



Cardinal Demolition Limited

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HEALTH, SAFETY AND WELFARE POLICY

GENERAL HEALTH AND SAFETY POLICY STATEMENT

This General Policy Statement confirms the commitment of Cardinal Demolition Limited (hereafter referred to as "the Company") to comply with current legislation and is supported within the main Policy by two further parts; Responsibilities and arrangements, together with the monitoring thereof. The Policy also provides such information as is necessary to assist those persons using it, to fulfill their obligation.

As Managing Director it is my responsibility together with Company Management to ensure that our working environment is safe, without significant risks and meets the appropriate statutory requirements. It is recognised that all employees have a vital role in the implementation and maintenance of our health and safety programme.

It is our policy to reduce accidents, injuries and work-related ill health to the lowest level practicable. Where hazards exist we will evaluate, control and bring these to the attention of our employees. We all have a legal duty to co-operate in all Health and Safety related matters, not to endanger ourselves and others and not to misuse anything provided for Health and Safety. In particular, all persons are to ensure that appropriate Health and Safety rules are followed.

Within the Health and Safety Policy, specific duties have been assigned for the co-ordination and compliance with particular Health and Safety legislation appropriate to our business.

We will produce a 12 month, ongoing Health and Safety plan and budget to provide such insurance, external inspection, facilities, equipment and training as is required for those persons to fulfill their responsibilities.

All our employees will be given adequate information and training as is necessary to ensure their Health and Safety, during routine, unscheduled and emergency situations, together with the appropriate facilities and equipment.

Risk assessments, audits and general inspections will be undertaken at regular intervals by those trained to do so. This will help the Company to identify significant hazards and plan for their elimination, reduction and control.

Whilst on our premises, visitors will be accounted for, escorted and protected from workplace hazard. Contractors as appropriate will be supervised and controlled.

Our policy will be reviewed annually or when appropriate and the changes brought to the attention of all employees.

Signed



Tom Hawkes
Managing Director
Cardinal Demolition Limited

Last Review Date: 22nd March 2018

CONSULTATION WITH EMPLOYEES

The Health and Safety (consultation with employees) regulations 1996 require all Employers to consult with their Employees who are not represented by Safety Representatives under the 1977 Regulations (Safety Representatives and Safety Committees Regulations).

The company recognises the importance and benefits to be gained by consultation with our Employees.

Consultation directly with Employees is to be the responsibility of the Health and Safety Co-ordinator who will ensure that consultation takes place in good time on matters relating to Employees Health and Safety at work.

If at any time the method of consultation becomes ineffective due to the size or nature of the business then the company would recognise the rights of Employees or groups of Employees to elect one or more persons to act as their representative for the purposes of such consultation.

As an Employer we undertake to make available to Employees, information that is within our knowledge that is necessary to enable our Employees to participate fully and effectively in any consultation we may have.

GUIDANCE PROCEDURES FOR THE MANAGEMENT OF HEALTH AND SAFETY AT WORK

All levels of company management are to be fully conversant with these requirements and to produce risk assessments for their specific areas.

Risk Assessment – assess the risks to our employees and any others who may be affected by our undertakings.

In particular management shall:

- a. ensure that all relevant risks and hazards are addressed:
 - I. by identifying hazards, i.e. those aspects which have the potential to cause harm e.g. equipment used, work practices, electrical etc.
 - II. by complying with specific Acts or Regulations in order to help identify hazards;
 - III. by assessing the risks from the identified hazards (if there are no hazards, there are no risks);
 - IV. by ensuring all aspects of the work activity are reviewed;
- b. address what actually happens in the workplace or during the work activity within your area of responsibility;
 - I. by ensuring actual practice does not differ from the works procedure as this is frequently a route whereby risks creep in unnoticed;
 - II. by assessing the non-routine operations e.g. maintenance operations, loading and unloading, changes in production cycles;
 - III. by assessing interruptions to the work activity which are frequent cause of accidents. Look at management of such incidents and the procedures to be followed;
- c. ensure that all groups of employees and others who might be affected are considered e.g. office staff, night cleaners, maintenance staff, security guards, visitors;
- d. identify groups of workers who might be particularly at risk, for example, young or inexperienced workers; those who work alone; any disabled staff;
- e. take account of existing preventive or precautionary measures;

they may already reduce the risk sufficiently in terms of what needs to be done to comply with relevant statutory provisions. But are they working properly? Does action need to be taken to ensure they are properly maintained?

Ensure that any control measures that need to be implemented are communicated to all those persons who are deemed to be at risk.

- f. Risk Assessment regarding new or expectant mothers

We are required to undertake a risk assessment of any process or working condition or physical, biological or chemical activity to ensure the health and safety of women of child bearing age and to new or expectant mothers or that of her baby, and to those who have recently given birth or are breast feeding.

Where risks remain, we shall:

- change the employee's hours; or
- conditions of work to eliminate risk; or
- offer her alternative work.

Risk Assessment (cont'd)

Definitions and Applicability

“given birth” means “delivered a living child or after 24 weeks of pregnancy, a still born child”.

“new or expectant mother” means “an employee who is pregnant, who has given birth within the previous 6 months; or who is breast feeding”.

Details of a Risk Assessment

The level of detail in a risk assessment should be broadly proportionate to the risk. The purpose is not to catalogue every trivial hazard, nor is management expected to be able to anticipate hazards beyond the limits of current knowledge. A suitable and sufficient risk assessment will reflect what it is reasonably practicable to expect employees to know about the hazards in their workplaces. The format for all such risk assessments is provided within this policy.

Preventive and protective measures

The preventive and protective measures that have to be taken following the risk assessment depend upon the relevant legislation – covering particular hazards or sectors of work – and the risk assessment. In deciding upon the measures, the Company shall apply the following principles:

it is always best if possible to avoid a risk altogether, e.g. by not using or stocking a particular dangerous substance or article if it is not crucial to the business;

combat risks at source, rather than by temporary measures. Thus, if the steps are slippery, treating or replacing them is better than providing a warning sign;

wherever possible, adapt work to the individual especially as regards the design of workplaces, the choice of work equipment and the choice of working and production methods, with a view in particular to alleviating monotonous work and work at a predetermined work rate. This helps reduce possible adverse effects on health and safety;

take advantage of technological and technical progress, which often offers opportunities for improving working methods and making them safer;

risk prevention measures need to form part of a coherent policy and approach having the effect of progressively reducing those risks that cannot be prevented or avoided altogether, and which will take account of the way work is to be organised, working conditions, the working environment and any relevant social factors;

give a priority to those measures which protect the whole workplace and all those who work there, and so yield the greatest benefit; i.e. give collective protective measures priority over individual measures;

employees need to understand what they are required to do;

the avoidance, prevention and reduction of risks at work needs to be an accepted part of the approach and attitudes at all levels of the organisation and to apply to all its activities, i.e. the existence of an active health and safety culture affecting the organization as a whole needs to be assured.

Health and Safety Arrangements

Senior management are responsible for:

Planning: Adopting a systematic approach which identifies priorities and sets objectives. Whenever possible, risks are eliminated by the careful selection and design of facilities, equipment and processes or minimised by the use of physical control measures;

Organisation: Putting in place the necessary structure with the aim of ensuring that there is a progressive improvement in health and safety performance;

Control: Ensuring that the decisions for ensuring and promoting health and safety are being implemented as planned;

Health and Safety Arrangements (cont'd)

Monitoring and review: Like quality, progressive improvement in health and safety can only be achieved through the constant development of policies, approaches to implementation and techniques of risk control.

Health and Safety Assistance

The Company will if deemed necessary enlist the help or support from outside the organisation.

External services employed will be appointed in an advisory capacity only. They will be specialists or general consultants on health and safety matters contracted to fulfill specialist monitoring or assistance.

Senior management is solely responsible for ensuring that those they appoint to assist them with health and safety measures are competent to carry out whatever tasks they are assigned and given adequate information and support to complete this. In making their decisions management should take into account the need for:

- a knowledge and understanding of the work involved. The principles of risk assessment and prevention, and current health and safety applications;

- the capacity to apply this to the task required by the employer which might include identifying the health and safety problems, assessing the need for action, designing and developing strategy and

- plans, implementing these strategies and plans, evaluating their effectiveness and promoting and communicating health and safety and welfare advances and practices.

Procedures for serious and imminent danger and for danger areas

The Company will establish procedures to be followed by any worker if situations presenting serious and imminent danger arise. The aim has to be set out clear guidance on circumstances when employees and others at work should stop work and how they should move to a place of safety. In some cases this will require full evacuation of the workplace. In other cases it might mean some or all of the workforce moving to a safer part of the workplace.

The procedures may need to take account of responsibilities of specific employees. Some employees or groups of employees, may have specific tasks to perform in the event of emergencies.

Information for employees

The risk assessment will help identify information which has to be provided to employees under specific regulations, as well as any further information relevant to risks to employees' health and safety. Relevant information on risks and on preventive and protective measures will be limited to what employees need to know to ensure their health and safety.

The information must be capable of being understood by the employees to whom it is addressed. This should take account of their level of training, knowledge and experience. Special consideration should be given to any employees with language difficulties or with disabilities which may impede their understanding. For employees with little or no understanding of English or who cannot read English, employers may need to make special arrangements. These could include providing translation, using interpreters, or in some cases replacing written notices with clearly understood symbols or diagrams.

Co-operation and co-ordination

Our obligations under the Health and Safety at Work Act are towards anyone who may be put at risk by our activities. Where our activities and that of other employees and self-employed people interact, for example if we share premises or workplaces, we will need to co-operate with each other to ensure that our respective obligations are met. This will be achieved by agreeing with other concerned parties arrangements that are required to meet compliance prior to the work commencing.

Capabilities and training

Training

Training is an important way of achieving competence and helps to convert information into safe working practices. It contributes to the organisation's health and safety culture and is needed at all levels, including our senior management. The risk assessment and our training co-ordinator will determine the level of training needed for each type of work as part of the preventive and protective measures. This may include basic skills training, specific in-the-job training and training in health and safety or emergency procedures.

New employees are to receive basic induction training on health and safety, including arrangements for first aid, fire and evacuation. Particular attention should be given to the needs of young employees. The risk assessment should indicate further specific training needs. In some cases, training may be required even though an employee already holds formal qualifications.

Changes in an employee's work environment may cause them to be exposed to new or increased risks, requiring further training. The need for further training should be considered when:

Employees transfer or take on new responsibilities. There may be a change in the work activity or in the work environment.

There is a change in the work equipment or systems of work in use. A significant change is likely to need a review and re-assessment of risks, which may indicate additional training needs. If the change includes introducing completely new technology, it may bring with it new and unfamiliar risks. Competent outside advice may also be needed.

Refresher training

An employee's competence will decline if skills (e.g. in emergency procedures) are not used regularly. Training therefore needs to be repeated periodically to ensure continued competence. Information from personal performance monitoring, health and safety checks, accident investigations and near miss incidents can help to establish a suitable period for retraining.

Employee's duties

Employees have a duty to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work. Towards this end, employees should use correctly all work items provided by their employer, in accordance with their training and the instructions they receive to enable them to use the items safely.

Employees' duties also include co-operating with their employer to enable the employer to comply with statutory duties for health and safety. The Company and those we appoint to assist us with our health and safety matters need to be informed without delay of any work situation which might present a serious or imminent danger. The danger could be to the employee concerned or, if it results from the employee's work, to others. Employees shall also notify management of any shortcomings in the health and safety arrangement even when no immediate danger exists, so that management in pursuit of their duties can take such remedial action as may be needed.

Guidance provided by the Health and Safety Executive. The full requirement can be found in the Management of Health and Safety at Work Regulations 1999

POLICY ARRANGEMENTS FOR HEALTH AND SAFETY TRAINING

Senior management need to know enough about health and safety matters to determine priorities and assess the performance of people further down the management line. It is important that there is consultation with supervisors and others because without it there will be little genuine commitment to safety. Managers should examine the health and safety training needs of individuals at regular intervals keeping a record of training will help this.

Senior management need to make sure that a responsible and professional attitude is exhibited at all times and via supervisors to all other employees. It should be made clear that failure by employees at any level to obey safety rules will be taken very seriously. This commitment to health and safety, together with a commitment to training, is given in the Company Safety Policy.

Health and safety training for managers and supervisors is essential. They have a key responsibility for maintaining a safe working environment.

They need to realise that they are accountable for the safety of those under their control. Supervisors in particular have the task of spotting hazards and investigating accidents and near misses. They must be trained to identify unsafe systems of work and to put them right.

for new employees induction training should describe:

the company;

the organisation which has been set up to manage health and safety;

the particular hazards of the workplace; and

the major principles of safe working practice so that employees can begin work safely.

Induction training may have to take the form of individual tuition. The extent of such training will vary between individuals depending upon existing competence. The training need should always be assessed. This is particularly important with young employees and others new to the Company. It should never be assumed that appropriate or effective training has been given. It is equally important to assess the outcome of training to make sure that people are competent in the areas in which they have received training.

The Company rules and practices for safe working must be clearly explained so that employees are in no doubt as to what is expected of them. Written reference material should be provided wherever practicable. Safety training should be integrated into specific job training, particularly where unfamiliar equipment or processes are being used. The provision of relevant safety training for others should not be overlooked.

The Company Safety Policy, including the organization arrangements for its implementation, together with any formal training plan, should be brought to the notice of all employees.

Training will help people gain the necessary skills, abilities and knowledge to make them competent in the health and safety aspects of their job.

FIRE POLICY AND PROCEDURES

The Company recognises the continual risk of fire to our premises/site. The Company will assess the fire risks in the workplace and ensure that a fire can be detected in a reasonable time and that procedures are in place to warn people of such an occurrence. The Company will ensure that people who may be in the building can exit in a safe manner and will provide reasonable fire fighting equipment and ensure that such equipment is checked and maintained. To control this risk, all staff must remain vigilant, ensure fire exits are unlocked and are not obstructed. Waste is to be removed frequently and flammable liquids are to be used with the utmost care. Sources of ignition are not to be used in any risk area, where notices prohibit such use or where stated by the Company. Fire evacuation drills are to be in accordance with the notices posted. Whilst all levels of management have particular responsibilities for fire safety within their area, the Company has appointed a person to:

Ensure that all employees are trained and instructed on:

Action to be taken upon discovering a fire.

Action to take on hearing the alarm.

Location and use of fire equipment.

Means of escape.

Assembly points and roll call procedures.

Isolation of power supplies.

The need for clear unobstructed access.

Organise fire evacuation drills at prescribed intervals and record these in the Fire Register.

Organise and arrange for the examination and testing of all fire fighting equipment annually by a competent person.

Ensure that visual inspections are undertaken of fire extinguishers.

Maintain all appropriate records.

Liaise with the Fire Authority on proposed changes which will affect the fire precautions of the Company or any social operation to be carried out.

Ensure fire doors are fitted with crash bars and fire exit signs.

Ensure that fire extinguishers are wall mounted with clear access.

Ensure staff are trained in which type of extinguisher to use for specific types of fire and how to operate them.

Ensure all fire exit routes, stairs, passageways and routes through the premises are kept clear.

Provide as necessary fire extinguishers in Company vehicles.

Ensure the safe use, storage, handling and transportation of flammable and highly flammable materials.

MAJOR EMERGENCY PROCEDURES

In an emergency, the preservation of life is of the utmost importance and therefore evacuation of the premises in accordance with the fire procedure is to be undertaken without panic but as quickly as possible.

Where the appointed person is not immediately available, the senior person present will have complete authority and take such measures as are necessary to prevent loss of life. Possible hoax calls, unidentified packages etc are to be taken seriously and dealt with in accordance with Company procedure until it is established that no such threat exists.

LOOK OUT FOR SUSPICIOUS PACKAGES AND ENVELOPES

- e.g.
- unusual postmarks;
 - grease marks;
 - unusual smells (almond or marzipan);
 - extra weight;
 - thick envelopes;
 - a small envelope inside a large one (especially if tightly taped or tied with string or wire).

If you have any doubts or suspicions, report them promptly.

Avoid handling the package if possible.

WHAT TO DO IF YOU DISCOVER A SUSPICIOUS PACKAGE

Do not handle the package. Notify the appointed person or senior person who will instruct you to tell other staff and any visitors to leave the room or area as quickly as possible.

Leave all doors open behind you.

Gather everyone in the nearest safe common area to await evacuation.

WHAT TO DO IF YOU RECEIVE A BOMB THREAT

Stay calm.

Get as much information as possible from the caller:

- when is it set to go off?
- what kind of bomb is it?
- where has the bomb been placed?

Try to remember as many details as possible and write them down, e.g.:

- was the caller male or female?
- did the caller sound intoxicated?
- did the caller have an accent?
- did the message sound rehearsed or pre-planned?
- was there any identifiable background noise?

Notify the appointed person or senior person who will immediately call the police.

If instructed by the police the appointed person will:

- Evacuate the building by operating the fire alarm or by shouting or other means.
- Ensure that all persons leave the building in a quiet orderly fashion.
- Instruct employees not to close windows or doors.
- Account for all persons within the building.
- Warn other members of the public not to walk through the danger zone.
- Warn adjacent premises.
- Liaise with the police and have a prepared plan (A4 drawing) of the office area to indicate position of device.
- Will instruct everyone not to re-enter the building until told to by a police officer.

POLICY ON FIRST AID

The Company recognises its duty to provide adequate first aid arrangements for its employees. To ensure the provision of trained persons, equipment and facilities, the Company has appointed a First Aid Co-ordinator.

General Responsibilities

All members of management are required to ensure that first aid arrangements within their appropriate areas are adequate and that any deficiencies are notified to the First Aid Co-ordinator.

The Company will provide:

Adequate first aiders/appointed persons appropriate to the risks of the business. First aiders/appointed persons are listed on the mandatory notices.

Trained First Appointed Aider	Date Qualified	Appointed Persons	Date
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.....
.....
.....
.....

First aid training is valid for a period of 3 years after which attendance on a refresher course is required.
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First Aid Kits

First aid kits provided in the following locations:

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**POLICY ON REPORTING OF INJURIES, DISEASE AND
DANGEROUS
OCCURRENCES REGULATIONS 1995 (RIDDOR)**

The legal requirements of these regulations require the responsible person to notify the relevant enforcing authority and subsequently send a report of fatal and certain non-fatal accidents arising out of or in connection with work, of certain specified diseases contracted by persons at work and of certain specified dangerous occurrences.

To comply with this requirement the Health and Safety Co-ordinator is to:

Provide a system of notifying all authorised persons of fatalities, major accident injuries, ill health and dangerous occurrences

Provide information to the Health and Safety Executive concerning notifiable accidents and dangerous occurrences

Establish the causes of accidents, injuries, ill health and dangerous occurrences so that corrective action may be taken to prevent occurrence

Maintain a record of all accident injuries, ill health and dangerous occurrences (these records to be kept for a minimum period of 3 years)

Provide a system of notifying all authorised persons of fatalities, major accident injuries, ill health and dangerous occurrences

Provide information to the Department of Social Security on all accident injuries where industrial injury benefit is claimed

Provide to management, statistical data on all accident injuries, ill health and dangerous occurrences to highlight danger areas

In the absence of the nominated person for reporting of accidents the health and safety co-ordinator will notify the relevant enforcing authority in accordance with the requirements.

COMPANY OCCUPATIONAL HEALTH PLAN

The Company has appointed a person to investigate, plan and co-ordinate our occupational health requirements.

The prevention of occupational disease

The Health and Safety at Work etc. Act 1974 requires the Company to maintain conditions of work which are without risk to health, 'so far as is reasonably practicable'.

The Control of Substances Hazardous to Health (COSHH) Regulations require the Company to prevent or, where this is not reasonably practicable, adequately control the exposure of employees to hazardous substances. The Company are therefore responsible for preventing work-related ill health.

Employees' health may be put at risk by exposure to hazardous substances or agents (e.g. toxic chemicals, skin irritants, radiation) or by poor workplace design or working practices (e.g. manual handling of excessive weights or repetitive movements of particular muscles, causing strains).

All management should take pro-active measures to identify potential health risks within our workplace, without waiting until employees complain of ill health.

Many health risks can be eliminated or controlled by improved engineering or changed work practices. Where control measures are necessary their effectiveness must be monitored.

Fitness for work: placement and rehabilitation

Physical status, ill health and disability can influence an individual's ability to perform safely and effectively at work, and in some circumstances can put the individual, other employees or even the public at increased risk of injury or illness.

Some jobs require certain standards of fitness or health. In such cases the standards should be set in advance and applied consistently in assessing candidates for recruitment, transfer or return to work after illness.

Information, instruction and training

Information, instruction and training come into all aspects of occupational health but they are sufficiently important to be considered in their own right. Proper instruction and training in working practices can go a long way towards solving some occupational health problems, and are now legal requirements under the COSHH Regulations.

THE REVIEW OF NEEDS

Assessment

The first stage of any review is to question critically your own knowledge of the risks and requirements of the work process. This will establish whether there are or may be any unmet needs. This assessment will highlight areas of inadequate control or, more commonly, uncertainties about the nature of risks or the adequacy of procedures.

ELECTRICAL EQUIPMENT AND INSTALLATION POLICY

To enable the Company to comply with its statutory duty we have appointed a person to co-ordinate and undertake the electrical duties within this policy.

The appointed person will ensure that the Company is complying with the Electricity at Work Regulations 1989 and the IEE Wiring Regulations, 16th edition. All Company personnel must co-operate with those appointed to ensure the discharge of this duty.

PART I – POLICY

It is the intention of the Company to secure the health and safety of all persons, so far as is reasonably practicable, from the hazards of coming into contact with lethal voltages, by assessing the risks and thereby preventing exposures or accidents arising from the use, maintenance, inspection, repair, installation, modification or accidental contact with any electrical equipment, installation or system, whilst at work.

It is recognised that voltages in excess of 50 Volts Alternating Current (AC mains) and 120 Volts Direct Current (DC) can prove fatal when persons are in contact with them.

The Company recognises that the co-operation and assistance of all staff is of the utmost importance. In assessing the risks, the recommendations of the employees undertaking the tasks will form an important part of the assessment and where practicable will be implemented during any alteration to the work environment, practices or equipment.

PART II – ORGANISATION/RESPONSIBILITIES

Managers

Management is directly responsible for ensuring that persons within their control are not injured by electrical wiring or equipment used within their areas of responsibility. This will be accomplished by performing pre-use visual checks identifying hazardous activities, reporting defects, (for rectification by qualified persons), providing safe systems and where necessary permits to work to control any such hazardous tasks.

Responsibilities of Duty Holder

In consultation with those appointed it has been agreed that they will undertake the following duties:

- instigate and plan meetings to further progress electrical matters and co-ordinate the efforts of other management members within the Company

- provide reports to senior management on progress, costings, requirements and problems associated with the electrical installation and equipment

- review the electrical policy and procedures on a regular basis to ensure they are modified in compliance with current legislation and Company practices

- ensure that management receive adequate training in the recognition of electrical hazards and assessing the risks derived there from

- providing materials, equipment and guidance for the completion of an inventory of electrical equipment within their areas of responsibilities

- once every 5 years the electrical installation is to be inspected for compliance with the regulations and where required repaired or modified accordingly. Additionally, the Company is required to identify/mark all main circuit breakers/isolators and ensure all persons understand how to isolate the equipment or building services in the event of an emergency

- where applicable, contact the appropriate supplier/manufacturer to obtain further safety information to achieve the objectives stated

Responsibilities of Duty Holder (cont'd)

ensure all persons using portable electrical equipment understand how to inspect the casing, wiring, plug for damage and signs of heat damage; isolate the equipment; safely, take it out of use and notify management, using the procedures detailed within the policy arrangements

the wiring of fixed mechanical machinery or large electrical equipment that is not subject to continual movement can be inspected by a competent person during routine maintenance inspections required or advised by the manufacturer

small, common items of electrical equipment should be inspected at intervals as stated by the duty holder. Portable electrical tools and extension leads should have more frequent inspections where they receive harsh treatment or are used in a severe environment

items such as telephones and extra low voltage equipment (less than 50 Volts AC) when not used in an explosive atmosphere need not be formally inspected save for normal operation. This includes all small battery driven equipment

research, cost and recommend to senior management suitable/safer, low voltage equipment, methods and personal protective equipment appropriate for the task. Trial and ensure adequate information, instruction and training is provided prior to bringing such equipment into use. This should include the fitting of building, circuit and individual equipment overload circuit breakers and earth leakage current breakers/residual current devices etc to prevent fatal voltages to persons using the equipment and the risk of fire

provide guidance on risk reduction by using: competent persons; safe systems and permits to work; barriers; warnings; locking off; insulated tools and safety equipment

provide information, practical instruction and training for management and all employees on safe handling, storage, use and pre-use inspections of electrical equipment

maintain simple records of inspections, repair maintenance, training and equipment for inspection. These records can be either written or stored electronically on a computer

identify areas beyond the capacity and training of the Company and obtain external professional assistance

all contractors are to be signed in, given a copy of the Company safety rules and agree safe systems of work (using permits to work, where applicable) prior to commencement of work and are to be supervised accordingly

ensure that other persons visiting the premises who are required to use Company electrical equipment have the appropriate safety instructions for its use

where contractors are undertaking hazardous work they are to be issued with a permit to work, any deviation of which or unsafe practice will result in stopping the work until a safer risk method can be identified and followed

Employees Duties

Employees must co-operate with management; use the protective and safety equipment provided; not endanger themselves or others; report hazardous or dangerous operations; follow the training and guidance provided to prevent injury to themselves and others; comply with safety rules and use work permits where applicable.

Private electrical equipment must not be brought onto Company premises without prior authorisation from the appointed person. Where written permission is granted it will be on condition that all such equipment may be tested in conjunction with the Company's Electrical Safety Policy.

PART III – ARRANGEMENTS

As a guide for the appointed person the following type and periodicity of inspections are recommended:

All plugs and leads (including extension leads) are to have a pre-use, user examination and a formal visual inspection at intervals between 6 months to 2 years, together with a formal inspection and testing programme at intervals between 1 to 5 years, depending on the type of equipment it is connected to, its use and environment

Computer equipment, calculators, photocopiers, fax and double insulated, rarely moved items such as desk lamps, fans etc, used in an office or other clean dry environment, require a formal visual inspection at intervals between 2 to 4 years, together with a combined inspection and testing programme at intervals up to 5 years, unless it is double insulated

HAND HELD double insulated equipment (electrical tools etc) require a pre-use, user check together with a formal inspection at intervals between 6 months to 1 year

EARTHED equipment (class 1) such as electrical kettles, floor polishers etc, require a 6 month to 1 year formal vision inspection and a combined inspection and testing programme at intervals of 1 to 2 years

Special, frequent testing and arrangements are required for high risk equipment used in construction or in other hostile environments

Construction equipment should have a formal initial inspection and thereafter a check a 1 monthly intervals together with a combined inspection and electrical test every 3 months

Industrial equipment should have an initial inspection and checks thereafter at 3 monthly intervals together with combined inspection and electrical tests at 6 to 12 monthly intervals

Types of Inspection:

Visual: These inspections are of a simple nature and are detailed within the policy.

Formal visual inspections: These are to include the visual checks but also include checking within the plug top. A trained and authorised person (normally trained in Company) will be needed to undertake these but they must not remove covers of the actual equipment or attempt repair, unless they are competent to do so. They should however, take the equipment out of service and affix a warning sign and prevent further use.

Combined inspection repair: These should be carried out:

wherever there is a reason to suspect the equipment may be defective, but this cannot be confirmed by a visual inspection;

after any repair, modification or similar work;

at periods appropriate to the equipment, the manner and frequency of use and the environment.

These inspections should be carried out in conjunction with testing and should usually include a check for correct: polarity; fuse rating; termination of cables and conductors, together with the equipment's suitability for its environment.

Where a simple Fail/Pass meter (PAT Type) is used and the test is conducted by plugging the item into it, a Company person will be trained to do this, either by the Company providing the equipment or a competent in-house person.

Clear, easy to follow guidance should be given.

Once again, if an employee with limited skills is undertaking the testing they will only be required to report the fault for subsequent correction by a professional. All other test equipment which gives a reading and requires interpretation, will only be used by a professional person.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH POLICY

To enable the Company to comply with its statutory duty we have appointed a person to undertake the COSHH duties listed within this policy.

PART I – POLICY

It is the intentions of the Company to secure the health and safety of all persons so far as is reasonably practicable from the hazards in the use, handling, storage, disposal and transportation of all substances, by assessing the risks to prevent or control any ill health effects or accidents arising from or out of any such activities.

The Company recognises that the co-operation and assistance of all staff is of the utmost importance. In assessing the risks, the recommendations of the employees undertaking the tasks will form an important part of the assessment and where practicable will be implemented during any alteration to the work environment, practices or equipment.

PART II – ORGANISATION/RESPONSIBILITIES

Each level of management is directly responsible for ensuring that persons within their control are not injured or adversely affected by substances.

This will be accomplished by identifying hazardous substances and assessing the associated risks from them together with the processes they are used in or derived from, then implementing such safety measures to reduce, control or eliminate the risk at source.

Management is to ensure that no substance is brought into use without the relevant safety data being available for assessment. This includes all samples obtained from salespersons. Additionally, the person responsible for purchasing is to ensure that NO NEW substances are purchased, unless approval has been gained from the appointed person.

The appointed person shall:

Instigate and plan meetings to initiate/further the progress of the COSHH project and brief, instruct and co-ordinate the efforts of all persons involved with the project.

Provide reports to senior management on progress, requirements and problems associated with hazardous substances.

Review to COSHH policy and procedures on a regular basis to ensure it is modified in compliance with current legislation and Company practices.

Ensure that all levels of management receive adequate training in the recognition of substance hazards and assessing the risks derived there from using the documentation and procedures listed within the policy.

Provide materials, equipment and guidance for the completion of an inventory and initial survey of all operations where hazardous substances are used.

Review the inventory and initial assessments to identify those substances which will require further in-depth assessment.

From the preliminary assessment identify substances and contact the appropriate supplier/manufacturer to obtain the safety information required for the COSHH assessment.

Co-ordinate the in-depth assessments, discuss and review the options available for those tasks that can be eliminated or where: safer alternatives; segregation of substances/persons by distance, screening or time; dilution; air injection and extraction; Personal Protective Equipment (PPE) and hygiene methods can be used.

Research, recommend to senior management suitable/safer methods and personal protective equipment appropriate for the task. Trial and ensure adequate information, instruction and training is provided prior to bringing such equipment or substance into use.

Provide guidance on risk reduction by using safe systems for those tasks which cannot be completed without PPE and Respiratory Protective Equipment.

Provide specific information, practical instruction and training for management and all employees on safe handling storage, use and transportation, together with written/pictorial guidance cards and other training media applicable to the task.

PART II – ORGANISATION/RESPONSIBILITIES (cont'd)

Ensure individual managers and supervisors give specific and adequate instructions, practical demonstrations and training to their employees on safe measures in dealing with emergency situations e.g. spillage, fire, and contamination of persons, property or the premises together with written procedures and emergency equipment.

Maintain records of assessments, training and equipment for inspections. These records can be either written or stored electronically on a computer providing they are immediately available to the safety inspectorate.

Identify areas beyond the capacity and training of the Company, recommend external professional assistance for assessment, monitoring and health surveillance.

Employees must co-operate with management; use the protective and safety equipment provided; not endanger themselves or others; report hazardous or dangerous operations; follow the training and guidance provided to prevent injury to themselves and others.

PART III – ARRANGEMENTS

The appointed person is to ensure that other persons visiting the site/premises who are required to use hazardous substances forward prior to arrival at site COSHH assessments for the materials to be brought onto Company premises. Where unsafe practices are viewed, contractors are to be reminded by Company management and supervisors of their responsibilities under regulations. Where in the opinion of Company management unsafe practices are being used by contractors, they are to inform them to cease work until a safer alternative is agreed upon.

The Company is responsible for ensuring the health of all persons, including visitors and contractors. Management is to ensure pro-active measures are implemented to prevent any significant exposure to any substance which may damage their health.

The Company will, where practicable and/or applicable, screen job applicants to ensure that any previous injury or illness will not be adversely affected by the tasks they will be required to undertake. This will be in accordance with current legislation. Additionally, where practicable the Company may use job rotation to limit exposure or as an interim measure where any ill health effects are detected.

Where any person suffers ill health or is involved in an accident, they must immediately report it to the appointed person. All such information will and must be kept in the strictest of confidence.

Management will ensure that any ill health, accidents/incidents are investigated and subsequent action implemented to prevent recurrence and all persons concerned, informed of those actions.

Female employees are to report pregnancy as soon as possible to alert management to ensure any continued exposure, albeit low, will not be hazardous to her health or that of the unborn child. Where any doubt exists management must seek expert advice immediately.

Where appropriate health surveillance will be used to monitor certain individuals subject to activities where known adverse health effects can occur or have been identified.

Where a substance has an exposure limit which cannot be validated; is a known sensitizer or carcinogen, substance monitoring will be required to ensure persons are not over exposed and suffer detrimental health effects.

Any substance which is required to be used on other employer's premises/sites must be accompanied by a COSHH assessment unless it is a small spray or tube etc which has the safety precautions clearly marked upon it.

Certain chemicals and substances when stored together may produce a violent reaction. All substances are to be stored in accordance with the manufacturers' recommendations and legal requirements.

OTHER HAZARDOUS SUBSTANCES

Flammables are provided for within the fire policy. Asphyxiants, mercury, asbestos and radiation etc, are not substances subject to the COSHH Regulations, but are governed by particular safety legislation.

GUIDANCE TO EMPLOYEES ON PREVENTING ILL HEALTH FROM DUST AND CHEMICALS

The Government has made Acts and regulations to ensure persons whilst at work do not suffer adverse health effects. These require employers to evaluate, control and monitor any process which may damage your health. These Regulations are known as the Control of Substances Hazardous to Health Regulations or 'COSHH'. Under these Regulations duties are also placed on **YOU** to co-operate with management to secure your health by following instructions and correctly wearing and using safety equipment.

The Company has gone to great trouble and expense to ensure your safety. This safety code is a reminder of good practice and common sense, but can never be a substitute for your own knowledge and experience.

REMEMBER, nobody wants to be dressed from head to foot all day in personal protective equipment, but ensure you are wearing the correct protection (even for short exposures) at the right time. Don't think that because you cannot see vapours and minute particles that they cannot harm you. It is these that penetrate deep into the lungs and other organs that cause the most damage.

POINTS TO REMEMBER FOR CONTINUED SAFE HEALTH

NEVER smell chemicals to try and identify them

ALWAYS protect **ALL** skin from chemical contamination and burns. Don't forget your feet, chemicals may soak through your footwear and poison or burn you. Remember also that your hair is open to harm from chemicals or harmful dusts.

ALWAYS protect the mouth and nose. (Respiratory and internal organs from damage)

ALWAYS store your equipment out of hazardous areas, ensure it is working and **REPORT ALL DEFECTS**.

ALWAYS wear overalls, hats, dust coats, aprons etc but do not wear them to the canteen or take them home for washing.

ALWAYS read and follow safety and warning instructions on labels and safety information that is provided for you.

NEVER use chemicals etc unless you understand how to use them safely – **IF IN DOUBT, ASK!**

NEVER pour contaminants down the sink or drains.

NEVER mix chemicals.

NEVER pour chemicals into unlidded, unmarked or unsuitable containers.

ALWAYS return chemicals to their safe storage area after use.

NEVER breathe in fumes or dust. If you start coughing, wheezing or feel light headed or unwell, in any way **STOP** what you are doing, get help, and report it.

NEVER carry solvent soaked rags in bare hands or in pockets.

NEVER smoke, eat or drink in a dusty or chemical environment.

ALWAYS wash hands before using the toilet, smoking or consuming food/drink.

ALWAYS replace container lids/stops between applications and when not in use. (To prevent the chemical from escaping or being spilled).

BEWARE of flammable materials such as solvents, gases and dust. Do not use them in any area where sparks or ignition sources are present. Have an appropriate extinguisher nearby.

POINTS TO REMEMBER FOR CONTINUED SAFE HEALTH

BEWARE of spills, report them immediately and use the emergency procedure.

DON'T put yourself or others in danger

ALWAYS follow the instructions of supervisors and managers. It is their job to know how to deal with chemicals. The golden rule will always be **IF IN DOUBT, ASK!**

DO use barrier creams and, where appropriate, cotton inner gloves with the specialist outer gloves.

Remember: Don't **BE FRIGHTENED** of using chemicals or working in dusty or hazardous areas.
BE CAUTIOUS! Find out about the hazards of your job, then protect yourself against them.

PERSONAL PROTECTIVE EQUIPMENT AT WORK (PPE)

The appointed person will ensure the correct provision, maintenance, information, instruction, training and recording of Personal Protective Equipment.

PPE is defined as all equipment which is designed to be worn or held to protect against a risk to health or safety and therefore, encompasses most types of protective equipment and clothing i.e. eye, hand and head protection, safety footwear, safety harness and high visibility clothing.

It is the Company's policy that suitable PPE should be used only as a last resort when preventative or other control measures cannot, for whatever reason, be applied. By 'suitable' the regulations require that PPE must protect the wearer, be appropriate for the risks and work conditions, give adequate protection and fit properly, take adequate account of a worker's needs and be compatible with any other item of PPE worn. As the physical dimensions of employers will vary, more than one size or type of PPE may be required. The employees who will be users of PPE should be involved in its selection.

PPE is to be provided at Company expense and replaced if it becomes unserviceable. Any loss of PPE is to be reported immediately. PPE is not to be removed from the premises without Company approval. PPE is to be inspected and maintained in accordance with the instruction and training given. Personal lockers or other facilities need to be provided for the storage of PPE.

Employees are required by law to co-operate with the Company and wear the PPE provided and to ensure it is maintained in a good, clean condition and stored correctly. Any medical or other reason for not wearing PPE is to be immediately reported to the Company. The modification or deliberate damaging of all such equipment is an offence.

The appointed person is to ensure:

having assessed the risks, PPE is of the correct type to protect the employee against all hazards from the task and circumstances in which it is to be used?

PPE is being used and stored correctly

PPE is inspected, maintained, cleaned and replaced accordingly

Employees know how to use and look after PPE issued to them

PPE carries the CE mark

statutory examinations and recording e.g. for shot blasting or self contained breathing apparatus in accordance with the legislation is maintained

records are maintained for all PPE issued and training in its user

that PPE is the right type, size and comfortable for the task

MANUAL HANDLING POLICY

To enable the Company to comply with its statutory duty we have appointed a 'Co-ordinator' to undertake the manual handling duties listed within this policy.

The appointed Co-ordinator will ensure that the Company is complying with the Manual Handling Regulations. All Company employees must co-operate with them to ensure the discharge of this duty.

PART I – POLICY

It is the intention of the Company to secure the health and safety of all persons from the hazards of manual handling by assessing the risks to prevent or control any ill health effects or accidents arising from or arising out of any such activities.

The Company recognises that the co-operation and assistance of all staff is of the utmost importance. In assessing the risks, the recommendations of the employees undertaking the tasks will form an important part of the assessment and where practicable will be implemented during any alteration to the work environment, practices or equipment.

PART II – ORGANISATION/RESPONSIBILITIES

Each level of management and supervision is directly responsible for ensuring that persons within their area of control are not injured or adversely affected by manual handling operations. This will be accomplished by identifying hazards and assessing the associated risks, by reviewing each task together with the capability, strength and physical size of the individual employee, load and workplace environment.

The Appointed Person Shall:

Provide reports to senior management on progress, costings, requirements and problems associated with manual handling.

Review the manual handling policy and procedures on a regular basis to ensure it is modified in compliance with current legislation and Company practices.

Ensure that all levels of management receive adequate training in the recognition of manual handling hazards and assessing the risks deriving there from using the Company procedures and documentation.

Provide facilities, materials, equipment and guidance for the completion of an initial and in-depth manual handling survey of all such operations.

Review the initial assessments to identify those tasks which will require further in-depth assessment.

Co-ordinate the in-depth assessments and discuss and review the options available for those tasks that can be eliminated, mechanized or automated.

Research costs and recommend to senior management suitable and safe mechanical means and personal protective equipment appropriate for the task. Conduct trial and ensure adequate information, instruction and training is provided prior to bringing such equipment into use.

Provide guidance on risk reduction by using safe systems of work for those tasks which cannot be completed without manual handling.

Provide information, practical instruction and training for management and all employees on safe lifting by an individual or team, together with written/pictorial guidance cards and other training media, applicable to the task.

Maintain records of assessments, training and equipment for inspection. These can be in written form or stored on computer, providing they are accessible at all time to the safety inspectorate.

Identify areas beyond the capacity and training of the Company and recommend external professional assistance, assessment and where applicable health surveillance.

Employees Duties

Employees must co-operate with management; use the protective safety equipment provided; not endanger themselves or others; report awkward, hazardous, dangerous operations; follow the training and guidance provided to prevent injuries to themselves or others.

Deliveries

Co-ordinate with despatching or receiving companies to ensure that sent or delivered loads are correctly packaged, labeled with the weight, secured in strong containers or on pallets in good condition and provided in such condition as will enable the safe removal, placement, loading, unloading and handling of the load.

Contractors, Delivery Persons and Visitors

Ensure that other persons visiting the site/premises who are required to undertake manual handling activities are reminded by Company management and supervisors, of their responsibilities under regulations when undertaking activities which may be dangerous to themselves or others.

PART III – ARRANGEMENTS

Manual Handling Assessments

These will be undertaken as specified using the forms provided.

Work Routines

Where possible, in addition to the assessments and recommendations it is the Company's policy to review job procedures to intersperse manual handling with other tasks and use job rotation to reduce risks. Where this is not possible rest periods will be notified to specific persons exposed to these risks.

Preventing Ill Health

The Company will, where applicable, screen job applicants to ensure that any previous injury or illness will not be adversely affected by tasks beyond their capacity.

Health Problems

Where any person suffers ill health or is involved in an accident, they must immediately report it to the safety manager or Company medical staff. All such information will be kept in the strictest of confidence.

Management will ensure that ill health, manual handling accidents/incidents are investigated and subsequent action implemented to prevent recurrence and all persons concerned, informed of those actions.

Where appropriate health surveillance will be used to monitor certain individuals subject to risk activities and where ill health effects have been identified.

Pregnancy

Female employees are advised to notify management of pregnancy to ensure their tasks will not cause any detrimental health effect to themselves or their unborn child. All such information will be in the strictest confidence and as a result, changes of work or routine may have to be introduced to reduce any risk identified.

PROVIDING A SAFE PLACE OF WORK

There follows excerpts from regulations which have been summarized to give a brief overview of various factors. Further details or clarification can be provided on request.

Management is asked to provide a safe place of work by ensuring:

Maintenance of equipment and devices – the workplace and all equipment and devices used on our premises are properly maintained.

Ventilation - that 'effective and suitable provision' is made to ventilate every exposed workplace and that an effective or visual device is fitted to warn of failures in ventilation.

Temperature in indoor workplace - that a 'reasonable' temperature is maintained inside the workplace. Thermometers will have to be placed inside the workplace to enable people to determine the temperature. Generally this temperature should exceed 16oC unless much of the work involves severe physical effort in which case the temperature should be at least 13oC.

Lighting - our premises and workplace have suitable and sufficient lighting. As far as is reasonably practicable, this should be by natural light. Emergency lighting will have to be provided if people are exposed to danger in the event of failure of the artificial lighting.

Cleaning and decorating - the surfaces of all floors, walls and ceilings of our workplace must be capable of being cleaned or re-decorated. Drains must be kept clean and waste material not allowed to accumulate – unless in suitable containers.

Room dimensions and space - the Regulation requires that every workroom area, height and unoccupied space where people work does not risk their health, safety or welfare. (each employee at his workstation should have at least 11 cubic metres of space not counting any height in excess of 3 metres)?

Suitability of workstations - workstations will have to be suitable for the people working there and any work that is likely to be done there. Workstations should provide protection from adverse weather, enable a person to leave swiftly in an emergency, ensure that any person cannot slip or fall.

Floors - floors are to be properly constructed and maintained. Floors are not to have holes, slopes or uneven surfaces which are likely to cause a danger to any person; they are to be kept clear from obstructions and from any article or substance which may cause a person to slip, trip or fall; and have an effective means of drainage provided where necessary.

Falls or falling objects - the prevention of a person falling from a height likely to cause injury; being stuck by a falling object; or falling into a tank, pit or structure containing a dangerous substance. Effective measures must be taken to prevent unauthorised persons entering danger areas and that those who are allowed entry are suitable protected.

Glazing - every door, gate, wall or partition which is transparent shall be marked so as to show it is present. Many accidents occur when people walk into glass they cannot see. In new workplaces, or modified existing workplaces – after 1st January 1993 – safe materials will have to be used for doors and gates where any part of the transparent or translucent surface is at shoulder level or below in windows, walls and partitions the height is reduced to waist level or below.

Openable windows etc - no new workplaces or modified existing workplaces should design or construct any window, skylight or ventilator which causes a danger when being opened, closed or adjusted. All Company windows are to be checked for compliance and modified accordingly.

Ability to clean windows etc - every building, window or skylight on our premises should be fitted with suitable devices, where necessary, to allow them to be cleaned safely. This regulation will only apply to any new workplaces or modifications of existing places.

Traffic routes - that pedestrians and vehicles can circulate around the workplace in a safe manner. Where possible, routes are to be segregated and marked accordingly.

PROVIDING A SAFE PLACE OF WORK (cont'd)

Doors and gates - they are suitably constructed and that all such doors and gates do not cause injury to people if they slide, move vertically or are powered. An emergency stop control must be provided for any powered gate or door which can be operated manually if the power fails, and, where any door or gate may be pushed from either side, a clear view of the other side must be provided.

Sanitary conveniences - suitable and sufficient sanitary conveniences are provided in readily accessible places for all people working on our premises. These shall be in rooms which are adequately lit and ventilated, kept clean, in an orderly condition and properly maintained. Separate rooms for men and women are provided except where each convenience is in a room intended for use by one person, and it has a door which can be secured from the inside.

Washing facilities - adequate washing facilities, including showers, where necessary, are provided if required by the nature of the work, or for health reasons.

Drinking water - an adequate supply of wholesome drinking water must be provided and maintained for all persons at the workplace. Where the water is not supplied through a jet, cups must be provided.

Accommodation for clothing - suitable and sufficient accommodation is provided for people's outdoor clothing and any special clothing which is worn at work but not taken home. These should be in a suitable location and properly maintained in accordance with Company procedures and facilities.

Seating - where people can do their work effectively sitting down, suitable and sufficient seating must be provided. The seat must be suitable for the person and job and where necessary a footrest must be provided.

Facilities for rest - where necessary for reasons of health and safety, suitable and sufficient furnished restrooms are provided for employees, where applicable. Suitable arrangements to protect non-smokers from discomfort caused by tobacco smoke and suitable facilities are also to be provided for pregnant women and nursing mothers to rest.

Facilities for eating meals - where necessary for reasons of health and safety, suitable and sufficient facilities must be provided and maintained for people to eat meals at the place of work.

NOISE POLICY

To enable the Company to comply with its statutory duty we have appointed a person to undertake the in duties listed within this policy in accordance with the Noise at Work Regulations.

The appointed person will ensure that the Company is complying with the Noise at Work Regulations. All employees have a duty to co-operate with the appointed person to ensure compliance with the regulations and to accept personal responsibility for their own safety at work.

PART I – POLICY

It is the intention of the Company to secure the health and safety of all persons so far as is reasonably practicable from the hazards of noise, by assessing the risks arising from any source of noise. Where practicable management will investigate and instigate other methods of noise reduction in preference to the use of personal protection.

Where possible the views of all employees will be taken into consideration during any investigation of noise problems, any modification of the workplace or the introduction of safety equipment.

PART II – ORGANISATION/RESPONSIBILITIES

Management is directly responsible for ensuring noise sources and assessing the associated risks from such sources together with the processes they are used in or derived from and to them implement safety measures to eliminate, reduce or control the risk at source.

The appointed person will:

- instigate and plan meetings to further progress the project and co-ordinate the efforts of other management members within the Company

- provide the policy and procedures on a regular basis to ensure it is modified in compliance with current legislation and Company practices

- ensure that all levels of management receive adequate training in the recognition of noise hazards and methods of noise reduction

- provide materials, equipment and guidance for the completion of an initial noise survey and subsequent in-depth survey where levels exceed 90db(A) in accordance with the documentation provided within the policy

- provide hearing protection against the level and frequency of the measured noise. Demarking of hearing protection zones. Provide where applicable cleaning materials to ensure the hygienic condition of the hearing protection provided

- co-ordinate noise surveys, discuss and review the options listed within the arrangements to reduce noise to an acceptable level

- research and recommend to senior management suitable/safer methods and personal protective equipment appropriate for the task. Test suitability and ensure adequate information instruction and training is provided prior to bringing such equipment into use

- provide information, practical instruction and training for management and all employees on the correct use of hearing protection and the maintenance thereof

- maintain records of noise surveys, training and equipment for inspection. Records can be written or stored electronically on a computer providing they are immediately accessible to the enforcing authority.

- ensure that a competent person with specific technical measuring equipment is utilized to carry out the in-depth noise survey as required by the regulations.

Employees Duties

Employees must co-operate with management and use the noise control equipment provided to protect their hearing. Report defects in safety equipment and follow the training and guidance provided.

PART III – ARRANGEMENTS

Overview

Although deafness can be immediate from sudden loud noises, it is normally associated with the continual exposure to noise. Most peoples perception is that deafness is just a matter of asking people to speak up. This is only partially correct, as generally parts of the spoken word become unintelligible. This may make normal work, social and family life more difficult. As noise induced hearing loss occurs over a period of years, frequently 5 to 10 years, many employees do not notice the gradual deterioration. Every Company employee is a valuable asset and as such we need their help to assist in the preservation of their hearing.

The Company is required to provide hearing protection when requested by the employee, and the noise level exceeds the first action level. Below this level, where any employee finds noise a nuisance, stressor or distraction management will provide hearing protection in consultation with the employee and after assessing the area concerned. All areas where noise hazards exist will be notified to the exposed employees.

If normal speech cannot be understood when 1-2 metres apart then a preliminary noise survey will be undertaken. Where a reading of around 90dB(A) is indicated, all such areas are to be brought to the attention of management to arrange a full noise survey.

Contractors and Visitors

The appointed person will ensure that other persons visiting the premises who are required to enter noise hazard areas wear the appropriate hearing protection. Visiting contractors etc are to advise the appointed person and employees of any significant noise arising out of their operations. Where necessary they are to be reminded by the appointed person of their responsibilities under the regulations.

The Company is responsible for ensuring the health of all persons at work including visitors. In compliance with this responsibility management is to ensure pro-active measures are implemented to prevent any significant exposure to any noise level which may be detrimental to their hearing.

Working Away From Company Premises

All persons who are required to work away from Company premises are to comply with this policy and take hearing protection with them. In addition, when working on another employers premises or site they are to notify management of any significant noise they may produce.

Preventing Ill Health

The Company will where practicable screen job applicants to ensure that any previous injury, illness or hearing defect will not be adversely affected by tasks they will be required to undertake. This will be in compliance with current legislation. Additionally, where practicable the Company will use job rotation to limit exposure or as an interim measure where any ill health effects are detected.

Hearing Difficulties

Where any person suffers ill health or notices a deterioration in hearing, they must immediately report it to the appointed person. All such information will and must be kept in the strictest of confidence.

Health Surveillance

Where appropriate health surveillance will be used to monitor certain individuals subjected to activities where known noise levels may cause adverse health effects.

Noise Reduction Methods

Where possible the measures listed are to be planned for and used in preference to personal protection.

Machinery vibration can be reduced at source by:

- the substitution of component parts produced from different materials;
- the use of anti vibration mounts and damping to prevent resonance;
- the use of silencers, baffles and noise reflecting or absorbing materials.

COMPANY POLICY ON TRANSPORT

The appointed person will ensure so far as possible the safe use and maintenance of Company vehicles.

Before any person is permitted to drive a Company vehicle the appointed person will obtain and take a copy of that persons driving licence.

The appointed person will, after checking the details of the driving licence, explain to the driver the following points:

- procedure to follow in case of breakdown or accident

- procedure to follow for the reporting of vehicle damage or mechanical fault

- procedure to follow for routine servicing of the vehicle

- the appropriate driver guidance form

- type of fuel used

The Company will provide for authorised drivers vehicles in a roadworthy condition.

The driver is responsible for ensuring that the vehicle remains in a roadworthy condition.

Any road traffic offence or accident will be the responsibility of the driver, the Company however is to be informed of any such offence or incident as soon as is reasonably practicable.

POLICY ON THE SELECTION OF CONTRACTORS

To assist us in the selection of a contractor to undertake work on Company premises or to undertake work on behalf of the company, the following questionnaire will be completed by prospective contractors. The evaluation of this combined with any reasonable enquiries that we make will enable the Company to assess the health and safety arrangements of the contractor.

The Company recognises that the requirements of The Construction (Design and Management) Regulations may at some stage apply to the Company as clients.

If a construction project is likely to last more than 30 days or will involve 5 or more persons on site or 500 person days of work or involves **ANY** demolition or dismantling work it must be notified to the Health and Safety Executive and will have to follow the requirements laid down in the CDM Regulations.

The Regulations do not apply to construction work when the local authority is the enforcing authority for health and safety purposes, which will normally mean when work is undertaken inside offices, shops or similar premises, without interrupting the normal activities in the premises and without separating the construction activities from the other activities, however, the Company still has a duty to ensure the safety of persons coming onto the premises and that the operations the contractor will be undertaking do not expose such persons to any new hazards.

As the client the Company will appoint only those persons whom we are reasonably satisfied to be competent. If we find that the project is beyond our in house capabilities we will enroll a planning supervisor and pass on any information regarding health and safety matters relevant to the project for inclusion in the health and safety plan.

The Company may appoint a principal contractor on the basis of the evaluation of the questionnaires and/or by seeking advice from the planning supervisor.

The Company will ensure the compilation of the health and safety plan before the construction phase of the project begins so that tendering contractors can make arrangements for the allocation of adequate resources and take those arrangements into consideration when preparing tendering documentation. The health and safety plan will contain information on the following:

- a general description of the construction work involved in the project
- details of risks to health and safety of any person carrying out the construction work so far as such risks are known or are reasonably foreseeable
- any other information which is known or could be ascertained by making reasonable enquiries and which it would be necessary for any contractor to have if he wished to show that he has the competence and has allocated or, as appropriate, will allocate adequate resources
- such information which is known or could be ascertained by making reasonable enquiries and which it is reasonable to expect the principal contractor to need in order for him to comply with the requirements imposed on him by the CDM regulations
- such information which is known or could be ascertained by making reasonable enquiries and which it would be reasonable for any contractor to know in order to understand how he can comply with any requirements placed upon him in respect of welfare by or under the relevant statutory provisions

The appointment of the principal and the planning supervisor will be reviewed on a regular basis and if the competence of appointed persons proves unsatisfactory those appointments will be terminated.

For projects that **DO NOT** fall within the scope of the CDM Regulations prospective contractors shall complete PART ONE of the contractors health and safety assessment form.

For projects that **DO** fall within the scope of the CDM Regulations prospective contractors shall complete PART ONE and PART TWO of the contractors health and safety assessment form.

To be considered for work for THIS company the attached questionnaire must be completed and returned with all appropriate documents.

PART ONE – Contractors Health and Safety Assessment Form

Name of Company

Address

Telephone No.

Fax No.

Contact Name.

Type of Work Being Tendered For:

SAFETY POLICY – Enclose a copy of your health and safety policy which should illustrate the following points:

1. Your organisation for carrying out the policy i.e. allocation of duties, delegation of responsibilities etc.
2. The arrangements in place for carrying out the policy i.e. safety procedures, safety manuals, etc.
3. How the policy is brought to the attention of your employees.
4. The arrangements you have in place for the reporting of injuries, disease and dangerous occurrences regulations (RIDDOR).

Has any prosecution past or pending been brought against your company within the last five years by any enforcing authority in relation to any breach of health and safety legislation?

If so, what for?

Have your employees received appropriate training for their work and in the general health and safety aspects of your type of work?

Please provide documentary evidence.

If you normally sub-contract parts of this work how do you select sub-contractors and assess their competence?

Signed on behalf of the contractor:

Date:

Signed on behalf of the Company by:

Date:

PART TWO – Contractors Health and Safety Assessment Form

The questions that follow are only applicable to projects that fall within the scope of The Construction (Design and Management) Regulations 1994.

Are you aware of your responsibilities as laid out in the Construction (Design and Management) Regulations?

Outline them:

If you are the prospective principal contractor for this project how will you ensure the co-ordination, co-operation and competence of all contractors on site?

How will you bring to the attention of all contractors/employees the safety issues raised in the health and safety plan?

What risk assessments have taken place relevant to this type of project?

Signed on behalf of the contractor:

Date:

Assessed on behalf of the Company by:

Date:

COMPANY POLICY ON CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2007

It is the intention of the company to comply with the requirements of the Construction (Design and Management) Regulations 2007 as and when they are applicable to our undertakings.

The Company Health and Safety Co-ordinator will ensure with the assistance of other appropriate company management members, that the requirements of the Construction (Design and Management) Regulations are met prior to the commencement of any project to which these regulations apply.

The Health and Safety Co-ordinator will ensure that a pre-tender Health and Safety plan is obtained from the Planning Supervisor to enable the company to tender for the contract having allowed adequate provisions to fulfill the requirements of the contract in a safe and competent manner.

Where the company is deemed to be the principal contractor, the company through its Site Management will develop the Health and Safety plan so that it addresses the Issues which are relevant to Health, Safety and Welfare matters associated with the project.

The Health and Safety plan will illustrate how Health and Safety will be managed during the construction phase and will give details of how information and instruction will be passed to and received from all persons affected by the works.

Information received from the company's Contractors Co-ordinator will be included in the construction phase Health and Safety plan to enable the Site Management to plan and monitor works being undertaken by any Sub-Contractor we may use.

Information will also be included regarding welfare arrangements and emergency procedures.

Site Health and Safety rules and relevant Health and Safety standards where appropriate will also be included particularly where standards above the minimum statutory requirement are deemed necessary by the company or the client.

The plan will also identify the necessary levels of Health and Safety training required for those working on the project and arrangements for project specific awareness training where necessary.

The arrangements for monitoring compliance with all current Health and Safety legislation will also be an integral part of the construction phase Health and Safety plan, along with details of how the views of workers on Health and Safety issues relating to the project will be co-ordinated.

Where the company are not deemed to be principal contract for a particular project, the company will through its managers provide all the necessary information required by the principal contractors to assist him in fulfilling his role.

The Site Manager will be responsible for ensuring that all the relevant information required by the Planning Supervisor is made available to him to permit the Health and Safety file to be compiled.

SUB-CONTRACTORS CDM QUESTIONNAIRE

Dear Sir,

Re: CDM Regulations

Contract:

As principal contractor for the above contract we are responsible for the selection of competent and adequately resourced contractors to work on our behalf. As such we require you to provide us with information that demonstrates your commitment to the management of health and safety. The information requested below is not intended to be a definitive list and therefore you may wish to submit additional relevant information in support of your application.

1. Health and Safety Policy.
2. Details of your knowledge of the Construction (Design and Management) Regulations.
3. Your competence to undertake necessary workplace assessments to identify hazards and means of controlling associated risks.
4. Arrangements you intend to implement to satisfy the following:
 - a. monitoring of health and safety performance
 - b. ensuring that all workers are properly informed and consulted with throughout the project
 - c. ensuring that all your employees have received or will receive adequate training
 - d. arrangements for passing information to the planning supervisor for inclusion in the health and safety file, including information relating to injuries, dangerous occurrences and ill health
 - e. arrangements for contributing to the health and safety plan

COMMUNICATING THE HEALTH AND SAFETY POLICY

The Company has established a comprehensive Health, Safety and Welfare Policy in compliance with current legislation. Within the Policy all levels of management within the Company have general responsibilities and where applicable, specific duties for hazardous activities. Of necessity, it is a large, working document and as such it is impractical and unnecessary for everyone to read it. However, all the relevant sections for ensuring your health and safety will be communicated to you and, where applicable, written safe systems of work and assessments will be provided, together with appropriate training and safety equipment.

On official notice boards you will see displayed the Company's General Health and Safety Policy Statement. This statement is based on accident prevention and is required for compliance with health and safety legislation. It is very important that you understand and comply with the statement.

To enable the Company to fulfill their legal obligations, your co-operation, assistance and involvement is of the utmost importance.

You have a legal duty to:

Co-operate with the Company on all health and safety related issues;

Ensure your health and safety and that of others, and be accountable for your actions;

Not interfere with or misuse anything provided in the interest of health and safety;

Report accidents, incidents or anything which might cause danger.

For your own health and safety you **MUST** follow the code of conduct. Any deviation from it may lead to personal or Company prosecution by the enforcing authority and may necessitate appropriate disciplinary procedures against an individual, by the Company.

To implement the Health and Safety Policy, the Company is required to identify hazards and take effective measures to reduce and control the risks. Your suggestions and experience will be an important contribution in determining the actions necessary to achieve this.

Finally, please follow the guidance provided within this booklet and advise the Company on any health and safety problems.

COMPANY CODE OF CONDUCT AND EMERGENCY PRODECURES

Please Report:

- * **ANYTHING** which may be hazardous to your or anyone else
- * Equipment malfunctions and electrical defects
- * The discharge of any extinguisher
- * Any medical condition which may affect your safety while using equipment or which may be hazardous to other persons
- * **ALL** accidents and ensure they are recorded in the accident book
- * **ALL** incidents (near-misses) regardless of any lack of damage or injury
- * **ALL** accidental or otherwise damaged equipment

GENERAL

Please ensure that you:

- * Comply with safety signs and follow the warnings given
- * Ensure your workplace is kept clean and tidy
- * Pick up litter, mop up or report spills
- * Lift correctly or where applicable use a mechanical means

Please Don't

- * Leave equipment in a condition or position where it may later injure you or someone else
- * Lift anything which may cause you injury to your health – ask for assistance
- * Let any person operate or touch equipment for which only you have been trained and have responsibility for its safe use
- * Empty any hazardous substance down the drains

MACHINERY, PLANT AND TOOLS

Please Don't

- * Drive or operate any vehicle for which you have not been trained, and/or properly authorised to use
- * Ignore or remove guards
- * Operate, clean, modify, maintain or repair **ANY** equipment, plant or item unless you have been trained and authorised to do so
- * Wear gloves when using machinery with exposed rotating parts
- * Use tools that are damaged or incorrect for the task
- * Operate **ANY** plant or machinery while under the influence of drink or prescribed drugs
- * Use any equipment without the use of the appropriate eye, hand, head, body or hearing protection
- * Wear loose clothing, long hair, rings or necklaces which may become entangles in the machine (where rings cannot be removed they should be taped over)

ELECTRICAL

Please ensure that you:

- * Know the location of your equipment's electrical switches
- * Inspect the cable, plug and equipment for signs of misuse, damage or wear prior to using it
- * Unplug/switch off electrical equipment when not in use

Please Don't

- * Bring any personal electrical or portable radio equipment onto Company premises unless authorisation has been given by Company management
- * Leave trailing cable which you or others may trip over
- * Use 240 Volt equipment in the wet
- * Remove or open equipment casings which will expose mains voltage or attempt to repair, modify or maintain any equipment for which you are not authorised and trained to do so

SUBSTANCES

Please ensure that you:

- * Return unused equipment/substances or other items to their correct and safe storage area
- * Follow the safe use, transportation, handling and storage of chemicals from the COSHH assessments provided
- * Keep all lids on substances between applications and when not in use
- * Wear all safety equipment issued and report any defects and ensure fume/dust extraction equipment is switched on and working correctly

PERSONAL PROTECTIVE EQUIPMENT

Please ensure that you:

- * Wear items of protective clothing/equipment provided. In particular these may include, eye, head, hearing, feet, gloves and personal respiratory equipment that are appropriate to your duties
- * Maintain all protective clothing and equipment properly and inform the Company of any loss of, damage to such clothing and equipment
- * Store protective clothing/equipment properly and do not remove it from the premises unless authorised to do so
- * Wear hearing protection where directed by the Company. (As a guide hearing protection may be required where two persons would have difficulty in communicating when 1-2 metres apart)
- * Wear eye protection where any substance is in use or where an activity is undertaken which may be injurious to eyesight (compressed air/machinery) or in designated eye protection area and any other areas specified by the Company
- * Use local exhaust ventilation for the removal of hazardous fume or substance and ensure it is switched on prior to the commencement of work. All defects and reductions in efficiency are to be reported to the Company

HYGIENE

Please ensure that you:

- * Wash your hands before and after using the toilet and always before handling food or drinks
- * Remove all safety equipment before eating

Please Don't

- * Eat, smoke or drink in any area where dust, dirt or fumes are present
- * Leave toilets, washbasins or eating areas in an unclean, untidy or dirty condition

SAFE ACCESS

Please Don't:

- * Work above 2 metres unless you have safe access equipment, are authorised to do so, and the work is undertaken in a safe, pre-planned manner
- * Climb racking or any structure or stand on chairs or other unsuitable equipment or surfaces
- * Store items on top of cupboards or other inappropriate places

FIRST AID

Please ensure that you:

- * Know who the first aiders are
- * Report anything that you suspect may cause an injury
- * Report any accidents to the first aider who should record it in the accident book
- * Check with the first aider before using anything from the first aid kit

Please Don't:

- * use the first aid cabinets to store any medicines, ointments, tablets, etc
- * Use the pins, bandages, plasters etc. for any other purpose

FIRE

Please ensure that you:

- * Know your fire escape routes and the relevant evacuation procedures
- * Know where the extinguishers are and how to use them
- * Sound the alarm on discovering a fire or shout 'FIRE', 'FIRE', 'FIRE'
- * Know the correct type and operation of extinguishers
- * Keep fire exits clear of all obstructions
- * Report any suspected fire hazards to the Health and Safety Co-ordinator
- * Know your fire contacts

Please Don't:

- * Smoke in hazardous or unauthorised areas
- * Tackle a fire **BEFORE** sounding the alarm and only then if you are confident that you can put it out without endangering yourself or others
- * Re-enter a building after a fire until authorised to do so

Remember – You must accept responsibility for your own health and safety at work by co-operating with the Company

If you do not understand any of the health and safety codes conduct, please contact the Health and Safety Co-ordinator.

These codes of conduct are to be kept at work for your reference

FURTHER INFORMATION

Stress

Stress provides motivation and achievement. However, if you become over-stressed a range of medical symptoms appear together with low performance, irritability and depression etc. Stress can be caused by environmental factors such as noise, heat, humidity, cold or lighting as well as work relationships, work loads and tight deadlines and where routine tasks may produce major problems.

Most people will suffer from stress at some time during their life. Often this can be resolved by making the Company aware of the problems your or others may be facing. It is the Company Policy to address all stress related issues to ensure the health, safety and welfare of its workers so please contact any manager with whom you feel comfortable. Any such consultation will be kept in the strictest of confidence.

Bullying, Violence, Racist, Sexist and Derogatory Actions or Remarks

The Company aims to foster good working relationships and encourages a sense of humour to enhance morale amongst all those working for the Company but most importantly to take care of their own health and safety and that of others.

It is the policy of this Company not to tolerate any bullying, violence, threatening behaviour, racist, sexist and any action or remark that is derogatory to any person. Irresponsible behaviour can be both harmful and dangerous. Any such behaviour will be considered a breach of the relevant legislation and appropriate action may be taken.

If you feel you are being subjected to any such treatment you should contact any manager to whom you can relate and with whom you feel comfortable. Where possible, all such complaints will remain in the strictest of confidence save for any investigation to ascertain the allegations and undertake the appropriate action.

Ideas and Suggestions

You are encouraged to submit ideas for improving the health, safety, welfare and efficiency of the Company.

**COSHH REGULATIONS
HANDLING SUBSTANCES SAFELY
WHEN YOU SEE THESE SYMBOLS THEY MEAN**



TOXIC/VERY TOXIC

May cause serious health risk or even death if inhaled, ingested or if it penetrates the skin.

Safety Precautions you Must Follow

- * Wear suitable protective clothing, gloves and eye/face protection
- * After contact with skin, wash immediately with plenty of water
- * In case of contact with eyes, rinse immediately with plenty of water and seek medical advice
- * In case of accident or if you feel unwell, seek medical advice immediately



CORROSIVE

May on contact cause destruction of living tissue or burns

- * Wear suitable gloves and eye/face protection
- * Take off immediately all contaminated clothing
- * In case of contact with skin, wash immediately with plenty of water
- * In case of contact with eyes, rinse immediately with plenty of water (for 15 minutes) and seek medical advice.



HARMFUL

May cause limited health risk if inhaled or ingested or if it penetrates the skin

- * Do not breathe vapour/spray/dust
- * Avoid contact with the skin
- * Wash thoroughly before you eat, drink or smoke
- * In case of contact with eyes, rinse immediately with plenty of water and seek medical advice.



IRRITANT

may cause inflammation and irritation on immediate or repeated or prolonged contact with the skin or if inhaled

- * in case of contact with eyes, rinse immediately with plenty of water and seek medical advice
- * In case of contact with skin, wash immediately with plenty of water
- * Do not breathe vapour/spray/dust

**The full requirements can be found on the Control of Substances
Hazardous to Health Regulations**

EXPLOSIVE AND FLAMMABLE SUBSTANCES

SIGN: ORANGE SQUARE WITH BLACK SYMBOL



EXPLOSIVE

May explode if exposed to flame, heat or dry

Use only as directed
Keep container cool and in a well ventilated place
Keep away from all sources of ignition
Dispose of safely



OXIDISER

Reacts with other substances
Produces own oxygen to sustain fire
May cause fire or explosion

Use only as directed
Keep container cool and in a well ventilated place
Keep away from all sources of ignition
Dispose of safely



EXTREMELY FLAMMABLE

Gaseous and extremely flammable. Use only in flameproof areas.
Flash point below 0oC
Boiling point 35oC

Keep container tightly closed
Keep away from all sources ignition
Do not breathe vapour/
spray
Take precautions against static discharge



HIGH FLAMMABLE

Use only in flameproof areas
Flash point below 21oC

Keep container tightly closed
Keep away from all sources ignition
Do not breathe vapour/
spray
Take precautions against static discharge



FLAMMABLE

Flash point between 21oC and 35oC

Keep away from sources of heat and ignition