signs and notices
- The result of inspection suitable signs and notices shall be specified designed and installed.
- All staff shall be told of emergency evacuation and assembly arrangements
- Monitor the performance
- Audit
- Management review

General Principles for Safety Signs and Notices

Safety signs generally fall into the five categories detailed in the following table:

Colour	Meaning or Purpose	Examples
	Prohibition round shape; black pictogram on white background, red edging and diagonal line	No Smoking Do Not Touch No Naked Flames No Access to Unauthorised Persons
	Hazard triangular shape; black pictogram on a yellow background with black edging	Toxic Material Corrosive Material Caution Danger: Electricity Industrial Vehicles Present
	Mandatory round shape; white pictogram on a blue background	Eye Protection Must Be Worn Ear Protection Must Be Worn Safety Boots Must Be Worn
	Safe condition rectangular or square shape; white pictogram on a green background	Emergency Escape Exit First Aid Point
	Fire equipment rectangular or square shape; white pictogram on a red background	Manual alarm points Fire extinguishers

Fire safety signs generally fall into the last three groups:

- Mandatory
- Escape route
- Fire equipment

The international emergency exit sign is the running man. All fire exits leading from an escape route to the open air shall be indicated with the international emergency exit sign, with supplementary information indicating 'Fire Exit':

It is unlikely that a fire risk assessment that determines that no escape signs are required will be acceptable.

For a sign to comply with the health and safety (Safety Signs and Signals) Regulations 1996 it must be in picture gram form.

Emergency Exit Signs

Where direct sight of an exit or emergency exit is not possible and there could be doubt about the direction of the appropriate exit, a directional sign or series of signs shall be provided.

These signs shall be placed so that a person moving towards each sign is progressed towards an exit or emergency exit:

Fig 1. A typical fire exit sign:



Notices

Notices must be used where necessary to;

- Provide instructions on how to use any firefighting equipment
- Inform of the action to be taken in the event of a fire
- Help the fire and rescue services (location of electrical cut off isolation switches and sprinkler valves)

Fig. 2 A simple fire action notice example:



As well as positioning notices on escape routes, they should also be placed where staff frequently assemble in the premises e.g. canteen or locker room.

All fire doors shall be marked 'Fire door keep shut', with the sign readily visible from both sides of the door and, in the case of double doors, on both sides of each leaf.

All fire exit doors leading to open air shall be marked on the outside face 'Fire escape Keep clear', in a position where the sign will be clearly visible.

Fire resisting doors to cupboards, stores and service ducts that are not self-closing because they are routinely kept locked should be labelled 'fire door – keep locked' on the outside.

Mandatory signs require specific action to be taken, such as:

Fig 3. Fire Door Keep Shut



Fig 4. Fire Escape Keep Clear



Fig 5. Fire Door Keep Locked



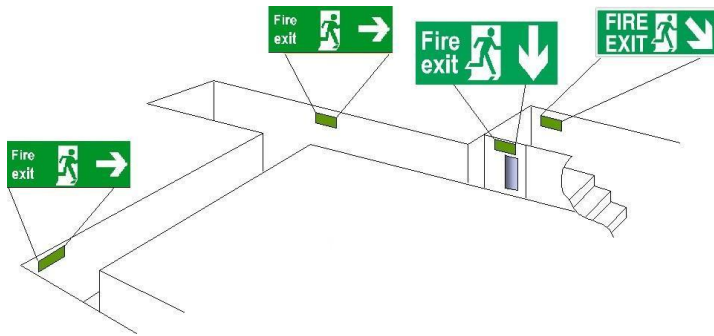
In all company premises, fire action notices shall be displayed at every manual fire alarm call point. Notices covering the differing uses of buildings are manufactured in durable PVC with provision for specific site information to be added. Signs indicating fire doors shall be 100mm x 100mm.

Siting of Emergency Exit Signs

Emergency exit signs shall be sited where they can always be seen easily. Signs shall be visible in the dark, to cater for lighting failures (either through provision of emergency lighting or by use of photo-luminescent signs).

All fire exits leading from an escape route to the open air shall be indicated with the standard emergency directional sign with supplementary information indicating 'Fire Exit':

Fig 6. Siting of signage



Fire Exit Signs

Many people with poor vision may retain some sight and able to recognise changing or contrasting colour.

All signs indicating an exit or the route to an exit shall be made from durable rigid aluminium or semi rigid PVC, and shall be fixed at a height of between 1.7 metres and two metres measured from the finished floor surface to the base of the sign. Signs above a door should be mounted at a height between 2.0m and 2.5m above the floor.

Signs should be sited at the same height throughout the escape route so far as is reasonably practicable. Adhesive signs are not to be used, except as a temporary sign, such as during alterations to premises.

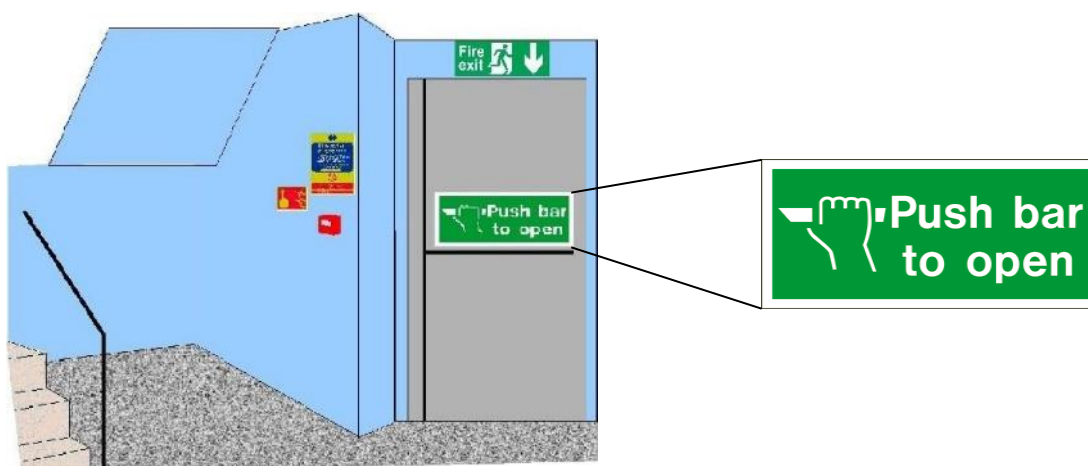
The sign should be clear, provide unambiguous information to assist people to leave the premises safely.

All fire doors to riser cupboards on means of escape corridors or stairways shall be fitted with a sign 'Fire door keep locked shut' where the sign will be readily visible for anyone gaining access to it.

Panic Bar Signs

Doors fitted with panic bars shall be fitted with a sign, "Push bar to open", on each leaf of the door immediately above the push bar:

Fig 7. Push bar to open signs and siting



Refuge and Emergency Evacuation of Persons with Mobility Impairment

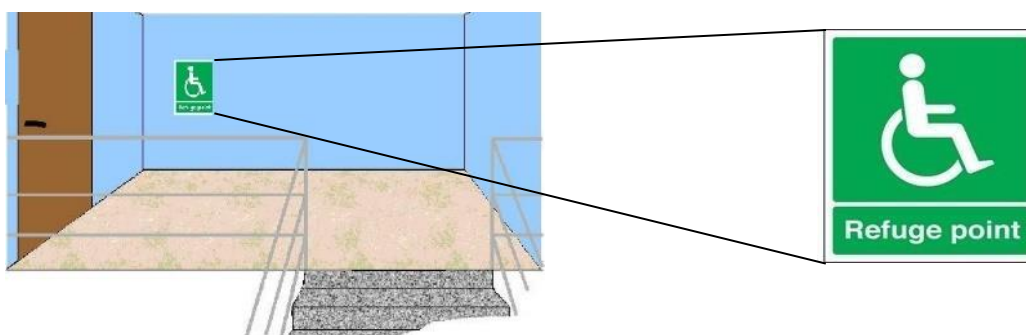
Means of escape must be suitable for the evacuation of everyone likely to be in the premises.

Additional planning, training and allocation of roles maybe required. Provisions for the evacuation of disabled persons may include;

- Stairways
- Evacuation lifts
- Firefighting lifts
- Horizontal evacuations
- Refuges and ramps

In multi-storey buildings, where designated disabled refuges have been provided in the stairwell enclosure, these shall be marked accordingly:

Fig 8. Refuge point signs - See also *Mobility Impairment*



Fire Equipment Signs

All equipment provided for fighting fire shall be suitably indicated by location and type. All manual fire alarm call points shall be suitably indicated.

Sign Sizes

Signs shall be readily visible to people escaping. The size of signs to be installed shall be determined by their position on the escape route.

Emergency exit signs shall be 300mm x 150mm, or 400mm x 150mm, if they have a directional arrow. These dimensions will cater for most applications where the viewing distance is up to 20 metres:

Fig 9. Manual call points and extinguisher signs

Signs indicating manual fire alarm call points, firefighting equipment, etc. Signs indicating the type of fire extinguishers shall be 200mm x 80mm: shall be 150mm x 150mm:



Assembly Points

The location of fire assembly points should be clearly communicated to all personnel and the location site clearly marked with adequate signage.

Assembly points 600mm x 450mm:

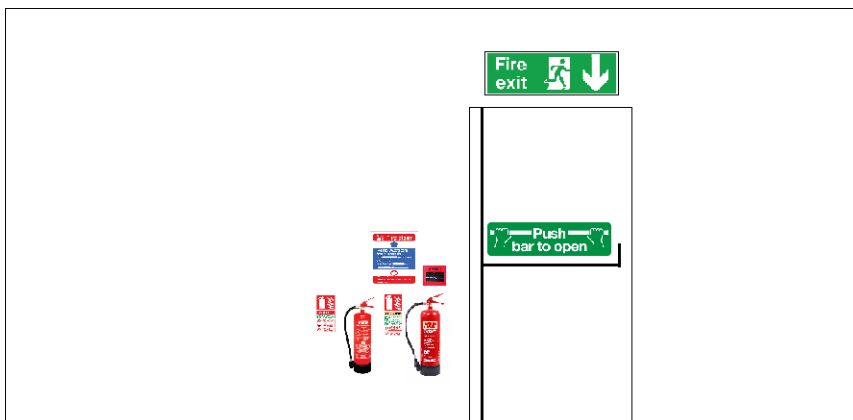
Fig 10. Assembly point signs



Fire Point Signs

A "Fire point" sign shall be employed where all the fire safety features, such as manual fire alarm call points, fire extinguishers and/or fire hose reels, are located together. Fire points shall be situated adjacent to fire exits, if possible:

Fig 11. Fire point signs



Inform all staff of the Emergency, Evacuation and Assembly

The company shall ensure that all staff are suitably informed and trained in the actions required in the event of an evacuation being required.

Monitoring and Review

All fire and emergency signs should be reviewed, as part of a fire risk assessment and any recommendations applied. Signage should be reviewed and/or replaced following changes legislation, damage or lost signs or following any changes to the workplace environment.

FIRST AID POLICY

Introduction

Accidents and ill health occur from time to time at work and it is important that the emergency arrangements include immediate attention and, if appropriate, a call for medical support or an ambulance.

Under the Management of Health and Safety at Work Regulations 1999 and the Health and Safety (First Aid) Regulations 1981, employers are required to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work.

First Aid Risk Assessment

The company shall assess the risk of all activities and make appropriate first aid provision based on this assessment. The risk assessment will consider:

- Hazardous substances in use
- Tools and equipment in use
- Manual handling activities
- Risk of electric shock
- Potential emergency situations
- Levels of risk in different locations and activities
- The company's accident and ill-health record
- Number of persons affected
- Type of persons at risk, including employees with disabilities or special health problems
- Working hours
- Access to emergency services
- Travel and lone working
- Working at other sites
- Visitors and members of the public

The company shall appoint and train First Aiders, responsible for administering first aid to employees, and Appointed Persons, responsible for managing first aid arrangements based on the activities, number of employees, company location and actions as identified in the first aid risk assessment.

The company shall maintain a list of these First Aiders and Appointed Persons and shall communicate this list to employees.

First Aiders and Appointed Persons, or any other employee, may call for additional medical support and/or for an ambulance, if required.

First Aiders

All designated First Aiders will complete the First Aid at Work (FAW) training and hold a current FAW certificate. Initially this is usually a three day training course which is refreshed usually every three years.

Appointed Persons

Appointed persons will not be called upon to administer First Aid if they have not received the relevant training however, the appointed person will be able to replace a First Aider when the First Aider is absent in temporary or unforeseen circumstances however, not if the First Aiders is on annual leave.

An appointed person is someone appointed to:

- Take charge when someone is injured or falls ill (this includes calling the emergency services if required)
- Look after the first aid equipment including keeping the First Aid box replenished and ensuring provisions such as bandages are up to date

- Keep records of treatment given, ensuring that the accident book is completed and records are maintained.

Employees shall be informed of the first aid arrangements. Notices informing employees who the appointed persons and First Aider are, how they can be contacted and the location of the first aid box shall be displayed.

First Aid Boxes

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate first-aid equipment, facilities and people so that employees can be given immediate help if they are injured or taken ill whilst at work. What is 'adequate and appropriate' will depend on the circumstances in the workplace. The minimum first-aid provision provided by the company will be:

- To provide a suitably stocked first-aid box at appropriate locations
- Appoint a person to take charge of the first-aid arrangements
- Provide Information for employees about first-aid arrangements

Tablets and medicines will not be stored in the first-aid box.

The company shall maintain a list of first aid box locations and shall communicate this list to employees.

Employees Who Travel Away from Site

The company will provide employees who travel away from site with emergency first aid training and a personal first aid kit. If some employees travel extensively or work on their own then providing personal first aid kits and issuing them with mobile telephones should be considered.

Employees are also responsible for ensuring that they are aware of where the First Aid box is located and who the First Aiders for their team/department/site are.

First Aid Records

Each First Aider and Appointed Person will record details of any first aid treatment given and will advise the injured person to formally report any accident. See also accident reporting and recording policy.

First Aid Provision Risk Assessment and Review

A risk assessment will be conducted and reviewed on regular basis that will assess the first-aid needs taking into consideration:

- The total number of employees
- Whether there are visitors or contractors to the site
- Location of the site i.e. remote
- Employees who travel or drive for work
- Hazardous materials, substances or chemicals if used
- Any specific activities being performed such as lifting or handling
- Any vulnerable groups such as lone workers or new and expectant mothers
- Special arrangements for those employees with reading or language difficulties.
- What is the work pattern, do you operate shifts or night work
- Other occupants or a multi-site location
- Current first aid provision and future requirements
- Changes in the company occur or when new tasks are initiated

The company shall ensure that activities are adequately supervised and that active monitoring techniques are applied to ensure that the workplace precautions and risk control measures are being applied.

This policy will be reviewed annually, when circumstances indicate a change is needed, when legislation is introduced that necessitates change or new equipment is purchased.

HAZARDOUS SUBSTANCES (COSHH) POLICY

Introduction

Using chemicals or other hazardous substances, whether they are in solid, liquid or gas form, can pose a risk to people's health. Significant human and financial costs result from failures to control hazardous substances adequately. Such failures may also result in action by enforcing authorities, in the form of prosecutions, or of mandatory orders governing work practices or equipment.

The Control of Substances Hazardous to Health Regulations (COSHH) 2002 describe a management approach to dealing with hazardous substances and make employers responsible for properly assessing the use of chemicals and substances and protecting all persons who may come into contact with them.

Assessment of Risks

The purpose of the COSHH assessment is to identify how to prevent, or adequately control, workers' exposure to hazardous substances. The company shall record information proportionate to the risk identified.

For substances commonly found in offices (e.g. correcting fluids, adhesives, photocopier toners), it will be sufficient for the company to make a generic assessment. A comprehensive assessment shall be made where work presents a greater risk to health. The company shall:

- Identify all chemicals and substances used
- Carry out activity-based COSHH risk assessments (carried out before work with hazardous substances takes place)
- Assess the risks to workers (and others likely to be affected by the work) from hazardous substances present or generated in the workplace taking into consideration new and expectant mothers, people with certain medical conditions or their relative inexperience
- Prevent, or adequately control, the exposure to hazardous substances of workers and others likely to be affected by the work
- Where necessary, arrange for monitoring of workplace exposures to hazardous substances
- Record the findings of the risk assessments when they are found to be significant
- Ensure that workers are provided with information, instruction and training, so that they understand the possible effects of exposure to hazardous substances and how to use the control measures provided

Assessments will include all substances that may be carcinogens, mutagens or asthmagens.

In conducting the risk assessments, information will be obtained from suppliers.

- Assessors will be trained and competent to carry out the risk assessment. Where competence is not available in-house, external specialists will be consulted.
- Employees will be consulted during the risk assessment process as they have knowledge of what actually happens in the workplace.

Significant Risks

Where significant risks are identified, the company shall decide what precautions are required to remove the risk or reduce it to an acceptable level.

Prevention and Control

The company shall prevent exposure to substances hazardous to health if it is reasonably practicable to do so by:

- Changing the process or activity so that the hazardous substance is not needed or generated
- Replacing it with a safer alternative, or
- Using a safer form, e.g. granules instead of powder

Some control measures may be specified with engineering controls or local exhaust ventilation (LEV) however, the assessment may identify the need for more. Where prevention is not reasonably practicable, exposure shall be adequately controlled by:

- Using appropriate work processes.
- Control of exposure at source, or
- Providing personal protective equipment (for respiratory, skin or eye protection), as a last resort.

Use and Maintenance of Control Measures

The company shall maintain any control measures to ensure that they operate properly and are used. Regular checks will be made to measure their efficiency and effectiveness.

The company shall, when required by the risk assessment, undertake air monitoring to measure the concentrations of hazardous substances or install automatic alarms to warn of dangerous concentration levels. Records of all monitoring will be kept. If personal monitoring is undertaken, employees will have access to their own records.

Health Surveillance

The company shall carry out health surveillance where the risk assessment requires it. Health records will be kept for 40 years.

Accidents, Incidents and Emergencies

The company shall prepare plans and procedures where the risk assessment identifies the potential for risks relating to the use of hazardous substance that are outside the normal day-to-day activities.

Where appropriate, the emergency services will be consulted and employees will practice drills at regular intervals.

Training and Information

Training in the findings from the assessment and the workplace precautions is essential. The company shall provide employees with suitable and sufficient information, including:

- The names of the substances they work with.
- The main findings of any risk assessment and the precautions they should take
- How to properly fit and use personal protective equipment.
- The results of any monitoring.
- Emergency procedures to be followed.

There will be re-training at appropriate intervals or when required by any future risk assessment.

Monitoring and Review

The company shall ensure that activities are adequately supervised and that active monitoring techniques are applied to ensure that the workplace precautions and risk control measures are being applied.

The assessment is intended to be a working document and it must be reviewed if there is evidence that it is no longer valid e.g. following a change in the substance, a change in work practices; where results of health surveillance have identified work-related ill health or where there is new information on the health effects of exposure to a substance.

The company shall review and revise the risk assessment on a regular basis and/or when changes in the company occur or new substances are purchased. Assessments will be reviewed when:

- There is reason to suspect the assessment is no longer valid.
- There has been a significant change in the work or changes to the chemicals or other hazardous substances used
- The results of any monitoring employees' exposures show it to be necessary.

- The date of the next planned review is reached.

LIFTING OPERATIONS AND LIFTING EQUIPMENT POLICY

Introduction

Use of lifting equipment, if not properly managed, can cause injury or fatalities to people at work or members of the public. Principles of good management are defined within the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and relate to the strength, stability and suitability of the lifting equipment and the competence of the people who use it.

Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting it. This covers a wide range of equipment including, cranes, forklift trucks, lifts, hoists, mobile elevating work platforms and vehicle inspection platform hoists. The definition also includes lifting accessories such as chains, slings, eyebolts etc., but not escalators.

Significant human and financial costs result from failures to adequately manage lifting operations. Such failures may also result in action by enforcing authorities, in the form of prosecutions, or of mandatory orders governing work practices or equipment.

Strength, Stability and Suitability

The company shall:

- Only use lifting equipment that has adequate strength to lift the required load
- Ensure that it is stable before lifting begins
- Ensure that it is suitable for the purpose

All lifting accessories, such as pallets or the lifting points upon them, will also be strong enough and suitable for the purpose.

Positioning and Installation

The company shall ensure equipment is positioned and installed properly and only operated by persons who are capable and competent to do so. Equipment will be positioned to prevent the load from falling or striking people.

Visible Markings

The company shall ensure all lifting equipment and accessories are marked with their safe working load.

Planning, Training and Supervision

The company shall ensure lifting operations are planned and supervised by people who are trained and competent to do so.

The company shall provide employees with suitable and sufficient information and training, including:

- The risks associated with lifting operations and lifting equipment
- Common faults associated with lifting accidents
- The importance of proper use of equipment
- The importance of safe working loads
- The prevention of lifting accidents
- What the company has done to prevent lifting accidents

There will be re-training at appropriate intervals.

Thorough Examination and Examination Schemes

The company shall ensure that all lifting equipment and accessories, where appropriate, are thoroughly examined before they are used for the first time. Lifting equipment will then be re-examined by a competent person with the following frequency:

- Lifting equipment for lifting people every six months
- Accessories every six-months

Other lifting equipment, either:

- Annually, or
- At an interval laid down in an examination scheme drawn up by a competent person

Where there is not the appropriate competence to conduct examinations in-house, external specialists will be used.

Record Keeping

- The company shall keep records of all thorough examinations and inspections for all lifting equipment. The company shall keep certificates of the initial test for the operational life of the lifting equipment.
- The company shall keep records of all equipment examinations while they are within date.
- The company may also keep records of examinations for some time after they have expired, as demonstration of a history of good management of lifting equipment.

Defective Equipment

If the competent person finds a defect with any lifting equipment during the thorough examination and/or inspection which in their opinion is, or could become, a danger to people, they shall inform the company immediately and confirm this in the report of thorough examination/inspection.

If the competent person discovers a defect that involves an existing or imminent risk of serious personal injury, then they shall inform the company immediately and send a copy of the report to the relevant enforcing authority (HSE or the local authority), even if the defects are remedied immediately.

The company shall take action to rectify any defect they are informed about. If the company are notified of a serious and significant defect, the company shall immediately take the lifting equipment out of service until the defect has been put right.

For defects that need to be rectified within a certain timescale, the company must repair or replace the defective equipment within the specified time, and not use it after that time unless the defect has been satisfactorily put right.

Risk Assessment, Monitoring and Review

The company shall assess the risk of all lifting operations and record any significant finding. By assessing risk the appropriate equipment and method will be identified.

The company shall ensure that activities are adequately supervised and that active monitoring techniques are applied to ensure that the workplace precautions and risk control measures are being applied.

This policy will be reviewed annually, when circumstances indicate a change is needed, when legislation is introduced that necessitates change or new equipment is purchased.

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LONE WORKING POLICY

Introduction

There is no specific reason why employees are not able to work alone; lone workers however should not be placed at more risk than other employees. The general duties of the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations still apply. Although it is illegal if the employer has not carried out a risk assessment and put measures in place to ensure the health, safety and welfare of the particular individual.

Definition

Lone workers are those who work by themselves without close or direct supervision. They are found in a wide range of situations, e.g.:

- People in fixed workplaces where only one person works on the premises, e.g. in small workshops, petrol stations, kiosks and shops
- Those who work separately from others, e.g. in factories, warehouses, some research and training establishments and leisure centres
- People working outside normal hours, e.g. cleaners, security or repair staff
- Mobile workers working away from their fixed base on construction, maintenance engineers, cleaning work, electrical repairs, lift repairs, painting and decorating, vehicle recovery, agricultural and forestry
- Service workers, e.g. postal staff, social workers, home helps, drivers, estate agents, sales representatives and similar professionals visiting domestic and commercial premises.

Risk Assessment

The workplace and activity risks associated with lone working shall be assessed, e.g.: If the workplace presents a special risk to the lone worker

- If there is a safe way in and out (access and egress) for one person
- If any temporary access equipment which is necessary, such as portable ladders or trestles, be safely handled by one person
- If all the equipment, substances and goods involved in the work can be safely handled by one person
- If the work involves lifting objects too large for one person or whether more than one person is needed to operate essential controls for the safe running of equipment
- If there is a risk of violence
- If women or young workers are especially at risk if they work alone
- If the person is medically unfit to work alone

The company shall involve employees and their safety representatives, as valuable sources of information and advice. This will help to ensure that all relevant hazards have been identified and appropriate controls selected.

The risk assessment may identify workplaces and activities where lone working will present an unacceptable risk and where lone working shall not be used, e.g.:

- Work on or near live electrical conductors
- Entry into confined or enclosed spaces
- Socially difficult and hostile environments
- Remote sites and locations with difficult access

Control of Lone Working

The company shall implement controls to minimise the risk of lone working.

Control measures may include instruction, training, supervision and provision of protective equipment.

When risk assessment shows that it is not possible for the work to be done safely by a lone worker, arrangements for providing help or back-up shall be put in place.

Where a lone worker is working at a workplace controlled by another, that employer should inform the lone worker's employer of any risks and the control measures that should be taken.

Training and Supervision

The company shall provide employees with suitable and sufficient training and adequate supervision to ensure they are capable of contending with the risks associated with lone working.

Risk assessment shall be used to identify the appropriate level of supervision. Supervisors shall periodically visit and observe people working alone.

The lone worker shall be in regular contact or use automatic warning devices which operate if specific signals are not received. Where appropriate, the lone worker shall be checked on to ensure they have returned to their base or home on completion of a task.

Emergency Arrangements

The company shall ensure that emergency arrangements are prepared for lone workers. In the event of an emergency, employees and others should understand the actions to take and have the ability to administer first aid.

Monitoring and Review

The company shall ensure that suitable records including risk assessments are maintained.

The company shall ensure that activities are adequately supervised and that active monitoring techniques are applied to ensure that the workplace precautions and risk control measures are being applied.

This policy will be reviewed annually, when circumstances indicate a change is needed, when legislation is introduced that necessitates change or new equipment is purchased.

MANUAL HANDLING POLICY

Introduction

Most tasks require some form of Manual Handling which is the most common cause of reportable accidents at work however, it must be remembered that only significant risks require assessment. It is strongly advised that all operations should be checked to ensure there are no hidden risks e.g. repetitive strain injuries.

The Manual Handling Operations Regulations place a statutory duty on the employer to carry out risk assessments for all Manual Handling operations. Risk assessments should examine the various components involved, for example, the person's age, ability, sex, the type of load, weight of load, route to be taken, area to be taken to etc.

Manual Handling Risk Assessment

Risk assessments shall be completed for all activities and occupations and shall include generic risks from manual handling operations. The company shall:

- Make an inventory of all manual handling operations, engaging employees who understand the operations they are involved in. The inventory should include activities, which are away from the normal workplace and emergency situations
- Establish if any of the operations can be eliminated by automation or mechanisation, therefore eradicating the risk of injury to employees

Where the operation cannot be eliminated, undertake an assessment and record the results. The assessment shall examine risks arising from the task, the individual, the load and the environment.

Training and Information

The company shall:

- Ensure the manual handling assessor has adequate training
- Provide employees with training in the findings from the assessment and the workplace precautions to be used.

Where there is likely to be a manual handling risk, the company shall ensure that information on the weight and centre of gravity of items shall be indicated on the items or on their packaging. This shall be done when individual items are more than 10kg. When items are awkward to handle, or when their weight distribution is particularly asymmetrical the company shall mark loads with safety information as part of a requirement placed on suppliers.

Any labels providing information for manual handling safety shall comply with the Health and Safety (Safety Signs and Signals) Regulations 1996.

The company shall use sound ergonomic principles when providing handles, handholds and wheels to equipment or items that will be carried or moved.

Planning, Layout and Design

The company shall ensure the layout of a workplace allows for safe posture of employees using ergonomic principles for the design and planning of installations and to the specification of plant, equipment or materials.

Monitoring and Review

The company shall ensure that activities are adequately supervised and that active monitoring techniques are applied to ensure that the workplace precautions and risk control measures are being applied.

This policy will be reviewed annually, when circumstances indicate a change is needed, when legislation is introduced that necessitates change or new equipment is purchased.

MISUSE OF SUBSTANCES POLICY

Introduction

This policy sets out the protocol to ensure employees are clear in the understanding of the misuse of substances. Substances cover a multitude of materials from alcohol and prescribed and illegal drugs to solvents, glue and cleaning chemicals, all of which can be misused, cause adverse health effects and therefore potentially affect work performance.

The use of alcohol will be referred to in Guidance and will show the effects in the short term, how it affects work performance and a person's ability to drive the following day. Furthermore, employees have a responsibility to notify a manager if they notice anyone who appears to be under the influence of alcohol including visitors to the site. The policy also relates to the misuse of substances, which includes; alcohol, drugs and other substances.

Drugs refer to those prescribed for medical reasons; however, the misuse of prescribed medication will fall into the category of abuse. Illegal drugs will also be covered within this protocol as a form of misuse.

Communication and Training

Employees will be notified of the dangers of misusing substances in the workplace and how the misuse can affect their ability to work safely.

They will also be notified to report people who they feel or willingly know that other people are misusing substances whilst being at work.

Risk Assessment

A risk assessment on this subject is difficult to provide as being under the influence of alcohol or substance misuse is against normal protocol for the company. However, strict reporting procedures should be set up within departments to combat the issue and further advice will be sort from our external consultancy firm.

Definition Factors to Consider

An employee under the influence poses many safety risks to the operation of the business. It is important to know the signs of someone under the influence of alcohol or drugs and if an employee is suspected to be under the influence then this needs reporting to the line manager who should make a formal decision to stop this person from working. It is clear that this person's action could result in poor performance and at worst unsafe practices in their job, therefore endangering the lives of other employees as well as their own.

This is also relevant for an employee on prescribed medication; however, a Doctor's note should confirm the medication and its prescribed dosage and the person should still be prevented from performing unsafe practices if the medication is affecting their work performance. It may mean that they are offered alternative duties until a Doctor advises they can return to their normal job. Furthermore, this employee should not be subject to company disciplinary where proof of prescribed medication is evident.

The Company encourages an open and honest policy on all work matters and therefore any employee who feels they have a substance issue is encouraged to come forward to seek support to battle their problem.

Storing Prescribed Medication at Work

Most non-prescribed medication, such as paracetamol can be stored at your workstation, as long as it is within its original packaging.

Some people, however, may have prescribed medication and received general advice about storage methods and where there is an indication of the medication to be stored in a fridge; the following information should be given to prevent misuse:

Ensure the medication remains in its original packaging from the Pharmacy.

It should clearly indicate your name on the packaging, where this is not already listed, please ensure you highlight your name clearly.

The guidance called Misuse of Substances Extra Guidance document gives information from Diabetes UK on Insulin storage and should be followed strictly with the additions listed above.

Please follow the guidance below, whether prescribed or not for medication:

Always keep medicines in their original container.

Check the expiry date each time you take a drug. Replace any medications that are out of date.

Never use a medication that has changed colour, texture, or odour, even if it has not expired. Throw away capsules or tablets that stick together, are harder or softer than normal, or are cracked or chipped.

Ask your Pharmacist about any specific storage instructions.

The Law

The Company recognises the legal position with regard to drug and substance misuse at work, not least because of the criminal implications.

Under the Misuse of Drugs Act 1971, it is an offence for the company, knowingly, to allow drugs to be used, kept, or supplied on the premises. It is also illegal to ignore such occurrences.

Employers have a general duty of care under Health & Safety at Work Act 1974 to ensure the health, safety and welfare of employees as far as is reasonably practicable. To assess risks to the health and safety of employees who may be affected by what they do at work under the Management of Health and Safety at Work Regulations 1999.

The Road Traffic Act 1988 states that driving under the influence of drink or drugs is a criminal offence and prosecution under normal criminal law will be administered.

Having a Zero Tolerance Stance

Successfully tackling drug misuse can benefit both the business and employees by
saving on the cost of recruiting and training new employees to replace those who may have been terminated from their post

reducing the cost of absenteeism or impaired productivity

creating a more productive environment by offering support to those with problems

reducing the risk of accidents caused by impaired judgement

enhancing the public perception of the company as a responsible employer

contributing to Society's efforts by tackling drug misuse.

However, where help is refused and impaired performance continues, disciplinary action may be taken and could lead to gross misconduct and dismissal in extreme cases.

Also if anyone is found to be dealing, selling or providing substances against company protocol police action may be warranted.

In all cases of substance misuse a confidential stance will be taken by the employer to ensure that the best outcome is obtained throughout the process.

What Are The Signs To Look Out For?

A line manager knows their employees the best and can determine a person's mood quite well. The misuse of drugs can affect the brain and body in a number of ways, by altering the way a person thinks, perceives and feels, leading to impaired judgment or concentration as well as the neglect of general health and well-being. This may adversely affect work performance even if the misuse takes place outside of the workplace.

Signs of misuse may include;

sudden mood changes

unusual irritability and aggression

a tendency to become confused

abnormal fluctuations in concentration and energy

impaired job performance

poor time-keeping

increase in short term sickness absence
a deterioration in relationships with colleagues, customers or management
dishonesty and theft to fund the habit.

However, the signs above may be caused by other factors such as stress and should be regarded only as indications that an employee may be misusing drugs.

If a colleague shows any of the signs or symptoms of misuse, then your reporting chain of command should be initiated, whether this is to your line manager or HR directly.

Monitoring and Review

The company shall ensure that activities are adequately supervised and that active monitoring techniques are applied to ensure that the workplace precautions and risk control measures are being applied.

This policy will be reviewed annually, when circumstances indicate a change is needed, when legislation is introduced that necessitates change or new equipment is purchased.

MOBILE PHONE POLICY

Introduction

Mobile phones and especially smart phones are becoming more popular in the working environment to make us more efficient in our jobs.

Use of mobile phones is primarily controlled by the Provision and Use of Work Equipment Regulations 2002, though other legislation may apply to specific processes. The phone can be used as a safety method if immediate contact is needed to be made to alert someone to a situation. However they can also be a hazard, listening to music during mundane tasks can dilute the sound of an emergency alarm. Using the phone can limit concentration especially whilst driving and so certain rules should be created to ensure that efficiency is maintained but safety is paramount.

Communication and Guidance

When using mobile phones, the company shall ensure that:

Employees are made aware of this policy and the rules associated to using personal mobile phones in the workplace. Secondly, provide guidance on the use of mobile phones in company vehicles or vehicles being used for business purposes.

Information, Instruction and Training

The company believe the use of mobile phones in the workplace creates an unnecessary hazard and therefore must be kept out of the work environment at all times. Access to personal mobile phones should only be made during break times or at the request / with authorisation of your manager.

The use of mobile phone use in vehicles used for business is highlighted in the accompanying guidance document, which will be subject to review annually.

Monitoring and Review

The company shall ensure that the enforcement of this policy is monitored to ensure that the workplace precautions and risk control measures are being applied.

This policy will be reviewed annually, when circumstances indicate a change is needed, when legislation is introduced that necessitates change or new equipment is purchased.

MOBILE WORK EQUIPMENT POLICY

Introduction

Mobile work equipment includes a range of equipment used in construction, agriculture, warehousing, factory or other environments which may be self-propelled or towed and on wheels, tracks rollers or skids.

Use of mobile work equipment is primarily controlled by the Provision and Use of Work Equipment Regulations 2002, though other legislation may apply to specific equipment.

Risk Assessment

When using mobile work equipment, the company shall ensure that:

A risk assessment is made of the location, including consideration of stability of ground, overhead cables and other obstructions

The location, height and load is assessed when specifying the mobile equipment to be used

Strength, Stability and Suitability of Mobile Work Equipment

All mobile work equipment shall be suitable and sufficient for its intended use. Before purchasing work equipment the company shall consider:

- Where and how the equipment shall be used
- The purpose for which it is intended to be used
- Who will use it
- An assessment of risks that might result when used
- How these risks may be controlled

In addition, the company shall ensure that mobile work equipment:

- Shall not carry any passengers, unless designed or adapted to ensure that passengers are carried without harm
- Is equipped to minimise the risk to the safety of persons if it rolls over by:
 - Stabilising the equipment
 - Fitting a structure so that it falls on its side
 - Fitting of a roll over protection structure or a device giving comparable protection
 - Fitting a suitable restraining system for people if there is risk of being crushed by rolling over

Self-propelled mobile work equipment shall be fitted with devices to ensure that:

- It cannot be started by unauthorised persons
- The likelihood of collision is minimised where equipment travels on rails
- There are devices for braking and stopping
- Where necessary, there are back-up or fail-safe systems to the main braking system
- Where necessary, there are additional devices to improve the driver's field of vision
- The vehicle is fitted with appropriate lighting for its safe use
- The vehicle is fitted with appropriate firefighting appliances if there is a risk of fire, unless appliances are kept nearby

Remote-controlled, self-propelled mobile work equipment shall:

- Incorporate controls to automatically stop the movement of the equipment once it exceeds its control limits, where this is a risk to safety

Power take-off shafts on mobile work equipment require:

- Safety measures to prevent seizure of the power drive unit or power take-off shaft. Where this is not possible, precautions taken to protect employees from harm.

Maintenance of Mobile Work Equipment

The company shall ensure that all mobile work equipment is maintained by competent people and in accordance with the manufacturer's recommendations.

Inspection and Examination

Where necessary, the company shall arrange for equipment to be formally inspected by a competent person. All inspections and examinations shall be recorded.

Information, Instruction and Training

The company shall ensure that all persons using or maintaining mobile work equipment have sufficient information, instruction and training to operate or maintain the equipment safely.

Supervisors and Managers shall have sufficient training to carry out their functions.

Young persons shall only use mobile work equipment if they have had training, instruction and supervision and are deemed to be sufficiently mature and competent.

Record Keeping

The company shall keep all information on mobile work equipment provided by the manufacturer and/or supplier and all records of maintenance for the life of the equipment.

The company shall keep all equipment inspection reports at least until completion of the next inspection report.

The company shall keep a register of employee training on mobile work equipment, to include a record of appointment of an employee as competent to operate and/or maintain each individual type of mobile work equipment.

Monitoring and Review

The company shall ensure that activities are adequately supervised and that active monitoring techniques are applied to ensure that the workplace precautions and risk control measures are being applied.

This policy will be reviewed annually, when circumstances indicate a change is needed, when legislation is introduced that necessitates change or new equipment is purchased.

PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY

Introduction

Use of PPE is controlled by the Personal Protective Equipment at Work Regulations 1992 (as amended), the Control of Noise at Work Regulations 2005, the Control of Substances Hazardous to Health Regulations 2002 and the Construction (Head Protection) Regulations 1989.

Personal Protective Equipment (PPE) is defined in the Personal Protective Equipment at Work Regulations 1992 which is intended to be worn or held by a person who is at work and which protects him or her against one or more risks to his or her health and safety'.

This policy does not apply to ordinary working clothes and uniforms which do not specifically protect the health and safety of the wearer.

This policy does not:

- Apply to sportswear
- Apply to any work with lead or asbestos
- Include the use of cycle helmets and crash helmets as these are covered under road traffic legislation.

Many work activities present risks to people. The risk from hazards should be removed by design but it is not always reasonably practicable to remove them all. Some remaining risks can be reduced by the use of Personal Protective Equipment (PPE).

Risk Assessment

The company shall assess the risk of all activities with the aim to design out the requirement for use of PPE. PPE will only be used when it is not reasonably practicable to use other means of protection. Records will be kept of any significant finding. Where required, the risk assessment will be used to identify the most appropriate PPE.

Selection and Suitability

PPE requires careful selection and, in most cases, careful fitting. Training in how to use PPE properly is essential, as is the monitoring of its use.

The company shall select PPE with care to ensure that it is suitable for use, e.g. that respiratory protection gives protection against the hazardous substance, that hearing protection gives protection for the required frequencies, etc.

Care will be taken to ensure that when more than one piece of PPE is used they are compatible with each other and do not compromise good fitting.

Significant human and financial costs result from failures to adequately manage employee safety and where proper use of PPE would have reduced risk. Such failures may also result in action by enforcing authorities, in the form of prosecutions or mandatory orders governing work practices or equipment.

Issuing of PPE

The company shall issue PPE based upon risk assessment. PPE will be provided without charge to employees that require such equipment. Where appropriate, records will be kept of the issue of PPE.

Training

The company shall provide its employees with suitable and sufficient information and/or training on PPE, including:

- The risks associated with the hazards being reduced by the PPE

- Common problems associated with improper PPE use
- The importance of proper use of PPE
- The importance of proper fitting of PPE
- The prevention of accidents when using PPE
- What THE CLIENT has done before choosing to use PPE

There will be re-training at appropriate intervals.

Maintenance Replacement

The company shall maintain PPE to ensure that it is effective in use.

The company shall replace PPE when it is damaged or has come to the end of its useful life.

Monitor Review

The company shall ensure that activities are adequately supervised and that active monitoring techniques are applied to ensure that the workplace precautions and risk control measures are being applied.

This policy will be reviewed annually, when circumstances indicate a change is needed, when legislation is introduced that necessitates change or new equipment is purchased.

PORTABLE ELECTRICAL EQUIPMENT IN OFFICES POLICY

Introduction

Portable electrical equipment is used widely in offices and other low risk environments and is relatively low risk compared with other workplace equipment. However, the equipment may become hazardous if not checked, inspected and tested.

The Electricity at Work Regulations 1989 defines the requirements for the testing of portable electrical equipment.

Risk Assessment

The company shall assess the risk of the use of portable electrical equipment in the office environment and record any significant findings. By assessing the risks the appropriate equipment will be identified.

Selection/Suitability for the specific environment

The company shall select portable electrical equipment that is suitable for the purpose

Positioning and Installation

The company shall ensure that portable electrical equipment is only use in positions for which it is designed and operated by persons who are capable and competent to do so.

Checking, Inspection Examinations and Testing

THE CLIENT shall adopt an approach of user checking, formal visual inspection and, when appropriate, combined inspection and testing in accordance with Table 1.

Equipment / environment	User checks	Formal visual inspection	Combine inspection and testing
Battery operated (Less than 20 volts).	No	No	No
Extra low voltage (Less than 50 volts), e.g. telephone equipment, low voltage desk lights.	No	No	No
Information technology, e.g. desktop computers, VDU screens.	No	Yes, 2 - 4 years	No if double insulated - otherwise up to 5 years
Photocopiers, fax machines; Not hand held and rarely moved.	No	Yes, 2 - 4 years	No if double insulated - otherwise up to 5 years
Double insulated equipment; not hand held and moved occasionally, e.g. fans, table lamps, slide projectors.	No	Yes, 2 - 4 years	No
Double insulated; hand held, e.g. some floor cleaners.	Yes	Yes, 6 months - 1 year	No
Earthed equipment (Class 1), e.g. electric kettles, some floor cleaners.	Yes	Yes, 6 months - 1 year	Yes, 1 - 2 years
Cables (leads) and plugs connected to the above. Extension leads (mains voltage)	Yes	Yes, 6 months - 4 years depending on the type of equipment it is connected to	Yes, 1-5 years depending on the type of equipment it is connected to

Training

The company shall ensure training is conducted at all levels throughout the company, the training should be adequate and appropriate to the job, this will range from Information and simple instruction through to recognised courses for electrical engineers.

All managers should be responsible for the provision of adequate resources of people, materials and advice to ensure the safety of the electrical appliances and testing under their control. It may be necessary for the company to appoint an external qualified/competent person to provide any necessary advice.

User Checks

User checks shall be undertaken by employees and shall cover the following:

- Damage (cuts and abrasions to the cable covering or bare wires)
- Damage to the plug
- Non-standard joints, e.g. taped joints in the cable
- The outer covering of the cable not being gripped where it enters the plug
- Equipment used in unsuitable conditions, e.g. wet or dusty environments
- Damage to the outer cover of the equipment or obvious loose parts or screws
- Overheating, e.g. burn marks or staining
- If trip devices work effectively, by pressing the test button

If any user identifies any of the above faults, the equipment shall be taken out of service and reported.

Formal Visual Inspection

If a formal visual inspection is required (see Table 1), it shall be carried out by a competent person at intervals indicated in the table.

The formal inspection shall include a user check plus removal of the plug to check:

- A correct fuse is being used
- The cord grip is holding the outer part of the cable tightly
- The wires are attached to the correct terminals
- No bare wire is visible other than at the terminals
- The terminal screws are tight
- There is no sign of internal damage, overheating or entry of liquid or dust

Note: This does not apply if a moulded plug is used, other than checking fuse rating.

The results of the formal inspection shall be recorded.

Combined Inspection and Testing

If combined inspection and testing is required (see Table 1), it shall be carried out by a competent person:

- At intervals indicated in the table
- Where there is reason to suspect that the equipment may be faulty, damaged or contaminated but this cannot be confirmed by visual inspection
- After any repair, modification or similar work to the equipment and its integrity needs to be established

The results of the inspection shall be recorded.

From time to time, a review of the results of inspections and tests shall be undertaken. If this indicates that frequencies need to be adjusted or if there are consistent faults or failures to certain types of equipment or locations, corrective action shall be taken.

Record Keeping

The company shall keep records of all formal portable electrical equipment inspections and maintenance for the life of the equipment.

The company shall keep a register of employee training and appointment of an employee as competent to inspect and/or test portable electrical equipment.

Monitor and Review

The company shall ensure that activities are adequately supervised and that active monitoring techniques are applied to ensure that the workplace precautions and risk control measures are being applied.

This policy will be reviewed annually, when circumstances indicate a change is needed, when legislation is introduced that necessitates change or new equipment is purchased

PORTABLE LADDERS AND STEP LADDERS POLICY

Introduction

Use of portable ladders and stepladders at work is governed by the Work at Height Regulations 2005 and the Health and Safety Executive Industry Guidance Note INDG 455 Safe Use of Ladders and Stepladders.

Most accidents with ladders and stepladders occur because a ladder has not been secured or positioned properly and either the top or the bottom then slips. Other common causes are:

- Subsidence or failure of the ground supporting the ladder
- Instability of the ladder caused by misuse
- Structural failure of the ladder
- Slippery rungs or treads

All reference to 'ladders' in this document includes portable ladders and stepladders.

Risk Assessment

All work at height shall be subject to Initial Risk Assessment to ascertain the elements in the hierarchy of control have been considered and that it is/remains appropriate that the work be done at height.

[See Work at Height Policy](#)

Provision of Ladders Selection and Suitability

The company shall ensure that all ladders are marked with their conditions and class of use. Any unmarked ladders shall not be used.

Although ladders designated class 1 or 2 are appropriate for work activities, all new ladders purchased shall be rated as class 1, as these are more robust and can take greater loadings. The company shall ensure that all new ladders are appropriately marked:

Timber	BS1129:1990 Kite Marked Class 1 Industrial
Aluminium	BS2037:1994 Kite Marked Class 1 Industrial or BSEN 131 2010 Trades
Glass fibre	BSEN 131:2010 Trades
Step stools	BSEN 131 2010 Trades

Ladders designated Class 3 shall not be used as these are for domestic purposes only.

Use, Positioning and Installation of Ladders

The company shall ensure that:

- Anyone considering using or deploying a ladder to perform work at height, or as a means of access or egress, undertakes a simple risk assessment on every occasion and then follows safe working practices as they go about their tasks
- Ladders are only used as a means of access and not as a place of work, except where no other suitable means of undertaking the work exists and potentially safer means, such as tower scaffolds, 'cherry-pickers' or other specialist equipment, cannot be used
- A ladder shall only be used when it is reasonable to do so, taking into account the duration of the work, the work activity, the height to be reached and any other relevant risks associated with the safety of the work to be carried out
- Before deploying a ladder, due consideration is given to the suitability of this as a means of access and to the suitability of placement and support of the ladder
- Only competent persons erect, climb, inspect and maintain ladders

As well as the physical strength of the ladder, the work environment shall be considered:

Workers close to electrical circuitry shall use non-conductive ladders, e.g. made of timber or glass fibre, and shall never use metal ladders

Use of a Ladder as a Workplace Checking Examination and Testing

If a ladder is used as a workplace, the company shall ensure that:

- The risk of doing so is assessed and controlled, so far as is reasonably practicable
- The work shall, ideally, only require one hand to be used so three points of contact can be maintained with the ladder.
- It is possible to reach the work without stretching
- The ladder is restrained to prevent slipping, e.g. the ladder is secured by tying with rope (usually at the top) or by utilising other suitable stabilisation devices. Such devices must ensure that the ladder does not run sideways or slide away from the wall
- A good handhold is available at all times
- The ladder is only used for the purpose for it is designed
- Only one person shall be on the ladder at any one time
- The ladder is erected at a 75 degree angle or approx. one metre out for every four meters up
- The top point on which the ladder rests is rigid and capable of supporting the applied load
- Extension ladders have an overlap of two rungs for sections up to 18 rungs length and three rungs for over 18. The ladder should be raised by the user standing on the ground to ensure the locks are engaged. Extension ladders should always be erected so the upper section is above, and resting on, the lower section
- Where sections of an extension ladder have been used singly, re-assembly is properly carried out and interlocking brackets and guides are correctly engaged
- Where a ladder is used to gain access to a platform, the ladder extends to a sufficient height (approx. 1m) above any landing place where people will get on and off, unless some other adequate handhold is available as an aid to getting on and off
- When working from a ladder, the ladder extends to a sufficient height (about 1 m) above any working position to provide a safe handhold
- Ladders are positioned to avoid the need to overreach— thighs and hips should be kept between the stiles
- Users do not climb higher than the third rung from the top of a single or extension ladder
- Users do not climb or work off a ladder unless they can hold onto it – light tools should be carried in a shoulder bag or holster attached to a belt so that both hands are free for climbing. Heavy or bulky loads should not be carried up or down ladders – these should be hoisted manually or by means of other lifting equipment
- Suitable safety footwear is worn for maintaining grip
- Climbers always face the ladder when climbing and descending
- If a ladder is used in a doorway, the door is securely wedged open

Additional Guidance for Use of Stepladders

For use of stepladders:

The user shall not use the top platform of a stepladder unless it is designed with special handholds

Stepladders not be used for any work that puts a side loading on them of any significance

Carrying Portable Ladders and Stepladders

Ladders shall be carried and handled with care and must not be dropped to the ground. Over long distances, it may be more convenient if two people carry the ladder.

Extra care shall be taken when carrying ladders during the hours of darkness, over long distances or across rough or unmade ground.

Two-section ladders shall never be carried when they are extended.

Ladder Storage

The essentials for good storage are:

- Proper support
- Protection from weather and harsh environments
- Ease of access

When storing ladders, the company shall ensure that:

- Ladders are supported horizontally and clear of the ground on an adequate number of supports, preferably flat in racks or blocks to avoid twisting
- A ladder is not hung from its rungs or one stile
- Where space is scarce, ladders may be stored vertically in suitable racks, provided the stiles are equally and firmly supported
- Storage racks are under cover
- Aluminium alloy ladders are kept away from wet lime or concrete, which may cause corrosion

Ladder Registration and Inspection

All ladders and stepladders owned by the company shall be marked with a unique identifier and registered in a ladder log.

All ladders shall be formally inspected at least annually and a record shall be kept detailing the dates of formal inspections, any defects found and repairs made.

In addition to formal inspections, pre-use checks shall be undertaken by the user before climbing any ladder. These checks need not be formally recorded but if any issues are identified (e.g. cracked / bent stiles or rungs, corrosion defective or missing fittings), the ladder shall not be climbed and the defect shall be reported.

Ladders shall be taken out of use when waiting for repair and destroyed when no longer serviceable.

Maintenance of Ladders

The company shall ensure that:

- Only competent persons carry out repairs
- Repairs are carried out in accordance with the manufacturer's recommendations
- If it is not possible to repair a ladder, it is destroyed
- All metal parts are checked for tightness and bolts, nuts, screws and rivets are checked and replaced if necessary
- Wooden ladders are not filled or painted, as this hides potential weak points, but may be preserved with clear varnish
- Warped or distorted aluminium ladders are destroyed and any corrosion is cleaned, removed, checked and, if it is weakening the ladder, the ladder is destroyed.

Record Keeping

The company shall keep a log of all portable ladders and stepladders.

The company shall keep records of all formal examinations, inspections and maintenance.

The company shall keep a register of employees trained to use, inspect and maintain portable ladders and stepladders.

Monitor and Review

The company shall ensure that activities are adequately supervised and that active monitoring techniques are applied to ensure that the workplace precautions and risk control measures are being applied.

This policy will be reviewed annually, when circumstances indicate a change is needed, when legislation is introduced that necessitates change or new equipment is purchased.

RISK ASSESSMENT POLICY

Introduction

There is a general requirement in UK law to manage health, safety and environment risks in the workplace, in the Management of Health and Safety at Work Regulations, backed by requirements within specific regulations covering numerous health, safety and environment issues.

There is a need to understand what hazards exist, how big a problem they present and what is already in place to control the risk. Once this important task is complete, appropriate decisions can be taken to either carry on with what exists or to introduce additional controls and to document the process and results.

If a company has fewer than five employees, there is no requirement to document the risk assessment. However, it is recommended that risk assessments are documented, no matter what the size of business.

Identify the Hazards

A hazard is 'something which has the potential for causing harm'. The company shall use a number of techniques, as appropriate, to identify hazards, including:

- Talking to employees and their representatives
- Observing work activities
- Reviewing information from suppliers of goods and materials
- Reviewing records of inspections
- Reviewing reports of past accidents and/or incidents

The assessor shall be competent to identify hazards, i.e. they shall have some underpinning knowledge of health and safety hazards and what to look for in the workplace.

Further guidance is available through the HSE 'Five Steps to Risk Assessment' INDG 163.

Who May Be Harmed and How

The company shall identify the range of people who may be affected by the hazards, including employees and special cases such as young persons, expectant mothers, cleaners, visitors, contractors, maintenance workers, passers-by and other people who may share the location.

The company shall make an inventory of all the hazards.

Evaluate the Risks

Risk is 'the probability of the hazard causing harm and the likely consequence of harm that will result'. The company shall consider:

- How likely it is that the hazard will cause harm
- Whether any existing controls are adequate
- If the risk of harm is rated as high, medium or low
- Any specific legal requirements to be met

The company shall attempt to make the risk as low as possible by eliminating the hazard or implementing workplace precautions and risk control systems.

Record the Findings

The company shall document the findings of the risk assessment process for those hazards which were significant.

This will aid in providing training and information to employees and when undertaking active monitoring and review of the risk assessment.

Training and Competence

The company shall provide managers and employees with suitable and sufficient training, and re-training at appropriate intervals, to ensure they understand the risk assessments, workplace precautions and risk control measures.

The company shall provide each risk assessor with suitable and sufficient training, and re-training at appropriate intervals.

Monitor and Review

The company shall ensure that activities are adequately supervised and that active monitoring techniques are applied to ensure that the workplace precautions and risk control measures are being applied.

This policy will be reviewed annually, when circumstances indicate a change is needed, when legislation is introduced that necessitates change or new equipment is purchased.

SAFETY SIGNS AND SIGNALS POLICY

Introduction

To support workplace precautions, and as part of the company risk control systems, safety signs and signals play an important part in ensuring that employees and third parties are provided with essential information.

The Health and Safety (Safety Signs and Signals) Regulations 1996 require that safety signs are provided in particular locations and to specified designs and colours. The approach is to have a consistent way of representing information in the workplace.

Where signs are provided in the workplace there is a need to maintain them to ensure that they are able to adequately warn those at risk of the dangers and those employees are made aware of their meaning and what action they need to take.

General Principles

Company safety signs shall follow relevant British Standard (BS5378 Parts 1 and 3:1980, BS6736:1986, BS7121 Part1:1989) and Global Harmonisation Signs (GHS) with a defined colour coding protocol and shape, with text that is comprehensible.

The signs shall follow the general approach of:

A. Prohibition



B. Mandatory



C. Warning



D. Safe Condition



E. Chemical



In addition, signs shall be selected with due consideration of the following factors:

- Using too many signs can be confusing
- Using two acoustic signals can be confusing
- Text may be used with a sign, but must be comprehensible
- Signs must be removed when the hazard no longer exists
- If required, signs shall be posted on the outside or on the entry to a site or a location on a Company site where certain risks are present.

Specific Safety Signs and Signals

Specific signs and signals shall follow defined rules:

- Marking of pipework and containers where there are specific hazards shall follow the relevant specification; BS 1710
- Traffic routes shall be permanently marked
- Firefighting equipment must be identified in red
- Evacuation signals must be continuous
- Signalmen and banksmen giving hand signals must wear distinctive clothing, e.g. a high visibility vest

Dangerous locations and traffic routes must follow the approach:



Where hand signals are used as part of safe operations, e.g. lifting and lowering loads or directing traffic on site, specified signals shall be used to ensure consistency.

Training and Information

The company shall ensure that employees are trained and informed about safety signs and signals in the workplace and the actions that they are expected to take.

Monitor and Review

The company shall ensure that activities are adequately supervised and that active monitoring techniques are applied to ensure that the workplace precautions and risk control measures are being applied.

This policy will be reviewed annually, when circumstances indicate a change is needed, when legislation is introduced that necessitates change or new equipment is purchased.

STATUTORY INSPECTIONS POLICY

Introduction

All work equipment should be subject to regular inspection in accordance with the manufacturer's recommendations and by someone who is competent to do so. For some types of equipment, there are additional requirements for engineering inspection by a competent person. It is usual for insurance against the consequences of breakdown or failure to be combined with an engineering inspection service.

Identify Types of Equipment that Require Inspection

The following types of equipment require formal inspection by a competent person:

- Lifting equipment
- Pressure systems
- Electrical and mechanical equipment
- Power presses

Create an inventory of all equipment on site requiring formal inspection.

Appointment of an Engineering Inspection Service

The company shall appoint one or more appropriate competent engineering inspection services to undertake engineering inspections.

Any contact with each engineering inspection service shall be co-ordinated by one nominated individual within the company.

Inspection Frequency

There may be variations and specific requirements related to inspection of individual pieces of equipment and these should be checked with the provider of the equipment. However, the following gives a general guide to the equipment that requires inspection and the required frequency of inspections:

Equipment	Inspection Frequency (months)
Lifting Equipment	
Fork lift truck	12
Pallet truck	12
Lifting appliance/machine	12
Separate lifting accessories, e.g. chains, slings	6
Manual cranes	12
Mobile and lorry mounted cranes	12
Escalators	6
Goods lifts	12
Passenger lifts	6
Dock levellers	12
Motor vehicle lifting tables	6
Window cleaning equipment	6

Pressure Systems	
Air receivers	26
Steam vessels	26
Steam boilers / autoclaves	14
Hot water heating boiler	14

Electrical Mechanical Equipment	
Shot blast cabinets	6

Spray booths	14
Fume cupboards	14
Control panels	12
Alternators/generators	12
Engines/motors/pumps/compressors	12
Refrigeration plant	12
Air conditioning plant	12
Gearboxes	12

Power Presses	
Power press (fixed guard)	12
Power press (moveable or photoelectric guard)	6
Guillotine (paper)	6
Guillotine (metal)	12
Injection/blow moulding machines	12

Record Keeping

The company shall keep all manufacturers and/or supplier information and all certificates for the life of the equipment and shall keep all inspection reports at least until completion of the next inspection report.

Monitor and Review

The company shall ensure that activities are adequately supervised and that active monitoring techniques are applied to ensure that the workplace precautions and risk control measures are being applied.

This policy will be reviewed annually, when circumstances indicate a change is needed, when legislation is introduced that necessitates change or new equipment is purchased.

VIBRATION AT WORK POLICY

Introduction

Some work equipment, in particular, hand held tools can create a vibration risk. Vibration White Finger and Carpel Tunnel Syndrome are two of the most common forms of occupational disease as a result of overusing vibrating tools.

An employer has a duty to mitigate or eliminate the risk associated to using vibrating tools, there are instruments to measure the vibrating properties to help the employer manage the process.

Communication and Training

Employees will be notified of the dangers of working with vibrating tools and will be issued instructions on how to use the equipment properly and a time limit to help the employee gauge the amount of time the equipment can be used safely.

Risk Assessment

The company will take note of the processes that use vibrating equipment and risk assess the equipment that will highlight the hazard of vibration in the workplace, this will then allow for suitable controls to be implemented to reduce the risk.

Where a severe hazard is uncovered, the company will endeavour to monitor the level of exposure the employee is subject to and arrange for suitable controls to be implemented to help reduce the risk.

The company will consider, new equipment, reducing the trigger time of using the work equipment, rotating jobs to prevent overuse on certain equipment and providing suitable personal protective equipment to help reduce vibration.

Pro-active Monitoring

Pro-active monitoring will be used to establish the work exposure limits of certain vibrating tools which will guide the employee to limit the amount of time they are to use the equipment throughout the working day.

Monitoring and Review

The company shall ensure that activities are adequately supervised and that active monitoring techniques are applied to ensure that the workplace precautions and risk control measures are being applied.

This policy will be reviewed annually, when circumstances indicate a change is needed, when legislation is introduced that necessitates change or new equipment is purchased.

WELFARE AND WORKPLACE ENVIRONMENT POLICY

Introduction

Welfare at work is defined as the provision of facilities to maintain the health and well-being of individuals at the workplace. The Workplace (Health Safety and Welfare) Regulations 1992 and the associated Approved Code of Practice provide legislative guidance on welfare issues.

Welfare facilities include: Washing and sanitation arrangements, the provision of drinking water, accommodation for clothing and facilities for changing clothing, facilities for rest and eating meals, first aid arrangements and the workplace environment

Washing and Sanitation Arrangements

The company shall provide adequate water closets, wash stations and urinals. Special provision shall be made for disabled employees.

The facilities shall be maintained in a good, clean and tidy condition and shall be provided with warm water, soap and hand drying arrangements.

Drinking Water

The company shall make drinking water available which shall be pure and wholesome, from either water dispensers or taps. Water not suitable for drinking should be clearly labelled.

Accommodation for Clothing and Facilities for Changing Clothing

For employees who have to change clothing for work, the company shall make arrangements for the storage of clothing and provide changing facilities. These facilities shall be warm, dry, well ventilated and secure.

Facilities for Rest and Eating Meals

The company shall provide facilities for rest during work breaks and for eating meals. Where a noise risk assessment specifies, a quiet area should be provided for employees to take breaks away from areas of noise.

The company shall require all employees to wash their hands and remove contaminated clothing and personal protective equipment before entering these facilities. The facilities shall be maintained in good and tidy condition.

Ventilation and Temperature

The company shall provide facilities to ensure adequate ventilation to either fresh or purified air and ensure reasonable temperature in the work place normally at least 16°C and where possible the maximum temperature not to exceed 30°C. The company shall aim to achieve this minimum temperature within the first hour of working.

This may be achieved by mechanical ventilation systems or by windows or other openings. The fresh air supply should not fall below eight litres per second per person.

Where reasonable temperatures cannot be achieved, the company shall aim to improve thermal comfort via a range of short or longer term solutions.

Short-term solutions may include:

- Opening windows
- Temporary relocation to workstations that are less affected
- Providing desk fans
- Providing portable air conditioning units
- Providing portable heating units

Longer-term solutions may include:

- Providing blinds on windows
- Providing reflective film on windows to reduce solar gain
- Up-rating of building air conditioning systems
- Up-rating of building heating systems

Managers may give consideration to allowing more flexible working whilst a temperature problem exists, such as:

- Flexible working patterns e.g. early start/finish times in hot weather, late start times in cold weather, longer lunch breaks linked to early starts/late finishes in hot weather to avoid the hottest part of the day
- Allowing additional breaks to enable employees to get cold drinks (hot weather)/hot drinks (cold weather)
- Working from home, if practical

Any solutions shall be balanced against the needs of the business and be proportionate to the degree of discomfort being experienced.

The company shall aim to ensure that the thermal environment satisfies the majority of people in the workplace, i.e. that 'reasonable comfort' is achieved within indoor workplaces.

Lighting

The company shall provide facilities to ensure the lighting; Natural and Emergency is suitable and sufficient.

Light levels are measured in lux using a simple light meter. The following table details typical lighting levels that shall be achieved in different workplaces:

Workplace or type of work	Illuminance (lux)
Warehouse and stores	150
General factories and workshops	300
Offices	500
Drawing offices (detailed work)	700
Fine work (e.g. ceramics or textiles)	1000
Very fine work (e.g. watch repairs or engraving)	1400

Windows and skylights shall be kept clean and free from obstruction but may have blinds or shades fitted, where necessary, to prevent glare or excessive heat gain.

Dimensions and Space

The company shall provide facilities that give at least 11 cubic meters per person.

Supervision, Monitor and Review

The company shall ensure that activities are adequately and appropriately supervised and that active monitoring techniques are applied to ensure that the workplace precautions and risk control measures are being applied.

This policy will be reviewed annually, when circumstances indicate a change is needed, when legislation is introduced that necessitates change or new equipment is purchased.

WORKING TIME POLICY

Introduction

Time spent working is controlled by the Working Time Regulations 1998, which require employers to manage the hours that employees work. The Regulations provide legal limits relating to weekly working time, rest periods and annual leave and make special provision for the protection of night workers and young people at work.

This policy document does not cover separate working time limits for employees driving HGV or PSV vehicles.

Identify Posts

The company shall apply limits to working time:

- Employees shall not be forced to work more than 48 hours a week, on average
- Young employees (subject to some exceptions) shall not work more than 8 hours a day or 40 hours a week
- Working time shall include travelling, where it is part of the job, working lunches and job-related training
- Working time shall not include travelling between home and work, lunch breaks, evening classes or day-release courses
- The average working time shall normally be calculated over 17 weeks (but this may be longer in certain situations or by agreement)

These limits do not apply if employees can decide how long they work.

Employees, except young employees, can agree to work longer than 48 hours, i.e. to 'opt out' of the requirements:

- As long as the agreement is in writing and signed by the employee
- The company keeps records of the 'opt out' agreement

The arrangement to 'opt out' may be for a specified or indefinite period.

Night Workers

A night worker, i.e. someone who normally works at least three hours a night between 11pm and 6am, shall not exceed an average eight hours in any 24 hours, over a 17 week period.

Where the work involves special hazards or heavy physical or mental strain, there shall be an absolute limit of eight hours working time in any day.

Health assessments shall be offered to workers before they are assigned night work and on a regular basis and at regular intervals appropriate to each case. The employee does not have to take up the opportunity for a health assessment.

If an employee suffers from problems that are caused, or made worse, by night work they shall be transferred to day work, if possible.

Rest Breaks

The company shall provide employees with:

- Daily rest breaks
- 11 hours off in any 24 hour period
- Weekly rest breaks of 24 consecutive hours over a seven day period or 48 hours over a 14 day period
- Rest breaks of 20 minutes, if the working day is over six hours (the break shall not be taken at the start or finish of the work period)

Young employees shall be provided with:

- Daily breaks of 12 hours uninterrupted.
- Weekly rest breaks of 48 hours, which cannot be averaged over a two week period. If the nature of the job makes it unavoidable, the weekly rest break may be reduced to 36 hours.
- One rest break of 30 minutes, if working over 4.5 hours (the break shall not be taken at the start or finish of the work period).

Paid Annual Leave

Every employee, whether part-time or full-time, shall be entitled to four weeks paid annual leave.

A week of leave should allow employees to be away from work for one week and should be the same amount of time as the working week, i.e.:

- If an employee works a five day week, they are entitled to 20 days' leave
- If they work a three day week, the entitlement is 12 days' leave

The leave entitlement shall not be additional to Bank Holidays as there is no statutory right to take Bank Holidays off work.

An employee who is not otherwise paid in respect of Bank Holidays may take Bank Holidays as part of their annual leave entitlement in order to receive payment for these holidays.

Employees shall give the company reasonable notice that they wish to take leave.

The company may choose to define the times when employees may take their leave, e.g. at Christmas or over summer shutdown.

Record Keeping

The company shall keep records of employee working time:

- Records of those employees who have not agreed to opt-out
- Records of hours worked by young employees
- Records of all employees who are close to, or over, the 48 hour weekly limit
- The details of night workers offered a night worker assessment, when an assessment was offered, when an assessment was conducted (if there was one) and the result of the assessment. These records shall be kept for two years
- Records of annual leave due and taken

Monitor and Review

The company shall monitor the performance of employees who are involved in the implementation of this policy.

The company shall ensure that activities are adequately supervised and that active monitoring techniques are applied to ensure that the workplace precautions and risk control measures are being applied.

This policy will be reviewed annually, when circumstances indicate a change is needed, when legislation is introduced that necessitates change or new equipment is purchased.

WORK EQUIPMENT POLICY

Introduction

Work equipment includes any equipment used by employees at work; this includes hand tools, power tools, mobile plant (such as fork lift trucks), office equipment, other specialist equipment and even motor vehicles.

Use of work equipment is primarily controlled by the Provision and Use of Work Equipment Regulations 1998, though other legislation may apply to specific equipment.

There is a duty on employers and the self-employed to ensure that any work equipment used at work, including that owned by an employee, is suitable, maintained, inspected as necessary, accompanied by adequate information and instructions and used by competent and trained people.

Identify and Specify Suitable Work Equipment

All work equipment used at work shall be suitable and sufficient for its intended use. Before purchasing work equipment the company shall consider:

- Where and how the equipment shall be used
- The purpose for which it is intended to be used
- Who will use it
- An assessment of risks that might result when used
- How these risks may be controlled

The company shall check that all purchased equipment:

- Has a CE marking and Declaration of Conformity
- Is accompanied by instructions on how the equipment should be used

The company shall ensure that the equipment is safe and is only used for operations, and/or under conditions, for which it is suitable.

Maintenance of Work Equipment

The company shall ensure that all work equipment is maintained by competent people and in accordance with the manufacturer's recommendations.

Maintenance shall be undertaken using a safe system of work. Where necessary, a formal permit to work system shall be used to ensure correct isolation and the use of correct tools and safety equipment to ensure that the work can be undertaken without risk.

Inspection

Where necessary, the company shall arrange for equipment to be formally inspected by a competent person. All inspections shall be recorded.

When the safety of the equipment depends on the installation conditions, it shall be inspected:

- After installation and before being put into service for the first time
- After assembly on a new site or in a new location

Where equipment is exposed to conditions causing deterioration liable to result in dangerous situations, it shall be inspected:

- At suitable intervals
- When exceptional circumstances occur

Where equipment requires thorough inspection under specific legislation, such as the Lifting Operations and Lifting Equipment Regulations 1998 or the Pressure Systems Safety Regulations 2000, the company shall make arrangements for the inspection to be undertaken by a competent person in good time.

Use of Equipment with Specific Risks

Any work equipment that involves specific hazards; only a competent person, appointed by the company, shall use and/or maintain the equipment. The company shall address the risks using a hierarchy of controls in the following order:

- Elimination of the requirement for the equipment, where possible
- Implementation of hardware measures, such as physical barriers
- Implementation of software measures, such as safe systems of work

Information, Instruction and Training

The company shall ensure that all persons using or maintaining work equipment have sufficient information, instruction and training to operate or maintain the equipment safely.

Supervisors and Managers shall have sufficient training to carry out their functions.

Young persons shall only use work equipment if they have had training, instruction and supervision and are deemed to be sufficiently mature and competent.

Operation and Working Environment

All work equipment shall:

- Be fitted with controls that are easily reached and operated
- Kept stable
- Be properly lit
- Provided with adequate markings
- Provided with adequate warning signs

All dangerous parts of machinery shall have measures to prevent access and to stop the movement of these parts before any part of a person enters the danger zone.

The company shall address the risks using a hierarchy of controls in the following order:

- The provision of fixed guards enclosing every dangerous part of the machinery
- The provision of other guards or protection devices
- The provision of jigs, holders, push sticks or similar protection appliances, to be used in conjunction with the machinery

All guards and protection devices shall:

- Be suitable for purpose
- Be of good construction, sound material and adequate strength
- Be maintained in an efficient state, efficient working order and good repair
- Not give rise to increased risks to health and safety
- Not be easily by-passed or disabled
- Not unduly restrict the view of the operating cycle of the machine
- Be constructed or adapted to allow operations necessary to fit or replace parts and for maintenance work, without having to dismantle the guard or protection device

The health and safety risks resulting from the following shall be controlled:

- Any item being ejected from the work equipment
- Rupture or disintegration of the work equipment

- Work equipment catching fire or overheating
- Unintended or premature discharge of any gas, dust, liquid, vapour or other substance that is produced, used or stored in the work equipment
- Unintended or premature explosion of the work equipment or any article or substance that is produced, used or stored in it

Where any work equipment and any article or substance produced is at a very high or low temperature it shall have protection to prevent injury by burn, scald or sear.

Controls shall be used where practicable, such as insulation, doors, controls and/or guards.

Record Keeping

The company shall keep all information on work equipment provided by the manufacturer and/or supplier and all records of maintenance for the life of the equipment.

The company shall keep all equipment inspection reports at least until completion of the next inspection report.

The company shall keep a register of employee training on mobile work equipment, to include a record of appointment of an employee as competent to operate and/or maintain each individual type of mobile work equipment.

Monitor and Review

The company shall ensure that activities are adequately supervised and that active monitoring techniques are applied to ensure that the workplace precautions and risk control measures are being applied.

This policy will be reviewed annually, when circumstances indicate a change is needed, when legislation is introduced that necessitates change or new equipment is purchased.

YOUNG PERSONS POLICY

Introduction

Under the Management of Health and Safety at Work Regulations 1999, employers are required to recognise that young persons, i.e. persons under the age of 18 years, are particularly vulnerable in the workplace. They may lack experience and/or maturity and may not recognise the workplace risks. Employers are required to conduct a risk assessment and, based on results of the risk assessment, make special arrangements for a young person's well-being.

Identify Posts that May be Filled by Young Persons

The company shall:

- Assess the risk of all activities to be undertaken by a young person, before the young person starts work
- Reduce the risk to the lowest level that is reasonably practicable
- Provide an appropriate level of supervision by a competent person.

Risk Assessments

The risk assessment will consider:

- The work activity, including any equipment or hazardous substances to be used
- Any activities that the young person should be prohibited from undertaking or locations that the young person is prohibited from entering
- Any special training requirements
- Any special arrangements in place for the supervision of each young person

Selection and Suitability

The selection of individuals who have the requisite skills and aptitude to be able to take on the appropriate level of training should be appointed.

Provision of Information

Information on the outcome of risk assessment to be provided to all employees:

- Particular attention for persons supervising and training the young persons
- The outcome of the risk assessment
- The safeguards that are in place to protect the health and safety of the young person

If a young person under the age of 16 is to be employed or to undertake job experience, the company will notify the parent or guardian of the young person of:

- The outcome of the risk assessment.
- The safeguards that are in place to protect the health and safety of the young person.

Provision of Instruction and Training

Any instruction and training should be planned and programmed to be delivered by competent persons:

- All training to be recorded
- All training records to be retained

Provision of Suitable Supervision

All young persons to be under the supervision of a competent supervisor

Competence Monitoring

The level of developing competence of the Young Person should be monitored, logged and recorded at suitable intervals, both time and task based.

Monitor and Review

The company shall ensure that activities are adequately supervised and that active monitoring techniques are applied to ensure that the workplace precautions and risk control measures are being applied.

This policy will be reviewed annually, when circumstances indicate a change is needed, when legislation is introduced that necessitates change or new equipment is purchased.