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**EFT GROUP LTD  
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# HEALTH AND SAFETY POLICY STATEMENT



## STATEMENT OF SAFETY POLICY

We recognise and accept our responsibility as an employer for providing a safe and healthy working environment for all employees and to avoid risks to the health and safety of others who may be affected by our activities.

We will take all reasonable steps within our power to meet this responsibility.

We will identify significant hazards and plan for their elimination, reduction and control by conducting risk assessments at regular intervals, the results of which will be communicated to our employees.

Communication between all levels of employees within the Company is paramount and we will therefore ensure that there are adequate arrangements in place to permit the flow of information both to and from employees.

All our employees will be given adequate information, instruction and training as is necessary to ensure their and others safety, whilst carrying out their duties on behalf of the company.

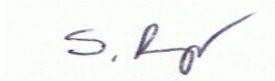
We will plan and budget to address the issues identified from the assessments and those deficiencies identified through our regular monitoring exercises.

Our policy will be regularly monitored, reviewed and updated at least once per annum to reflect any changes in legislation or in light of any changes in our activities or procedures and any updates will be brought to the attention of our employees.

We are aware of the need to employ contractors to conduct certain works on our behalf and undertake only to employ contractors who are professionally competent and who are compliant with relevant health and safety legislation.

We all have a legal duty to co-operate in all safety related matters, not to endanger others or ourselves and not to misuse anything provided for safety. In particular, all persons are to ensure that appropriate safety rules are followed as failure to do so may result in disciplinary action being taken.

Signed:



Date: November 2019

Position: **MANAGING DIRECTOR**



## 1. ORGANISATION

- 1.1 To ensure that the spirit and the letter of the law is upheld we have appointed specific people or groups of people to be responsible for the implementation of certain key aspects of our health and safety policy.
- 1.2 This list is reproduced and displayed at various points throughout the Company to ensure that all employees are aware of exactly who is responsible for which aspects of our health and safety policy.
- 1.3 Those people listed as having specific health and safety duties are given a responsibility folder which contains documentation and guidance to assist them with their duties.
- 1.4 Within each of the arrangements sections of the policy there is a monitoring checklist which the appointed duty holder will complete from time to time but at least annually and return to the Health and Safety Co-ordinator to enable an action plan to be formulated and implemented.

## 2. As Managing Director I will ensure that:

- Health and Safety is on the agenda of every management meeting.
- All employees take a proactive role in health and safety to ensure that risks are effectively controlled.
- All employees are aware of their responsibilities for ensuring the health and safety of themselves and others who may be affected by their acts or omissions.
- Full account is taken in respect of any safety representatives.
- Professional Health and Safety assistance is maintained as required by the Management of Health and Safety at Work Regulations.
- Effective communication is maintained with all employees in order to promote a culture which recognises that controlling health and safety risks is an essential part of everyone's daily life.
- Adequate funds, materials, equipment and human resources are provided to meet all health and safety requirements
- Adequate contingency funds are available to address any unforeseen/unexpected health and safe issues that may arise.
- That prime consideration is given to health and safety in all forward planning.

**3. The Directors will ensure that :**

- The health and safety policy and procedures are monitored and that any changes necessary are made and maintained throughout the Company.
- Support is given to all employees to enable implementation of all aspects of the health and safety policy and procedures.
- Health and safety training is provided for all employees.
- Health and safety meetings are held when required.
- Health and Safety is given prime consideration in all forward planning.
- Appropriate insurance cover is in place and maintained for all aspects of Company activities.
- Adequate funds are made available to meet the health and safety needs of the Company.
- Effective channels of communication are maintained so that information concerning safety matters can be communicated to all employees.

**4. Managers will ensure that:**

- All employees under their direction fully understand and observe all aspects of the Company's health and safety policy and procedures.
- Information regarding health and safety issues is communicated to and understood by all employees under their direction.
- Any health and safety issue raised by any employee under their direction is either effectively managed by themselves or communicated to the relevant specific health and safety duty holder as detailed with the health and safety policy.
- All employees under their direction receive sufficient information instruction and training regarding the risks to which they are exposed whilst at work.
- No tasks, duties or activities will take place which may present a risk to employees or any other person until such time as a full assessment has taken place and any resultant control measures identified have been implemented.
- All employees under their direction fully understand their duties in relation to all relevant health and safety requirements.



- All employees attend health and safety meetings as and when requested.
- All employees provide full cooperation regarding health and safety matters to enable those individuals with specific or general duties to discharge them.
- All employees under their direction are instructed in relation to any safe systems of work.
- That all personal protective equipment is used and maintained as required.
- All accidents, dangerous occurrences or near misses which occur in their area of responsibility are investigated, recorded and where necessary reported as per the requirements detailed within the policy.
- All plant, equipment and facilities under their control are maintained in safe working order without risk to health and that any statutory or in house inspecting and testing regime is complied with.
- All defective plant, equipment or facilities are repaired or replaced where necessary and that these items are taken out of use until such time as the repair or replacement has been carried out.
- Routine monitoring of all policies and procedures applicable to their areas of work is undertaken.
- Procedures are in place to ensure the health and safety of all employees under their control who are potentially exposed to any hazardous substances.

**5. All Employees will ensure:-**

- Compliance and co-operation with any reasonable request made to permit the Company to discharge its legal and moral duties in respect of health and safety matters.
- Any hazard which cannot be rectified immediately is reported to the appropriate person for action and if necessary take immediate remedial action to temporarily safe guard against the risk of injury or damage.
- Any accident, near miss or dangerous occurrence is reported as per the requirements detailed within the policy documentation.
- No new equipment, plant or substances are brought onto Company premises and used before permission has been granted and any necessary assessments have been conducted.



## 6. HEALTH AND SAFETY POLICY REVIEW

- 6.1 To ensure continuing compliance with legislation and best practice our Health and Safety Policy will be reviewed periodically and at least annually.
- 6.2 The Health and Safety Co-ordinator will ensure that reviews take place with the co-operation of those individuals with specific health and safety duties.
- 6.3 The Health and Safety Co-ordinator will ensure that all necessary amendments to the policy are made and will ensure that suitable information instruction and training is provided for those affected by the amendments.

Date of Policy Review	H & S Co-ordinators Signature	Brief Description of Changes
07.01.2015		No Changes
07.01.2015		



## APPOINTMENT OF SPECIFIC HEALTH AND SAFETY DUTIES

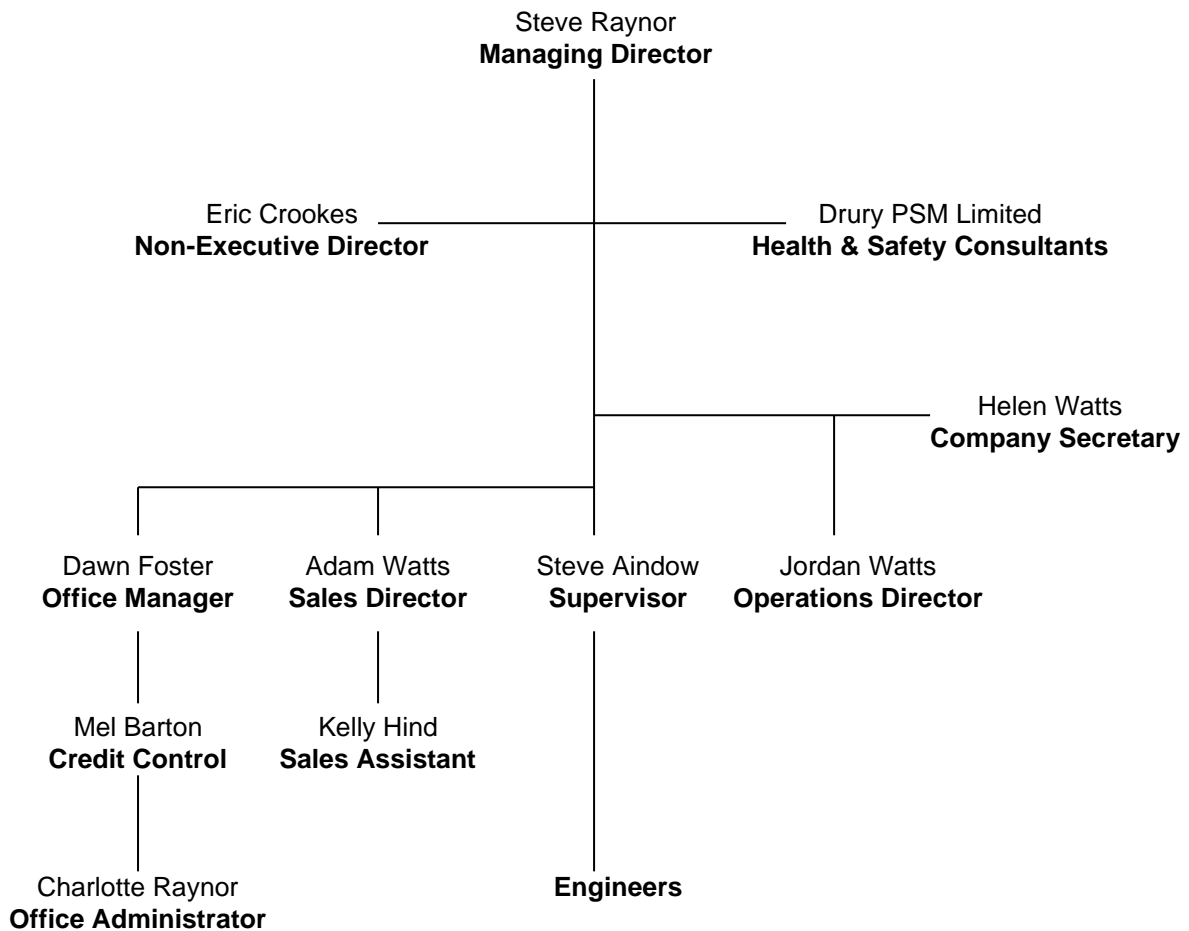
	<b>Name</b>	<b>Position</b>
Health and Safety Co-ordinator	Adam Watts	Sales Director
Risk Assessment Co-ordinator	Adam Watts	Sales Director
Violence & Aggression at Work Co-ordinator	Jordan Watts	Operations Director
Safety Training Co-ordinator	Jordan Watts	Operations Director
Work Related Stress Co-ordinator	Jordan Watts	Operations Director
Personal Protective Equipment Co-ordinator	Jordan Watts	Operations Director
Manual Handling Co-ordinator	Adam Watts	Sales Director
Gas Safety Co-ordinator	Steven Raynor	Managing Director
Asbestos Co-ordinator	Steven Raynor	Managing Director
Fire & Emergency Evacuation Co-ordinator	Jordan Watts	Materials Manager
Electrical Safety Co-ordinator	Steven Raynor	Managing Director
DSE Safety Co-ordinator	Jordan Watts	Operations Director
Noise at Work Co-ordinator	Steven Raynor	Managing Director
Control of Substance Hazardous to Health Co-ordinator	Adam Watts	Sales Director
Occupational Health Co-ordinator	Jordan Watts	Operations Director
Control of Contractors Co-ordinator	Steven Raynor	Managing Director
Consultation with Employees Co-ordinator	Steven Raynor	Managing Director
First Aid and Accident Investigation Co-ordinator	Jordan Watts	Operations Director

Continued...

## APPOINTMENT OF SPECIFIC HEALTH AND SAFETY DUTIES CONTINUED

	<b>Name</b>	<b>Position</b>
Work Equipment Co-ordinator	Jordan Watts	Operations Director
Working at Height Co-ordinator	Steven Raynor	Managing Director
Control of Vibration at Work Co-ordinator	Steven Raynor	Managing Director
Transport Co-ordinator	Jordan Watts	Materials Manager
Control of Smoking Co-ordinator	Dawn Foster	Office Manageress
Welfare Co-ordinator	Jordan Watts	Operations Director
Confined Spaces Co-ordinator	Jordan Watts	Operations Director
Construction Work Co-ordinator (CDM)	Steven Raynor	Managing Director
Site Welfare Co-ordinator	Steven Raynor	Managing Director
Site Security Co-ordinator	Steven Raynor	Managing Director
Site Emergency Co-ordinator (First Aid & Fire)	Jordan Watts	Materials Manager
Loler Co-ordinator	Steven Raynor	Managing Director
Scaffolding Co-ordinator	Steven Raynor	Managing Director
Mewp's Co-ordinator	Steven Raynor	Managing Director
Lone Working Co-ordinator	Jordan Watts	Operations Director

## MANAGEMENT STRUCTURE FOR HEALTH AND SAFETY



All staff, particularly management, have a specific legal duty to ensure the safety of all persons' compliance with the general and specific duties listed within the Policy. Those appointed with specific duties will need the complete co-operation of all persons to fulfil them and as such are to be given every assistance.

**EFT GROUP LTD**

**HEALTH AND SAFETY**

**CODE OF CONDUCT**

**AND**

**EMERGENCY PROCEDURES**



## STATEMENT OF SAFETY POLICY

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We are aware of the need to employ contractors to conduct certain works on our behalf and undertake only to employ contractors who are professionally competent and who are compliant with relevant health and safety legislation.

We all have a legal duty to co-operate in all safety related matters, not to endanger others or ourselves and not to misuse anything provided for safety. In particular, all persons are to ensure that appropriate safety rules are followed as failure to do so may result in disciplinary action being taken.

## 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 have general and where applicable, specific responsibilities to enable the Company to comply with its legal obligations. 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 the preceding page and on official notice boards you will see displayed our 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 fulfil our 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 to 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 this code of conduct. Any deviation from it may lead to personal or the Company's prosecution by the enforcing authority and may necessitate appropriate disciplinary procedures against an individual, by the Company.

To implement the Health and Safety Policy, we are 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. You should not carry out any task which means deviating from the agreed methods of work.

Finally, please follow the guidance provided within this booklet and advise your line manager of any health and safety problems.

## CODE OF CONDUCT AND EMERGENCY PROCEDURES

### **Please Report:**

- Anything which may be hazardous to you or anyone else.
- Equipment malfunctions and electrical defects.
- The discharge of any fire extinguisher.
- Any medical condition which may affect your or others safety at work.
- All accidents no matter how small and ensure they are recorded in the accident book.
- All incidents including near-misses regardless of any lack of damage or injury.
- Any damaged equipment which you become aware of.

### **General**

#### **Please ensure that you:**

- Comply with safety signs and follow any warnings which may be given.
- Keep your work place clean and tidy.
- Mop up or report spillages.

#### **Please Don't**

- Leave equipment in a condition or position where it may later injure you or someone else.
- Let any person operate work equipment for which you are responsible unless they are competent to do so.

## **Hygiene**

### **Please ensure that you:**

- Wash your hands before and after using the toilet.
- Wash your hands and remove all safety equipment before eating.

### **Please Don't**

- Eat 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.

## **Electrical**

### **Please ensure that you:**

- Know the location of your equipment's electrical switches.
- Inspect portable electrical equipment for signs of misuse, damage or wear prior to use.
- Unplug/switch off electrical equipment when not in use.

### **Please Don't**

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



## **Work Equipment**

### **Please Don't**

- Drive or operate any vehicle unless you are competent and have been authorised to do so.
- Ignore or remove guards.
- Operate, clean, modify, maintain or repair any equipment, plant or item unless you are competent 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 work equipment whilst under the influence of drink or drugs, which also includes prescribed drugs if those prescribed drugs may affect your judgement or co-ordination i.e. drowsiness.
- Use any equipment without wearing the appropriate specified personal protective equipment.
- Wear loose clothing, long hair, rings or necklaces which may become entangled in the equipment (where rings cannot be removed they should be taped over).

## **First Aid**

### **Please ensure that you:**

- Know who the first aiders are.
- Report any accident to the first aider who will record it in the accident book.
- Report to the first aider anything used from the first aid kits.

### **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.

## **Substances**

### **Please ensure that you:**

- Return left over or unused substances to their correct and safe storage area.
- Follow the procedures for the safe use, transportation, handling and storage of chemicals given in the COSHH assessments provided.
- Keep all lids on substances between applications and when not in use.
- Use fume/dust extraction equipment where provided and wear all necessary personal protective equipment issued to you.
- Report all faults with extraction and personal protective equipment.
- Do not empty any hazardous substance down the drains.

## **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 or damage to such clothing and equipment.
- Store protective clothing/equipment properly and do not remove it from the premises unless authorised to do so.

## **Safe Access**

### **Please Don't:**

- Work at height 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.

## FIRE

### **Please ensure that you:**

- Know your fire escape routes and the relevant evacuation procedures.
- Know where the extinguisher are and how to use them.
- Raise the alarm on discovering a fire.
- Report to the assembly point on hearing the fire alarm or any person shouting 'Fire'!
- Know the correct type and operation of extinguishers.
- Keep fire exits clear of all obstructions.
- Report any suspected fire hazards to the Fire Safety Co-ordinator.
- Know your fire Wardens.

### **Please Don't**

- Smoke in unauthorised areas.
- Tackle a fire **BEFORE** sounding the alarm and only then if you are trained and 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 whilst at work by co-operating with the Company**

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

**This Code of Conduct booklet is to be kept at work for your reference**

## **FURTHER INFORMATION**

### **Stress**

Our personnel are our most valuable asset and where pressures at work could cause high and long-lasting levels of stress the risk will be assessed and appropriate measures taken to control, reduce or eliminate the causes. Tackling work-related stress at source requires a partnership approach with care staff and representatives based on openness, honesty and trust. Systems will be in place locally to encourage managers to support their staff and care staff to support their colleagues.

We recognise that non-work problems can make it difficult for people to cope with the pressures of work. All employees are encouraged to discuss any matters that may affect their work with their manager or senior staff with whom they feel comfortable. If we are aware that someone is particularly vulnerable because of their circumstances we may be able to find ways to relieve the pressures at work so that they do not become excessive.

### **Violence at work**

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 taken care of their own health and safety and that of others.





Any form of bullying, verbal or physical, will not be tolerated in any form and we will take appropriate measures necessary for its eradication. Measures are in place to prevent, so far as is reasonably practicable, any physical or mental ill treatment by or to our staff, or person's visiting/working on our premises.

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

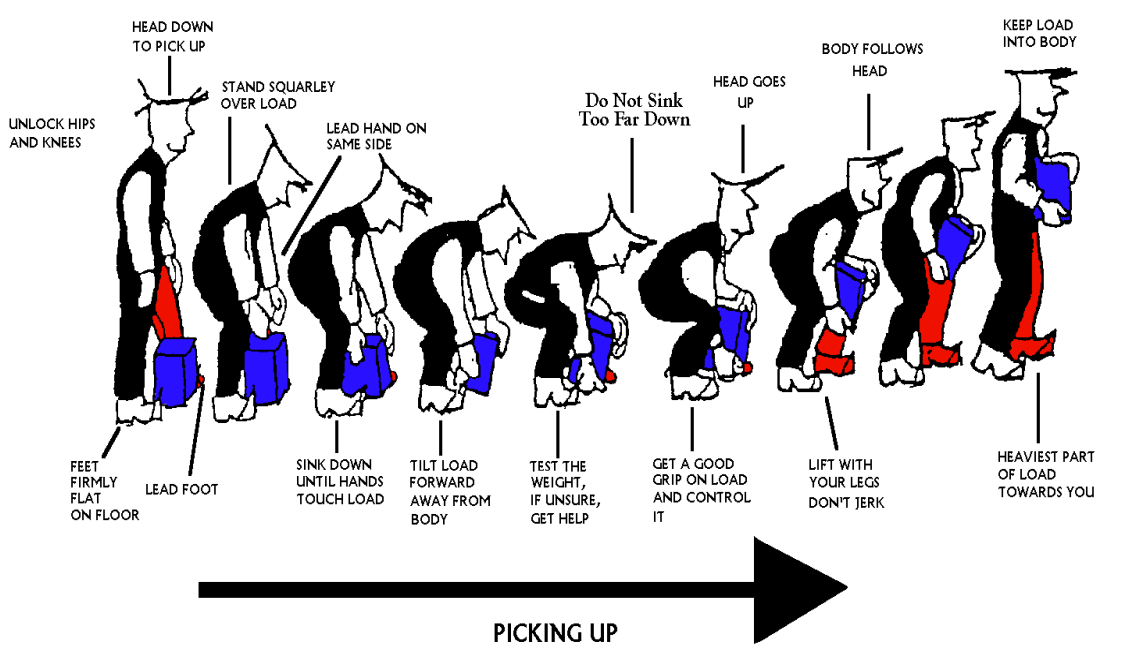
## COSHH REGULATIONS HAZARD SYMBOLS

	<p><b>TOXIC/VERY TOXIC</b></p> <p>May cause serious health risk or even death if inhaled, ingested or if it penetrates the skin.</p>	<ul style="list-style-type: none"> <li>• Wear suitable protective clothing, gloves and eye/face protection.</li> <li>• After contact with skin, wash with plenty of water.</li> <li>• In case of contact with eyes, rinse immediately with plenty of water &amp; seek medical advice.</li> <li>• In case of accident or if you feel unwell, seek medical advice immediately.</li> </ul>
	<p><b>CORROSIVE</b></p> <p>May on contact cause destruction of living tissue or burns.</p>	<ul style="list-style-type: none"> <li>• Wear suitable gloves and eye / face protection.</li> <li>• Take off immediately all contaminated clothing.</li> <li>• In case of contact with skin, wash immediately with plenty of water.</li> <li>• In case of contact with eyes, rinse immediately with plenty of water (for 15 minutes) and seek medical advice.</li> </ul>
	<p><b>HARMFUL</b></p> <p>May cause limited health risk if inhaled or ingested or if it penetrates the skin.</p>	<ul style="list-style-type: none"> <li>• Do not breathe vapour/spray/dust.</li> <li>• Avoid contact with skin.</li> <li>• Wash thoroughly before you eat, drink or smoke.</li> <li>• In case of contact with eyes, rinse immediately with plenty of water and seek medical advice.</li> </ul>
	<p><b>IRRITANT</b></p> <p>May cause inflammation and irritation on immediate or repeated or prolonged contact with the skin or if inhaled.</p>	<ul style="list-style-type: none"> <li>• In case of contact with eyes, rinse immediately with plenty of water and seek medical advice.</li> <li>• In case of contact with skin, wash immediately with plenty of water.</li> <li>• Do not breathe vapour/spray/dust.</li> </ul>
<p><b>The full requirements can be found in the Control of Substances Hazardous to Health Regulations</b></p>		

## EXPLOSIVE AND FLAMMABLE SUBSTANCES

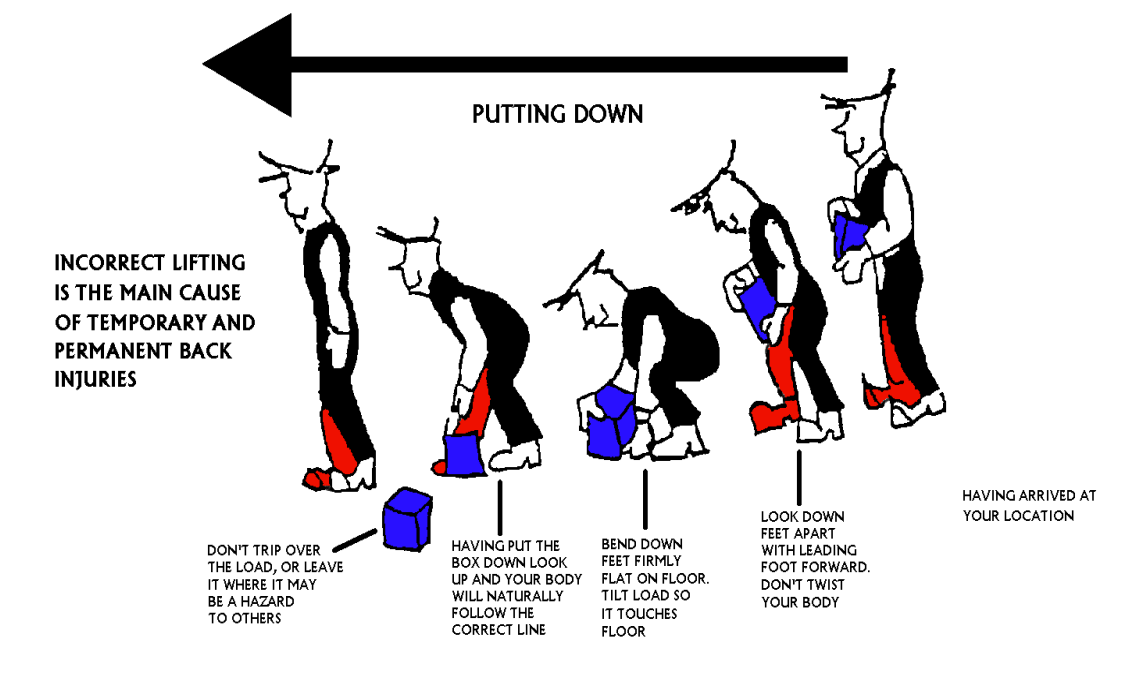
	<p><b>EXPLOSIVE</b></p> <p>May explode if exposed to flame, heat or dry.</p>	<ul style="list-style-type: none"> <li>• Use only as directed.</li> <li>• Keep container cool and in a well ventilated place.</li> <li>• Keep away from all sources of ignition.</li> <li>• Dispose of safely.</li> </ul>
	<p><b>OXIDISER</b></p> <p>Reacts with other substances.</p> <p>Produces own oxygen to sustain fire.</p> <p>May cause fire or explosion</p>	<ul style="list-style-type: none"> <li>• Use only as directed.</li> <li>• Keep container cool in a well ventilated place.</li> <li>• Keep away from all sources of ignition.</li> <li>• Dispose of safely.</li> </ul>
	<p><b>EXTREMELY FLAMMABLE</b></p> <p>Gaseous and extremely flammable.</p> <p>Use only in flameproof areas.</p> <p>Flash point below 0°C</p> <p>Boiling point 35°C.</p>	<ul style="list-style-type: none"> <li>• Keep container tightly closed.</li> <li>• Keep away from all sources of ignition.</li> <li>• Do not breathe vapour/spray.</li> <li>• Take precautions against static discharge.</li> </ul>
	<p><b>HIGHLY FLAMMABLE</b></p> <p>Use only in flameproof areas.</p> <p>Flash point below 21°C.</p>	<ul style="list-style-type: none"> <li>• Keep container tightly closed.</li> <li>• Keep away from all sources of ignition.</li> <li>• Do not breathe vapour/spray.</li> <li>• Take precautions against static discharge</li> </ul>
<p><b>NO SYMBOL REQUIRED</b></p>	<p><b>FLAMMABLE</b></p> <p>Flash point between 21°C and 55°C</p>	<ul style="list-style-type: none"> <li>• Keep away from sources of heat and ignition.</li> </ul>

**DO YOU NEED TO LIFT?  
CAN YOU USE MECHANICAL MEANS?  
IF YOU ARE IN DOUBT GET HELP!  
CONTROL THE LOAD, DO NOT LET IT CONTROL YOU!**



**PICKING UP**

**IT IS YOUR RESPONSIBILITY TO LIFT CORRECTLY  
AND TO SEEK ASSISTANCE IF IN DOUBT**



**PUTTING DOWN**

## CONSULTATION WITH EMPLOYEES

### Policy

We recognise the importance and benefits to be gained by consultation with our employees on all health and safety matters. We will ensure that arrangements are in place to consult our employees on the introduction of any measure at the workplace which may substantially affect the health and safety of those employees, our arrangements for appointing a competent person, the planning and organisation of health and safety training and the consequences of introducing new technology into the workplace. We will ensure that all employees with whom we consult (or their representatives) are provided with sufficient information to enable them to fully and effectively carry out their functions. We will provide employee representatives information on reportable accidents and allow them to make representations on general health and safety matters, potential hazards and dangerous occurrences in the workplace. We will allow employee representatives to consult with inspectors from the enforcing authority and ensure that they are adequately trained to fulfil their role. We will meet any reasonable costs associated with such training and allow time off with pay to enable the representative to perform their functions.



## 1. ARRANGEMENTS FOR CONSULTATION WITH EMPLOYEES

### **The Consultation with Employees Co-ordinator will ensure that:**

- 1.1 Arrangements are in place to consult employees or their representatives on health and safety issues.
- 1.2 Consultation takes place on the arrangements for appointing a competent person.
- 1.3 Employee representatives are provided with sufficient information and training to enable them to carry out their functions effectively.
- 1.4 Employee representatives are provided with information on reportable accidents.
- 1.5 Employee representatives are encouraged to make representations on general health and safety matters, potential hazards and dangerous occurrences in the workplace.
- 1.6 Employee representatives are allowed to consult with inspectors from the Enforcing Authority.
- 1.7 Employee representatives are allowed sufficient time off from their normal work to allow them to perform their functions.



## 2. CONSULTATION WITH EMPLOYEES MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

**Name: Adam Watts**

**Date: 07.01.2015**

**Yes No**

1.1	Are arrangements in place to consult employees or their representatives on health and safety issues?	x	
1.2	Has consultation taken place on the arrangements for appointing a competent person?	X	
1.3	Are employee representatives provided with sufficient information and training to enable them to carry out their functions effectively?	X	
1.4	Are employee representatives provided with information on reportable accidents?	X	
1.5	Are employee representatives encouraged to make representations on general health and safety matters, potential hazards and dangerous occurrences in the workplace?	X	
1.6	Are employee representatives allowed to consult with inspectors from the Enforcing Authority?	X	
1.7	Are employee representatives allowed sufficient time off from their normal work to allow them to perform their functions?	X	

### Comments/Further Action

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## **HEALTH AND SAFETY EMPLOYEE RESPONSIBILITY CHECKLIST**

<b>SPECIFIC DUTY</b>	<b>NAME</b>	<b>ROLE</b>	<b>DATE OF COMMUNICATION</b>
Health and Safety Co-ordinator	Adam Watts	Sales Director	07.01.2015
Risk Assessment Co-ordinator	Adam Watts	Sales Director	07.01.2015
Violence & Aggression at Work Co-ordinator	Jordan Watts	Operations Director	07.01.2015
Safety Training Co-ordinator	Jordan Watts	Operations Director	07.01.2015
Work Related Stress Co-ordinator	Jordan Watts	Operations Director	07.01.2015
Personal Protective Equipment Co-ordinator	Jordan Watts	Operations Director	07.01.2015
Manual Handling Co-ordinator	Adam Watts	Sales Director	07.01.2015
Gas Safety Co-ordinator	Steven Raynor	Managing Director	07.01.2015
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Control of Substance Hazardous to Health Co-ordinator	Adam Watts	Sales Director	07.01.2015
Occupational Health Co-ordinator	Jordan Watts	Operations Director	07.01.2015
Control of Contractors Co-ordinator	Steven Raynor	Managing Director	07.01.2015

## EFT Group Ltd – Health and Safety Policy



EFT GROUP LTD

Consultation with Employees Co-ordinator	Steven Raynor	Managing Director	07.01.2015
First Aid and Accident Investigation Co-ordinator	Jordan Watts	Operations Director	07.01.2015
Work Equipment Co-ordinator	Jordan Watts	Operations Director	07.01.2015
Working at Height Co-ordinator	Steven Raynor	Managing Director	07.01.2015
Control of Vibration at Work Co-ordinator	Steven Raynor	Managing Director	07.01.2015
Transport Co-ordinator	Jordan Watts	Operations Director	07.01.2015
Control of Smoking Co-ordinator	Dawn Foster	Office Manageress	07.01.2015
Welfare Co-ordinator	Jordan Watts	Operations Director	07.01.2015
Confined Spaces Co-ordinator	Jordan Watts	Operations Director	07.01.2015
Construction Work Co-ordinator (CDM)	Steven Raynor	Managing Director	07.01.2015
Site Welfare Co-ordinator	Steven Raynor	Managing Director	07.01.2015
Site Security Co-ordinator	Steven Raynor	Managing Director	07.01.2015
Site Emergency Co-ordinator (First Aid & Fire)	Jordan Watts	Operations Director	07.01.2015
Loler Co-ordinator	Steven Raynor	Managing Director	07.01.2015
Scaffolding Co-ordinator	Steven Raynor	Managing Director	07.01.2015
Mewp's Co-ordinator	Steven Raynor	Managing Director	07.01.2015
Lone Working Co-ordinator	Jordan Watts	Operations Director	07.01.2015




**3. CONSULTATION WITH EMPLOYEES MONITORING AND REVIEW ACTION PLAN**

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	Action taken, please see supporting document above and attached.
1.2	Action taken, please see supporting document above and attached
1.3	Yes, consultation taken with employees to ensure they have all necessary training and are well equipped to carry out their responsibilities.
1.4	All employees briefed as per company procedure for reporting accidents.
1.5	Always. Opportunities to discuss such issues are made during monthly tool box talks.
1.6	Yes
1.7	Yes

Date: 07.01.2015

Completed: By Adam Watts

Signed:  .....

## **RISK ASSESSMENTS AND MANAGING HEALTH AND SAFETY AT WORK**

### **Policy**

We will examine all workplaces and activities under our control to assess the risks to the health and safety of employees or others who may be adversely affected by our activities. We will ensure that the significant findings of the assessments are recorded and the control measures identified are fully implemented. We will review and amend all assessments where necessary. We will apply the principals of prevention of risk detailed in the regulations to all assessments and ensure that effective arrangements are in place for the planning, organisation, control, monitoring and review of the preventative and protective measures. We will ensure that health surveillance is provided for all employees where required and that procedures are in place for serious and imminent danger. We will appoint a competent person to provide health and safety assistance to enable compliance with the requirements of the Regulations and ensure that contact with external services are arranged. We will ensure that all employees are given comprehensive and relevant information on the results of the risk assessments and the requirements of the Regulations. We will ensure co-operation and co-ordination with other employers regarding the requirements of the Regulations and ensure that the employees of those employers are provided with appropriate health and safety information. We will ensure that all employees are competent to undertake their duties and are provided with appropriate information, instruction and training. We will ensure that all employees comply with their duties under the Regulations and that specific arrangements are in place to ensure the health and safety of temporary workers. Specific assessments of the risks to new and expectant mothers will be carried out where required and arrangements for the protection of young persons will be implemented.



## 1. ARRANGEMENTS FOR RISK ASSESSMENTS

### **The Health and Safety Co-ordinator will ensure that:**

- 1.1 An initial audit is carried out to identify significant hazards, determine the adequacy of existing control measures and highlight areas where further assessment is required.
- 1.2 Significant findings of risk assessments are recorded to show how the risks arise and how they impact on those affected, that a proper check has been made and to assist in future monitoring and review.
- 1.3 Implementation of control measures are scheduled on an action plan and sufficient time and resources allowed for their completion.
- 1.4 Sufficient guidance, training and support are given to those in charge of activities to ensure their competence to assess risk, and their awareness of the requirements of relevant legislation.
- 1.5 Information on risks and the preventative and protective measures are communicated to employees in a clear and easily understood manner, limited to what is relevant and necessary to ensure health and safety. Consideration is given to any employees with specific needs such as a language, visual impairment, hearing deficiencies or learning difficulties.
- 1.6 Co-operation and co-ordination of activities takes place where our activities and those of other people interact to ensure that respective obligations are met. Relevant information on hazards and precautionary measures are exchanged and arrangements for ensuring health and safety agreed prior to the work or activity commencing.
- 1.7 Levels of competence required for activities are identified through risk assessment and any training needs are met.
- 1.8 The control measures implemented are monitored, including fire precautions and emergency measures, to maintain their effectiveness.
- 1.9 Risk assessments are reviewed and revised at appropriate intervals.
- 1.10 Competent technical advice on health and safety matters is provided to assist in the effective management of health, safety and welfare matters.



## 2. RISK MANAGEMENT MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan.  
Positive answers should cross-reference supporting material.*

**Name: Adam Watts**

**Date: 07.01.2015**

		Yes	No
1.1	Has an initial audit been carried out to identify significant hazards, determine the adequacy of existing controls and highlight areas where further assessment is required?	X	
1.2	Are the significant findings of the assessments recorded to show how they arise, impact on those affected, that a proper check has been made and to assist in future monitoring and review?	X	
1.3	Has an action plan that allows reasonable timescales and sufficient resources to address inadequacies and implement control measures to eliminate or reduce the risk to as low a level as is reasonably practicable been scheduled?	X	
1.4	Is sufficient guidance, training and support in hazard identification, risk assessment and the requirements of relevant legislation provided for nominated staff?	X	
1.5	Is the information required by employees to ensure their health and safety relevant and communicated to them in a comprehensible manner?	X	
1.6	Where our activities interact with others are the arrangements for co-operation and co-ordination, communication and supervision effective in controlling the risks to health and safety of all who may be affected?	X	
1.7	Have levels of competence been established and training needs identified and met with records maintained?	X	
1.8	Is the implementation and the effectiveness of the control measures monitored?	X	
1.9	Are risk assessments reviewed at appropriate intervals to ensure they remain valid and 'suitable and sufficient'?	X	
1.10	Is proper use made of the specialist advice and assistance available?	X	
<b>Comments/Further Action</b>			


### 3. RISK MANAGEMENT MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	Yes
1.2	Yes
1.3	Yes
1.4	Yes
1.5	Yes
1.6	Yes
1.7	Yes
1.8	Yes
1.9	Yes
1.10	Yes

Date : 07.01.2015

Completed By : Adam Watts

Signed :  .....

## 4. Guidance and Records

### 4.1. The Risk Assessment Process

A risk assessment is a systematic examination of the premises and all activities associated with the business to help determine what measures are necessary to comply with duties under the Health and Safety at Work Act 1974 (HASAWA) and also with more specific duties in the various regulations made under its umbrella and other Acts.

*A 'suitable and sufficient' risk assessment must:*

- Identify risks arising from the work.
- Keep the level of detail proportionate to the risk.
- Ignore routine activities associated with life in general unless the work activity compounds or significantly alters those risks.
- Consider all those who might be affected (employees, visitors, contract cleaners, etc).
- Include what the employer could reasonably be expected to know e.g. from supplier manuals, trade press, national standards and good practice.

*There are five recognised steps to carrying out risk assessments:*

- Step 1 Identify the significant hazards.
- Step 2 Decide who might be harmed and how.
- Step 3 Evaluate the extent of the risk and decide whether existing precautions are adequate or if more should be done.
- Step 4 Record the significant findings where there are five or more employees.
- Step 5 Review the assessment periodically and when there are any significant changes.

Each of these steps is dealt with in more detail on the following pages.

## 4.2 Step 1: Identifying Hazards

*A hazard is something with the potential to cause harm.*

Significant hazards may be found through deficiencies in the workplace environment, slipping and tripping hazards, inadequate fire precautions, unsafe equipment, electricity, chemicals, poor lighting, manual handling, work practices etc.

*Refer to:*

- Suppliers as they must provide health and safety information about the products they supply.
- Manufacturers' instructions and data sheets.
- Specific acts or regulations to be complied with as these may help identify specific hazards.
- Approved codes of practice, national standards, trade association as these will help identify appropriate control measures.
- Accident book records.

*Check:*

- Non-routine operations e.g. maintenance, use of temporary staff.
- Consult employees to ensure all aspects of the work activity are reviewed.

## 4.3 Step 2: Who might be harmed?

Anyone who might be affected by the hazards identified will be considered i.e. employees, non-employees and any others in the workplace.

Groups who may not be in the workplace at the time of the assessment will also be considered, e.g. cleaners, maintenance personnel. Formal provision will be made to protect visitors and contractors on our premises or sharing our workplace.

*Some groups of people are recognised as being vulnerable and therefore more susceptible to risk and require particular consideration.*

*These include:*

- Young persons and inexperienced workers.
- Temporary workers.
- New or expectant mothers.
- Those with special needs or disabilities.
- Lone workers.

Specific requirements are described on the following pages.

#### 4.3.1 Young Persons

We will not employ any 'young person' (below the age of eighteen) without first making, or reviewing, risk assessments and taking into account:

- Their inexperience, immaturity and lack of awareness of risks.
- The fitting-out and layout of the workplace and their workstation.
- The nature, degree and duration of exposure to physical, biological and chemical agents.
- The form, range and use of work equipment and how it is handled.
- The organisation of processes and activities.
- The extent of health and safety training provided or to be provided.
- Specific risks defined in relevant legislation.

The findings of the assessment will be recorded and where significant risk remains no child (under compulsory school age) will be employed to do the work.

Other young persons cannot do the work unless it is necessary for their training, they are supervised by a competent person, and the risk is reduced to the lowest level reasonably practicable.

#### 4.3.2 Temporary Workers

The levels of competence determined through risk assessment are also applicable to temporary workers. We will inform the employment business through which they are recruited of the qualifications and skills required and aspects of the work that might affect health and safety.

As the 'user employer' we will provide temporary workers with induction and specific training on the risks to which they are exposed and the necessary control measures, including arrangements for emergency evacuation.

Where personal protective equipment (PPE) is necessary and not commonly available within the workplace, the employment business will ensure it is provided.

#### 4.3.3 New or expectant mothers

Where there are women of childbearing age and any aspect of the work could involve risk to the health and safety of a new or expectant mother or to that of her baby, the risk assessments will identify any additional precautionary measures.

Once notified in writing that an employee is pregnant, has given birth within the previous six months, or is breast-feeding, appropriate action will be taken.

However, where further action will not avoid risk, and if it is reasonable to do so, we will,

- Alter the working conditions or hours of work, or;
- Offer her suitable alternative work if available, or, if it is not;
- Suspend her from work.

#### 4.3.4 Special needs and Disabilities

Where appropriate, the risk assessment will identify any reasonable adjustments necessary to our arrangements or physical features of the workplace, to remove any disadvantage to people with special needs or disabilities. Many people may need only minor adjustments.

#### 4.3.5 Lone Workers

Where there are people working by themselves without close or direct supervision, including anyone working away from their fixed base, the risk assessments will firstly determine whether one person can adequately control the risks, and then, what particular or additional measures are required to control them. The precautions will take account of the work activity and foreseeable emergencies such as fire, equipment failure, illness and accidents.

### 4.4 Step 3: Evaluating the Risk

Risk expresses the likelihood of harm arising from the hazards identified and therefore the following must be considered when evaluating the risk:

- Are there foreseeable risks arising from the hazards?
- Who is affected and how often?
- What is the nature and extent of the risk, *taking into account existing control measures?*

*Where control measures exist, the remaining risk will be evaluated by,*

- Checking the effectiveness of the preventive or precautionary measures and;*
- Observing actual practice, which may differ from manuals or procedures.*

- Is the remaining level of risk acceptable/negligible?
- What more could be done to eliminate/reduce it?
- How can the effectiveness of control measures be maintained?

#### 4.5 Step 4: Record significant findings

To be considered suitable and sufficient the risk assessments will:

- Identify the significant hazards identified in the assessment.
- Identify the significant risks arising out of the work.
- Identify existing preventive and precautionary measures for controlling risks.
- Identify further action required to eliminate or reduce risks.
- Stipulate reasonable timescales for implementation.
- Provide sufficient detail to demonstrate a suitable and sufficient risk assessment and to allow future review.

#### 4.6 Step 5: Review and Revision

Risk assessments will be reviewed at intervals dependent upon the type of work and degree of change likely to occur as well as on the timescales indicated in the risk assessment action plan.

Significant changes, where the risk assessment may no longer be valid, to the work method, machinery or processes, or where trainees or other inexperienced employees have been introduced, will also prompt a review of the relevant risk assessments.

- Identify the people affected by the hazards.

#### 4.7 Use of Risk Assessment forms

An initial rough assessment may be made to help identify significant hazards. Then, using the risk assessment forms provided carry out a more detailed assessment of each significant hazard or activity, e.g. collecting broken glass, working at height.

- Identify the hazards associated with each activity, e.g. falls from height, and consider whether they can be eliminated or replaced with something safer.
- Identify the different groups of people at risk.
- Consider each group, list existing control measures to protect them on the form and tick the 'Existing/Proposed' column to signify this.
- Taking into account the existing controls listed, determine the severity of any harm and the likelihood of this happening if no further action were taken, then estimate the overall risk rating which will either be High, Medium or Low.



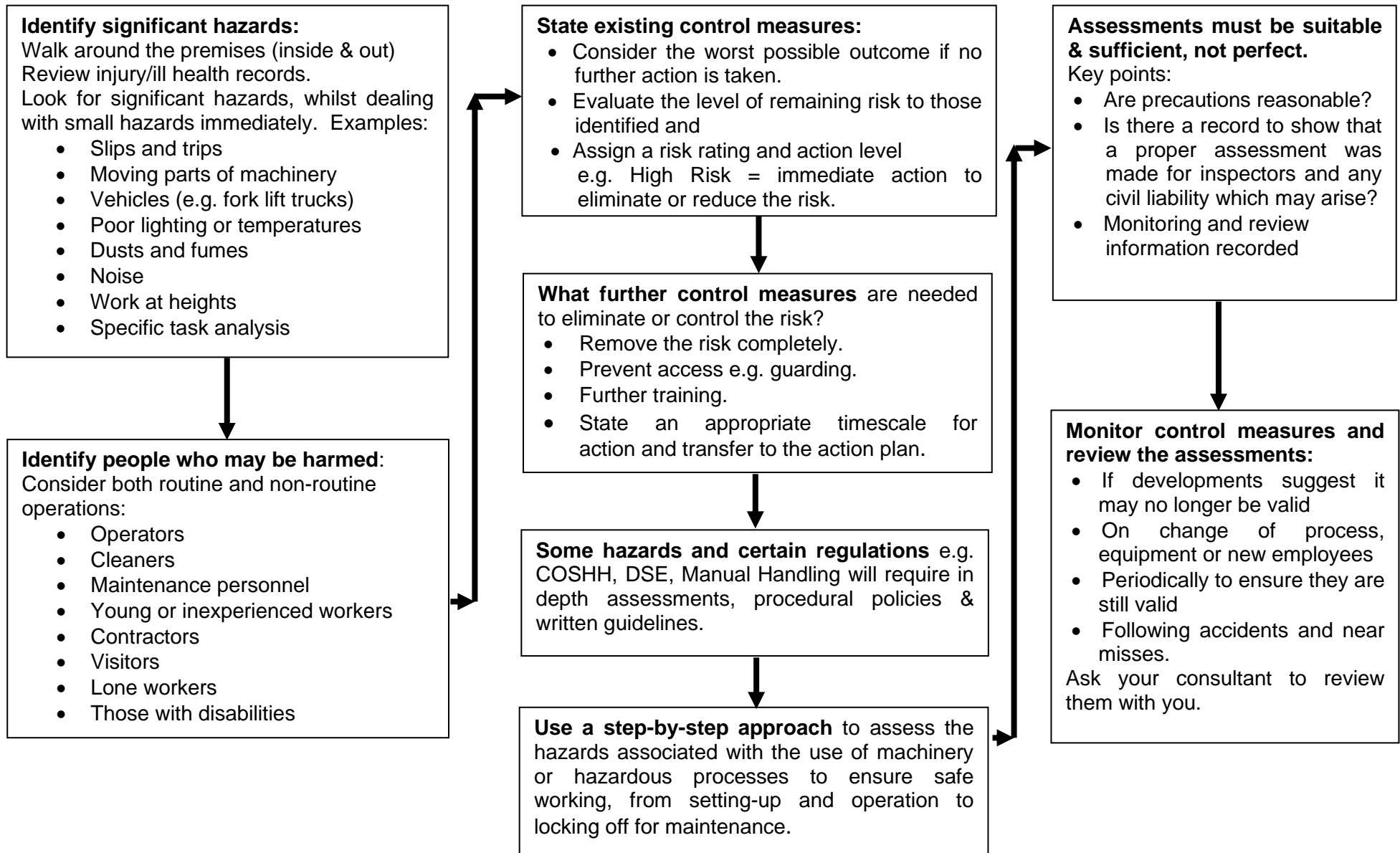
- Consider whether the existing controls meet standards set by legal requirements, Approved Codes of Practice or best practice.

E.g. a machine may be safeguarded sufficiently to protect the operator and others who may gain access. However the risk is only controlled while the safeguards are in place and working effectively. The assessment should consider what measures are required to ensure and maintain effectiveness, such as regular inspection and testing, and that all aspects of the activity are considered e.g. what happens during maintenance?

- Determine what further measures are required to reduce the risks as far as reasonably practicable. List them under control measures, with 'P' in the Existing/Proposed column.
- Review all control measures listed, together with the overall risk rating and where appropriate propose a reasonable timescale for implementation.
- The assessor should sign and date the form. If no further action is required the Y at the foot of the form should be deleted and the date of the next review inserted. Where additional control measures are indicated, the N should be deleted and proposed measures transferred onto the Action Plan. Reasonable timescales should be set for implementation and the Action Review dates on the risk assessments set accordingly.
- The Action Plan should be monitored according to the proposed timescales and once improvements have been made the relevant risk assessments reviewed and revised. The assessor should then complete the final column on the risk assessment form to verify that the risks have been reduced to an acceptable level, delete the Y to indicate that no further action is required and specify the 'next review date'.



## RISK ASSESSMENT IN PRACTICE



Ref No

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY SEVERITY AND ACTION					
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Consider existing and further controls:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	<b>Existing/ Proposed Tick or 'P'</b>	<b>Possible Outcome</b>	<b>Likelihood</b>	<b>Risk rating: High Medium Low</b>	<b>Proposed timescale</b>	<b>Action Completed Date/initial</b>
Signed: Name:			Assessment Date:	Further action required Y/N		Action Review Date(s): Next Review Date:		

## RISK ASSESSMENT ACTION PLAN

Risk Assessment Reference No:					
Hazard/Activity	Proposed Action	Person(s) responsible	Proposed timescale	Action Taken	Date/ signature



## 4.8 Implementing the Control Measures

The principles to be applied when implementing preventive and protective measures to control risks are as follows:

- Avoid a risk altogether if possible e.g. by not using or stocking a particular dangerous substance, contracting out a hazardous operation.
- Combat risks at source, rather than by superficial measures. So, if steps are slippery, treating or replacing them is better than a warning sign.
- Adapt work to the individual, through consultation on the design of workplaces, choice of work equipment and the choice of working and production methods.
- Use technological and technical advances, which often offer opportunities for improving working methods and making them safer.
- Implement risk prevention measures in a logical and consistent manner to progressively reduce those risks that cannot be prevented or avoided altogether, and to take account of the way work is organised, working conditions, the working environment and any relevant social factors.
- Employees must be made aware of what they are required to do.
- The avoidance, prevention and reduction of risks at work must be accepted throughout the organisation and apply to all its activities in order for a positive health and safety culture to exist.

## 4.9 Monitoring Control Measures

Even where suitable and sufficient risk assessments have been made, adverse events may occur. The control measures, whether engineering controls or safe working procedures, must therefore be monitored to check and maintain their effectiveness. This proactive monitoring is necessary for accident and ill-health prevention and the risk assessment will identify the frequency required.

Near misses, accidents and cases of ill-health will be investigated to determine underlying causes and appropriate improvements. By definition this reactive monitoring takes place after an event and is therefore most effective when applied to near misses.

The results of both proactive and reactive monitoring will prompt a review of the relevant risk assessments and revision of the safe systems of work where deficiencies are found.

# EXAMPLE

Ref No

HAZARD	AT RISK	CONTROL MEASURES	PROBABILITY SEVERITY AND ACTION					
<b>Consider:</b> premises work, equipment, specific tasks etc.	<b>People at risk</b>	<b>Consider existing and further controls:</b> guards, training, supervision, safety equipment, safe working procedures, hygiene monitoring etc.	<b>Existing/ Proposed Tick or 'P'</b>	<b>Possible Outcome</b>	<b>Likelihood</b>	<b>Risk rating: High Medium Low</b>	<b>Proposed timescale</b>	<b>Action Completed Date/Initial</b>
Rear car park (slips, trips and falls)	Office staff, visitors	Flood lighting illuminates car park well. Security to check and report failed bulbs daily. Contractor to be arranged to change failed bulbs. One way system in operation with signs displayed. 5mph speed restriction in place. Visitor parking bays designated. Pedestrian routes identified and used by staff and visitors. Several areas of the car park are showing signs of severe wear with potholes present to bays 17 – 32 and therefore re-surfacing is required. Make temporary repairs by filling in potholes with concrete. H & S Co-ordinator to make monthly inspections to ensure adequate standards are maintained.	✓ P P ✓ ✓ ✓ ✓ P P P	Major injury	Probable	Medium	Immediate 2 months 24 months 1 week Immediate	

Signed: \_\_\_\_\_ Assessment Date: \_\_\_\_\_ Further action required Y/N \_\_\_\_\_ Action Review Date(s): \_\_\_\_\_  
 Name: \_\_\_\_\_ Next Review Date: \_\_\_\_\_

**EXAMPLE****RISK ASSESSMENT ACTION PLAN**

Risk Assessment Reference No:					
Hazard/Activity	Proposed Action	Person(s) responsible	Proposed timescale	Action Taken	Date/signature
Slips, trips and falls	Security staff to check daily the operation of the lighting and report any failed bulbs.	S Raynor	Immediate	All security staff briefed and instructed to contact Steve Brown to report failed bulbs	S Raynor 07.01.2015
	Contractor to be arranged to replace failed bulbs.	S Raynor	2 months		
	Car park to be re-surfaced.	S Raynor	24 months		
	Temporary repairs to potholes in bays 17 - 32 by filling with concrete.	S Raynor	1 week	All potholes filled in and levelled	S Raynor 07.01.2015
	H & S Co-ordinator to make monthly inspections to ensure adequate standards maintained.	A.Watts	Immediate	H & S Co-ordinator briefed any problems to be reported to A Watts for rectification	A Watts 07.01.2015

# **VIOLENCE, AGGRESSION AND CHALLENGING BEHAVIOUR AT WORK**

## **Policy**

We will identify all situations which may expose our employees to violence or challenging behaviour and also identify those employees who may be at greater risk of such circumstances occurring or developing. We will ensure arrangements are in place to protect our employees from violence or challenging behaviour whilst conducting their various tasks on behalf of the Company. Training, information and instruction will be given to all employees to ensure they fully understand the arrangements and procedures in place to protect them. Action will be taken immediately should a report of violence or challenging behaviour be reported. These arrangements and procedures will be maintained to ensure adequacy and suitability and will be amended or developed as necessary to ensure the well being of our employees.



## **1. ARRANGEMENTS FOR DEALING WITH VIOLENCE AT WORK**

### **The Violence at Work Co-ordinator will ensure that:**

- 1.1 All persons who may be at risk from violence or challenging behaviour are identified and receive appropriate training to deal with such situations.
- 1.2 All situations which may expose our employees to violence at work are assessed and appropriate measures to protect those employees are implemented.
- 1.3 Action on reports of violence at work is taken immediately.
- 1.4 Where appropriate support/counselling is offered to any employee who is subjected to violence at work.
- 1.5 Procedures are in place to ensure the safety of employees who are required to work alone or unsupervised for significant periods of time and that:
  - The lone worker has full knowledge of the hazards and risks to which he/she is being exposed.
  - The lone worker knows what to do if something goes wrong.
  - Someone else knows the whereabouts of a lone worker and the nature of their duties.
- 1.6 Procedures are in place to deal with emergency situations.
- 1.7 A formal system for reporting incidents is initiated and maintained.
- 1.8 All employees are aware of the procedure for reporting violent or potentially violent incidents.

## 2. VIOLENCE AT WORK MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan  
Positive answers should cross-reference supporting material*

**Name: Adam Watts**

**Date: 07.01.2015**

**Yes No**

1.1	Have all persons who may be at risk from violence at work been identified and given appropriate training?	X	
1.2	Have assessments been carried out covering all the situations which may expose our employees to violence at work with appropriate procedures and measures implemented to protect those employees?	X	
1.3	Is action on reports of violence at work immediately taken?	X	
1.4	Are arrangements in place to offer support or counselling where appropriate?	X	
1.5	Are procedures in place to control the risks to lone workers?	X	
1.6	Are procedures in place to deal with emergency situations?	X	
1.7	Is there a formal reporting procedure in place for reporting any acts of violence?	X	
1.8	Are employees aware of the procedure for reporting violent or potentially violent incidents?	X	
<b>Comments/further action</b>			


### 3. VIOLENCE AT WORK MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	Yes
1.2	Yes
1.3	Yes
1.4	Yes
1.5	Yes
1.6	Yes
1.7	Yes
1.8	Yes

Date: 07.01.2015

Completed By: Adam Watts

Signed :  .....

# **SAFETY TRAINING POLICY ARRANGEMENTS**

## **Policy**

We will ensure that the capabilities of our employees with regard to health and safety are taken into account when carrying out their work. We will ensure that adequate health and safety training is provided for all employees on commencement of their employment and on their being exposed to new or increased risks because of a change to their responsibilities, the introduction of new work equipment, changes to existing equipment, the introduction of new technology, changes to existing systems of work or the introduction of new ones. All training will be repeated periodically where appropriate, be adapted to take into account new or changed risks to the health and safety of the employees concerned and will take place during working hours. All training will be reviewed regularly and updated to comply with the introduction of new legal requirements as they occur. Comprehensive training records will be maintained for all employees.

## **1. ARRANGEMENTS FOR INFORMATION, INSTRUCTION AND TRAINING**

### **The Health and Safety Training Co-ordinator will ensure that:**

- 1.1 The training needs of all employees are assessed and formal training plans are documented.
- 1.2 New employees are given induction training and are issued with our Code of Conduct booklet as soon as is practicable following commencement of their employment.
- 1.3 Particular attention is given to the needs of young, inexperienced or vulnerable employees.
- 1.4 Suitable and sufficient information, instruction and training is given to temporary employees such as agency staff, those on work placement and youth training schemes.
- 1.5 Managers, supervisors and other persons with designated roles for co-ordinating health and safety receive adequate information, instruction and training to enable them to fulfil their duties.
- 1.6 No-one is asked, to undertake tasks for which they have not been adequately trained and are not competent.
- 1.7 Effectiveness of training is measured by continual assessment.
- 1.8 Training needs are monitored and refresher training provided periodically to maintain levels of competency.
- 1.9 Comprehensive training records are in place for all employees.

## 2. INFORMATION, INSTRUCTION AND TRAINING MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

**Name: Adam Watts**

**Date: 07.01.2015**

		Yes	No
1.1	Have the training needs of all employees been assessed and are formal training plans in place?	X	
1.2	Has induction training and the issue of the Code of Conduct booklets been completed satisfactorily for all new employees?	X	
1.3	Have appropriate arrangements been made for the specific needs of young, inexperienced or otherwise more vulnerable employees?	X	
1.4	Has the information provided to temporary employees been sufficient to ensure the health and safety of themselves and others?	X	
1.5	Have managers, supervisors and others with designated roles for health and safety had appropriate information, instruction and training?	X	
1.6	Are rules in place to prevent anyone undertaking tasks for which they have not been trained and are not competent?	X	
1.7	Is the effectiveness of training evaluated and monitored by continual assessment?	X	
1.8	Are training needs being monitored and does additional or refresher training need to be organised?	X	
1.9	Are comprehensive training records in place for all employees?	X	

**Comments/further action**

--

### 3. INFORMATION, INSTRUCTION AND TRAINING MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	Training plans are set up if the operative requires training as a result of their Bi-annual appraisal.
1.2	See attached
1.3	Specific arrangements are done as and when this scenario arises however we have not employed anyone who falls into this arrangement.
1.4	We do not employ temporary staff.
1.5	Yes, all have received training in house from Adam Watts (IOSH) and through our external health and safety consultants.
1.6	As stated in our company policy.
1.7	Jobs are assessed and raised during appraisals.
1.8	Training needs are assessed and implemented where necessary.
1.9	Yes see attached

Date: 07.01.2015

Completed By: Adam Watts

Signed: \_\_\_\_\_



## **4. GUIDANCE AND RECORDS**

### **4.1 INDUCTION TRAINING**

Induction training for new employees, including those joining the Company for a short period will include:

- Company and departmental organisation.
- Location of the Health and Safety poster and its purpose.
- Company and individual responsibilities for health and safety.
- Common hazards in the workplace.
- Appropriate arrangements from the health and safety policy including:
  - Fire safety and procedures
  - Accident reporting procedures
  - Location of first aid equipment and names of first aiders
  - Welfare facilities
  - Hazard and defect reporting procedures
- A Code of Conduct booklet summarising the essential points.
- Specific training applicable to the work will cover relevant risk assessments and safe systems of working, including:
  - Safe use of machinery/equipment required for the task
  - Safe handling, use and storage of articles and substances
  - Use of personal protective equipment

Individuals will not be allowed to undertake any task until they have demonstrated the level of competence required for the activity and this will be reflected in the level of supervision provided.

The induction process will be adapted as necessary for young or inexperienced persons and those with learning difficulties or other disabilities, in consultation with line management and the individual concerned.

The induction process will also be adapted for those whose work responsibilities change or when new procedures are introduced.

All rules and safe working practices will be clearly explained and the induction record completed only when the individual has demonstrated their understanding.



## **4.2 TRAINING OUTLINE FOR MANAGERS/SUPERVISORS**

Managers and supervisors are responsible for implementing the health and safety policy and enforcing safe systems of work and will be given sufficient resources to enable them to do this.

Managers and supervisors will receive adequate information, instruction and training as appropriate in the following areas:

- Their role and responsibilities for managing health and safety in their work area and for people under their control
- Identifying hazards and assessing risks
- Determining appropriate measures to eliminate hazards or adequately control risks arising from them
- Reactive and proactive monitoring of control measures implemented
- Accident recording and investigation
- The requirements under any specific legislation which is applicable to their role.





# WORK RELATED STRESS

## **Policy**

Our personnel are our most valuable asset and where pressures at work could cause high and long-lasting levels of stress the risk will be assessed and appropriate measures taken to control, reduce or eliminate the causes. Tackling work-related stress at source requires a partnership approach with all employees and their representatives based on openness, honesty and trust. Systems will be in place locally to encourage managers to support their staff and colleagues. We recognise that non-work problems can make it difficult for people to cope with the pressures of work. Employees are encouraged to discuss any matters that may affect their work with their manager or senior staff with whom they feel comfortable. If we are aware that someone is particularly vulnerable because of their circumstances we may be able to find ways to relieve the pressures at work so that they do not become excessive.

## 1. ARRANGEMENTS FOR DEALING WITH WORK RELATED STRESS

### **The Work Related Stress Co-ordinator will ensure that:**

- 1.1 The risks from stress are effectively controlled by the identification and assessment of all potential work related stressors.
- 1.2 Effective communication takes place between management and employees particularly where there are organisational and/or procedural changes.
- 1.3 Training and guidance is provided to all managers and employees in good management practice.
- 1.4 Employees are adequately trained, understand their roles and responsibilities and have sufficient information for the tasks they are to undertake.
- 1.5 Encourage employees to use their skills and initiative and where possible to develop new skills.
- 1.6 Employees are given adequate and achievable demands in relation to agreed hours of work.
- 1.7 Employees are consulted on work patterns, the work environment and on all proposed action relating to the prevention of work related stress.
- 1.8 Employees affected by stress are treated with understanding and confidentiality and are told what will happen with any information collected.
- 1.9 Individuals who have been absent with stress are supported and consulted on a planned return to work.
- 1.10 The source(s) of stress are addressed as far as is reasonably practicable and the effectiveness of measures to reduce stress is monitored.
- 1.11 Positive behaviours to avoid conflict and ensure fairness are promoted.

## 2. WORK RELATED STRESS MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan  
Positive answers should cross-reference supporting material*

**Name: Adam Watts**

**Date: 07.01.2015**

		Yes	No
1.1	Have risk assessments been undertaken to identify potential areas of work-related stress?	X	
1.2	Is there effective two-way communication, including feedback, between management and employees?	X	
1.3	Are all managers competent to supervise employees reporting to them and applying good management practice?	X	
1.4	Do employees have sufficient information and are they adequately trained for their tasks, fully understanding their roles and responsibilities?	X	
1.5	Are employees encouraged to use their skills and initiative and provided with opportunities to develop new skills where possible?	X	
1.6	Are demands placed on employees both adequate and achievable within the agreed hours of work?	X	
1.7	Are employees consulted on work patterns, the work environment and their suggestions considered in relation to the prevention of work-related stress?	X	
1.8	Have employees affected by stress been treated sensitively, been consulted and informed of action to be taken and their confidentiality maintained?	X	
1.9	Has anyone absent with stress been consulted on a planned return to work?	X	
1.10	Are the measures implemented to address the sources of stress monitored to ensure their effectiveness?	X	
1.11	Is positive behaviour promoted at all levels to avoid conflict and ensure fairness?	X	
<b>Comments/further action</b>			

### 3. WORK RELATED STRESS, MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	Yes
1.2	Yes
1.3	Yes
1.4	Yes
1.5	Yes
1.6	Yes
1.7	Yes
1.8	Yes
1.9	Yes
1.10	Yes
1.11	Yes

Date: 07.01.2015

Completed By : ADAM WATTS

Signed :  .....

## **4. GUIDANCE**

### **4.1 IDENTIFYING CAUSES OF STRESS**

Stress is often the result of an accumulation of minor irritations that cannot be resolved in the time scale we wish and/or with the desired outcome, or a single event or set of circumstances that combine to create an overload.

*Noticeable symptoms of stress include,*

- Changes in mood or behaviour
- Inability to cope, anger, frustration
- Over-indulgence in drinking, smoking, eating
- Withdrawal behaviour, anxiety
- Absenteeism or reduced performance
- Lack of confidence, indecisiveness
- General health complaints e.g. headaches, palpitations, sleeplessness, nausea etc.

*Six factors recognised as causes of work related stress are:*

- The demands of the job e.g. workload, work patterns work environment
- The degree of control employees have over the work
- The support received from managers and colleagues
- Culture and relationships at work
- Employee role in the organisation
- Change and how it is managed

Where one of the above factors is identified as a potential 'stressor' the risk assessment will address that area and result in appropriate action to meet the standards set out in this policy. Some suggested solutions, are listed overleaf for guidance but this is not an exhaustive list.

#### **4.1.1 DEMANDS OF THE JOB AND WORK ENVIRONMENT**

Unreasonable deadlines, inadequate training or being overly qualified, organisational change, poor promotion prospects, travelling, likes and dislikes, noise, temperature, over-crowding, humidity.

Solutions:

- Adequate and achievable demands in relation to agreed hours of work
- Skills and abilities matched to the job demands
- Acceptable working environment and facilities
- Systems in place locally to respond to individual concerns



#### **4.1.2 INSUFFICIENT CONTROL OVER THE WORK**

Encourage the use of skills and initiative - where possible develop new skills.  
Consult with employees on work patterns and where possible allow control over their pace of work.

#### **4.1.3 CULTURE AND RELATIONSHIPS**

Lack of support, communication and consultation, job dissatisfaction, harassment, racist or sexist remarks.

Solutions:

- Promote positive behaviour to avoid conflict and ensure fairness and prevent or; resolve unacceptable behaviour such as bullying or harassment
- Systems to enable and encourage managers to support employees
- Systems to enable and encourage employees to support colleagues
- Regular and constructive feedback to employees

#### **4.1.4 ROLE AND RESPONSIBILITIES**

Confusion over roles and responsibilities can lead to conflict and stress.

*Solutions:*

- Clear information, instruction and training to individuals and colleagues so everyone understands their role within the organisation.

#### **4.1.5 ORGANISATIONAL CHANGE**

Lack of consultation and information.

Solutions:

- Information to help understanding of the need for proposed changes
- Adequate consultation on changes
- Timetable for changes and training to support changes in jobs

# **MANUAL HANDLING**

## **Policy**

We will, so far as is reasonably practicable, avoid the need for any employee to undertake any manual handling operations which involve a risk of their being injured. Where this is not reasonably practicable we will carry out a suitable and sufficient assessment of all such operations and take appropriate steps to reduce the risk of injury to the lowest level that is reasonably practicable. We will provide information to our employees on the weight and centre of gravity of the loads they are required to handle and will ensure that all employees who carry out manual handling operations are provided with information on the findings of the assessments and are trained in safe lifting and handling techniques and the use of lifting equipment. We will ensure that all employees make full and proper use of any systems of work provided. We will review the assessments regularly and in particular when there is a significant change in the operations to which they relate or if there is any reason to suspect that they are no longer valid.

## **1. ARRANGEMENTS FOR MANUAL HANDLING**

### **The Manual Handling Co-ordinator will ensure that:**

- 1.1 Initial manual handling assessments are conducted to identify those areas which require further in-depth assessment.
- 1.2 In-depth assessments are undertaken for those tasks that pose a significant risk such that they may be eliminated or mechanised.
- 1.3 Risks are reduced by using safe systems of work for those tasks which cannot be completed without manual handling.
- 1.4 An action plan is drawn up and a budget set where necessary for any new measures that are required.
- 1.5 Information, practical instruction and training on safe lifting techniques is provided for all persons identified in the assessment process as potentially being at risk.
- 1.6 Assessments are recorded, maintained and reviewed on a regular basis to ensure compliance with current legislation and best practice.
- 1.7 Loads delivered to the Company are correctly packaged, labelled with the weight, secured in strong containers and provided in such condition as to enable the safe removal, placement, loading, unloading and handling of the load.
- 1.8 Employees are fit to undertake the work they do.
- 1.9 Adequate information, instruction and training is provided for the use of any equipment that may be necessary to conduct particular tasks.
- 1.10 External competent persons are consulted where necessary to assist with assessments, developing codes of practice and health surveillance.
- 1.11 Procedures are in place for ensuring the health and safety of those persons at increased risk from manual handling operations e.g. new and expectant mothers and those with particular medical conditions.

## 2. MANUAL HANDLING POLICY MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan  
Positive answers should cross-reference supporting material*

**Name: Adam Watts**

**Date: 07.01.2015**

**Yes No**

1.1	Have initial manual handling assessments been conducted to identify those areas which require further in-depth assessment?	X	
1.2	Have in-depth assessments been undertaken for those tasks that pose a significant risk such that they may be eliminated or mechanised?	X	
1.3	Are risks reduced by using safe systems of work for those tasks which cannot be completed without manual handling?	X	
1.4	Has an action plan been drawn up and a budget set where necessary for any new measures that are required?	X	
1.5	Has information, practical instruction and training on safe lifting techniques been provided for all persons identified in the assessment process as potentially being at risk?	X	
1.6	Are assessments recorded, maintained and reviewed on a regular basis to ensure compliance with current legislation and best practice?	X	
1.7	Are loads delivered to the Company correctly packaged, labelled with the weight, secured in strong containers and provided in such condition as to enable the safe removal, placement, loading, unloading and handling of the load?	X	
1.8	Are employees fit to undertake the work they do?	X	
1.9	Is adequate information, instruction and training provided for the use of any equipment that may be necessary to conduct particular tasks?	X	
1.10	Are competent persons consulted where necessary to assist with assessments, developing codes of practice and health surveillance?	X	
1.11	Are procedures are in place for ensuring the health and safety of those persons at increased risk from manual handling operations e.g. new and expectant mothers and those with particular medical conditions?	X	

**Comments/Further Action**

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### 3. MANUAL HANDLING MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	Yes, however we do very little lifting. A risk assessment is attached for the lifting that is required.
1.2	We have no tasks that pose a significant risk with regards to manual handling.
1.3	Safe systems of work are in place and is shown in diagrams attached for employees to follow, which is also demonstrated to them regularly.
1.4	No New measures are required
1.5	This is done upon induction to the company and again in monthly tool box talks.
1.6	Should a new product enter our place of work that requires possible manual handling, a new assessment shall be done and reviewed. However this has not yet happened due to no change in working conditions and any introduction of new products.
1.7	Yes, any deliveries which are not so are not allowed into the building.
1.8	Yes, we carry out health screening on our employees to ensure this.
1.9	Yes
1.10	Both Adam Watts (IOSH) and Drury are consulted on all health and safety matters.
1.11	Should we have any persons requiring special needs these are considered as and when and procedures implemented to ensure the wellbeing of these personnel.

Date: 07.01.2015

Completed By: Adam Watts

Signed:  .....

## **4. GUIDANCE AND RECORDS**

### **4.1 Employees' Responsibilities**

4.1.1 The co-operation and assistance of all employees is of the utmost importance. 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.

4.1.2 It is the employees' duty to:

- Take reasonable care for their own safety and that of colleagues when handling loads
- Follow the written assessments
- Never lift a weight that is beyond their capability
- Only use lifting and handling techniques in which they have been trained
- Use lifting and handling aids in accordance with training and instructions
- Always visually inspect equipment for damage and defects prior to use and report any defects immediately
- Never undertake any task they do not feel confident in
- Check with managers if they are unsure about any aspect of manual handling
- Alert managers to any situation which might present a serious or imminent danger

### **4.2 Health Problems**

4.2.1 Where any person suffers ill-health or is involved in an accident, they must report it to management immediately. This is to allow the duties to be re-assessed and adapted as far as reasonably practicable. All such information will be kept in the strictest of confidence.

4.2.2 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.

4.2.3 Where appropriate health surveillance will be used to monitor certain individuals who have been identified as being particularly at risk and where ill-health effects have been identified.

### **4.3. Pregnancy**


4.3.1 Female staff must notify management of pregnancy to ensure their tasks will not cause any detrimental health effect to themselves or their unborn child.

4.3.2 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.

## MANUAL HANDLING ASSESSMENT

Record Number: 001

Assessors Name: Adam Watts

Signature: 

Date: 07.01.2015

<b>LOAD</b>	<b>TASK:</b>
<p><b>IS IT:</b></p> <p><b>Yes</b>    An awkward shape</p> <p><b>No</b>     Difficult to grasp</p> <p><b>No</b>     Unstable or have shifting contents</p> <p><b>No</b>     Sharp</p> <p><b>No</b>     Required to be held away from the body</p> <p><b>No</b>     Handled whilst seated</p> <p><b>No</b>     Placed in an awkward position</p> <p><b>Yes</b>    Heavy/very heavy</p> <p><b>No</b>     Fragile</p> <p><b>No</b>     Damaging in any other way</p>	<p><b>IS/ARE:</b></p> <p><b>No</b>     An unstable posture adopted</p> <p><b>No</b>     Twisting required</p> <p><b>Yes</b>    Stooping required</p> <p><b>No</b>     Excessive lifting required</p> <p><b>No</b>     Excessive pushing or pulling required</p> <p><b>No</b>     Carrying long distances required</p> <p><b>No</b>     There frequent or prolonged physical effort</p> <p><b>Yes</b>    There sufficient rest/recovery periods</p> <p><b>No</b>     There reaching under or over required</p> <p><b>No</b>     Carrying unbalanced with one hand required</p>
<b>ENVIRONMENT:</b>	<b>PERSON:</b>
<p><b>ARE THERE:</b></p> <p><b>No</b>     Space constraints</p> <p><b>No</b>     Uneven, wet, slippery, unstable work surfaces</p> <p><b>No</b>     Varying floor levels or steps</p> <p><b>No</b>     Poor lighting levels</p> <p><b>No</b>     Excessive temperatures</p> <p><b>No</b>     Excessive noise levels</p> <p><b>No</b>     Excessive humidity levels</p> <p><b>Yes</b>    Obstructions</p>	<p><b>IS/ARE:</b></p> <p><b>No</b>     Unusual strength required</p> <p><b>No</b>     Particular height or reach required</p> <p><b>No</b>     Special training or knowledge required</p> <p><b>No</b>     More than one person required</p> <p><b>No</b>     Pregnant women put at risk</p> <p><b>No</b>     Those with health problems at risk</p>

**TASK DESCRIPTION WITH BRIEF SAFE WORKING PROCEDURE**

To carry a 100m drum of 4 core alarm cable out of the stores to their van and from their van to where the installation is being done. The item shall be lifted as instructed upon induction to the company as well as in monthly tool box talks. ....

.....

.....

.....

.....

.....

.....

**MANUAL HANDLING RISK SUMMARY**

**LOW RISK = YES**

**MEDIUM RISK**

- N** Light load
- Y** Little handling
- Y** Short distances/heights
- Y** Not continual repetitive task
- Y** Little likelihood of harm arising from work

- Need for mechanical handling aid
- Need for specialised lifting equipment
- Requires careful handling
- Likelihood of harm arising from the work

**HIGH**

**ACTION**

- Significant risk of injury identified
- Need to reduce risk by further action

- Video/Talk
- Physical demonstration and training
- Lifting guide
- Mechanical aids
- Lifting equipment

**HIERARCHY OF RISK CONTROLS:  
ELIMINATE, REDUCE, CONTROL, TRAINING & SUPERVISION**



# **GAS SAFETY**

## **Policy**

We will ensure that all gas appliances, installations, pipe work or flues installed at our workplace are maintained in a safe condition to prevent risk of injury to any person and that all work on gas installations and appliances, including maintenance, is undertaken by a Company/person approved by the Health and Safety Executive (HSE) e.g. registered with the Council for Registered Gas Installers (CORGI).

## **1. ARRANGEMENTS FOR ENSURING GAS SAFETY**

### **The Gas Safety Co-ordinator will ensure that:**

- 1.1 Any work on gas installations and appliances is carried out by a competent person approved by the Health and Safety Executive (HSE) e.g. registered with the Council for Registered Gas Installers (CORGI).
- 1.2 Gas systems and appliances are identified at the general risk assessment stage and those in charge of areas made aware of their location.
- 1.3 Regular maintenance is undertaken to ensure that systems and appliances are in a safe condition.
- 1.4 Employees are instructed on what constitutes an emergency, shown where to turn off the gas supply and who to contact.
- 1.5 The telephone number for the supplier's emergency service is clearly legible and unobscured on a notice near the main gas isolation valve.
- 1.6 Employees are instructed not to use or tamper with, or allow to be used, any gas appliance they suspect might pose a danger, such as fire or explosion arising from gas leakage or carbon monoxide poisoning.
- 1.7 In-house or unauthorised repairs or modifications are forbidden and procedures for reporting immediately suspected faults to line management are in place.

## 2. GAS SAFETY MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan  
Positive answers should cross-reference supporting material*

**Name: Adam Watts**

**Date: 07.01.2015**

**Yes No**

1.1	Has an approved class of person been appointed to carry out the installation and maintenance of gas systems and appliances? e.g. CORGI registered	X	
1.2	Are those in charge of the workplace aware of the location and type of gas systems and appliances?	X	
1.3	Is there regular maintenance to keep systems and appliances in a safe condition?	X	
1.4	Where appropriate have employees been instructed on what constitutes an emergency, how to turn off the gas supply and who to contact?	X	
1.5	Is the supplier's emergency contact number clearly displayed, unobscured and legible, and brought to the attention of relevant employees?	X	
1.6	Are employees instructed not to use or tamper with, or allow to be used, any gas appliance they suspect might pose a danger, such as fire or explosion arising from gas leakage or carbon monoxide poisoning?	X	
1.7	Have employees been instructed not to attempt repairs or modifications and how to report all suspected faults?	X	

**Comments/Further Action**

### 3. GAS SAFETY MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	NO FUTHER ACTION REQUIRED
1.2	NO FUTHER ACTION REQUIRED
1.3	NO FUTHER ACTION REQUIRED
1.4	NO FUTHER ACTION REQUIRED
1.5	NO FUTHER ACTION REQUIRED
1.6	NO FUTHER ACTION REQUIRED
1.7	NO FUTHER ACTION REQUIRED

Date 07.01.2015

Completed By: ADAM WATTS

Signed 

## 4. GUIDANCE

### 4.1 Action to be taken in the event of a gas leak:

Shut off the gas supply as instructed.

Notify the supplier's emergency gas leak service.

The telephone number for contacting this service will be on a notice near the main gas isolation valve.

Isolate all sources of ignition if it is safe to do so.

**DO NOT TURN ON OR OFF ANY ELECTRICAL EQUIPMENT AS THE SWITCH MAY CAUSE A SPARK, UNLESS THAT EQUIPMENT CAUSES A GREATER RISK OF IGNITION OF THE GAS E.G. FAN HEATER.**

Open doors and windows to allow ventilation to disperse the gas if it is safe to do so if not evacuate the building.

Do not re-open the supply until remedial action has been taken by a competent person to prevent gas escaping again.

# **ASBESTOS**

## **Policy**

We acknowledge the health hazards arising from exposure to asbestos and will protect our employees and others who may be exposed by our activities as far as is practicable. This will be achieved by training our employees who we may reasonably expect to come into contact with asbestos containing materials whilst carrying out their duties and tasks on our behalf and establishing safe working procedures. With regard to employees and other people who we would not reasonably expect to have contact with any asbestos containing materials we will ascertain if our premises have any asbestos containing materials within or on them and minimise any potential exposure through effective management procedures.

## 1. ARRANGEMENTS FOR ASBESTOS

### **The Asbestos Co-ordinator will ensure that:**

Employees who may be exposed to asbestos whilst carrying out their duties and tasks are suitably trained.

Safe systems of work are introduced to reduce the risk of exposure to asbestos containing materials (ACMs).

A procedure is implemented to address potential accidental exposure to asbestos containing products.

An asbestos survey by a competent person is undertaken to identify any materials on or in our workplace that may contain asbestos and a plan or register is drawn up to show the location of any asbestos containing materials which may be found.

Any action required as a result of the survey to prevent the release of any asbestos fibres into the workplace is subsequently implemented.

Arrangements are implemented to facilitate the continual monitoring and review of ACMs.

Any work that may be required on ACMs will only be carried out by licensed specialist asbestos contractors or in the case of works permitted by current legislation to be carried out by unlicensed persons only trained competent personnel are permitted to conduct such works.

Where our employees are permitted to conduct works with ACMs a full risk assessment and safe working procedures will be carried out before any such works commence.

Procedures are in place to warn others that may come to work in or on our workplace of any ACMs which they may work near or potentially come into contact with.

## 2. ASBESTOS POLICY MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan  
Positive answers should cross-reference supporting material*

**Name: Adam Watts**

**Date: 07.01.2015**

**Yes No**

1.1	Are employees who have been identified as possibly coming into contact with asbestos containing materials been suitably trained?	X	
1.2	Have safe systems of work been introduced to reduce the risk of exposure to ACMs?	X	
1.3	Has a procedure been implemented to address accidental exposure to asbestos?	X	
1.4	Has an asbestos survey been undertaken by a competent person of our workplace and a register or plan drawn up showing the location of any ACMs?	X	
1.5	Has action been taken on any recommendations or stipulations specified in the asbestos survey to prevent the release of any asbestos fibres?	X	
1.6	Are arrangements in place to ensure the ongoing monitoring and review of any ACMs?	X	
1.7	Are arrangements in place to ensure only licensed contractors are permitted when necessary to work on ACMs or where a licence is not required only trained competent persons undertake such works?	X	
1.8	Where our employees are permitted to conduct works with ACMs are full risk assessments carried out and safe working procedures agreed before such works commence?	X	
1.9	Are arrangements and procedures in place to warn others who may come to our workplace to work of the presence and location of any relevant ACMs?	X	

**Comments/Further Action**

--



### 3. ASBESTOS MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	
1.2	
1.3	
1.4	
1.5	No Asbestos On Site
1.6	
1.7	
1.8	
1.9	

Date : 07.01.2015

Completed By : Adam Watts

Signed : 

# **FIRE AND EMERGENCY EVACUATION POLICY AND PROCEDURES**

## **Policy**

We recognise the continual risk of fire to our premises, whether caused by accident or by malicious intent. We will undertake a fire risk assessment to ensure that we provide and maintain such precautions as are necessary to safeguard those who use our workplace. We will identify those persons who might be especially at risk in case of a fire and provide information instruction and training for all employees about the fire precautions in our workplace. We will produce an emergency plan and nominate and train specific employees to undertake special roles under the plan. We will consult our employees about all aspects of fire safety and ensure that we co-operate with other employers at our premises. We will ensure that fire detection and warning systems are installed and maintained effectively and that there is an effective system in place for contacting the emergency services.

## **1. ARRANGEMENTS FOR FIRE AND EMERGENCY EVACUATION**

**The Fire and Emergency Evacuation Co-ordinator will ensure that:**

- 1.1 A fire risk assessment is conducted and appropriate measures to reduce the risks are implemented.
- 1.2 A suitable system is in place to detect a fire, to warn people that there is an emergency situation and that the system is suitably tested and maintained.
- 1.3 There are suitable means of extinguishing a fire which are maintained throughout the entire Company and that there are a sufficient number of suitably trained persons available to tackle a fire should the need arise.
- 1.4 Fire drills are undertaken on a regular basis and ensure all records are maintained.
- 1.5 All fire escape routes are suitably maintained and kept clear of obstructions at all times.
- 1.6 Suitable waste containers are provided and waste is removed frequently.
- 1.7 Dangerous substances are only used as set out in specific risk assessments with adequate precautions against fire and explosion.
- 1.8 Sources of ignition are controlled effectively.
- 1.9 Visitors to the premises are made aware of the fire rules and procedures.
- 1.10 Contractors are informed of fire procedures and asked for information on how they intend to control any fire hazards associated with their work.
- 1.11 Employees are trained and instructed on fire prevention and procedures.

## 2. FIRE SAFETY MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan  
Positive answers should cross-reference supporting material*

**Name: A Watts**

**Date:07.01.2015**

**Yes No**

1.1	Has a fire risk assessment been conducted and appropriate measures to reduce the risks implemented?	X	
1.2	Is a suitable system in place to detect a fire, to warn people that there is an emergency situation and is the system suitably tested and maintained?	X	
1.3	Are there suitable means of extinguishing a fire which are maintained throughout the entire Company and is there a sufficient number of suitably trained persons available to tackle a fire should the need arise?	X	
1.4	Are fire drills undertaken on a regular basis and are records maintained?	X	
1.5	Are all fire escape routes suitably maintained and kept clear of obstructions at all times?	X	
1.6	Are suitable waste containers provided and is waste removed frequently?	X	
1.7	Are dangerous substances only used as set out in specific risk assessments with adequate precautions against fire and explosion?	X	
1.8	Are sources of ignition controlled effectively?	X	
1.9	Are visitors to the premises made aware of the fire rules and procedures?	X	
1.10	Are contractors informed of fire procedures and asked for information on how they intend to control any fire hazards associated with their work?	X	
1.11	Are employees trained and instructed on fire prevention and procedures?	X	
<b>Comments/Further Action</b>			


### 3. FIRE SAFETY MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	At Our offices and available upon request.
1.2	We have a manual system in place that when a fire is detected it would be easily seen due to the nature of the building. As we are all sitting near each other a 'Fire' call would be raised for people to evacuate the building.
1.3	We have fire extinguishers
1.4	
1.5	
1.6	
1.7	
1.8	
1.9	
1.10	
1.11	

Date: 07.01.2015

Completed By: ADAM WATTS

Signed 

## 4. GUIDANCE AND RECORDS

### 4.1 PROCEDURE FOR UNDERTAKING FIRE RISK ASSESSMENT

The regulations require employers to undertake a fire risk assessment of the workplace. The assessment must consider employees and all others who may be affected by a fire, and whether adequate provision is made for anyone at particular risk e.g. disabled or deaf persons etc.

The five steps of the fire risk assessment are to,

- Step 1. Identify potential fire hazards in the workplace.
- Step 2. Decide who might be in danger in the event of a fire (e.g. employees, visitors), and whether adequate provision is made for less able people or those with special needs who use or who may be present in the workplace.
- Step 3. Evaluate the risks and decide whether existing fire precautions are adequate or whether more should be done to eliminate the hazards or control the risks.
- Step 4. Record the significant findings of the assessment and action taken.
- Step 5. Provide information, instruction and training to employees about the fire precautions in the workplace.

The fire risk assessment on the following pages is in the form of a questionnaire to ensure that all areas are considered and to identify the existing control measures or deficiencies to be remedied. This format ensures that sufficient detail is recorded to allow the assessment to be easily reviewed should circumstances change.

#### *Example*

	Workplace	Yes	No	Description/Action to be taken
1	Is there effective control of flammable liquids and gases kept in the workplace?	✓		Fire retardant store provided for no more than 50 litres in the workplace Gas cylinders in well ventilated store

Positive responses as shown in the example above are accompanied by a brief description where the detail would not be immediately obvious or easily explained, or where the response is conditional upon the workplace arrangements at the time of assessment. Where such conditions change the fire risk assessment may not be valid and should be reviewed.

Negative responses prompt recommendations for remedial action in the remedial action column, and are also included on the fire assessment action plan at the end of the assessment. This lists all of the measures to be implemented to improve fire safety.

Completion of the action plan demonstrates compliance with the Regulations and the obligation under the Management of Health and Safety at Work Regulations to plan and prioritise health and safety measures.

The fire risk assessment will be reviewed and revised at least annually and whenever significant changes occur that might affect the measures in place.

# FIRE RISK ASSESSMENT

**COMPANY:**.....  
.....  
.....  
.....  
.....  
.....

**UNDERTAKEN BY:**.....  
.....  
.....

**DATE:** .....



**LOCATION:** .....

Number of Employees present: .....

Fire Certificate: Yes/No

Access to public Yes/No

Assessment completed by: .....

Date.....

---

Brief description of type and layout of area assessed:

**Location of dangerous substances/fire hazards**

<b>Sources of Ignition:</b> <i>e.g. hot surfaces, static electricity, naked flames</i>	
<b>Sources of Fuel:</b> <i>e.g. flammable gases, paints, solvents, petrol, plastics, rubber</i>	
<b>Work Processes:</b> <i>e.g. paint spraying, catering, welding, grinding</i>	
<b>Fire Risk Category</b> <i>For assessing means of escape</i>	<b>High   Normal   Low</b>
<b>People at significant risk in the event of fire</b> <i>e.g. remote location, or with special needs</i>	Number: Location: Special provisions:

NB: The information provided above is taken into account when answering the questions on the following pages.

## EVALUATION OF THE RISKS

	Workplace	Yes	No	Description/Action to be taken
1	Are combustible materials, flammable liquids and gases stored separately and safely?			
2	Are flammable waste products properly controlled (paint, solvents)?			
3	Are there sufficient and appropriate waste facilities e.g. metal-lidded bins for oily rags?			
4	Is the workplace free of rubbish and combustible waste products?			
5	Are all heaters fitted with suitable guards and located away from combustible materials?			
6	Are gas systems and appliances adequately maintained?			
7	Are all statutory inspections and preventative maintenance of equipment carried out?			
8	Are walkways and escape routes kept clear and unobstructed?			
9	Are employees aware of fire risks associated with their activities and of fire precautions?			
10	Is smoking controlled (e.g. designated areas suitable ashtrays provided)?			
11	Have measures been taken to prevent arson?			
12	Where others share the workplace (including contractors) have they been informed of fire risks and procedures?			
13	Where there are tenants, franchises etc, have they informed you of their fire risks and precautions?			
14	Does furniture upholstery comply with British Standards and is it in good condition?			
15	Are structural features that could promote the spread of fire avoided? e.g. long corridors, open staircases, openings in floors etc			

	<b>Electrical hazards</b>	<b>Yes</b>	<b>No</b>	<b>Description/Action to be taken</b>
16	Is the wiring of the electrical installation inspected by a competent person?			
17	Is portable electrical equipment regularly examined and inspected?			
18	Are multi-point adaptors and extension leads kept to a minimum?			
19	Are cables and flexes suitably protected?			

	<b>Fire Equipment</b>	<b>Yes</b>	<b>No</b>	<b>Description/Action to be taken</b>
20	Are means of detecting a fire adequate (e.g. automatic fire detection and alarm system)?			
21	Are fire alarm call points clearly visible and unobstructed?			
22	Is the fire alarm system maintained in good working order?			
23	Is the fire alarm system tested weekly?			
24	Is the lighting adequate along escape routes?			
25	Where emergency lighting is installed is it adequate, regularly tested and maintained?			
26	Is fire fighting equipment sufficient and of the correct type?			
27	Is fire fighting equipment suitably located and readily accessible?			
28	Are staff trained to use fire extinguishers?			
29	Is there routine and annual maintenance of fire fighting equipment?			
30	Are fire action notices prominently displayed to remind staff what to do in the event of a fire?			

	<b>Fire Exits and Escape Routes</b>	<b>Yes</b>	<b>No</b>	<b>Description/Action to be taken</b>
31	Are there sufficient, adequate escape routes and fire exits and do they limit travel distances according to the category of potential fire risk?			
32	Are escape routes from all areas clearly identifiable, using signs where necessary?			
33	Are escape routes unobstructed, both inside and outside the premises?			
34	Are fire doors identified as such, in good condition and normally kept closed?			
35	Do doors on escape routes open in the direction of travel?			
36	Are Fire Exits unlocked and easily opened during working hours?			
37	Do Fire Exits lead to a place of safety?			
38	Is access for the Fire Brigade maintained?			

	<b>Staff Training</b>	<b>Yes</b>	<b>No</b>	<b>Description/Action to be taken</b>
39	Have staff been trained in fire prevention and what to do in the event of a fire?			
40	Are fire drills carried out and are there plans for assisting any less able staff and visitors to evacuate the premises?			
41	Are appropriate records maintained?			
42	Has an emergency plan been drawn up in case of a major fire?			

## GUIDANCE FOR COMPLETION OF ACTION PLAN

The numbered guidance below corresponds with the fire assessment checklist. It is recommended that an individual be made responsible for attending to each item and given a target date for completion, with the final column to be initialled and dated upon completion.

Item	Remedial Action	Action by	Target Completion dates	Date actioned/ Initials
	<b>General Workplace</b>			
1	<p>Incompatible substances to be kept apart. All stores to be well ventilated and appropriately labelled with the approved warning signs. Ensure that only the minimum quantities required for the day's production are removed from the store. Employees to be made aware of restrictions. Provide a fire retardant cabinet/bin to store authorised amounts in the workplace, combustible materials and highly flammable liquids and gases to be stored at secure locations. Stores for HFL's and LPG to comply with the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR). Stores to display the appropriate 'Flammable Substances/Liquid/Gas,' and 'No Smoking No Naked Lights' signs.</p>			
2	<p>Accumulations of flammable waste products to be avoided, removed at least daily and suitably stored away from the building. Waste products to be disposed of safely and via licensed contractors.</p>			
3	Sufficient waste receptacles of an appropriate type to be provided and emptied regularly.			
4	All rubbish and combustible waste to be cleared on a daily basis and securely stored, preferably in lockable metal skips outside the building.			
5	Use of portable heaters must be authorised and used only if located well away from combustible or flammable materials and walkways.			
6	Annual maintenance and safety checks of the gas boiler and appliances by a CORGI registered engineer, or other approved class of person, to be arranged.			

7	<p>Local exhaust ventilation to be thoroughly examined at least every 14 months</p> <p>Regular visual examination to take place</p> <p>Identify other plant, equipment:</p> <p>Implement a planned maintenance programme</p> <p>Review the existing planned maintenance programme</p>			
8	<p>Gangways, stairways and escape routes to be unobstructed at all times</p> <p>Proper provision to be made for 'temporary' storage, e.g. deliveries</p>			
9	<p>Induction process to include fire prevention</p> <p>Specific fire risks to be included in job training</p>			
10	<p>To prevent illicit smoking and fire risks, provide designated smoking areas with appropriate ashtrays, emptied regularly</p> <p>Provide a suitable fire extinguisher in the vicinity</p>			
11	<p>Ensure adequate security for the unoccupied building</p> <p>Protect stored materials</p> <p>Ensure prompt removal of waste materials and rubbish</p>			
12	<p>Any fire risks identified, and fire procedures, should be brought to the attention of others sharing the premises</p> <p>Contractors should be made aware of any fire risks and fire procedures</p>			
13	<p>Request fire assessments and precautionary measures from tenants/franchisees</p>			
14	<p>Old, worn furniture may contribute to the spread of fire. All new upholstered furniture for non-domestic use should comply with BS 7176 and BS 7177 1995</p>			
15	<p>Corridors more than 30 metres long (45m in offices and factories) should be subdivided with self-closing fire doors.</p> <p>Corridors leading in one direction should be constructed of fire-resisting partitions and self-closing fire doors.</p> <p>Holes in fire-resisting floors or walls, e.g. pipework openings, should be filled in with fire-resisting materials to prevent the spread of fire, heat and smoke. Any large area of combustible wall or ceiling lining should be removed, treated or suitably covered; such linings must not be used in escape routes.</p>			

	<b>Electrical Safety</b>			
16	<p>Certificate to be obtained for the examination and testing of the fixed mains electrical installation by a competent electrician in accordance with the IEE Wiring Regulations 16<sup>th</sup> Edition.</p> <p>A copy to be retained and available for examination at the premises.</p>			
17	<p>Portable electrical items to be inspected routinely and tested for safety by a competent person, the frequency depending upon the type of equipment and likely misuse it may suffer.</p> <p>Regular visual examination for obvious faults, e.g. broken plugs, worn cables to be undertaken.</p> <p>Employees to be instructed to check equipment prior to use and to remove from service immediately any defective equipment.</p>			
18	<p>Sufficient sockets to be provided to avoid the use of adaptors for routine tasks. Extension leads and socket outlets should not be overloaded. Extension leads should be fully unwound to avoid overheating.</p>			
19	<p>Cables and leads should be suitably protected from damage and on walkways should be run in protective flexible plastic sheathing.</p>			

	<b>Fire Equipment</b>			
20	<p>Ensure adequate provision in remote areas, flammable stores, store rooms etc.</p> <p>Check all work areas at the end of each shift/working day for fire hazards.</p>			
21	<p>Fire alarm call points to be unobstructed and in conspicuous positions, or signs highlighting their location displayed. They should be included on regular checks.</p>			
22	<p>Maintenance of the fire alarm system to be arranged, in accordance with the manufacturer's instructions.</p>			
23	<p>The fire alarm system to be tested weekly and from different alarm call points to ensure their correct functioning and that the alarm can be heard in all parts of the premises. Appropriate records to be kept including action on deficiencies.</p>			

24	<p>Regularly check and replace light bulbs as necessary.</p> <p>Emergency lighting is required where there is no natural daylight, where the area is used at night, where there is insufficient borrowed light from other sources to illuminate the escape route.</p>			
25	<p>Emergency lighting should identify clearly the escape routes and illuminate the escape routes to allow safe movement towards the final exits.</p> <p>Monthly testing of emergency lighting/annual testing by a competent person.</p>			
26	<p>One 9 litre water extinguisher is required for every 200m<sup>2</sup> of floor area.</p> <p>There should be sufficient portable fire extinguishers for employees to use, without exposing themselves to danger, to extinguish a fire in its early stages.</p> <p>Appropriate fire extinguishers should be provided for the class of fire.</p> <p>Class A: solid materials, where combustion normally forms glowing embers  Class B: liquids or liquefiable solids  Class C: involving gases  Class F: involving cooking oils or fats</p> <p>Fires involving special risks, such as live electrical equipment, require appropriate fire extinguishers.</p>			
27	<p>Appropriate fire extinguishers should be provided in the vicinity of specific fire hazards and be easily accessible in the event of a fire.</p>			
28	<p>Employees should be instructed in the correct use of fire-fighting equipment, taking into account any specific fire hazards.</p> <p>Suitably trained people should only tackle a fire in its early stages, if they can do so without putting themselves in danger.</p>			



29	<p>Regular weekly checks should be carried out to ensure that fire extinguishers are in place, have not been discharged and that there are no signs of corrosion or damage that could impair its safe operation.</p> <p>Hose reels should be checked weekly that they are not damaged or obstructed.</p> <p>Daily checks of the above should be made by those in charge of areas.</p> <p>All fire fighting equipment, including fire hoses, should be subject to a basic annual service by a competent person.</p> <p>An extended service procedure should be carried out every five years, and overhaul/replacement every 20 years.</p>			
30	Fire Action Notices to be displayed prominently and to be included in the induction procedures.			

	<b>Fire Exits and Escape Routes</b>			
31	<p>Sufficient escape routes and Fire Exits should be provided for the numbers of people likely to be present.</p> <p>Doorways should be at least,</p> <ul style="list-style-type: none"> <li>750mm wide for up to 40 people per minute</li> <li>800mm for wheelchair users</li> <li>1 metre wide for up to 80 people per minute</li> </ul> <p>Thereafter, the door width should be increased by 75mm for every 15 people</p> <p>Corridors should be approximately one metre wide, although wheelchair users will need 1.2 metres.</p> <p>Corridors over 30 metres long (45 metres in offices and factories) should be sub-divided into approximate equal parts with self-closing fire doors</p> <p>The length of the escape route from any occupied part of the workplace to the storey exit should not exceed,</p> <p><i>Where more than one route is provided:</i></p> <ul style="list-style-type: none"> <li>25 metres – high fire risk area</li> <li>32 metres – normal fire risk (sleeping) area</li> <li>45 metres – normal fire risk area</li> <li>60 metres – low fire risk area</li> </ul>			

	<p><i>Where only a single escape route is provided.</i></p> <p>12 metres – high fire risk area</p> <p>16 metres – normal fire risk (sleeping) area</p> <p>18 metres – normal fire risk area (except production areas within factories)</p> <p>25 metres – normal fire risk area (including production areas within factories)</p> <p>45 metres – low fire risk area</p>			
32	<p>Where escape routes are not a normal means of leaving a building, signs conforming with the Health and Safety (Safety Signs and Signals) Regulations should be used to indicate their location and direction. These pictogram signs may be augmented with older text signs but text-only signs may no longer be used.</p>			
33	<p>Those in charge of areas should ensure that escape routes are sufficiently wide and remain unobstructed within, and outside the premises (e.g. by pallets, vehicles etc).</p> <p>A 'Fire Exit keep clear' sign should be displayed on the outside of final exits.</p> <p>Regular inspections should be carried out to ensure that escape routes and exits remain unobstructed and in good working order.</p>			
34	<p>Fire doors should be labelled as such on both sides:-</p> <p>'Fire door keep shut' or 'Automatic fire door keep clear' as appropriate</p> <p>Fire doors on cupboards or service shafts opening onto escape routes should be labelled 'Fire door keep locked'</p> <p>Employees must be made aware that the use of wedges, doorstops etc to hold doors open is a serious offence because it puts lives at risk in the event of a fire.</p>			
35	<p>Doors along escape routes should open in the direction of travel where possible.</p>			
36	<p>Fire exit doors should be unlocked and easily opened during work hours.</p>			
37	<p>Fire exits should lead to a place of safety without people having to travel through hazardous areas.</p>			
38	<p>Roadways should be in good condition and unobstructed to allow emergency vehicles access to all areas.</p>			


	<b>Staff Training</b>			
39	Existing and new employees to be instructed and trained in fire risks and precautionary measures, what to do in the event of a fire, what to do on hearing the fire alarm, the location of fire escape routes, fire equipment and assembly points.			
40	A fire drill to be held at least annually to test the measures in place and ensure that persons in all areas can be evacuated to a place of safety in reasonable time.			
41	A log to be kept of all tests, maintenance, servicing, fire drills and training.			
42	The fire plan to be expanded to include the action to be taken by staff in the event of a fire, the location of fire extinguishers and the evacuation procedure, including arrangements for disabled staff or visitors.			





## MONTHLY CHECK OF FIRE PRECAUTIONS

NOTE: (1) Ensure extinguishers of correct type for location and equipment. (2) Notify fire brigade, if applicable, to prevent false alarms when testing the fire call points. (3) Undertake simple visual inspections of fire fighting equipment and test the weight of extinguishers without removing fully from the support bracket. (4) All fire extinguishers to be wall mounted, have a clear space around them and have a fire point sign affixed. (5) Ensure fire doors are unobstructed and exit routes are clear. (6) Ensure emergency lights are functional.

January	February	March	April	May	June	July	August	September	October	November	December
x											
<b>NAME: A Watts</b>					<b>SIGNED:</b> 				<b>Sheet No.</b>		<b>Date: 07.01.2015</b>
FIRE ACTUATION POINTS (Tested in rotation) Location:		FIRE EXTINGUISHERS (All types) Location:	HOSE REELS & FIRE BLANKETS Location:	FIRE DOORS AND FIRE EXIT ROUTES	EMERGENCY LIGHTING	COMMENTS, PROBLEMS & ACTIONS					
1	N/A	KITCHEN	N/A	Main Exit Route	N/A	ALL OK					
2	N/A	1 <sup>ST</sup> FLOOR	N/A	Emergency Exit	N/A	ALL OK					
3	N/A		N/A		N/A						
4	N/A		N/A		N/A						
5	N/A		N/A		N/A						
6	N/A		N/A		N/A						
7	N/A		N/A		N/A						
8	N/A		N/A		N/A						
9	N/A		N/A		N/A						
10	N/A		N/A		N/A						
11	N/A		N/A		N/A						
12	N/A		N/A		N/A						

13						
14						

## RECORD OF FIRE EVACUATION DRILL

Please Note:

1. Notify the Fire Brigade as applicable to prevent false alarms.
2. Target time for evacuation of the premises is within 3 minutes
3. All persons must leave building and be accounted for.
4. All Fire Exits must be unlocked at commencement of work and kept free from obstruction throughout the working day.
5. Follow the Fire guidance and policy provided.
6. Comply with the Fire risk assessment at all times.

FIRE DRILL DATE & TIME	EVACUATION TIME MINUTES	NAME OF ORGANISER	COMMENTS/PROBLEMS/ACTIONS
11 <sup>TH</sup> JANUARY 2009	2 MINUTES	J WATTS	ALL OK
13 <sup>TH</sup> FEBRUARY 2009	2.05 MINUTES	J WATTS	ALL OK
14 <sup>TH</sup> MARCH 2009	1.55	J WATTS	ALL OK
16 <sup>TH</sup> APRIL 2009	45 SECONDS	J WATTS	ALL OK
23 <sup>RD</sup> MAY	2.15 MINUTES	J WATTS	ADAM REQUIRED HELP OUT AS HE WAS ON CRUTCHES.
26 <sup>TH</sup> JUNE 2009	50 SECONDS	J WATTS	ALL OK
30 <sup>TH</sup> JULY 2009	1.20 MINUTES	J WATTS	ALL OK
23 <sup>RD</sup> AUGUST 2009	45 SECONDS	J WATTS	ALL OK
21 <sup>ST</sup> SEPTEMBER 2009	50 SECONDS	J WATTS	ALL OK
23 <sup>RD</sup> OCTOBER 2009	30 SECONDS	J WATTS	ALL OK
24 <sup>TH</sup> NOVEMBER 09	48 SECONDS	J WATTS	ALL OK
16 <sup>TH</sup> DECEMBER 09	50 SECONDS	J WATTS	ALL OK
06 <sup>TH</sup> JANUARY 2010	30 SECONDS	J WATTS	ALL OK
28 <sup>th</sup> October 2010	35 seconds	J Duggan	All OK
23 <sup>rd</sup> March 2010	42 seconds	J Duggan	All OK





# **ELECTRICAL SAFETY**

## **Policy**

We will ensure that all electrical systems and equipment are provided and maintained in a safe condition. All work on or near electrical systems will be carried out in a safe manner and all equipment provided for protecting employees working on or near electrical equipment will be suitable for such use and adequately maintained. All electrical equipment will be of sufficient strength and capability for its intended use and of such construction or adequately protected to prevent danger arising from the conditions of its use. All electrical equipment will be suitably insulated and protected to prevent danger. Arrangements for earthing and ensuring the integrity of referenced conductors will be made. All electrical connections will be mechanically and electrically safe. Suitable means for protecting electrical circuits from excess current and the isolation of equipment will be provided and maintained. Work on electrical systems will only be carried out by Competent Persons. Safe systems of work will be followed at all times. Live working will be subject to a Permit to Work system and only be allowed where the criteria described in the Electricity at Work Regulations are met. Safe access and adequate lighting will be provided to enable work on electrical systems to be performed safely. All portable electrical equipment will be maintained in a safe condition and inspected and tested regularly.

## **1. ARRANGEMENTS FOR ELECTRICAL SAFETY**

### **The Electricity at Work Co-ordinator will ensure that:**

- 1.1 The fixed mains installation is installed, inspected and tested periodically by a competent person in accordance with the IEE Wiring Regulations 17th Edition.
- 1.2 Suitable means for isolating electrical equipment, including the identification of individual circuits, are provided and maintained.
- 1.3 Work on electrical systems is only carried out by Competent Persons following safe systems.
- 1.4 Live working is not carried out unless a Permit to Work system is in place and the criteria in the Electricity at Work Regulations are met.
- 1.5 Safe access is provided for competent persons (both in-house and external) maintaining electrical systems or work equipment.
- 1.6 An inventory of portable electrical equipment is compiled covering all workplaces and equipment under our control, including employee owned equipment where its use has been authorised.
- 1.7 Portable electrical equipment is inspected for safety prior to first issue.
- 1.8 Routine combined inspection and testing is undertaken at intervals recommended by a competent person according to the type of use.
- 1.9 Employees are instructed in safe systems of work and carry out simple checks of equipment prior to each use for visible defects and damage.
- 1.10 More detailed formal inspections by a responsible person are undertaken to supplement the visual checks, at frequencies determined by assessment.
- 1.11 A procedure is in place to report damaged or defective equipment and that such equipment is removed from service immediately by the person discovering the fault.
- 1.12 Employees are instructed to report damaged or defective equipment or dangerous conditions.
- 1.13 Contractors using electrical equipment in a workplace under our control provide evidence of its safety prior to commencement of work.
- 1.14 Privately owned electrical equipment is not used in the workplace without authorisation from management, its safety being confirmed, an entry made on the inventory and it being included in the inspection and testing programme.

## 2. ELECTRICAL SAFETY MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan  
Positive answers should cross-reference supporting material*

**Name: Adam Watts**

**Date: 1.12.08**

**Yes No**

1.1	Does the fixed mains installation comply with the requirements of the 17 <sup>th</sup> Edition of the IEE Regulations and is the next periodic inspection and test planned and budgeted for?	X	
1.2	Are suitable means for isolating electrical equipment, including the identification of individual circuits, provided and maintained?	X	
1.3	Is work on electrical systems only carried out by competent persons following safe systems?	X	
1.4	Is live working only carried out where a Permit to Work system is in place and the criteria in the Electricity at Work Regulations are met?	X	
1.5	Is safe access provided for those carrying out maintenance to all parts of the electrical installation or work equipment?	X	
1.6	Has all portable electrical equipment in all areas been individually identified and entered onto an inventory?	X	
1.7	Is all portable electrical equipment inspected for safety prior to its first use in the workplace?	X	
1.8	Is combined inspection and testing undertaken at appropriate intervals?	X	
1.9	Have employees been made aware of the risks and safe systems of work and do they check equipment before use?	X	
1.10	Are formal inspections undertaken by a responsible person to supplement the visual checks by users at appropriate intervals?	X	
1.11	Is a procedure in place for reporting damaged or defective equipment and for ensuring such equipment is removed from service immediately?	X	
1.12	Do employees report damaged or defective equipment and follow the procedures for removing such items from service?	X	
1.13	Do contractors provide evidence of safe electrical equipment prior to commencing work?	X	
1.14	Is all personal equipment permitted in the workplace included on the inventory and inspection and testing programme?	X	
<b>Comment/Further Action</b>			


### 3. ELECTRICAL SAFETY MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	See attached certificate.
1.2	As per certification
1.3	By NICEIC approved persons.
1.4	
1.5	
1.6	As per attached certificate
1.7	
1.8	As per industry standards
1.9	
1.10	
1.11	All faulty items reported to Jordan Watts. Safely removed and repaired or disposed of.
1.12	
1.13	
1.14	

Date : 07.01.2015

Completed By : Adam Watts

Signed: 

## **4. GUIDANCE AND RECORDS**

### **4.1 PROCEDURES FOR INSPECTION AND TESTING**

The suitability of electrical equipment for its intended purpose will be determined through risk assessment. All equipment will be entered onto the inventory and the inspection and testing programme. The different types of inspection and testing we will carry out are outlined below.

#### **4.1.1 User Checks**

Employees will be instructed to carry out simple visual pre-use checks for damage to the outside of the equipment and its lead and plug, but without taking the plug apart. Sockets will also be checked for signs of damage and burn marks.

#### **4.1.2 Formal Visual Inspections:**

These include the pre-use visual checks but also include checking within the plug top. A responsible authorised person will undertake this but will not remove covers of the actual equipment or attempt repair, unless competent to do so. They will however, take faulty equipment out of service and affix a warning sign and prevent further use.

#### **4.1.3 Combined Inspections and Repair**

Some faults cannot be detected through visual inspection, particularly lack of continuous earths. For some equipment the earth is essential to safety and therefore all earthed equipment, leads and plugs connected to it, will also have occasional combined inspection and testing.

This will be carried out:

- Where there is 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.

A competent employee may undertake this where the item to be tested is plugged into a simple Fail/Pass portable appliance test (PAT) meter, or alternatively an external competent person will be employed. Where our own employee undertakes this task clear, easy to follow guidance will be given and, 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 an appropriately qualified person.



#### 4.2 Recommended Minimum Frequency of Inspection and Testing:

The following type and initial intervals of inspections/tests are recommended in low risk environments:

Equipment	Operator Checks	Formal visual inspection	Combined inspection & test
Battery operated less than 20 volts	NO	NO	NO
Extra low voltage: Less than 50 volts e.g. telephone, low voltage desk lights	NO	NO	NO
Information technology; Computers, screens	NO	Yes 2 - 4 years	Not if double insulated Otherwise up to 5 years
Photocopiers, fax, rarely moved, NOT hand-held items	NO	Yes 2 - 4 years	Not if double-insulated otherwise up to 5 years
Double insulated: NOT hand-held. e.g. fans, table lamps, projectors	NO	Yes 2 - 4 years	NO
Double insulated: HAND-HELD e.g. some floor cleaners	YES	Yes 6 months - 1 year	NO
Earthed equipment (class 1) e.g. kettles, some floor cleaners	YES	Yes 6 months - 1 year	Yes 1 - 2 years
Cables (leads) and plugs connected to the above  Extension leads (mains voltage)	YES	Yes 6 months - 4 years depending on type of equipment it is connected to	Yes 1 - 5 years depending on type of equipment it is connected to

Special, frequent testing and arrangements are required for high risk equipment used in more aggressive environments.



# PORTABLE ELECTRICAL APPLIANCES IN LOW RISK ENVIRONMENTS

## OPERATOR PRE-USE CHECKS

Operators are to check for damage to the outside of the equipment and its lead and plug before they use it but must **not** take the plug apart.

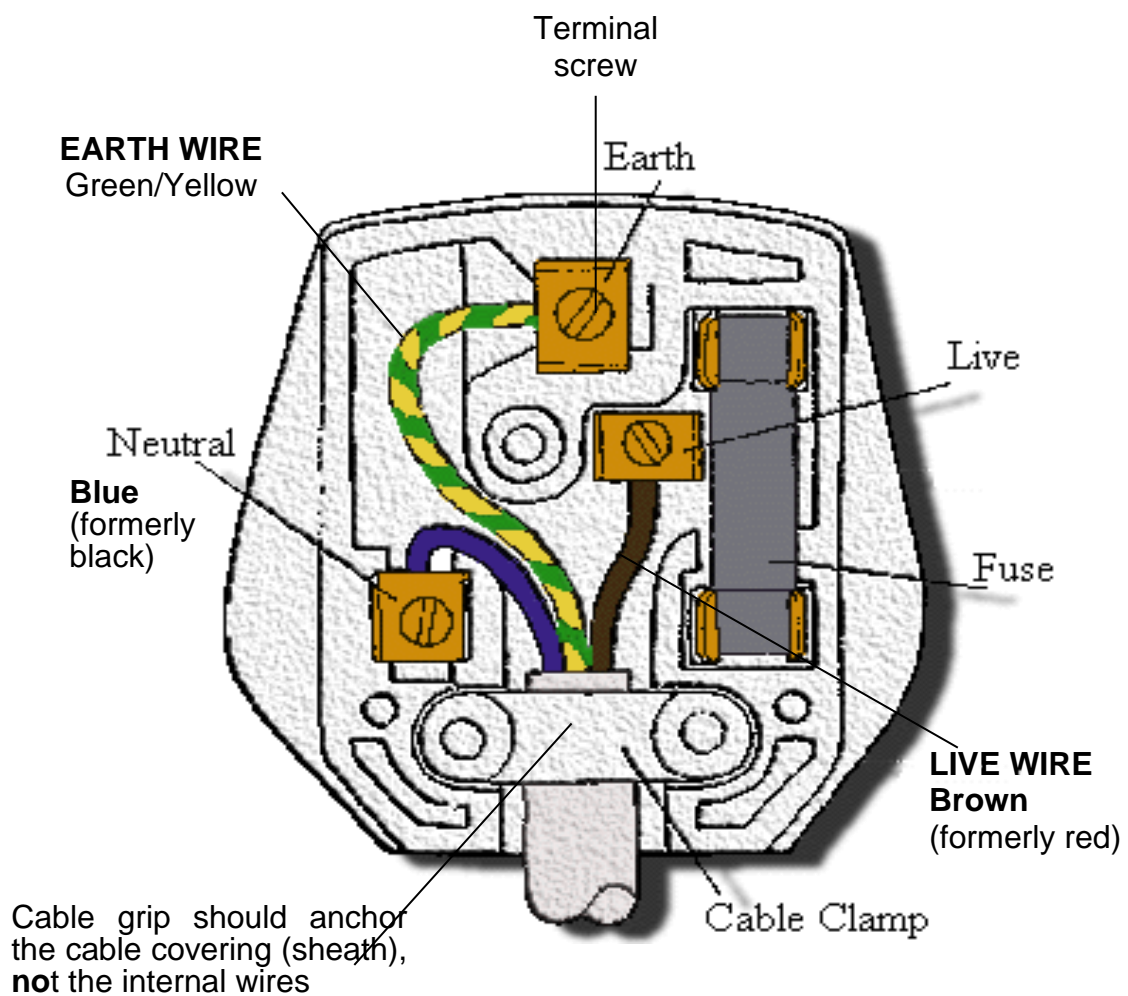
The plug must be disconnected from the mains supply and the following checked.

<b>Mains lead/Cable covering</b>	There should be no cuts or abrasion (light scuffing is acceptable).  Report any non-standard joints, including taped joints.
<b>Cable grip</b>	The cable should not be loose where it enters the plug.  The coloured insulation of the internal wires should not be visible where the cable enters the plug.
<b>Plug</b>	The casing must not be cracked or loose.  The pins must not be bent.  Check for signs of overheating - burn marks.
<b>Damage to outer cover/casing</b>	This should be undamaged.  Check for cracked casing, obvious loose parts, screws etc. Signs of overheating - burn marks.
<b>Mains on/off switch Sockets</b>	It should be tight to the wall not loose.  Does it operate correctly/as expected?  Is it cracked?  Are there burn marks?

### 4.3 FORMAL VISUAL INSPECTION

Formal inspection involves all of the operator checks plus removing the plug cover to check the following:

- Fuse:** a proper fuse *not* a piece of wire, nail etc.
- Cord grip:** should hold the outer part (sheath) of the cable tightly.
- Wires** attached to correct terminals with no bare wire visible other than at terminals.
- Terminal screws:** must be tight.
- Internal damage:** check for signs of overheating, or entry of liquid, dust or dirt.



# DISPLAY SCREEN EQUIPMENT

## **Policy**

We will ensure that the risks to the health and safety of our employees from the use of display screen equipment are adequately controlled. All users will be identified and workstations assessed to ensure that they meet the requirements of the Regulations. All users will take regular breaks or changes in activity to reduce their workload at display screen equipment. Eye and eyesight tests by a competent person will be provided for all users at their request and will be repeated at regular intervals. Where the results of such a test show that the user needs corrective appliances when using display screen equipment we will ensure that they are provided. Training and information on the use of display screen equipment, the findings of the workstation assessment, the health risks from display screen equipment, the measures taken to reduce the risks, the need to plan the work routine and to take regular short breaks and the availability of eye and eyesight tests will be provided for all users. Training will also include reference to the organisational arrangements for reporting medical symptoms or problems with equipment to management.

## **1. ARRANGEMENTS FOR DISPLAY SCREEN EQUIPMENT SAFETY**

### **The Display Screen Equipment Co-ordinator will ensure that:**

- 1.1 A comprehensive assessment of each workstation is undertaken as required by the DSE Regulations.
- 1.2 Appropriate action to correct any risks highlighted as a result of the assessment are implemented.
- 1.3 Where appropriate, work routines will be modified to prevent intensive periods of DSE activity.
- 1.4 Software is suitable for the task and is not unnecessarily complicated.
- 1.5 Employees using DSE are informed of their entitlement to eye and eyesight tests and that procedures are in place for employees to avail themselves of such tests.
- 1.6 Where required specifically for working with display screen equipment, the provision of corrective spectacles at the Company's expense.
- 1.7 Staff working or intending to work with display screen equipment are advised on the associated risks to health and how these are to be avoided.
- 1.8 Adequate information, instruction and training on all aspects of DSE work is provided.

## 2. DISPLAY SCREEN EQUIPMENT MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

**Name: Adam Watts**

**Date: 07.01.2015**

**Yes No**

1.1	Has a comprehensive assessment been carried out on all workstations?	X	
1.2	Has appropriate action been taken to control the risks?	X	
1.3	Where necessary are work routines modified?	X	
1.4	Is the software suitable for the tasks being undertaken?	X	
1.5	Are eye and eyesight tests offered?	X	
1.6	Are corrective appliances provided to users where necessary?	X	
1.7	Are staff advised on the risks associated with DSE and how to avoid them?	X	
1.8	Are staff trained on all aspects of DSE work?	X	

**Comment/Further Action**

**3. DISPLAY SCREEN EQUIPMENT MONITORING AND REVIEW ACTION PLAN**

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	All Ok
1.2	All Ok
1.3	All Ok
1.4	All OK
1.5	All OK
1.6	All Ok
1.7	All Ok
1.8	All Ok

Date : 07.01.2015

Completed By : Adam Watts

Signed :  .....

#### **4. GUIDANCE AND RECORDS**

- 4.1 Whilst only a small proportion of DSE users suffer ill-health as a result of their work, a 'suitable and sufficient' assessment will be carried out on all workstations to ensure that the equipment and conditions are appropriate for the tasks undertaken.
- 4.2 Where staff are employed in the use of particular workstations they will be involved in carrying out the assessment.
- 4.3 The risks associated with, though not exclusive to DSE work, include musculoskeletal problems, visual fatigue and mental stress.
- 4.4 All the known health problems can be prevented through attention to good design of the workplace and the job, training and consultation with the staff involved. The assessment will therefore consider the hardware, the environment and any factors specific to individuals using the equipment, such as height. Where improvements are required appropriate action will be taken.

# DISPLAY SCREEN ASSESSMENT

Employee name: Jordan Watts

Department / Location: Purchasing

**KEY**      **Y = Yes**                      **N = No**                      **C = Corrected**                      **X = Not Applicable**

## 1. CHAIR

	Initial Findings	Action	Further Action
Adjustable for height?	Y	X	X
Adjustable backrest?	Y	X	X
Easy to move?	Y	X	X
Is it stable?	Y	X	X
Are the arms suitable?	Y	X	X
Is chair in good condition?	Y	X	X
Is footrest required?	N	X	X
Is the chair comfortable?	Y	X	X

## 2. SCREEN

Contrast adjustable?	Y	X	X
Screen tilt easily?	Y	X	X
Screen swivel freely?	Y	X	X
Height suitable for user?	Y	X	X
Is screen cleaned?	Y	X	X

## 3. GLARE

Window glare?	N	X	X
Lighting glare?	N	X	X
Desk/wall glare?	N	X	X
Other source?	N	X	X

## 4. ENVIRONMENT

Lighting level OK?	Y	X	X
Temperature OK?	Y	X	X
Noise or other distractions?	N	X	X

## 5. DESK / WORK SURFACE

	Initial Findings	Action	Further Action
Task space sufficient for user?	Y	X	X
Under desk space adequate?	Y	X	X
Suitability for user?	Y	X	X
Height OK?	Y	X	X
Reflections?	N	X	X
Document holder required?	N	X	X
Document holder adjusted OK?	Y	X	X

## 6. USER

Do you experience work pressure?	Y	C	X
Continual use (over 1 hour)?	Y	C	X
Frequent breaks from keyboard?	Y	X	X
Use DSE outside work?	N	X	X
(Average of <input type="checkbox"/> hours per night)			
Are you aware of the availability of eye tests?	Y	X	X
Have you received training on DSE?	Y	X	X

## 7. KEYBOARD

Tiltable?	Y	X	X
Clean/good condition?	Y	X	X
Symbols clear for user?	Y	X	X
Position correct for user?	Y	X	X

## 8. ELECTRICAL

Cabling problems?	N	X	X
Static problems?	N	X	X
Problems with other equipment?	N	X	X



9.

**HEALTH**

Do you experience problems with:-

- Aches and pains? N
- Eyes? N
- Back? N
- Hands, wrists, fingers? N
- Headaches? N
- Other? N

If you have ticked any of the above boxes please give details below.

.....

.....

.....

.....

.....

.....

.....

.....

**COMMENTS:** .....

.....

.....

.....

.....

**FURTHER ACTION:** .....

.....

.....

.....

.....

**RISK TO USER**

**HIGH**

**MEDIUM**

**LOW** X

**Signed: USER: J.H. Duggan DATE: 07.01.2015**

**ASSESSOR: Adam Watts**

# **NOISE AT WORK**

## **Policy**

We will secure the health and safety of all persons, so far as is reasonably practicable, from the hazards of noise in the workplace wherever it is reasonably practicable to do so we will eliminate risks from noise exposure completely and where this is not possible we will reduce risk to the lowest level reasonably practicable. We will assess risks due to noise, evaluate them and develop a plan to control them. The findings will be recorded and the assessment reviewed when necessary. We will ensure the legal limits on noise exposure are not exceeded. A formal programme of measures, including health surveillance, will be introduced whenever an employee's exposure to noise is likely to exceed the upper exposure action values. Where practicable the views of employees will be taken into consideration during any investigation of noise problems, any modification of the workplace or the introduction of safety equipment. A review of the policy and arrangements will be made whenever there are changes in work practices, changes in noise exposures or there are new ways of reducing the risks.

## **1. ARRANGEMENTS FOR NOISE AT WORK**

### **The Noise at Work Co-ordinator will ensure that:**

- 1.1 There is a written and valid noise risk assessment and action plan available.
- 1.2 Measures are in place to eliminate or control noise risks including providing hearing protection to individuals where needed.
- 1.3 All management are aware of, and comply with their duties in respect of noise.
- 1.4 Adequate information, instruction and training is provided for all employees.
- 1.5 Noise-control equipment and hearing protection is maintained adequately.
- 1.6 Recent or imminent changes to work practices, noise exposures, or new ways to reduce risks that would require a review of existing arrangements are identified.
- 1.7 Competent external advice is sought where necessary.
- 1.8 Employees co-operate with management and use the noise control equipment provided to protect their hearing including the mandatory use of hearing protection.
- 1.9 A procedure is in place to permit employees to report defects in safety equipment or arrangements.
- 1.10 Facilities are in place for employees identified as being at risk to have hearing checks (audiometry) conducted.
- 1.11 Any measures that can be taken to further reduce noise to as low a level as is reasonably practicable are taken.

## 2. NOISE AT WORK MONITORING & REVIEW

*Negative answers should have corresponding entries on the Action Plan  
Positive answers should cross-reference supporting material*

**Name: Adam Watts**

**Date: 07.01.2015**

		Yes	No
1.1	Is there a written and valid noise risk assessment and action plan available?	X	
1.2	Are measures in place to eliminate or control noise risks including providing hearing protection to individuals where needed?	X	
1.3	Are the nominated responsible persons aware of, and complying with their duties?	X	
1.4	Has adequate information, instruction and training been given to workers?	X	
1.5	Is noise-control equipment and hearing protection adequately maintained?	X	
1.6	Are there recent or imminent changes to work practices, noise exposures, or new ways to reduce risks that would require a review of existing arrangements?		X
1.7	Is competent external advice necessary and if so has it been sought?	X	
1.8	Do employees co-operate with management and use the noise control equipment provided to protect their hearing including the mandatory use of hearing protection?	X	
1.9	Is a procedure in place to point employees to report defects in safety equipment or arrangements and are these procedures used?	X	
1.10	Are facilities in place for employees identified as being at risk to have hearing checks (audiometry) conducted?	X	
1.11	Are there any measures that can be taken to further reduce noise to as low a level as is reasonably practicable?	X	
<b>Comments/further Action:</b>			

### 3. NOISE AT WORK MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	NO FURTHER ACTION REQUIRED
1.2	NO FURTHER ACTION REQUIRED
1.3	NO FURTHER ACTION REQUIRED
1.4	NO FURTHER ACTION REQUIRED
1.5	NO FURTHER ACTION REQUIRED
1.6	NO FURTHER ACTION REQUIRED
1.7	NO FURTHER ACTION REQUIRED
1.8	NO FURTHER ACTION REQUIRED
1.9	NO FURTHER ACTION REQUIRED
1.10	NO FURTHER ACTION REQUIRED
1.11	NO FURTHER ACTION REQUIRED

Date:07.01.2015

Completed By: Adam Watts

Signed: \_\_\_\_\_



## 4. GUIDANCE AND RECORDS

### 4.1 Risk Assessment

You should assess risks due to noise by; identifying if there is a risk due to noise; identifying who might be harmed and how, evaluating the risks and developing a plan to control them, recording the findings and reviewing the risk assessment when necessary.

When assessing the risks, noise hazards should be identified and an estimation of the likely exposure to noise shall be made.

Where conversation at 2m is possible but noise is intrusive – comparable to a busy street, a vacuum cleaner or a crowded restaurant – for more than about six hours per day in total the noise level is probably 80dB or more.

Where employees are exposed to noise which makes it necessary to shout to talk to someone 2m away, for more than about two hours per day in total the noise level is probably 85dB or more. Named people or post holders should be assigned to be responsible for the various tasks required in carrying out noise control and noise reduction measures.

Measures shall be identified to eliminate or reduce risks, control exposures and protect employees. A record of these shall be incorporated into an action plan.

When evaluating the risks to employees from noise, you should take into account the exposure action values and exposure limit values:

- The lower exposure action values are:
  - a) A daily or weekly personal noise exposure of 80dB(A) and
  - b) A peak sound pressure of 135dB(C)
  
- The upper exposure action values are:
  - a) A daily or weekly personal noise exposure of 85dB(A) and
  - b) A peak sound pressure of 137dB(C)
  
- The exposure limit values are:
  - a) A daily or weekly personal noise exposure of 87dB(A) and
  - b) A peak sound pressure of 140dB(C)

Note: When applying the EXPOSURE LIMIT VALUES account must be taken of any hearing protection provided.

## **4.2 Action Plan**

When required, a prioritised plan should be developed for investigating and introducing noise control and noise reduction measures, with realistic time-scales for the work to be carried out.

Where action is required, you should tackle the immediate risks using temporary measures. Thereafter you should investigate the applicable use of basic noise control measures to eliminate or reduce risks using good practice and relevant industry standards. A programme of technical and organisational noise control measures shall be provided where exposure to noise exceeds the upper exposure action values.

You should consider alternative processes, equipment and working methods which would make the work quieter or mean people are exposed for shorter times. Anything supplied in this respect should be fully and properly used.

Where necessary you should provide suitable hearing protection and set up hearing protection zones.

You should provide information, instruction, training and supervision for employees, including training about the risks, the control measures, the hearing protection and the safe working practices to be adopted.

Where reasonably practicable you should implement a positive hire and purchase policy. Equipment which emits lower levels of noise or would lead to lower levels of noise exposure for particular tasks should be selected wherever possible.

Maintenance of work equipment is important to ensure that noise levels do not increase over time. Systems and work equipment should be maintained where necessary to ensure minimum noise emissions. Any noise-control equipment and hearing protection should also be maintained.

## **4.3 Contractors and Visitors**

Visitors to the premises who are required to enter hearing protection zones should be issued with appropriate hearing protection.

Visiting contractors should advise their Company contact of any significant noise arising out of their operations.

All employees who are required to work away from Company premises should comply with the Company noise policy and take hearing protection with them if considered necessary. In addition, when working on other employers' premises they should notify that employer of any significant noise they may produce.

## Noise Risk Assessment

**Workplace activity/job:** Installation Of Intruder Alarm

**Location/area:** Shoreside School

### 1. Is there a risk due to noise?

- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| • Are noisy powered tools or machines used for more than ½ hour per day in total?   | <input type="checkbox"/> | x                        |
| • Are there noises due to impacts e.g. hammering, explosion or percussion?  | x                        | <input type="checkbox"/> |
| • Are there areas of the workplace where noise levels could interfere with communication e.g. warning of danger signals?    | <input type="checkbox"/> | x                        |
| • Does information from manufacturers/suppliers indicate a noise problem?   | <input type="checkbox"/> | x                        |
| • Is conversation at 2m distance intrusive e.g. comparable to a busy street, and the noise lasts for about 6 hours per day? | <input type="checkbox"/> | x                        |

If no to *all* the above go straight to Section 7.

If yes to *any* of the above go to Section 2.

### 2. Who might be harmed and how?

- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| • Operators   | x                        |                          |
| • Those in the vicinity   |                          | <input type="checkbox"/> |
| • Is there anyone in this area with a previous history of hearing conditions?   | <input type="checkbox"/> | x                        |
| • Is there anyone under the age of 18?  | x                        | <input type="checkbox"/> |
| • Are there safety risks due to noise interfering with communications?  | <input type="checkbox"/> | x                        |
| • Are there ototoxic risks? (Anything which may be toxic to the organs of hearing or balance or to the auditory nerve) e.g. toluene, quinine. | <input type="checkbox"/> | x                        |

### 3. Evaluation of the risk

- |   | YES                      | NO |
|---|--------------------------|----|
| • Are workers exposed to noise which makes it necessary to shout to talk to someone 2 metres away for more than about 2 hours per day in total? (The noise level here is probably above the upper action value) | <input type="checkbox"/> | x  |
| • Is conversation at 2 metres possible but intrusive, and the noise lasts for about 6 hours per day? (The noise level here is probably above the lower action value).   | <input type="checkbox"/> | x  |
| • Exposure limit values possibly exceeded and/or risk is difficult to estimate. Further noise measurements required. Record the measurements on the tables in Section 4, otherwise go to Section 5.             | <input type="checkbox"/> | x  |



#### 4. Noise exposure

Daily job or task	Noise Level ( $L_{Aeq}$ dBA)	Exposure duration (hours)	Exposure points (job/task)	Exposure points per hour	Peak sound ( $L_{Cpeak}$ )
1					
2					
3					
4					
5					
6					
7					
8					
	<b>Total duration</b>				
<b>Daily noise exposure (<math>L_{EP,d}</math>)</b>					

Weekly job or task	Daily exposure ( $L_{EP,d}$ dBA)	
Day 1		
Day 2		
Day 3		
Day 4		
Day 5		
Day 6		
Day 7		
Weekly exposure ( $L_{EP,w}$ )		

#### 5. Action plan

- YES Tackle immediate risks
- YES Provide suitable hearing protection
- YES Basic noise control measures and industry standards
- YES Implement a positive hire and purchase policy
- YES Programme of noise-reduction measures
- YES Set up hearing protection zones
- YES Maintain work equipment and systems to control noise
- YES Provide appropriate information, instruction and training for employees
- YES Make arrangements for providing health surveillance.
- YES Assign tasks above to named post-holders with realistic timescales

#### 6. Further observations

N/A

#### 7. Date: 07.01.2015

Review date: 06.08.2015

Assessor: Adam Watts

# **CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

## **Policy**

We will assess the potential health effects associated with exposure to hazardous substances and to take appropriate action to eliminate or adequately control them. We will regularly review and, where necessary, modify our assessments especially where there are reasons to suspect that they are no longer valid or there has been a significant change in the work to which the assessment relates. Where reasonably practicable we will eliminate the use of hazardous substances. Where this is not possible we will ensure that such substances are replaced by less hazardous alternatives. Control of exposure will be achieved by the use of appropriate work processes, systems and engineering controls and the provision of suitable work equipment and materials. Where possible, exposure will be controlled at source by using adequate ventilation systems and systems of work. The use of Personal Protective Equipment will only be used as a control measure as a last resort and in addition to the measures described. Where required, special arrangements will be made for all work involving potential exposure to known carcinogens and biological agents. All control measures will be properly used, adequately maintained and thoroughly examined and tested as required. Where necessary for ensuring the maintenance of adequate control measures or protecting the health of employees monitoring of workplace exposure and health surveillance will be carried out and appropriate records kept. Suitable and sufficient information instruction and training on the findings of the assessments will be provided for all employees who are likely to be exposed to hazardous substances. Emergency plans will be produced where required.

## **1. ARRANGEMENTS FOR THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

**The Control of Substances Hazardous to Health Co-ordinator will ensure that:**

An inventory of all substances used, generated, handled, stored or disposed of is compiled and the safety data sheets obtained from manufacturers and suppliers.

- 1.2 Information from the data sheets is used to assess the potential health risks in the circumstances in which exposure may occur.
- 1.3 The results of the COSHH assessments and safe systems of work identified are communicated to employees in a comprehensible manner.
- 1.4 Where possible the use of hazardous substances is eliminated, e.g. by changing the process or selecting non-hazardous alternatives.
- 1.5 Where the elimination of a hazardous substance is not possible, every effort is made to find a less hazardous suitable alternative.
- 1.6 Where it is not reasonably practicable to either eliminate or substitute the use of a hazardous substance, measures are taken to control the risk of exposure by engineering means.
- 1.7 Employees do not bring unauthorised substances into the workplace and do not use any substance for which an assessment has not been undertaken.
- 1.8 Employees, and others affected, receive adequate information, instruction and training in the safe use, handling, storage and disposal of substances which they may use or encounter.
- 1.9 Engineering controls examined, tested and adequately maintained at appropriate intervals to meet statutory requirements and to ensure that they continue to function effectively.
- 1.10 The use of personal protective equipment (PPE) is reserved as a 'last resort' in controlling exposure to a residual risk.
- 1.11 Safe working procedures are monitored to ensure that they remain effective.
- 1.12 Workplace exposure monitoring and health surveillance are carried out when required.
- 1.13 Contractors provide evidence of suitable and sufficient assessments and adequate control measures for the control of hazardous substances whilst working on our behalf and that their activities are monitored.

## 2. COSHH MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan  
Positive answers should cross-reference supporting material*

**Name: Adam Watts**

**Date: 07.01.2015**

**Yes No**

1.1	Is the COSHH inventory up-to-date and are safety data sheets available for all substances?	X	
1.2	Has the information on data sheets been used to assess the substances taking into account the circumstances in which exposure may occur?	X	
1.3	Have the potential risks and precautionary measures been communicated to employees and been understood?	X	
1.4	Has sufficient effort been made to find ways of achieving the same result through different means and eliminating the hazardous substances?	X	
1.5	Has sufficient effort been made to substitute with less hazardous alternatives?	X	
1.6	Where it is not possible to eliminate or substitute hazardous substances have engineering methods been employed to best effect?	X	
1.7	Are there any substances, for which assessments have not yet been undertaken, present from the workplace?		X
1.8	Have the results of assessments been brought to the attention of all relevant employees?	X	
1.9	Is there documentary evidence of statutory examinations and adequate maintenance to ensure effective functioning of engineering controls?	X	
1.10	Is personal protective equipment provided only as a last resort and is it suitable for its use, used correctly and is its use enforced?	X	
1.11	Are safe systems of work monitored to ensure their effectiveness?	X	
1.12	Is workplace monitoring of exposure or health surveillance required?	X	
1.13	Do contractors provide evidence of adequate control over hazardous substances?	X	

### **Comment/Further Action**

We do not use any Hazardous materials.


### 3. COSHH ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	n/a
1.2	n/a
1.3	n/a
1.4	n/a
1.5	n/a
1.6	n/a
1.7	n/a
1.8	n/a
1.9	n/a
1.10	n/a
1.11	n/a
1.12	n/a
1.13	n/a

Date 07.01.2015

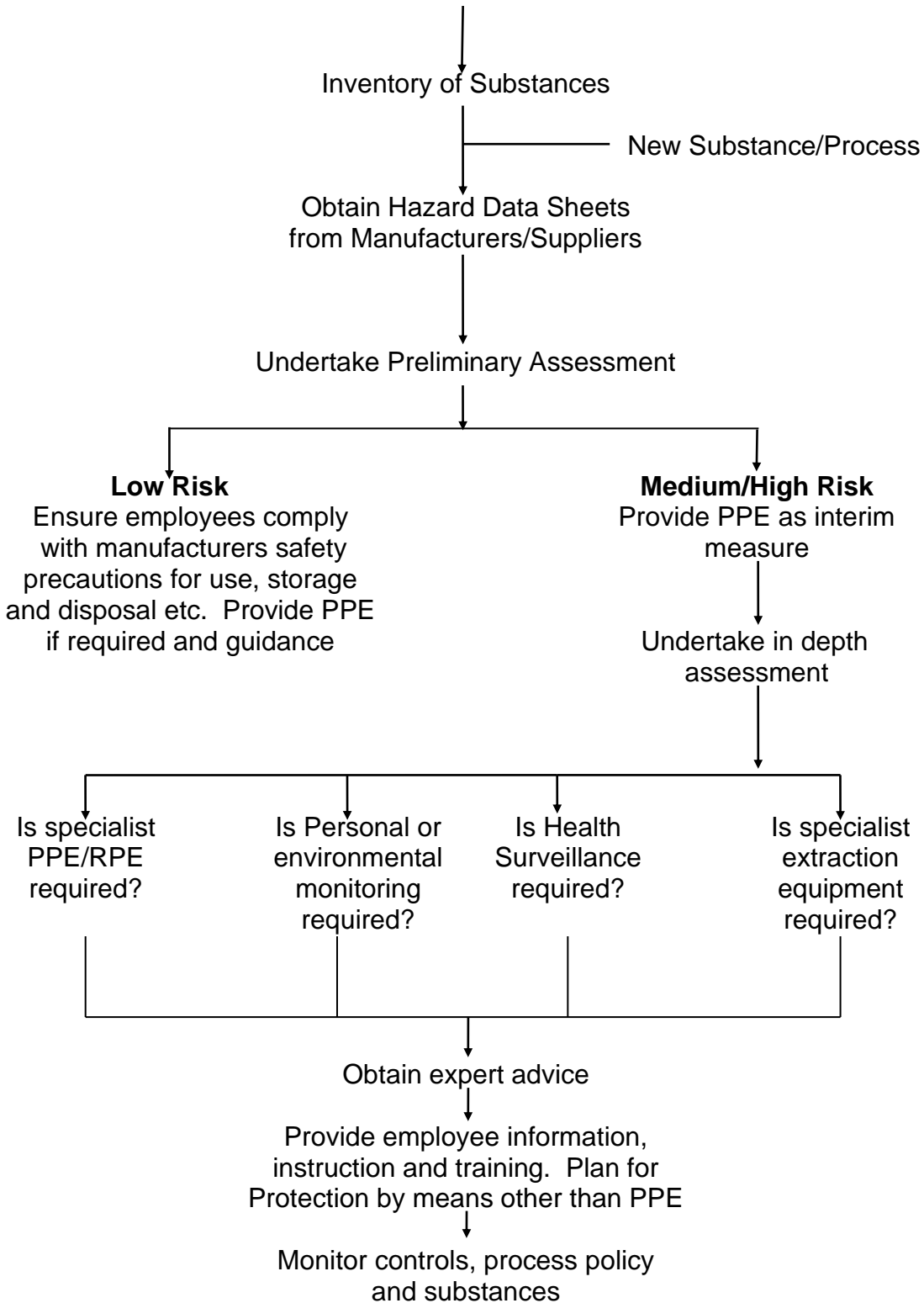
Completed By: Adam Watts

Signed: 





#### 4. GUIDANCE AND RECORDS

##### 4.1 COSHH ASSESSMENT FLOW CHART

START



## COSHH REGULATIONS HAZARD SYMBOLS

	<p><b>TOXIC/VERY TOXIC</b></p> <p>May cause serious health risk or even death if inhaled, ingested or if it penetrates the skin.</p>	<ul style="list-style-type: none"> <li>• Wear suitable protective clothing, gloves and eye/face protection.</li> <li>• After contact with skin, wash immediately with plenty of water.</li> <li>• In case of contact with eyes, rinse immediately with plenty of water &amp; seek medical advice.</li> <li>• In case of accident or if you feel unwell, seek medical advice immediately.</li> </ul>
	<p><b>CORROSIVE</b></p> <p>May on contact cause destruction of living tissue or burns.</p>	<ul style="list-style-type: none"> <li>• Wear suitable gloves and eye/face protection.</li> <li>• Take off all contaminated clothing immediately.</li> <li>• In case of contact with skin, wash immediately with plenty of water.</li> <li>• In case of contact with eyes, rinse immediately with plenty of water (for 15 minutes) and seek medical advice.</li> </ul>
	<p><b>HARMFUL</b></p> <p>May cause limited health risk if inhaled or ingested or if it penetrates the skin.</p>	<ul style="list-style-type: none"> <li>• Do not breathe vapour/spray/dust.</li> <li>• Avoid contact with skin.</li> <li>• Wash thoroughly before you eat, drink or smoke.</li> <li>• In case of contact with eyes, rinse immediately with plenty of water and seek medical advice.</li> </ul>
	<p><b>IRRITANT</b></p> <p>May cause inflammation and irritation on immediate or repeated or prolonged contact with the skin or if inhaled.</p>	<ul style="list-style-type: none"> <li>• In case of contact with eyes, rinse immediately with plenty of water and seek medical advice.</li> <li>• In case of contact with skin, wash immediately with plenty of water.</li> <li>• Do not breathe vapour/spray/dust.</li> </ul>
<p>The full requirements can be found in the <b>Control of Substances Hazardous to Health Regulations</b></p>		





# COSHH ASSESSMENT FORM

REF No:.....

Product/Substance as described on label and manufacturer:

Where used/for what purpose:



<b>Toxic</b>	<b>Corrosive</b>	<b>Harmful</b>	<b>Irritant</b>	<b>Flammable</b>	<b>Oxidising</b>
--------------	------------------	----------------	-----------------	------------------	------------------

Liquid

Gel

Powder

Granules

Other

Possible means of exposure:

Inhalation

Ingestion

Absorption

Skin/eye contact

Are there any Workplace Exposure Limits (WELs) listed for any of the active ingredients listed on the safety data sheet?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is monitoring required to determine levels?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Symptoms/effects of improper use:

Persons who may be exposed:

Safe storage:

Describe safe method of use including appropriate PPE to be worn:

**RISK RATING**      High                       Medium                       Low

Signed: Name:	Assessment Date:	Further action required Y/N	Action Review Date(s): Next Review Date:
------------------	------------------	-----------------------------	---

# COSHH INFORMATION FOR EMPLOYEES

REF No:.....

Product Name:.....

Issue Date:.....

Emergency Contact Number .....

<b>Control Measures</b>	<input type="checkbox"/> Use local exhaust ventilation	<input type="checkbox"/> Ensure adequate natural ventilation	
<b>PPE Required</b>	<input type="checkbox"/> Gloves <input type="checkbox"/> Shoes/Boots <input type="checkbox"/> Overalls <input type="checkbox"/> Wellingtons <input type="checkbox"/> Respiratory specify type.....	<input type="checkbox"/> Goggles <input type="checkbox"/> Face Shield <input type="checkbox"/> Other specify.....	
<b>Storage/ Disposal</b>	<input type="checkbox"/> Keep cool and dry <input type="checkbox"/> Place in HFL store <input type="checkbox"/> Do not dispose down drains or onto land <input type="checkbox"/> Any other special measures .....	<input type="checkbox"/> Dispose through authorised Contractor only <input type="checkbox"/> Do not place in general waste facilities <input type="checkbox"/> Do not store with.....	
<b>Emergency Procedures</b>	<p style="text-align: center;"><b>FIRE</b></p> <input type="checkbox"/> Follow Company Fire Procedure  If trained use the following fire extinguisher:  <input type="checkbox"/> CO <sub>2</sub> <input type="checkbox"/> Foam <input type="checkbox"/> Water <input type="checkbox"/> Powder  Any other special measures:	<p style="text-align: center;"><b>SPILLAGE</b></p> <input type="checkbox"/> Ensure No Naked Lights <input type="checkbox"/> Prevent access <input type="checkbox"/> Wear Safety Equipment <input type="checkbox"/> Dilute, mop & flush <input type="checkbox"/> Neutralise with:  Absorb in: <input type="checkbox"/> Earth <input type="checkbox"/> Sand <input type="checkbox"/> Granules  Any other special measures:	<p style="text-align: center;"><b>FIRST AID</b></p> <input type="checkbox"/> Eyes: To treat irritation & burns flush with running water for 15 minutes. <input type="checkbox"/> Skin: To treat irritation & burns flush skin with continual running water & remove contaminated clothes as soon as possible.  <input type="checkbox"/> Inhalation: If breathing is affected, remove to fresh air and seek medical advice.  <input type="checkbox"/> Ingestion: If swallowed, DO NOT* induce vomiting. Wash mouth out with water and give:.....

**IF IN ANY DOUBT PLEASE SEEK GUIDANCE**

# **FIRST AID AND ACCIDENT REPORTING AND INVESTIGATION PROCEDURES**

## **Policy**

We realise that despite all reasonably practicable measures we put in place to prevent accidents they still may occur and therefore we will provide sufficient numbers of qualified first aiders or appointed persons as appropriate to the risks our employees are potentially exposed to. We will also provide adequate first aid facilities for the treatment of any injuries sustained by any of our employees. We will instigate and maintain procedures to enable the reporting of injuries, disease and dangerous occurrences along with any near miss incidents. All accidents will be investigated to determine causation and any reasonably practical improvements to prevent reoccurrence will be implemented.

**1. Arrangements for the Provision of First Aid, Reporting and Investigation of Injuries, Disease, Dangerous Occurrences and Near Miss Incidents**

**The First Aid and Accident Investigation Co-ordinator will ensure that:**

- 1.1 There are sufficient numbers of qualified trained first aiders or appointed persons within the Company.
- 1.2 Adequate facilities are provided and maintained at all our places of work for the treatment of any injuries sustained by any of our employees.
- 1.3 A data protection compliant accident book is available for the recording of injuries, and that a procedure is in place to ensure the confidentiality of such records.
- 1.4 A procedure is in place to enable the prompt and efficient reporting of all injuries, disease, dangerous occurrence or near miss incidents.
- 1.5 Accident statistics are maintained to identify trends.
- 1.6 Appropriate action is taken where trends have been identified.
- 1.7 Any actions identified by accident investigations are followed through.
- 1.8 A procedure is in place to investigate reported accidents, dangerous occurrences or near miss incidents.

## 2. FIRST AID, ACCIDENT REPORTING AND INVESTIGATION PROCEDURES MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan  
Positive answers should cross-reference supporting material*

**Name: Adam Watts**

**Date: 07.1.2015**

**Yes No**

1.1	Are there sufficient numbers of qualified trained first aiders or appointed persons with the Company?	X	
1.2	Are adequate facilities provided and maintained at all our places of work for the treatment of any injuries sustained by our employees?	X	
1.3	Is an effective procedure in place for the prompt reporting of injuries, disease, dangerous occurrence or near miss incidents?	X	
1.4	Is a data protection compliant accident book available for recording of injuries along with an effective procedure to ensure confidentiality of records?	X	
1.5	Is an effective procedure in place to facilitate the investigation of reported accidents, dangerous occurrences or near miss incidents?	X	
1.6	Are accident statistics maintained to identify trends?	X	
1.7	Are actions identified by accident investigation followed through effectively?	X	
1.8	Is a procedure in place to investigate accidents, dangerous occurrence or near miss incidents?	X	
<b>Comments/further action</b>			

**3. FIRST AID, ACCIDENT REPORTING AND INVESTIGATION PROCEDURES MONITORING AND REVIEW ACTION PLAN**

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	Kelly Hind, Dawn Foster, Jordan Watts
1.2	First Aid Box kept and maintained.
1.3	As per company policy and in Hand Book
1.4	Kept in admin office
1.5	As per company policy
1.6	Yes
1.7	Yes
1.8	Yes

Date : 07.01.2015

Completed By: Adam Watts

Signed: 



## 4.2 First aid kits

First aid kits are provided in the following locations:

Admin Office

.....

.....

.....

.....

.....

.....

.....

## 4.3 Replenishment of First Aid Kits

After using the contents of the first aid kit, the items used are to be reported to the First Aid and Accident Investigation Co-ordinator for replenishment.

## 4.4 Recommended Contents of First Aid boxes and kits

<b>Item</b>	<b>First Aid boxes</b>	<b>Travelling first aid kits</b>
Guidance Card	1	1
Individually wrapped sterile adhesive dressings (assorted sizes)	20	6
Sterile eye pads, with attachment	2	
Individually wrapped triangular bandages	6	2
Safety pins	6	2
Medium sized individually wrapped sterile unmedicated wound dressings (approx 10 cm x 8cm)	6	
Large sterile individually wrapped unmedicated wound dressings (approx 13 cm x 9 cm)	2	1
Extra large sterile individually wrapped unmedicated wound dressings (approx 28 cm x 17.5 cm)	3	
Individually wrapped moist cleaning wipes (suggested minimum number)	10	6



## **4.5 Vaccinations**

Immunisation for some blood borne diseases are available through the NHS and the first aiders and appointed persons will be encouraged to vaccinate themselves against such diseases.

## **4.6 Overview of the Reportable Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)**

**Fatalities:** Any person dies as a result of an accident arising out of or in connection with work. If as a result of an accident an employee dies within one year of the date of the accident the employer shall inform the enforcing authority in writing of the death as soon as it comes to their knowledge, whether or not the accident has been reported previously.

Any person at work suffers a major injury as a result of an accident arising out of or in connection with work.

Any person not at work suffers an injury as a result of an accident that arising out of or in connection with work, that person is taken from the site of the accident to a hospital for treatment in respect of that injury.

Any person not at work suffers a major injury as a result of an accident arising out of or in conjunction with work at a hospital.

### **4.7 Major Injuries are:**

Any fracture, other than to the fingers, thumbs or toes

Any amputation

Dislocation of the shoulder, hip, knee or spine

Loss of sight whether temporary or permanent

A chemical or hot metal burn to the eye or any penetrating injury to the eye

Any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours

Any other injury: leading to hypothermia, heat induced illness or to unconsciousness requiring resuscitation; or requiring admittance to hospital for more than 24 hours

Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.

Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin:

Acute illness requiring medical treatment; or

Loss of consciousness

Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

#### **4.8 Three-day injuries**

A report must be sent to the enforcing authority if the injured person is incapacitated from work for more than 3 consecutive days (excluding the day of the accident but including any days which would not normally be classed as working days e.g. Bank holidays and weekends). The regulation is not confined to cases of incapacity which keep injured people away from work, for example, if an injured employee turns up for work immediately following an accident and is, for more than three days, put on light duties which are not part of their normal work, then the injury must be reported.

#### **4.9 Details of Dangerous Occurrences and Diseases can be found in the RIDDOR regulations**

#### **4.10 Accident Investigation Procedure**

The following procedure will be followed in the event of an accident occurring:

##### **Accident occurs**

##### **Reported to First Aider and First Aider then**

1. Administers First Aid
2. Enters details in Accident Book
3. Carries out initial investigation
4. Completes investigation form

##### **Minor/Trivial Accident**

1. First Aider informs injured party's line manager
2. Line manager signs off investigation and passes investigation form to Accident Investigation Co-ordinator

##### **Serious Non Lost time Accident**

1. First Aider informs injured party's line manager
2. Line manager carries out further investigation
3. Line manager completes accident investigation form
4. Line manager makes recommendations and produces action plan for implementation
5. Line manager signs off investigation and passes investigation form to Accident Investigation Co-ordinator
6. Investigation and action plan discussed at next health and safety meeting

### **Lost Time Accident**

1. Action as above
2. Return to Work Interview carried out by designated person

### **3 Day Injury**

1. As 1 above plus Accident Co-ordinator assists in investigation
2. Accident Investigation Co-ordinator reports accident to the incident contact centre on 0845 300 9923 within 10 days of accident

### **Major Injury**

1. As 1 above
2. Accident Investigation Co-ordinator immediately informs contact centre on 0845 300 9923
3. Drury PSM is informed

Lost Time	
Reportable	

## INCIDENT REPORT & INVESTIGATION FORM

**ACCIDENT**   
Go to Section 1

**DANGEROUS OCCURRENCE**   
Go to Section 2

**NEAR MISS**   
Go to Section 3

**1. ACCIDENT**

Date of Accident  Time

Accident location

Name of injured person  
 Male  Female

Address/Payroll number

Department

What was the injury (e.g. cut, fracture)

What part of the body was injured

What action was taken (e.g. First Aid, sent to hospital)

Please give brief details of how the accident happened and append witness statements

First Aider  Signature

Date  Manager/Supervisor

**CAUSE OF ACCIDENT**

Contact with moving machinery	<input type="checkbox"/>	Hit by moving, flying or falling object	<input type="checkbox"/>
Hit by moving vehicle	<input type="checkbox"/>	Hit something fixed or stationary	<input type="checkbox"/>
Injured while lifting or carrying	<input type="checkbox"/>	Slip, trip or fall on same level	<input type="checkbox"/>
Drowned or asphyxiated	<input type="checkbox"/>	Trapped by something collapsing	<input type="checkbox"/>
Burn from fire or hot surface	<input type="checkbox"/>	Exposure to or contact with harmful substance	<input type="checkbox"/>
Explosion	<input type="checkbox"/>	Assault	<input type="checkbox"/>
Electrical burn or shock	<input type="checkbox"/>	Fall from height of _____ metres	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>		

**Contributory factors (tick all that apply)**

Lack of Control .....

Personal Failure .....

Mechanical or Physical condition .....

**Describe Three Primary Contributory Factors**

1.

2.

3.

**Measures needed to prevent recurrence (e.g. Guards, training, maintenance, etc.)**

**Action Proposed/Completed**

Risk Assessment Reviewed  Date

Lost Time Yes  No

Report sent to Enforcing Authority Yes  No

Signed  Position

**2. DANGEROUS OCCURRENCE**

**Brief description of the event**

**Measures needed to prevent recurrence (e.g. Guards, training, maintenance, etc.)**

**Action Proposed/Completed**

**Risk Assessment Reviewed**

**Date**

**Signed**

**Position**

**3. NEAR MISS**

Date of Incident

Time

Incident Location

**Describe Three Primary Contributory Factors**

1.

2.

3

**Measures needed to prevent recurrence (e.g. Guards, training, maintenance, etc.)**

**Action Proposed/Completed**

Risk Assessment Reviewed

Date

Signed

Position

#### 4.11 Incident Investigation

Three types of incidents are of concern

##### Accident

An accident is an undesired event that may result in an injury to a person or damage to property. An accident also includes an act of non-consensual physical violence done to a person at work.

##### Dangerous Occurrence

A dangerous occurrence is a defined event which, may or may not result in injury or property damage but has a high potential for doing so and has to be reported under RIDDOR.

##### Near Miss

A near miss situation is an event which does not necessarily result in injury or property damage but requires investigation to prevent recurrence.

#### 4.12 How Do we Investigate Incidents

In order to determine what corrective action is necessary to prevent a repetition it is essential to isolate all contributing factors. This can only be done by an investigation. The outcome of all investigations must be communicated to those who need to take action as a result of an incident. This can be done through an effective reporting procedure.

#### 4.13 How To Investigate Incidents

When investigating and reporting an accident, injury or dangerous occurrence, you must be able to recognise the existence of the contributing factors: **LACK OF CONTROL, PERSONAL FAILURES** or **MECHANICAL** and **PHYSICAL CONDITIONS**.

##### Lack of Control

Lack of control is the failure of persons to control situations where people are at risk.

These may include:

- No safety rules
- Safety rules not enforced
- Hazards not detected
- No safe systems of work.
- Employment of persons not competent for the task.
- Lack of information, instruction and training.



## Personal Failure

Where a person does or fails to do something which contributes to the accident.

These may include:

- Protective clothing and equipment issued but not used.
- Failure to use machinery guards correctly.
- Hazardous methods of handling.
- Use of improper or damaged tools and equipment.
- Attempts at improvisation.
- Unnecessary haste.
- Dangerous movement, running, jumping, throwing etc.
- Horseplay.

### 4.14 Mechanical and Physical Conditions

What the job or physical surroundings do that contribute to the accident. These may include:

- No safety devices or ineffective safety devices.
- Poor housekeeping.
- Defective machines, tools, materials or equipment.
- Unsuitable dress or wearing apparel.
- Poor illumination, heating, ventilation etc.
- Lack of warning systems and signs.
- Lack of maintenance

**Incident investigations are to establish facts not opinions, they are not an attempt to apportion blame but are to be used as a management aid to prevent recurrence.**

It is likely that more than one contributing factor will exist and it is frequently found to be a combination of all three. The reason for the investigation is to establish the causes and to take immediate action to prevent them recurring.

A manager or supervisor must take immediate corrective action if possible. If it is not within his/her authority he/she must report accordingly.

In accident cases where faulty equipment or machinery is involved, these must be left in position (if possible) for inspection.

All incidents should be investigated and a report produced. The detail of the report should be proportionate to the level of **risk**, not the outcome of the incident.

All accidents should be documented in the accident book in addition to the report.

The first page of the report should be completed by the First Aider.

As the first point of contact the first aider should gather the information required and assign an investigation number.

**All incident investigations should determine:**

- What was the immediate cause of the accident.
- What were the contributory causes.
- What is the necessary corrective action.
- What system changes are required to prevent further similar events.
- What reviews of existing documentation are required (e.g. risk assessments, training requirements, safe working procedures)

**Full incident investigation reports should include:**

- A summary of what happened.
- A description of the workplace including photographs, diagrams, descriptions of plant and machinery such as serial numbers and the work which was being carried out at the time.
- Details of witnesses and their statements, including the injured person.
- Details of control systems in place prior to the accident such as machinery guards training etc.
- Conclusions regarding why those systems either failed or were inadequate.
- Recommendations regarding the steps needed to prevent similar events.
- Allocation of specific responsibility to ensure that appropriate measures are taken.

# PROVISION AND USE OF WORK EQUIPMENT

## Policy

We will ensure that all work equipment is suitable for the purpose for which it is to be used and is maintained in good working order and where necessary an up to date maintenance log is available. We will ensure that all work equipment is installed correctly and is inspected at suitable intervals to ensure it remains safe and that appropriate records of inspection are maintained. Where the use of work equipment is likely to involve a specific risk to health and safety we will ensure that the equipment is only used, repaired, modified maintained and serviced by authorised competent persons. Appropriate health and safety information, instruction and training will be provided for all employees who either use or manage the use of work equipment. We will ensure that all work equipment provided for use after 31<sup>st</sup> December 1992 complies with the appropriate EU directives. Access to dangerous parts of machinery will be effectively prevented by the provision of suitable guards or protective devices that are of good construction, sound material, adequate strength and effectively maintained. We will take all necessary measures to prevent, or where this is not possible, adequately control exposure to specified hazards associated with the use of work equipment and to prevent contact with surfaces that are at either very high or very low temperatures. We will ensure that all work equipment is provided with suitable controls and control systems for starting stopping and changing operating conditions, including those for use in an emergency situation. Where appropriate all work equipment will be provided with suitable means to isolate it from its sources of energy. All work equipment will be stable, adequately lit, clearly marked for reasons of health and safety and incorporate appropriate warnings or warning devices. Maintenance of work equipment will only be carried out where suitable measures have been taken to effectively control the risks.

## **1. ARRANGEMENTS FOR THE PROVISION AND USE OF WORK EQUIPMENT**

### **The Provision and Use of Work Equipment Co-ordinator will ensure that:**

- 1.1 All work equipment is suitable for the purpose for which it is to be used and is maintained in good working order and where necessary an up to date maintenance log is available.
- 1.2 All work equipment is installed correctly and is inspected at suitable intervals to ensure it remains safe and that appropriate records of inspection are maintained.
- 1.3 Where the use of work equipment is likely to involve a specific risk to health and safety, the equipment is only used, repaired, modified maintained and serviced by authorised competent persons.
- 1.4 Appropriate health and safety information, instruction and training are provided for all employees who either use or manage the use of work equipment.
- 1.5 All work equipment provided for use after 31<sup>st</sup> December 1992 complies with the appropriate EU directives.
- 1.6 Access to dangerous parts of machinery is effectively prevented by the provision of suitable guards or protective devices that are of good construction, sound material, adequate strength and effectively maintained.
- 1.7 All necessary measures are taken to prevent, or where this is not possible, adequately control exposure to specified hazards associated with the use of work equipment and to prevent contact with surfaces that are at either very high or very low temperatures.
- 1.8 All work equipment is provided with suitable controls and control systems for starting, stopping and changing operating conditions, including those for use in an emergency situation.
- 1.9 Where appropriate all work equipment is provided with suitable means to isolate it from its sources of energy.
- 1.10 All work equipment is stable, adequately lit, clearly marked for reasons of health and safety and incorporates appropriate warnings or warning devices.
- 1.11 Maintenance of work equipment is only to be carried out where suitable measures have been taken to effectively control the risks.

## 2. PROVISION AND USE OF WORK EQUIPMENT MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan  
Positive answers should cross-reference supporting material*

**Name: Adam Watts**

**Date: 07.01.2015**

**Yes No**

1.1	Is all work equipment suitable for the purpose for which it is used, and maintained in good working order and where necessary is an up to date maintenance log available?	X	
1.2	Is all work equipment installed correctly and inspected at suitable intervals to ensure it remains safe and are appropriate records of inspection maintained?	X	
1.3	Where the use of work equipment is likely to involve a specific risk to health and safety is the equipment only used, repaired, modified, maintained and serviced by authorised competent persons?	X	
1.4	Is appropriate health and safety information, instruction and training provided for all employees who either use or manage the use of work equipment?	X	
1.5	Does all work equipment provided for use after 31 <sup>st</sup> December 1992 comply with the appropriate EU directives?	X	
1.6	Is access to dangerous parts of machinery effectively prevented by the provision of suitable guards or protective devices that are of good construction, sound material, adequate strength and effectively maintained?	X	
1.7	Are all necessary measures taken to prevent, or where this is not possible, adequately control exposure to specified hazards associated with the use of work equipment and to prevent contact with surfaces that are at either very high or very low temperatures?	X	
1.8	Is all work equipment provided with suitable controls and control systems for starting, stopping and changing operating conditions, including those for use in an emergency situation?	X	
1.9	Where appropriate all work equipment is provided with suitable means to isolate it from its sources of energy?	X	
1.10	Is all work equipment stable, adequately lit, clearly marked for reasons of health and safety and does it incorporate appropriate warnings or warning devices?	X	
1.11	Is maintenance of work equipment only carried out where suitable measures have been taken to effectively control the risks?	X	
<b>Comment/Further Action</b>			


### 3. PROVISION AND USE OF WORK EQUIPMENT ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	Carried out during tool box talks
1.2	Carried out during tool box talks
1.3	All equipment of this nature is still within the warranty period. Services shall be carried out at the relevant time.
1.4	Carried out upon induction to the company and refresher lessons during tool box talks.
1.5	Yes
1.6	We do not use any machinery.
1.7	N/A
1.8	Yes
1.9	Yes
1.10	Yes
1.11	Yes

Date 07.01.2015

Completed By: Adam Watts

Signed: 

## **4. GUIDANCE AND RECORDS**

- 4.1 You are required to ensure that all work equipment is safe and appropriate for use. You must ensure that it is properly maintained, serviced, repaired or modified safely and where the use of work equipment is likely to involve a specific risk to the health and safety of any person, you must restrict its use to those trained to use it. All persons using work equipment must be given adequate health and safety information and, where appropriate, written instructions. You must ensure that those employees who use work equipment and those supervising or managing such use, receive adequate training, on the risks they are exposed to and the precautions to be taken to control those risks.
- 4.2 You must ensure that effective measures are taken to prevent access to dangerous parts of machinery or to stop the machinery before people can reach the dangerous parts. This should be done by the provision of guards or protective devices, so far as is practicable. All guards or protective devices must: be appropriate for the purpose for which they are provided, well constructed, of sound material, adequate strength and be free from patent defect. They must be properly maintained, not create additional risks in themselves, not be easily removed or rendered inoperative, be situated a sufficient distance from the danger area, not restrict - more than necessary - any view of the operation of the work equipment, and allow operators to fit or replace parts without, if possible, removing the guards or protection devices.
- 4.3 You should so far as is reasonably practicable, ensure protection against risks to health or safety as a result of any failure in the work equipment. This protection should be secured, as far as is reasonably practicable, by measures other than personal protective equipment. In this context failure can include ejected or falling objects, rupture or disintegration of parts of the equipment; fire or overheating, the unintended or premature discharge or ejection of any article, gas, dust, liquid, vapour or other substance which is produced, used or stored in the equipment; or the unintended or premature explosion of the equipment or of any material produced, used or stored in it. You must also ensure that workers are prevented from coming into contact with parts of work equipment and material produced, used or stored in it which is at a temperature likely to cause injury by burning, scalding or searing.
- 4.4 You must ensure that, where appropriate, work equipment is provided with one or more controls to start the equipment (including restarting after any stoppage) or change the speed, pressure or other operating conditions. You must also ensure that, where appropriate, work equipment is provided with one or more controls which, when operated, will bring the work equipment to 'a safer condition in a safe manner'. This would normally bring the work equipment to a stop, unless it would be unsafe to do so. The operation of such controls should not depend on sustained manual action and, if necessary, should disconnect all sources of energy after stopping the work equipment. These controls should operate in priority to any control that starts or changes the operating conditions of the work equipment.

Emergency stop controls must be provided, unless the nature of the hazards deems them unnecessary. All emergency stops must operate in priority over those control systems previously identified. All controls of work equipment must be clearly visible and identifiable, including appropriate marking, where necessary.

No controls should be in a danger area except where it cannot be avoided. It should not be possible, so far as is reasonably practicable, to operate any control from within a danger area that initiates mechanisms in that area. Where this is not possible, safe systems of work should be applied to ensure that no one is in the danger area, when work equipment is started. If it is not reasonably practicable to apply either of these measures, an audible or visible warning must be given whenever work equipment is about to start. You must also ensure that any workers wholly or partly in a danger zone are able to avoid any hazard caused by the starting or stopping of work equipment.

You must ensure that all control systems of work equipment are safe, so far as is reasonably practicable. Such control systems are not considered safe unless they ensure, so far as is reasonably practicable, that any failure in the system cannot result in additional or increased risk to health and safety; and prevents so far as is reasonably practicable, the equipment being started or restarted while any person is in the danger zone and does not impede any emergency stop controls.

- 4.5 You must ensure that work equipment is provided with appropriate means to isolate the equipment from all its sources of energy. Such means must be clearly identifiable, readily accessible and include ways of preventing risks to health and safety of any person from any part of the work equipment which is liable to fail.
- 4.6 You must ensure that work equipment, or any part of work equipment, is stabilised by clamping or otherwise where necessary for the purposes of health and safety and that any place where a person uses work equipment is adequately lit by appropriate means and in line with the operations to be carried out.
- 4.7 You must ensure that, so far as is reasonably practicable, maintenance operations on work equipment can be done while the work equipment is stopped. If not, either the maintenance operations can be done without anyone entering the danger zone, or appropriate measures are taken to protect anyone when they are carrying out maintenance operations on work equipment.
- 4.8 You must ensure that work equipment is uniquely marked to aid its identification for maintenance etc.

All work equipment provided for use after 31st December 1992 should carry the CE Mark to confirm its compliance with all appropriate UK and European legislation i.e.





You must also ensure that work equipment incorporates any warnings or warning devices which are appropriate for the purposes of health and safety. Such warnings or warning devices must be unambiguous, easily perceived and easily understood.

## WORK EQUIPMENT ASSESSMENT

Work Equipment is defined as all equipment used whilst at work and includes hand tools, machinery, fork-lift trucks, access, lifting and welding equipment etc. A separate assessment form should be used for each item.

### Work Equipment Description: 18v Cordless Drill Ref. No001

<b>1.</b>	<b>General</b>	<b>Y/N/NA</b>
<b>a.</b>	Is the equipment selected appropriate to the use?	<b>Y</b>
<b>b.</b>	Is a maintenance programme in operation and recorded?	<b>Y</b>
<b>c.</b>	Are there specific risks?	<b>Y</b>
<b>d.</b>	Are only trained persons using equipment?	<b>Y</b>
<b>2.</b>	<b>Guarding</b>	<b>Y/N/NA</b>
<b>a.</b>	Are all dangerous parts of machinery adequately guarded?	<b>N/A</b>
<b>b.</b>	Are dangerous parts brought to a stop before access can be gained?	<b>N/A</b>
<b>c.</b>	<b>Are guards:</b>	
	Well constructed of sound material?	<b>N/A</b>
	Adequately secured?	<b>N/A</b>
	Maintained and inspected?	<b>N/A</b>
	Difficult to remove or defeat?	<b>N/A</b>
	Not restrictive to the operator's view?	<b>N/A</b>
	Positioned to allow placement of the part without removal?	<b>N/A</b>
	Designed not to create additional risks?	<b>N/A</b>
<b>3.</b>	<b>Training</b>	<b>Y/N/NA</b>
<b>a.</b>	Is adequate information, instruction and training given:	
	in safe use of all equipment?	<b>Y</b>
	on workplace hazards?	<b>Y</b>
	to employees, supervisors and managers?	<b>Y</b>
<b>b.</b>	Are training records maintained?	<b>Y</b>
<b>c.</b>	How many years experience does the individual have?	<b>17</b>
<b>4.</b>	<b>Conformity</b>	<b>Y/N/NA</b>
<b>a.</b>	Do machines purchased after 31st December 1992 conform to EC requirements?	<b>Y</b>

<b>5.</b>	<b>Protection against failure other than Personal Protective Equipment from:</b>	<b>Y/N/NA</b>
<b>a.</b>	Ejected parts?	<b>N/A</b>
<b>b.</b>	Falling parts?	<b>N/A</b>
<b>c.</b>	Rupture and disintegration?	<b>Y</b>
<b>d.</b>	Fire and overheating?	<b>Y</b>
<b>e.</b>	Discharge of gas, dust, liquid, vapour or articles?	<b>N/A</b>
<b>6.</b>	<b>Hot Surfaces</b>	<b>Y/N/NA</b>
<b>a.</b>	Is contact prevented with hot or cold surfaces to protect against burns sears and scalds to employees?	<b>N/A</b>
<b>7.</b>	<b>Controls, are controls appropriate for:</b>	<b>Y/N/NA</b>
<b>a.</b>	Starting?	<b>Y</b>
<b>b.</b>	Restarting?	<b>Y</b>
<b>c.</b>	Controlling and changing speed or pressure?	<b>Y</b>
<b>8.</b>	<b>Stop Controls</b>	<b>Y/N/NA</b>
<b>a.</b>	Are controls provided to stop the machine under normal operations in a safe condition and manner?	<b>Y</b>
<b>b.</b>	Do stop controls not depend on sustained manual action?	<b>N</b>
<b>c.</b>	Do stop controls operate in priority to other controls and disconnect all sources of energy after stopping?	<b>Y</b>
<b>9.</b>	<b>Emergency Stop</b>	<b>Y/N/NA</b>
<b>a.</b>	Does all equipment have one or more emergency stop controls?	<b>Y</b>
<b>b.</b>	Are they situated in a safe place?	<b>Y</b>
<b>c.</b>	Do they operate in priority to all other switches?	<b>Y</b>
<b>10.</b>	<b>Identifying and operating controls</b>	<b>Y/N/NA</b>
<b>a.</b>	Are all controls visible and identified?	<b>Y</b>
<b>b.</b>	Operated from a safe area or have an audio and/or visual alarm for remote operation?	<b>Y</b>
<b>11.</b>	<b>Control Systems</b>	<b>Y/N/NA</b>
<b>a.</b>	Do the control systems isolate all equipment?	<b>Y</b>
<b>b.</b>	Do they ensure that failure does not result in increased risk?	<b>Y</b>
<b>c.</b>	Do they prevent a start or restart whilst person is in danger zone?	<b>Y</b>
<b>d.</b>	Do emergency stops override all other controls?	<b>Y</b>
<b>12.</b>	<b>Stability</b>	<b>Y/N/NA</b>
<b>a.</b>	Is all equipment fixed and secured?	<b>N</b>

<b>13.</b>	<b>Lighting</b>	<b>Y/N/NA</b>
<b>a.</b>	Is the level of lighting adequate for the task?	<b>Y</b>
<b>14.</b>	<b>Maintenance Operations</b>	<b>Y/N/NA</b>
<b>a.</b>	Is maintenance carried out when all work has stopped with the equipment isolated?	<b>Y</b>
<b>b.</b>	Are tasks completed without access to danger areas?	<b>Y</b>
<b>c.</b>	Are tasks completed with the appropriate safety measures?	<b>Y</b>
<b>15.</b>	<b>Marking</b>	<b>Y/N/NA</b>
<b>a.</b>	Is all equipment marked appropriate with warning signs and are devices used which are easily understood, in the language of the operator?	<b>Y</b>
<b>16.</b>	<b>Electrical</b>	<b>Y/N/NA</b>
<b>a.</b>	Are electrical leads and equipment regularly inspected to prevent fire and electric shock?	<b>Y</b>
<b>b.</b>	Are permits to work used for maintenance work?	<b>Y</b>
<b>c.</b>	Do you ensure that NO access can be gained to live voltages without, isolating, locking off and removing wiring panels?	<b>Y</b>

**Comments**

**NAME: Adam Watts SIGNATURE: A.T Watts**

**DATE:6.12.10**

## ADVICE TO EMPLOYEES

### MACHINE GUARDING

Guards are used to protect all persons using the machinery and those in the general vicinity. As the operator, setter or maintenance fitter of work equipment you have a duty to assist the Company to comply with its legal obligations. You should ensure that for all equipment:

- The guards are fitted, working and serviceable.
- You do not remove, modify or disable them.
- You make the necessary adjustments to them.
- You wear and/or use the safety equipment provided.
- Report faults and hazards.

If you feel the present guarding arrangements make the tasks you are doing more hazardous or impractical, notify management so that they can investigate alternatives.

The use of guards is not a reflection of your ability or trustworthiness it is a legal requirement.

Remember, broken, amputated and crushed fingers, limbs, scalpings and fatalities happen to someone, somewhere, almost every day.

**\*\*\*\*\* DON'T LET IT HAPPEN TO YOU \*\*\*\*\***

***Also remember:*** Do not wear gloves near revolving machinery, tie back loose hair, fasten clothing, remove necklaces, ties etc and tape over rings that cannot be removed.

#### **Beware of:**

- In running nips
- Contact with moving parts
- Shear hazards
- Entanglement
- Crushing
- Being struck by moving machinery

## START UP OR DAILY MACHINE CHECK SHEET

SHEET NUMBER
--------------

Machine Name/Type:..... Machine No: .....

Location: ..... Month: .....

Date	Tick Guards checked prior to switch on	Tick Initial run safety check	Name	Date	Tick Guards checked prior to switch on	Tick Initial run safety check	Name
1				17			
2				18			
3				19			
4				20			
5				21			
6				22			
7				23			
8				24			
9				25			
10				26			
11				27			
12				28			
13				29			
14				30			
15				31			
16							



# **MACHINE SAFETY OPERATING PROCEDURE**

## **GENERAL SAFETY**

Always follow the guidance below and never operate any machine for which you have not been trained or which is faulty.

Always report defects and never try to correct them yourself unless you are competent and authorised to do so.

Long hair should be tied back and preferably a cap worn.

Jewellery e.g. necklaces, earrings and rings must never be worn as they can become entangled or touch electrical or hot surfaces.

Loose clothing is also an entanglement hazard and must be fastened and tucked in.

Never remove or modify guards or interlocks, they may save your limbs, eyesight or LIFE!

Always wear the safety equipment provided, e.g. eye and hearing protection etc.

Wash hands before eating, drinking, smoking or using the toilet.

Do not eat, smoke or drink in unauthorised or unsafe areas.

Never wear gloves near revolving parts of machinery.

**IF IN DOUBT OR IF YOU FEEL UNWELL PLEASE REPORT IT IMMEDIATELY.**

## **SAFE WORKING PROCEDURES**

A large empty rectangular box with a black border, intended for the safe working procedures. The box is currently blank.



# **WORKING AT HEIGHT**

## **Policy**

We will so far as is reasonably practicable, avoid the need to work at heights by effective planning of works. Where this is not reasonably practicable we will carry out suitable and sufficient assessments of all such tasks and take appropriate steps to reduce the risk of injury. All works at height will be properly planned and appropriately supervised. The most suitable methods of work will be selected along with the most suitable work equipment. We will ensure that all employees are competent to undertake their duties and are provided with appropriate instruction, information and training. We will ensure that all equipment provided for working at height is properly maintained.

## **1. ARRANGEMENTS FOR WORKING AT HEIGHT**

### **The Working at Height Co-ordinator will ensure that:**

- 1.1 Where possible the need to work at height is eliminated.
- 1.2 Where work at height cannot be eliminated a risk assessment is conducted to identify suitable control measures to prevent any person from falling a distance likely to cause personal injury.
- 1.3 The risk assessment takes account of the distance and consequences of a fall, the duration and frequency of the task.
- 1.4 Where work equipment is necessary to ensure safe working at height, the equipment is suitable for the task at hand taking into account the risk of use, installation and removal of such equipment.
- 1.5 If ladders or step ladders are specified as a control measure the assessment justifies use i.e. that the risk is low, the task is of short duration (15-30 minutes) or site conditions dictate.
- 1.6 Levels of competence required for activities are identified and any training needs are met.
- 1.7 Where identified in the risk assessment a rescue plan is in place before work at height commences. This plan will be reviewed throughout the lifetime of the project and updated if there are any substantial changes to the work being carried out. The plan will take account of possible risks to the rescuers.
- 1.8 Where the activity affects others on the site we will inform and discuss with these people how we plan to carry out the work.
- 1.9 The risk assessment and planning arrangements take into account the effects that the weather can have on outdoor work at height.
- 1.10 The risks posed by fragile surfaces (i.e. surfaces where there is a risk of a person or object falling through, these surfaces may be either close to or part of the structure on which work is to be done and will include vertical or inclined surfaces) are managed.
- 1.11 Work requiring regular access where there is a fragile surface, permanent fencing, guards or other permanent measures to prevent falls are put in place.
- 1.12 Steps are taken to ensure that falling material or work equipment is prevented. Loads and equipment are stored correctly so they do not collapse or fall at any time and cause injury.

- 1.13 Equipment for work at height is regularly inspected to ensure that it is safe to use. The equipment is marked to ensure that it is obvious when the next inspection is due.

Pre-use checks are made before work equipment for work at height is used.

Note:- The purpose of the inspection is to identify whether the equipment is fit for purpose and can be used safely and that any deterioration is detected and remedied before it results in unacceptable risks.

- 1.14 The provision of supervision is proportionate to the findings of the risk assessment and the experience and capability of the people involved in the work.

## 2. WORKING AT HEIGHT MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

**Name: Adam Watts**

**Date: 07.01.2015**

		<b>Yes</b>	<b>No</b>
1.1	Is work at height eliminated wherever possible?	X	
1.2	When work at height cannot be eliminated is a suitable and sufficient risk assessment undertaken?	X	
1.3	Does the risk assessment take account of the distance and frequency of a fall, the duration and frequency of the task?	X	
1.4	When work equipment is used to ensure safe working at height is it suitable for the task and is the risk of use and installation of such equipment taken into account?	X	
1.5	If ladders or steps are specified for use does the assessment justify their use i.e. low risk, short duration or because site conditions dictate?	X	
1.6	Are levels of competence required for activities identified and are any training needs met?	X	
1.7	Where identified in the risk assessment is a rescue plan in place before work at height take place and is it kept under review for the life time of the project and updated as necessary?	X	
1.8	Where activities affect others are third parties informed of how the planned work will be carried out?	X	
1.9	Does the risk assessment and arrangements take account of weather conditions?	X	
1.10	Are the risks posed by working on fragile surfaces effectively managed?	X	
1.11	Where work on fragile surfaces is conducted is there permanent fencing, guards or other measures to prevent falls put in place?	X	
1.12	Are steps taken to ensure falling material or equipment is prevented and that such items are stored correctly to prevent collapse of the structure on which work is undertaken from?	X	
1.13	Is all work equipment for work at height regularly inspected and marked when the next inspection is due?	X	
1.14	Is the level of supervision provided proportionate to the findings of the risk assessment and the experience and capabilities of the people undertaking the work?	X	
<b>Comments/further action</b>			

### 3. WORKING AT HEIGHT MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date :07.01.2015

Completed By: Adam Watts

Signed: 

## **4. Guidance and Records**

### **4.1 Ladders**

Falls from height are still the biggest killer on construction sites, including operation and maintenance related work, within the UK. The diverse nature of work carried out or managed by the Company requires that special considerations be given to any work involving access ladders, Mobile Elevating Work Platforms (MEWPs) and scaffolds.

Any work at height will be carried out from or on a platform with suitable edge protection unless a specific Risk Assessment identifies that ladder access alone is a safe option. Such risk assessments will be recorded and made available to all operatives.

Ladders provided will be of the correct type and grade; in good condition and effectively secured to prevent movement. Those who use ladders will be competent to inspect and secure them as well as having knowledge of the points at which the ladders can be tied.

A competent suitably trained employee has been nominated who shall be responsible for inspecting all access equipment owned by the Company annually and have the results recorded on the access equipment register.

### **4.2 Mobile Access Equipment**

An extensive range of mobile access equipment is available for work of short duration and minor maintenance. Such equipment may also be used to provide safe access to roofs. However mobile access equipment must be appropriate for the conditions on site, taking into account ground status and wind speed.

Any mobile access equipment will be adequately maintained and operated only by authorised and suitably trained staff. Where any hired equipment does not appear to be adequately maintained, it shall be brought to the attention of your line manager and returned to the supplier with a report of its condition. Such equipment must not be used even in the short term.

### **4.3 Work on roofs**

#### **Inspection**

All roof work is dangerous, no matter how short-lived and safe means of access and egress will be provided.

The use of alternative arrangements such as using adjacent buildings or powered access equipment will be considered when carrying out surveys on roofs that do not have safe access.

## **Maintenance**

Many accidents occur during routine and unplanned maintenance, including cleaning, on roofs, gable ends and similar work. Fragile roofs, roof lights and the like will also be considered in the Risk Assessment for the job.

The cleaning of valley gutters and gutters will be carefully considered and closely managed.

### **4.4 Short duration work**

Where the Risk Assessment indicates that it is not reasonably practicable to install safeguards, for example for work taking minutes as opposed to hours, the assessment will be recorded before proceeding and have taken account of the following:

Duration of the Work

Complexity of the work.

Pitch of the roof.

Condition of the roof.

Weather conditions.

The risk associated with providing edge protection when balanced against that without.

Any risks to others who may be affected.

### **4.5 Travel restraint**

Where edge protection or the use of mobile access equipment is not considered suitable, then travel restraint and fall arrest will be used.

Travel restraint is a system that does not allow the person(s) to access the edges by physically restraining them so that they cannot reach unprotected roof edges.

Note. This is not the same as fall arrest equipment, which is designed to mitigate the injuries of anyone falling.

Both travel restraint systems and fall arrest equipment must be authorised by the manager in charge of the work who should take specialist suppliers' advice where necessary.

The risk assessment and method statement for any work requiring the use of fall arrest equipment **MUST** consider recovering operatives following a fall.

## 4.6 Training

All roof work is potentially dangerous and anyone carrying out or planning work on roofs or utilising access equipment will be suitably trained in the following as necessary:-

Erecting scaffolding, regardless of type or intricacy.

Setting up and using hoists,

Operating and checking mobile access equipment.

Rigging and inspecting safety nets, edge protection and the like.

Managers and Supervisors will be trained in order to ensure that they are competent to ensure adequate site standards and:

- Assess and prioritise the risks associated with the work.
- Design safe systems of work that are appropriate to specific tasks and conditions.
- Prepare clear, simple safety method statements that can be used and understood by the workers involved.
- Recognise their own limitations and seek advice as necessary.



## **SAFE WORKING PROCEDURE FOR USE OF LADDERS & STEP LADDERS**

1. Use only equipment provided by the Company to access products etc. stored at height.
2. Check that the equipment is in good condition before using it.
3. Ensure that the equipment is secure before using it.
4. Ensure that the rungs/steps are free from grease and water etc. before using the equipment.
5. Always wear sensible flat soled footwear and ensure that it is in good condition.
6. Wherever possible when using ladders get another person to foot the ladder or securely tie it to a fixed object.
7. Ladders should always be placed at an angle of 1:4 i.e. for every metre the ladder is moved away from the wall it should extend four metres up the wall.
8. Never attempt to lift loads which you are incapable of lifting safely while using a ladder/step ladder.
9. Report any defective equipment or problems to your supervisor immediately.
10. Always check that the equipment that you propose to use is suitable for the purpose. Do not attempt any task that is likely to put yourself or others at risk. This includes having to reach excessively from a ladder/step ladder.
11. Only use ladders/step ladders for work of short duration.

I confirm that I have received adequate training on the above safe working procedure:

Signed: G. White

Date: 3.12.08

# STEP-LADDER SAFETY GUIDANCE NOTE

## Introduction

It is Company policy that only aluminium step-ladders conforming to BS2037 or BS/EN131 should be used. It is vital that the correct size of step-ladder is used. You must be able to work comfortably without having to over-reach upwards, downwards or sideways.

Step-ladders used must be checked for conformance with the relevant British or European Standard. Steps used must meet one of the following criteria:

**BS2037**                      **Class 1 Industrial Rating Duty Rating 130 kg**

**BS/EN 131**                    **Duty Rating 115kg**

Domestic type step-ladders must not be used.

## General Safety

Most accidents are due to human error rather than equipment failure. Always check each step-ladder before use, looking in particular at:

General condition – check that there is no damage to the stiles (the outside uprights), steps or top platform. Dents, bends, cracks and splits are all potential hazards. If these are found do not use the equipment and report the matter to your manager.

- Are the rubber/plastic non-slip feet in position and in good condition.
- Are the steps clean and dry and free from grease etc?

## Use of Step-Ladders

Always follow these principles when using a step-ladder:

- Wear flat, firm soled shoes.
- Check that there are no overhead hazards.
- Check that the step-ladder is locked into the correct position.
- Ensure that the step-ladder is on a firm, level base.
- If you are using the step-ladder to retrieve stock, ensure that it is positioned so that you can easily and securely reach the item to be retrieved. Ensure that another person is present if the item is heavy and needs passing down.
- Never allow more than one person to stand on a step-ladder.
- Always have **both feet** on the step. Never put one foot onto racking or other surfaces to reach objects.
- Never stand on the top handrail to gain extra height. Get another larger set of steps if necessary.

I confirm that I have been trained to use step-ladders safely using this document.

Signed: Gary White

Date: 6 ,12,10.

Line Manager's Signature: A.T Watts

Date: 6.12.10

# TRANSPORT

## **Policy**

We as users of transport recognise our duties to protect our employees and others who may be affected by our activities, and as such will undertake assessments of our activities in relation to Company transport. We will take appropriate action to adequately control the risks identified by such assessments. We will ensure that all persons required to drive any of our vehicles are suitably trained and competent to undertake the duties placed on them, and where necessary ensure a valid driving licence is held by individuals appropriate to the type and class of vehicle they may be required to operate. All Company vehicles will be regularly inspected and serviced in accordance with manufacturers' recommendations and where necessary tested in line with the legislative requirements prevailing at the time. Where vehicles are required to travel on the public highway they will be adequately insured and display an appropriate road fund licence. All control measures and procedures will be regularly monitored to ensure they remain effective.

## **1. ARRANGEMENTS FOR TRANSPORT SAFETY**

### **The Transport Co-ordinator will ensure that:**

- 1.1 All Company transport systems are identified and assessments are conducted.
- 1.2 Suitable and sufficient control measures are implemented to ensure the continued use of transport systems both on our premises and on the public highway.
- 1.3 Procedures are in place to ensure only trained competent persons operate our vehicles.
- 1.4 Where required, drivers hold a current valid licence for the type and class of vehicle they may be required to operate.
- 1.5 Procedures are in place for all Company vehicles to be inspected and serviced in accordance with manufacturers' recommendations.
- 1.6 Where required by specific legislation, vehicles are tested at the required intervals.
- 1.7 Procedures are in place for the reporting and rectification of defects which may be detected.
- 1.8 Training, information and instruction is provided for all vehicle operators along with refresher training as may be required from time to time.
- 1.9 Relevant insurance cover is provided and maintained.

## 2. TRANSPORT MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

**Name: Jordan Watts**

**Date: 07.01.2015**

**Yes No**

1.1	Have all transport systems been identified and assessed?	X	
1.2	Have suitable and sufficient control measures been implemented to ensure safe use of transport on and off site?	X	
1.3	Are procedures in place to ensure only trained competent persons operate our vehicles?	X	
1.4	Where required do drivers hold a current valid licence for the type and class of vehicle they may be required to operate?	X	
1.5	Are procedures in place for all Company vehicles to be inspected and serviced in accordance with manufacturers' recommendations?	X	
1.6	Are vehicles tested at the required intervals where required by specific legislation?	X	
1.7	Are effective procedures in place for the reporting and rectification of defects to vehicles?	X	
1.8	Is training, information and instruction provided for all vehicle operators including regular training where required?	X	
1.9	Is relevant insurance cover provided and maintained?	X	

**Comment/Further Action**


### 3. TRANSPORT MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: 07.01.2015

Completed By: Adam Watts

Signed: 

## **4.0 GUIDANCE AND RECORDS**



**DRIVING LICENCE & PERSONAL HEALTH DECLARATION  
FOR COMPANY VEHICLE DRIVERS**

Driver's Full Name : Gary White

- |    |   |     |
|----|---|-----|
| 1. | I enclose my Driving Licence  | YES |
| 2. | Do you have any physical defect or infirmity, defective vision (other than corrected by spectacles), or hearing, diabetic, cardiac, epileptic, asthmatic or alcoholic condition which may affect your ability to drive. | NO  |
| 3. | Do you suffer from any disease or infirmity necessitating the use of mechanical aids or the prolonged use of drugs, which may affect your ability to drive?   | NO  |
| 4. | Has any insurer in connection with any motor vehicle declined a proposal, cancelled or refused to renew any motor insurance, or required special terms and conditions?  | NO  |

If the answer to any of the above questions is YES, please supply full details on the back of this form.

**Declaration**

I declare that to the best of my knowledge and belief the above statements and particulars are true and that I have not withheld or concealed any material facts.

I agree to advise my line manager immediately of any changes in particulars.

Signed: A.T. Watts

Date :07.01.2015

THIS INFORMATION WILL BE TREATED IN CONFIDENCE AND ONLY DISCLOSED, WHERE NECESSARY, TO INSURERS.

## **GUIDANCE FOR DRIVERS OF COMPANY VEHICLES**

### You must:

Report to the Company any traffic offences committed resulting in or pending prosecution. (you are responsible for any such offence).

Inform the Company of any medical condition that may affect your ability to drive.

Ensure the vehicle is in a roadworthy condition at all times and report any vehicle damage or mechanical fault.

Only drive vehicles for which you have been authorised.

### You must not:

Drive any vehicle whilst under the influence of alcohol or drugs that may affect your driving.

Drive any vehicle that is in an unroadworthy condition.

Pick up unauthorised persons, hitchhikers etc.

# **COMPANY VEHICLE HANDBOOK**

## **INTRODUCTION**

This handbook is designed to give the Company vehicle driver a comprehensive list of responsibilities and information concerning Company rules, legislation, insurance and health and safety issues.

All employees who are required to drive a Company vehicle must have received, read and signed for a copy of this document, before driving.

Keep this document secure in your vehicle at all times for reference when required.

## **1. ROUTINE MAINTENANCE**

### **Driver's Responsibility**

- 1.1 Check and top up if necessary tyre pressures, oil level and water levels on a daily basis.
- 1.2 Check all lights are working on a daily basis and report any faults to your Manager.
- 1.3 Wash down windows, mirrors, lights and number plates on a regular basis.
- 1.4 Check tyre wear on a regular basis, and report to your Manager when wear is nearing the 1.6mm legal minimum.
- 1.5 Report to your Manager when vehicle is nearing its routine service mileage.
- 1.6 Report promptly to your Manager any suspected faults or defects.

### **Company's Responsibility**

- 1.7 Organise the prompt servicing at an authorised dealer of each vehicle reported by its driver to be approaching its service mileage.
- 1.8 Investigate and organise corrective action for any fault or defect reported by the driver.

## **2. BREAKDOWNS**

In the case of breakdown or vehicle failure, you must:

- 2.1 Try to position the vehicle in a safe place for both driver and vehicle.
- 2.2 Contact your Manager so that alternative arrangements can be made.
- 2.3 Contact the relevant breakdown recovery Company (AA, etc) to arrange recovery/repair.

## **3. ACCIDENTS**

In the case of a road traffic accident, you must:

- 3.1 Take down the name, address and telephone number of the drivers of any other vehicles involved. Also the other vehicle(s) registration number, make/model and insurance Company and policy number.

- 3.2 Take down the name, address and telephone number of any third party who is prepared to act as an independent witness.
- 3.3 NEVER admit responsibility for the accident.
- 3.4 Visually survey the scene of the accident so that an accurate description can be provided for insurance purposes and if possible take photo's (via mobile phone).
- 3.5 In the case of a serious accident or where someone is injured, inform the Police. In the event of you being injured refer to Section 15 below on personal injury.
- 3.6 Inform your Manager so that alternative arrangements can be made.
- 3.7 In the case of you being able to drive off safely, do so.
- 3.8 In the case of the damage not allowing safe use of the vehicle follow the procedure for Breakdown in 2 above.
- 3.9 On your return consult with your Manager as soon as possible to determine if the damage is worthy of an insurance claim.

#### **4. SECURITY**

- 4.1 Your vehicle must be locked at all times when you are away from your vehicle, no matter how short the time away.
- 4.2 Any alarm/immobiliser which is fitted to your vehicle must also be alarmed at all times when away from your vehicle.
- 4.3 Valuables such as mobile phones, laptop computers and power tools etc., should never be left unattended in your vehicle.
- 4.4 Store heavy, hard or otherwise dangerous objects in the boot of the car. These can become missiles on car impact.

#### **5. DRIVING LICENCE**

- 5.1 All Company vehicle drivers must hold a full driving licence. An original of your licence must be handed in to the Company prior to your authorisation to drive any Company vehicle. You will also be required to fill in a form which declares you have no illness or infirmity which may affect your ability to drive.
- 5.2 This declaration requires you to inform management immediately should any illness or infirmity occur which may affect your ability to drive.

- 5.3 You must also inform management immediately if your driving licence is withdrawn or you are banned from driving for any reason.
- 5.4. Your original drivers licence must be handed in to the Company when requested, which must be at least annually.

## **6. ROAD TRAFFIC OFFENCES**

- 6.1 The Company must be informed immediately of any road traffic offence which occurs in a Company vehicle.
- 6.2 Fines for road traffic Offences must be settled by the driver.

## **7. MOBILE TELEPHONES**

- 7.1 To comply with legislation, all drivers must use these in a “hands free” manner unless the vehicle is parked.

## **8. DRINKING AND DRIVING**

- 8.1 The Company does not condone drink driving or the abuse of drugs and will treat any such instance as gross misconduct.

## **9. SMOKING**

- 9.1 Smoking is only permitted in your vehicle if you have been given express permission by the Company to do so.
- 9.2 If you do have permission to smoke you must not carry **any** passengers regardless of whether the other person is also a smoker or not.
- 9.3 The vehicle must not be shared or be allowed to be used by any other person during working hours or on official Company business.
- 9.4 All vehicles designated as “No Smoking” have signs displayed depicting it is a no smoking vehicle.

## **10. FIRST AID**

- 10.1 Where vehicles are furnished with a first aid kit, any items in this kit being used, must be replaced at the earliest opportunity.

## **11. COMPANY STANDARDS**

- 11.1 The Company expects every driver to keep their vehicle clean and tidy inside and out.

## **12. TIREDNESS**

- 12.1 In the event of feeling drowsy at the wheel always park up and take a short break. It is advised that a short break should be taken for every 3 hours of continuous driving.

## **13. UNAUTHORISED PASSENGERS**

- 13.1 For reasons of personal safety, you must not allow any person into your vehicle who is not known to you (hitchhikers etc.).

## **14. PERSONAL INJURY/ILLNESS**

- 14.1 In the case of being involved in a road traffic accident or incident you need to decide if you have sustained an injury which makes it unsafe for you to drive. If in doubt do not drive on but contact your manager.
- 14.2 Always enter the details of your injury into the Company's Accident Book.
- 14.3 If you are ill and you think this may affect your ability to drive safely or if you have a doctor's sick note you must not drive a Company vehicle.

## **15. OVERNIGHT PARKING**

- 15.1 You are responsible for parking your vehicle overnight in the safest position possible at that location.

## **16. WINTER-TIME DRIVING**

- 16.1 Be able to be seen. Clean all the snow and ice off your windscreen, other windows, outside mirrors, lights and reflectors. Make sure your vehicle is equipped with good wiper blades, and that wiper arms are exerting enough pressure on the blades to ensure a clean sweep.

- 16.2 Tyres with good tread are essential for good cornering and handling on slippery roads.
- 16.3 Get the feel of the road. Occasionally try out your brakes, or gently depress your accelerator while driving. When you have found out how slippery the road is, adjust your speed accordingly. Rising temperatures greatly increase the slipperiness of ice and snow.
- 16.4 Stretch your following distance. Know that winter surfaces increase stopping distances three to 12 times.
- 16.5 Brake before bends in the road.

## **17. DEFENSIVE DRIVING**

- 17.1 Be aware of traffic situations far ahead, on both sides and to the rear of the vehicle.
- 17.2 Be alert for illegal acts and errors of others.
- 17.3 Be willing to yield your right of way to prevent accidents.
- 17.4 Do not tail-gate.
- 17.5 Be particularly cautious approaching intersections.
- 17.6 Adjust your driving to the special hazards of: pedestrians, the road, the weather, traffic and the degree of light.
- 17.7 Be aware of the added danger brought on by your own emotions such as anger or worry. Try to minimise stress by allocating a greater journey time for unforeseen delays.
- 17.8 Drive as if every child in the street is your own, and every motorist a close friend.



**IN CASE OF ROAD TRAFFIC ACCIDENT PLEASE RECORD THE FOLLOWING DETAILS OF OTHERS INVOLVED**

Name.....Name.....

Address.....Address.....

Telephone No.....Telephone No.....

Make/Model of Vehicle..... Make/Model of Vehicle.....

Registration No.....Registration No.....

Insurance Co Details..... Insurance Co Details.....

Policy No.....Policy No.....

**Details of any witnesses**

**Description of accident**

Time .....

Date.....Location.....

Weather conditions .....

# **CONTROL OF VIBRATION AT WORK**

## **Policy**

We will assess the potential exposure to vibration of our employees and take appropriate action to ensure adequate control measures are in place to prevent ill-health. We will regularly review and where necessary modify our assessments especially where we have reason to suspect that they are no longer valid or there has been a significant change in the work to which the assessment relates. Wherever possible we will use alternative methods of work that eliminate or reduce exposure to vibration. Equipment will be selected with the lowest vibration level or high efficiency equipment which if the latter will result in less exposure time due to high efficiency of the equipment. We will ensure that when purchasing new equipment that due consideration is given to the vibration levels and the tasks the equipment will be used for. All equipment will be maintained in good working order to minimise vibration levels. Employees exposed to regular and frequent vibration levels will be given adequate and sufficient information, instruction and training. Where any of our employees are likely to be exposed to vibration levels above the Exposure Action Level (EAL), health surveillance will be carried out.

## **1. ARRANGEMENTS FOR THE CONTROL OF VIBRATION AT WORK**

### **The Control of Vibration at Work Co-ordinator will ensure that:**

- 1.1 All employees likely to be exposed to vibration at work are identified.
- 1.2 All equipment likely to cause ill-health through vibration is identified.
- 1.3 Information regarding the vibration levels and risks is obtained from manufacturing and suppliers.
- 1.4 The tasks that expose employees to vibration are identified and listed.
- 1.5 The exposure of each employee to vibration is assessed as accurately as possible.
- 1.6 Consultation with employees regarding the vibration levels produced by work equipment and any problems they may have when using it takes place.
- 1.7 Work activities are grouped into high, medium and low risk categories.
- 1.8 Where possible equipment is selected with the lowest vibration level or highest efficiency.
- 1.9 Adequate control measures are implemented to prevent ill-health.
- 1.10 Employees that are exposed to vibration are given adequate information, instruction and training.
- 1.11 Where necessary health surveillance is introduced for those employees who are regularly exposed to vibration levels above the Exposure Action Value (EAV).
- 1.12 Equipment is maintained in good working order in line with manufacturers' recommendations.
- 1.13 Control measures are maintained to ensure they remain effective.
- 1.14 A purchasing policy is in place to ensure that consideration is given to the vibration levels and the tasks the equipment will be used for.

## 2. VIBRATION MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan  
Positive answers should cross-reference supporting material*

**Name: Adam Watts**

**Date: 07.01.2015**

**Yes No**

1.1	Have all employees likely to be exposed to vibration at work been identified?	X	
1.2	Has all equipment likely to cause ill-health through vibration been identified?	X	
1.3	Has information regarding vibration levels and risks been obtained from manufacturers and suppliers?	X	
1.4	Have the tasks that expose employees to vibration been identified and listed?	X	
1.5	Has the exposure of each employee to vibration been assessed as accurately as possible?	X	
1.6	Has consultation with employees regarding vibration levels produced by equipment and any other problems they may have when using it taken place and is this on-going?	X	
1.7	Have work activities been grouped into high, medium and low risk categories?	X	
1.8	Where possible is equipment selected with the lowest vibration levels or highest efficiency?	X	
1.9	Have adequate control measures been implemented to prevent ill-health?	X	
1.10	Have employees exposed to vibration been given adequate information, instruction and training?	X	
1.11	Where necessary has health surveillance been introduced for those employees who are regularly exposed to vibration levels above the Exposure Action Value (EAV)?	X	
1.12	Is equipment maintained in good working order in line with manufacturers' recommendations?	X	
1.13	Are control measures monitored to ensure they remain effective?	X	
1.14	Is a purchasing policy in place to ensure that consideration is given to the vibration levels and tasks the equipment will be used for?	X	

**Comment/Further Action**

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### 3. VIBRATION ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date 07.01.2015

Completed By : Adam Watts

Signed: 

## 4. GUIDANCE AND RECORDS

4.1 The use of certain types of work equipment such as hammer drills, breakers and stihl saws is likely to expose employees to hand-arm vibration. Regular and frequent exposure to such vibration can lead to permanent health effects known collectively as hand-arm vibration syndrome as well as specific diseases such as carpal tunnel syndrome. The symptoms may take only a few months to appear and may become permanent and debilitating. They include any combination of:

- Tingling and numbness of the fingers
- Inability to feel things properly
- Loss of hand strength
- The fingers going white (blanching) and becoming red and painful on recovery.

4.2 The Control of Vibration at Work Regulations require employers to carry out an assessment of the risks to their employees from exposure to hand-arm vibration and to ensure that adequate control measures are in place to prevent ill-health.

To comply with the Regulations the following must be undertaken:

- Assess the vibration risks to your employees
- Determine the degree of exposure and take appropriate steps depending on the extent of such exposure
- Provide employees with information, instruction and training on the health risks and the actions you are taking to control them
- Consult your employees' representatives on the proposals to control risk and to provide health surveillance
- Keep a record of your assessment and control measures
- Keep health records for employees under health surveillance
- Review and update your assessment regularly.

4.3 There are two action levels of vibration defined in the legislation. The Exposure Action Value (EAV) is the daily amount of vibration exposure above which employers are required to take some action to control exposure. The EAV is currently set at  $2.5\text{ms}^2 \text{A}(8)$ . The greater the exposure level the greater the risk and the more needs to be done to reduce it.

4.4 The Exposure Limit Value (ELV) is the maximum amount of vibration an employee may be exposed to on a single day. The ELV is currently set at  $5\text{ms}^2 \text{A}(8)$ . This represents a high level of risk above which employees should not be exposed.

4.5 Although the regulations came into force in July 2005 there are transitional arrangements in place for compliance with the Exposure Limit. For existing equipment currently in use or that purchased before July 2007 you do not have to comply with the ELV until July 2010 provided that you have complied

with all the other requirements of the Regulations and taken all reasonably practicable actions to reduce exposure as much as possible.

For new equipment purchased after July 2007 you must comply with the ELV immediately.

4.6 In order to adequately assess the risks from hand-arm vibration you should:

- Identify all equipment that causes vibration and note the sort of work it is used for
- Collect relevant information about the equipment from manufacturers and suppliers regarding the vibration levels and risks
- List the employees who use the vibrating equipment and which jobs they do
- Determine as accurately as possible the exposure of each employee to the vibration. This should take into account the time that the employees hands are actually in contact with the equipment when it is vibrating – in some cases the ‘trigger time’ may be quite short compared to the duration of the job
- Consult with employees about the vibration levels produced by work equipment and any other problems they may have when using it
- Record all relevant information that has been collected and identify who is likely to be at risk.

4.7 Once the initial information and assessment of who is likely to be at risk has been completed work should be grouped by activity into high, medium and low risk. The determination of which activities fall into which group should be based on the following criteria:

#### **High Risk (above the ELV)**

Employees who regularly operate:

- Hammer action tools for more than 1 hour per day; or
- Some rotary and other action tool for more than about 2 hours per day

#### **Medium Risk (above the EAV)**

Employees who regularly operate:

- Hammer action tool for more than 15 minutes per day; or
- Some rotary and other action tools for more than about 1 hour per day

#### **Low Risk (below the ELV)**

Employees who either only occasionally operate vibrating equipment or where use is limited to below that stated above.

Remember that the duration of use relates to the 'trigger time' when the operator is actually in contact with the vibrating equipment.

Some equipment manufacturers and suppliers now provide colour-coded information (usually Red, Amber and Green) with their equipment to indicate to which risk group it belongs. Red being high, Amber medium and Green low risk. This information can then be used to prioritise further assessments.

- 4.8 By categorising activities into high, medium and low risks you should be able to concentrate your actions for controlling risks on the highest risk activities first and then progress onto the lower risks. However it may also be necessary to carry out a more detailed exposure assessment in order to:
- Decide which control actions are most effective and practicable in reducing vibration exposure
  - Be more certain that exposures do not exceed the action or limit values
  - Check that controls are effective.
- 4.9 In order to assess specific vibration levels you should either arrange for a competent person to carry out vibration measurements on your equipment or more usually use the data supplied by the equipment manufacturer or supplier. There are also a number of trade associations and databases on the internet that contain suitable vibration data.
- 4.10 One area of concern is that data from the manufacturer often under-estimates workplace vibration levels substantially. Unless you can be sure that the vibration levels quoted are accurate for the way you use the equipment you should double the value given before using it to estimate exposure.
- 4.11 Trigger times can be calculated by careful observation of the tasks. Where repetitive tasks are carried out it should be possible to estimate total exposure time by calculating the average trigger time for a representative sample and multiplying it by the number of tasks completed.

Once exposure levels and trigger time are known you should either use a suitable exposure calculator to assess each employee's daily exposure or use a simple exposure points calculator. The Health and Safety Executive have produced an on line exposure calculator (available at [www.hse.gov.uk/vibration/](http://www.hse.gov.uk/vibration/)) that you may find useful.

- 4.12 An action plan to control the risk from hand-arm vibration should be produced starting with the high risk tasks first, progressing to lower risk activities.

Suitable risk controls include:

- Using alternative work methods that eliminate or reduce exposure to vibration, for example by mechanising the process
- Selecting the equipment with the lowest vibration level that is most efficient for the job and limiting the use of high vibration tools where possible



- Introducing a vibration reduction purchasing policy by discussing your requirements with a range of manufacturers and suppliers and then comparing vibration emission information from a range of equipment and choosing the most appropriate
- Setting up trials where employees can try different models and brands and take their opinions into account before deciding which to buy
- Ensuring that all equipment is effectively maintained to minimise vibration levels and exposure times
- Improving workstation design and using handling devices to improve posture and reduce the need to grip tools tightly
- Modifying work schedules to limit exposure times and introduce job rotation where necessary
- Providing appropriate clothing, especially gloves, to enable employees to keep warm and dry.

4.13 Once risk controls have been introduced you should ensure that they are actually being used and are working effectively. You should talk regularly with employees and their representatives as well as your managers and supervisors about vibration issues and identify where there are problems with equipment or the way it is being used.

4.14 Where, despite your action to control the risks, it is still likely that certain employees are regularly being exposed to vibration levels above the EAV you must introduce health surveillance for those employees.

The purpose of health surveillance is to:

- Identify employees who are at particular risk, for example those with blood circulatory diseases such as Reynaud's Disease
- Identify any vibration related disease at the earliest possible stage
- Help prevent disease progression and eventual disability and thereby help people stay in work
- Check the effectiveness of your vibration control measures.

4.15 You should consult with your employees and their representatives before you introduce health surveillance to emphasise to them that it is being introduced to protect their health and ensure that they can continue to work.

4.16 Basic health surveillance should be carried out using an appropriate questionnaire that seeks information about the early symptoms of ill-health. It is acceptable to carry out this function yourself without recourse to an occupational health service provider. However where the results of such surveillance are positive you are strongly recommended to refer those individuals to a competent occupational health specialist.

4.17 Where employees are likely to be exposed to vibration levels above the EAV and you have introduced health surveillance you will need to:

- Keep health surveillance records and fitness for work advice provided for each employee (but not confidential medical records which should be kept by the doctor) and make them available for inspection by the HSE if requested to do so
- Make employees records available to them
- Act on any recommendations made about employees' continued exposure to vibration;
- Use the results to review and where necessary revise your risk assessments, including the measures to control risk
- Discuss changes to your risk assessment with your employees or their representatives
- Notify your enforcing authority under RIDDOR when advised in writing by a doctor that an employee in a listed occupation has hand-arm vibration or carpal tunnel syndrome.

4.18 Where employees are exposed to regular and frequent hand-arm vibration you should provide them with suitable information instruction and training. This should include information on:

- The health effects of hand-arm vibration
- The sources of hand-arm vibration
- Whether they are at risk and the degree of such risk
- The risk factors such as the level of and exposure to vibration over the course of their employment
- How to recognise and report symptoms and to whom
- The requirements and benefits of health surveillance and how you plan to provide it, use the results and ensure confidentiality
- The ways to minimise the risk include:
  - Changes to working practices to reduce exposure
  - Correct selection, use and maintenance of equipment
  - Correct techniques for equipment use such as how to reduce grip forces etc.
  - Maintenance of good blood circulation by keeping warm and massaging fingers and if possible cutting down on smoking.

4.19 You should ensure that you consult your employees or their representatives on your proposals for providing information instruction and training. Once provided you should ensure that appropriate records are kept and that each employee signs a copy of his training record.

# VIBRATION HEALTH SURVEILLANCE QUESTIONNAIRE

Name:

Date of Birth: 7.6.1973

Job Title:

Details of previous employment

Name of Employer: EFT Group Ltd

Job Title: Engineer

Dates:- from: 1.2.1990 to present day.

Name of Employer:

Job Title:

Dates:- from: to

Name of Employer:

Job Title:

Dates:- from: to

	Yes	No
Have you worked with vibratory equipment prior to joining this Company?		X
If yes how long have you worked with vibratory equipment? Years: ..... Months: .....		
Do you have problems with your circulation in cold weather?		X
Do you suffer from tingling or numbness in the fingers?		X
Do you ever feel a loss of touch sensation in your fingers?		X
Do you ever suffer from loss of strength in your hands?		X
In cold and wet conditions do your fingertips turn white and then red and painful on recovery to normal colour?		X
Do you have difficulty picking up small objects such as screws/nails etc?		X
Do you smoke?		X
If yes quantity per day. Cigarettes: ..... Cigars: .....		
Have you attended a doctors or other medical establishment in relation to any of the above symptoms?		X
Have you been diagnosed with any condition relating to any of the above symptoms?		X
If yes, what is the diagnosis given..... ..... .....		

## DECLARATION

I declare the above replies are true and correct to the best of my knowledge, and belief and that I have not omitted any material facts, details or information that may have a bearing on the state of my health.

Signature: L. Brothers

Date:07.01.2015

## EXAMPLES OF VIBRATION MAGNITUDES MEASURED BY HSE ON EQUIPMENT IN USE AT WORK

<b>Road Breakers</b>	Typical	12 m/s <sup>2</sup>
	Modern tool designs, good operating conditions and trained operators	5 m/s <sup>2</sup>
	Worst tools & operating conditions	20 m/s <sup>2</sup>
<b>Demolition hammers</b>	Modern tools	8 m/s <sup>2</sup>
	Typical	15 m/s <sup>2</sup>
	Worst tools	25 m/s <sup>2</sup>
<b>Hammer drills/combi hammers</b>	Typical	9 m/s <sup>2</sup>
	Best tools & operating conditions	6 m/s <sup>2</sup>
	Worst tools & operating conditions	25 m/s <sup>2</sup>
<b>Needle scalars</b>	Modern tool designs	5 –7 m/s <sup>2</sup>
	Older tool designs	10-25 m/s <sup>2</sup>
<b>Scabblers (hammer type)</b>		20-40 m/s <sup>2</sup>
<b>Angle grinders (large)</b>	Modern vibration-reduced designs	4 m/s <sup>2</sup>
	Other types	8 m/s <sup>2</sup>
<b>Angle grinders (small)</b>		2-6 m/s <sup>2</sup>
<b>Clay spades jiggers picks</b>	Typical	16 m/s <sup>2</sup>
<b>Chipping hammers (metal working, foundries)</b>	Typical fettling	18 m/s <sup>2</sup>
	Modern tool designs	10 m/s <sup>2</sup>
<b>Pneumatic stone-working hammers</b>	Vibration-reduced hammers and sleeved chisels	8-12 m/s <sup>2</sup>
	Older tools, conventional chisels	30 m/s <sup>2</sup>
<b>Chainsaws</b>	Typical	6 m/s <sup>2</sup>
<b>Brushcutters</b>	Typical	4 m/s <sup>2</sup>
	Best	2 m/s <sup>2</sup>
<b>Sanders (random orbital)</b>	Typical	7-10 m/s <sup>2</sup>

# PERSONAL PROTECTIVE EQUIPMENT

## Policy

We will identify and assess all activities our employees may be required to undertake during the course of their employment with us. We will only specify personal protective equipment as the first form of defence should we be unable to eliminate the risk to our employees immediately. We will as far as is reasonably practicable implement the hierarchy of control measures. Personal protective equipment will only be provided if the risk to our employees cannot be adequately controlled after the hierarchy of control measures has been exhausted. If and when we do provide personal protective equipment we will ensure it is fit for the purpose and environment it is to be used in and that it fits the wearer correctly to give the level of protection the equipment was so designed for. We will ensure employees are consulted on the type of personal protective equipment to be used and that they are given adequate and sufficient information, instruction and guidance on the use and maintenance of such equipment. We acknowledge our duty to provide personal protective equipment to our employees as may be necessary and that such equipment will be free of charge. Where it is identified an employee's well being may be affected due to exposure to a specific hazard or hazards a medical questionnaire will be completed. We will ensure where necessary that regular health surveillance is provided where the risk of harm to our employees is controlled by the use of personal protective equipment.

## 1. ARRANGEMENTS FOR PERSONAL PROTECTIVE EQUIPMENT

### **The Personal Protective Equipment Co-ordinator will ensure that:**

All activities our employees may be required to undertake during the course of their employment are identified and assessed to determine the need for PPE.

As far as is reasonably practicable the hierarchy of control measures i.e. elimination, reduction or substitution, isolation, engineering controls are followed to control the hazards that have been identified.

PPE is only specified as a first or last form of defence.

Where PPE is provided, it is fit for the purpose and the environment it is to be used in and that it fits the wearer correctly.

Individuals or groups of people whose well being may be affected due to exposure to a specific hazard or hazards are identified and a medical questionnaire is completed prior to any person commencing work in such an environment which may present a risk to them.

Where identified by the medical questionnaire or where necessary due to the identification that the risk of harm is controlled by the use of PPE health surveillance is provided at regular intervals.

Where PPE is required it is provided free of charge.

Employees are consulted on the type of PPE to be used.

All employees required to wear PPE are given adequate and sufficient information, instruction and guidance on the use and maintenance of such equipment.

A procedure is in place to allow PPE provided to be maintained in good working order and/or adequate stocks of equipment are available to replace as necessary any damaged or worn equipment.

Suitable and sufficient facilities are provided to enable employees to store any PPE provided to them whilst not in use.

Where necessary suitable and sufficient facilities are provided to permit employees to change from and store their normal clothing to specified personal protective clothing.

## 2. PERSONAL PROTECTIVE EQUIPMENT MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan  
Positive answers should cross-reference supporting material*

**Name: A. Watts**

**Date: 07.01.2015**

		Yes	No
1.1	Have all activities our employees may be required to undertake during the course of their employment been identified and assessed to determine the need for PPE?	X	
1.2	Has the hierarchy of control measures been followed and exhausted to control the hazards that have been identified?	X	
1.3	Is PPE only specified as the first or last form of defence?	X	
1.4	Where PPE is provided is it fit for the purpose and the environments it is used in and does it fit the wearer correctly?	X	
1.5	Are individuals or groups of people whose well being may be affected due to exposure to a specific hazard or hazards identified and have medical questionnaires been completed prior to those persons commencing work in such environments which may present a risk to them?	X	
1.6	Where necessary is health surveillance provided at regular intervals?	X	
1.7	Where PPE is provided is it free of charge?	X	
1.8	Are employees consulted on the type of PPE to be used?	X	
1.9	Are employees who are required to wear PPE given adequate and sufficient information, instruction and guidance on the use and maintenance of such equipment?	X	
1.10	Is a procedure in place to permit the maintenance or replacement of PPE as necessary?	X	
1.11	Are suitable facilities provided to enable employees to store their PPE when not in use?	X	
1.12	Where necessary have suitable and sufficient facilities been provided to permit employees to change and store their normal clothing to specified personal protective clothing?	X	
<b>Comments/further action</b>			

### 3. PERSONAL PROTECTIVE EQUIPMENT MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date 07.01.2015

Completed By: Adam Watts

Signed: 



## **4.0 GUIDANCE AND RECORDS**

**4.1** PPE should only be issued to the person who is going to use it, it cannot be shared. A register of issue and subsequent inspection should be maintained and means for the employee to keep equipment in a clean and hygienic condition should be provided.

**4.2** Where respiratory protective equipment is provided to prevent exposure to hazardous substances in the form of disposable filtering face pieces, re-usable half-face and full face masks, tight fitting negative pressure respirators it must fit the wearer properly and therefore a face fit test must be conducted. The test will assess the fit by determining the degree of face-seal leakage of a test agent whilst the user is wearing the face-piece and undergoing certain physical exercises. Dependent on the respirator type in use the test can be quantitative or qualitative, both of which require specialist equipment and trained operatives. Once face fit tested to a particular respirator (type and manufacturer) a certificate of test must be obtained and this recorded. Operatives do not require to be re-tested unless their facial characteristics change significantly (e.g. weight loss, major dentistry), the certification of test may pass from employer to employer, but the operative must only wear that type and manufacture of respirator that he/she was tested on.

### **4.3 Head Protection**

Where an assessment identifies the need for head protection it should meet the following criteria:

- Suitable for its intended purpose
- Appropriate size
- Have chin straps etc. where necessary
- Provide adequate levels of comfort

Head protection should be replaced at intervals recommended by the manufacturer or if it has received a severe impact, has been badly scratched or has cracked.

### **4.4 Eye Protection**

There are different types of eye protection to cover different hazards. The following are examples of protection that may be required in certain circumstances:

- Safety spectacles incorporating sideshields
- Eyeshields
- Safety goggles
- Faceshields

The following activities are likely to require the provision of eye protection:

- Handling acids, alkalis, corrosive substances etc.
- Using abrasive wheels, hand grinders etc.
- Welding operations
- Using gases or vapour under pressure
- Using laser equipment

#### **4.5 Foot Protection**

Safety boots or shoes and purpose designed Wellington boots are the most common type of safety footwear. The following list gives examples of areas where safety footwear may be required:

- Workplaces where heavy objects have to be physically handled
- Areas where hazardous and/or corrosive chemicals are handled

#### **4.6 Hand and Arm Protection**

Hand and/or arm protection may be required in the following circumstances:

- Manual handling of objects, machinery or equipment with abrasive or sharp areas
- Operating vibrating machinery such as orbital sanders
- Outdoor work
- Handling hot or cold materials
- Handling chemicals

#### **4.7 Protective clothing**

The following list gives examples of circumstances where specific protective clothing may be required:

- Handling chemicals
- Working in the dark
- Working in food preparation areas
- Working near or in water
- Working in dusty environments

## PERSONAL PROTECTIVE EQUIPMENT – RISK ASSESSMENT

NAME: Gary White    JOB TITLE: Engineer    REF NO: 101

		Mechanical						Thermal														
		Falls from a height	Blows cuts, impact, crushing	Stabs, cuts, grazes	Vibration	Slip or trip	Scalds, heat, fire	Cold	Immersion	Non-ionising radiation	Electrical	Noise	Ionising radiation	Dust fibre	Fume	Vapours	Splashes	Gases vapours	Harmful bacteria	Harmful viruses	Fungi	Non-micro biological antigens
Head	Cranium	X	X	X		X	X	X			X	X			X							
	Ears		X	X		X	X	X			X	X			X							
	Eyes			X		X	X	X			x	x										
	Respiratory tract																					
	Face																					
	Whole head																					
Upper limbs	Hands							X														
	Arms (parts)							X														
Lower limbs	Foot		X	x		x	x	X														
	Legs (parts)							X														
Various	Skin							X														
	Trunk/abdomen							X														
	Whole body							x														

Signature of Assessor: A.T Watts

Date. 07.01.2015

Signature of Assessed Employee: G. White    .Review Date 6.01.2015

Review Completed (Date) 06.01.2015    Signature: A.T. Watts    .Further Action .N





# OCCUPATIONAL HEALTH

## **Policy**

Our primary concern is to achieve and maintain the overall well-being, quality of life and work performance of our employees to minimise the impact of work on their physical and mental health. We will therefore ensure that the causes of ill-health which may arise from our activities are, wherever possible identified, understood and either prevented or controlled. Where required our occupational health provision will be delivered through a number of measures ranging from pre-employment screening, regular health assessments and surveillance, medical referrals and support. Where possible we will endeavour to provide suitable and sufficient information to help employees take personal responsibility for maintaining and improving their own health. Where required we will make reasonable adjustments for people with disabilities to support them in their employment with the Company.

## **1. ARRANGEMENTS FOR CONTROLLING THE RISKS TO THE HEALTH OF EMPLOYEES WHILST AT WORK**

### **The Occupational Health Co-ordinator will ensure that:**

- 1.1 Measures are in place to recognise, evaluate and control the exposure of our employees and others to health risks.
- 1.2 A pre-employment health questionnaire for all new staff is provided and completed.
- 1.3 All employees who are identified as being at risk are provided with information, instruction and training, on associated health risks and their control.
- 1.4 Facilities are in place for employees identified as being at significant risk from physical, chemical, biological or ergonomic risks to be examined.
- 1.5 Where necessary competent external advice is sought.
- 1.6 Special measures, such as skin examinations, vaccination and immunisation, blood tests, urine analysis and lung function tests are initiated as required.
- 1.7 Long term sickness absences are reviewed and that the employees are supported during the period of sickness absence and are rehabilitated back into the workplace.
- 1.8 Where necessary supplementary information from the employee's General Practitioner or Hospital Consultant is obtained and in such cases the written permission under the Access to Medical Reports Act is obtained from the employee.
- 1.9. Workplace exposure monitoring and health surveillance are carried out when required.

## 2. OCCUPATIONAL HEALTH MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan  
Positive answers should cross-reference supporting material*

**Name: Adam Watts**

**Date: 07.01.2015**

		Yes	No
1.1	Are measures in place to recognise, evaluate and control any health risks to the employees and others from their working environment?	X	
1.2	Are all new staff provided with and instructed to complete a pre-employment health questionnaire?	X	
1.3	Is sufficient information and where required training on the associated health risks and controls provided for all relevant employees?	X	
1.4	Are suitable facilities in place for employees' health to be examined where it has been identified that they are at significant risk from exposure to physical, chemical, biological or ergonomic stressors?	X	
1.5	Is competent external advice necessary and has it been sought?	X	
1.6	If required are special measures, such as skin examinations, vaccinations and immunisations etc. initiated?	X	
1.7	Is long term sickness absence reviewed, are employees supported during the sickness absence, and are they rehabilitated back into their workplace?	X	
1.8	Where required is supplementary information from General Practitioners or Hospital Consultants obtained with written permission from the employees sought?	X	
1.9	Is workplace monitoring of exposure or health surveillance required?	X	

### **Comment/Further Action**

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### 3. OCCUPATIONAL HEALTH ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: 07.01.2015

Completed By: Adam Watts

Signed: 

## **4. GUIDANCE AND RECORDS**

Occupational hygiene is an applied science, concerned with the

- Anticipation
- Recognition
- Evaluation and
- Control

of chemical, physical and biological agents arising from work activities.

If you think about this definition for a little while, you will probably recognise that it is very similar to that used when explaining what is involved in a risk assessment, that is

- Identification of hazards (i.e. recognition)
- Assessment of the risks (i.e. evaluation)
- Control of the risks

So, in essence, occupational hygiene is concerned with risk assessment of health hazards in the workplace.

### **4.1 Evaluation**

You should therefore take pro-active measures to recognise and evaluate the potential of the working environment to cause ill-health to the workers. This can be achieved by initially undertaking a walk through survey. This is best handled using a pro-forma.

Ask yourself whether any of your employees are exposed to any of the following:

- Hazardous substances such as solvents, dusts, fumes, gases, micro-organisms.
- Compressed air, lead, asbestos
- Noise, vibration, stress

Once the possible causes are recognised, they need to be either eliminated or controlled. Many health risks can be eliminated or controlled by improved changed work practices. Where control measures are necessary their effectiveness must be monitored. You should then draw up a plan of action that should be discussed and agreed with the line managers.

Time limits should be set on any action and dates for follow-up surveys agreed.

### **4.2 Information to Employees**

Following the assessment of the working environment you should ensure that adequate information is relayed to the employees at risk. There are several

sources of information available to you - suppliers are required to provide information about the risks associated with the equipment and substances you purchase. Trade associations and the Health and Safety Executive (HSE) publish guidance on safe working practices. Academic and commercial information services may also be a source of information. However you will need to ensure that the information that you provide is in a form that your employees will read and understand.

### **4.3 Medical Examinations**

Medical examinations do form an important part of occupational health if undertaken for specific reasons, with specific objectives.

The common examinations are:

- Pre-employment
- Periodic – post sickness, specific occupational groups

#### **Pre-placement examinations**

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.

A general non-statutory self-administered health questionnaire followed by a review by a competent person with additional tests such as blood pressure, urinalysis, vision etc. will suffice. If however, the competent person feels that further medical opinion is necessary or the job or type of individual warrants it, a medical examination should be arranged.

In practice new employees referred to doctors is rarely more than 10%.

#### **Post Sickness – absence examinations**

These medical assessments are valuable as they provide the opportunity to match the job with the employee in light of the recent illness. With the introduction of self-certification you are faced with establishing procedures assessing the validity of such absences.

Looking at collective sickness records could help you identify where there is a general problem affecting your workers' health. Individual sickness records might indicate whether the work is affecting an individual's health.

You should therefore consider the review of all cases of sickness absence particularly those that fulfil the following criteria:

- Absence longer than four weeks
- Absence following a works accident

- Absences attributed to vertigo, cardiovascular or neurological diseases and infectious diseases

### **Periodic Medicals for Vulnerable Groups**

Certain occupational activities as listed below although not exhaustive present a degree of risk to the individuals involved in them. This can be due to the effects of substances, processes or materials on the health of those working with them. For example, individuals handling substances which are controlled under COSHH (The Control of Substances Hazardous to Health Regulations), are required to be medically screened to monitor for harmful effects to ensure that the measures being taken to control the working environment and protect them from the effects of the substances are effective.

Medical examinations may take the form of regular routine questionnaires, lung function tests, skin examinations and other relevant examinations. It is important to note that potentially hazardous substances range enormously from chemicals to hardwood dusts. That is why it is necessary to perform an adequate risk assessment of all jobs and processes to determine the need for health surveillance.

### **Night Workers**

Fitness for work health assessments must be offered to night workers under the Working Time Regulations.

### **Food handlers**

Any member of staff who will handle food as a part of their employment should receive screening and health advice prior to taking up their position or as soon as possible after commencing work. This can be undertaken by means of written information and additional health questionnaires. Individuals should be told of their responsibility towards hygiene at work and what to do should they become ill or develop certain conditions which prevent them handling food.

### **Drivers**

Ordinary driving licences are issued by the Driver and Vehicle Licensing Agency. Licence holders are under a statutory obligation to notify the Licensing Agency as soon as they become aware that they have any condition that could affect safe driving either now or in the near future.

Certain medical conditions are a potential risk in those who drive others either voluntarily or as part of their work. It is advisable that individuals who transport other staff in the course of their job undergo a health assessment to determine fitness to drive. If members of staff are required to drive as a part of their job description, medical clearance should be sought on appointment and, as with any other pre-employment screening the offer of employment subject to satisfactory medical clearance.

The assessment can comprise a short questionnaire and some measurements such as blood pressure, vision assessment and a urine test for indication of diabetes as recommended in the booklet "Medical aspects on fitness to drive" published by the Medical Commission on Accident Prevention. It is advised that the assessment be carried out at the following intervals as recommended for other forms of occupational driving medicals:

- 5-yearly up to the age of 40
- Every 2½ years between the ages of 41 and 59
- Annually from the age of 60

### **Forklift drivers**

Similarly, members of staff who use forklift trucks or cranes in the course of their work should also undergo a medical for fitness to drive. This medical should be performed at the same intervals as those stated above.

### **Display Screen Equipment Users**

You should ensure that the users of the equipment are provided (at their request) with an appropriate eye and eyesight test, to be carried out by a competent person. Such tests should be carried out at regular intervals.

## **4.4 Education and Training**

It is important that education and training are seen as being part of the remit of an occupational health service. This training can be formal or informal. In this way occupational health and safety standards can be continually improved and long term benefits gained.

Examples of training are:

- First aid training – the organising, training and updating of first aiders usually comes within the occupational health function; and
- Health and hygiene training – education and training talks/seminars/information on a wide range of issues should be made available to staff.

## **4.5 Record Keeping**

Various records will need to be kept to:

- Ensure that correct medical action is taken on the basis of sound information.
- Meet legal requirements; and to
- Give an indicator of some of the benefits gained.

In some situations records have to be kept for 30 years or more. Records normally comprise:

- Confidential medical records – records should be kept of all injuries, sickness, absence, treatments received, referrals and advice given; these records are available only to medical personnel and the individual; and
- Non-confidential records – these do not refer specifically to any given individual's medical information and may be used without the confidentiality restrictions

#### **4.6 Confidentiality**

Information and records should not be divulged to any non-medical staff, including occupational health management, without the written consent of the individual. Staff have a statutory right of access to their own records.

This does not preclude non-confidential records being reported to ensure that the management has a basis on which to take remedial measures, safeguards and decisions affecting its staff's interests.

**PRE-EMPLOYMENT HEALTH SCREENING QUESTIONNAIRE**

**Surname: Robertson**

**Location: Southport**

**Forename: Dale**

**Date of Birth: 28/6/1991**

**Address: 15 Hamdsworth Walk, Southport, PR8 6XU**

**Tel No: 01704 515328**

**Name and address of own GP: Dr Eyre, Cumberland House, Southport**

**SECTION A**

Please tick if you are at present suffering from, or have suffered from:

- |                   |                          |                   |                          |                |                          |
|-------------------|--------------------------|-------------------|--------------------------|----------------|--------------------------|
| Giddiness         | <input type="checkbox"/> | Fainting attacks  | <input type="checkbox"/> | Epilepsy       | <input type="checkbox"/> |
| Fits or Blackouts | <input type="checkbox"/> | Mental illness    | <input type="checkbox"/> | Anxiety        | <input type="checkbox"/> |
| Depression        | <input type="checkbox"/> | Headaches         | <input type="checkbox"/> | Serious injury | <input type="checkbox"/> |
| Serious operation | <input type="checkbox"/> | Hay Fever         | <input type="checkbox"/> | Asthma         | <input type="checkbox"/> |
| Chest disease     | <input type="checkbox"/> | Stomach trouble   | <input type="checkbox"/> | Heart Trouble  | <input type="checkbox"/> |
| Hypertension      | <input type="checkbox"/> | Diabetes          | <input type="checkbox"/> | Skin Trouble   | <input type="checkbox"/> |
| Deafness          | <input type="checkbox"/> | Eye problems      | <input type="checkbox"/> | Back Trouble   | <input type="checkbox"/> |
| Hernia/Rupture    | <input type="checkbox"/> | Raynaud's Disease | <input type="checkbox"/> |                |                          |

**SECTION B**

Please tick if you have any disabilities that affect:

- |                |                          |                   |                          |                    |                          |
|----------------|--------------------------|-------------------|--------------------------|--------------------|--------------------------|
| Standing       | <input type="checkbox"/> | Lifting           | <input type="checkbox"/> | Working at Heights | <input type="checkbox"/> |
| Walking        | <input type="checkbox"/> | Use of your hands | <input type="checkbox"/> | Climbing ladders   | <input type="checkbox"/> |
| Stair climbing | <input type="checkbox"/> | Driving a vehicle | <input type="checkbox"/> | Working on staging | <input type="checkbox"/> |

**SECTION C**

How many working days have you lost during the last three years due to illness or injury?

60 days

Are you at present having any medication prescribed by a doctor? **NO**

Are you a registered disabled person? **NO**

Have you previously worked with any vibratory hand tools? **NO**

If yes what tools \_\_\_\_\_

**SECTION D**

Previous occupations	Duration	Name and address of employer
KNIGHT SECURITY	1YEAR	UPPER AUGHTON ROAD, SOUTHPORT

**SECTION E**

The answers to the above are accurate to the best of my knowledge.

I acknowledge that failure to disclose information may require reassessment of my fitness and could lead to termination of employment.

Employee's Signature: D. Robertson

Employee Print Name: Dale Robertson  
Date:07.01.2015

Manager's Signature: S.D. Raynor

Manager Print Name: Steven Raynor

Date:07.01.2015



## WALK THROUGH SURVEY

Sketch plan of area surveyed (show positions of sources of exposure, locations of workers, ventilation, extracts etc)

Vent>			
workers	workers	workers	workers
Front Door			

Items to be checked	Description or comment	Satisfactory (yes/no)	Action Required
Numbers of people exposed (distinguish the numbers of each sex)	3male 6 female	yes	No
Duration of shift and shift pattern	7 ½ per day. 1 hr break yes	yes	No
Skill levels required and degree of training	good	yes	No
Degree of supervision	good	yes	No
<b>CHEMICAL/BIOLOGICAL/AGENTS</b> Hazardous substances used, give names of substances and their form (dust, fibres, liquid, gas, vapour) if large list append	n/a	n/a	n/a
Raw materials	n/a		
Final products	n/a		
Intermediate products	n/a		
Hazard data sheet available? (If yes append)	n/a		
Routes of entry (inhalation, ingestion, skin contact, inoculation)	n/a		
Degree of exposure (subjective opinion or give results of monitoring)	n/a		
Means of control (e.g. local exhaust ventilation, protective clothing, enclosures, screens etc.)	n/a		
Method of monitoring performance and	n/a		

maintenance of control measures NOT USED			
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<b>PHYSICAL AGENTS</b> Hazardous agents present (e.g. noise, radiation, heat)	<b>N/a</b>	<b>N/a</b>	<b>N/a</b>
Methods of control (shielding, enclosures, protective clothing)	<b>N/a</b>	<b>N/a</b>	<b>N/a</b>
<b>LIGHTING</b> Give subjective impression or results of recent measurement	<b>Good</b>	<b>Yes</b>	<b>No</b>
<b>GENERAL</b> Written work procedures, do they exist?	<b>Yes</b>	<b>Yes</b>	<b>No</b>
Housekeeping and management attitudes to Health and Safety (give subjective impression)	<b>Good</b>	<b>Yes</b>	<b>No</b>
<b>HEALTH AND WELFARE</b> Medical, nursing, first aid facilities	<b>Good</b>	<b>Yes</b>	<b>No</b>
Washrooms/showers, rest rooms	<b>Good</b>	<b>Yes</b>	<b>No</b>
Clothing issue and laundry facilities	<b>Good</b>	<b>Yes</b>	<b>No</b>
Eating and drinking facilities	<b>Good</b>	<b>Yes</b>	<b>No</b>
Smoking policies	<b>Good</b>	<b>Yes</b>	<b>No</b>
Company health promotion policy	<b>Good</b>	<b>Yes</b>	<b>No</b>
Pre-employment and periodic health examinations	<b>Good</b>	<b>Yes</b>	<b>No</b>
Rehabilitation and disabled persons policy	<b>Good</b>	<b>Yes</b>	<b>No</b>

Name of surveyor: Adam Watts

Date:

07.01.2015

**CONFIDENTIAL**

**HEALTH QUESTIONNAIRE FOR NIGHT STAFF**

We have a duty to ensure that our employees' health and safety is not exposed to increased risk through night working. Those who work nights are entitled to a health assessment provided by the Company. The assessment comprises two parts; this questionnaire and, if necessary, a medical examination. The latter would only be necessary if there were doubts about fitness for night working. Please complete the questionnaire, which will be treated in strict confidence, and return in the envelope provided. Please note: this is to establish fitness for night working and we do not require any specific details of illnesses.

Name ..... Date of Birth ..... Department: .....

- 1. Have you ever been diagnosed by a doctor as suffering from any of the following:  

	<b>YES</b>	<b>NO</b>
a) Any mental disorder such as anxiety or depression?	<input type="checkbox"/>	<input type="checkbox"/>
b) Any illness affecting the nervous system e.g. multiple sclerosis, fainting, paralysis?	<input type="checkbox"/>	<input type="checkbox"/>
c) Trouble with your eyes or sight, not corrected by glasses or contact lenses or with your hearing or balance?	<input type="checkbox"/>	<input type="checkbox"/>
  
- 2. Have you ever been diagnosed by a doctor, had any medical care, treatment, x-rays, investigations, tests for or suffered (or are suffering from) any of the following:  

	<b>YES</b>	<b>NO</b>
a) Respiratory illness eg asthma, bronchitis or any other lung trouble	<input type="checkbox"/>	<input type="checkbox"/>
b) Chest pains, angina, rheumatic fever or other heart trouble	<input type="checkbox"/>	<input type="checkbox"/>
c) Raised blood pressure or strokes or any other circulatory problems	<input type="checkbox"/>	<input type="checkbox"/>
d) Problems with the digestive system eg ulcers	<input type="checkbox"/>	<input type="checkbox"/>
e) Epilepsy or epileptic fit	<input type="checkbox"/>	<input type="checkbox"/>
f) Diabetes	<input type="checkbox"/>	<input type="checkbox"/>
g) Liver, bladder, bowel or kidney trouble	<input type="checkbox"/>	<input type="checkbox"/>
h) Arthritis, rheumatism, back complaint or back injury	<input type="checkbox"/>	<input type="checkbox"/>
i) Medical condition affecting sleep	<input type="checkbox"/>	<input type="checkbox"/>
  
- 3. Do you have any objection to being assessed by a doctor for your fitness to be able to work at night?  

	<b>YES</b>	<b>NO</b>
	<input type="checkbox"/>	<input type="checkbox"/>

Signature ..... Date:.....

Print Name .....

We do not use any Night Staff.

# USE AND CONTROL OF CONTRACTORS

## Policy

From time to time it will be necessary for us to employ contractors to carry out work on our premises. We will ensure that only those contractors who are deemed competent to undertake such work will be engaged to do so. All contractors will be assessed to ensure that they are able to allocate sufficient resources to ensure that all works are completed safely and will be provided with and agree to comply with our Company code of practice. Contractors will only be able to sub contract any part of the works to a third party with the express permission of the Company and will ensure that all such sub-contractors are suitably competent. Risk assessments and method statements will be prepared where necessary and the control measures identified will be monitored to ensure that they are being complied with. Certain high risk tasks will be controlled by the use of a permit to work system administered by the Company. All contractor employees will be provided with induction training on first arrival at our site and will be adequately supervised throughout the duration of the contract. First aid and accident investigation arrangements will be made with the contractor. Non-compliance with agreed standards will result in suspension of the work and may result in removal from the approved contractor list. Continuous improvement in the management of contractors on our site will be achieved by reviewing the performance of each contractor at the end of the job and ensuring that poor practice is eliminated and good practice repeated.

## **1. ARRANGEMENTS FOR THE USE AND CONTROL OF CONTRACTORS**

### **The Contractor's Co-ordinator will ensure that:**

- 1.1 All contractors and sub contractors are competent to carry out the work they have been appointed to do.
- 1.2 All contractors and sub contractors are provided with an up to date copy of the Company code of practice and have completed and returned the contractor certificate contained in the rear of the code of practice prior to work commencing on site.
- 1.3 No contractor appoints a sub contractor without express authorisation.
- 1.4 Assessments of the risks both created by the work carried out by the contractor and by our activities on site are carried out and agreed prior to work commencing.
- 1.5 Where required Method statements based on the control measures identified by the risk assessment are in place prior to work commencing.
- 1.6 A Permit to Work system is in place to control the risks from high risk activities such as roof work, live electrical work, confined space entry, hot work and work at height etc.
- 1.7 Arrangements are in place to ensure that all contractors and sub contractors have received adequate health and safety induction training and are properly supervised when on site.
- 1.8 The activities of all contractors when on site are effectively monitored to ensure they are complying with the risk assessments and method statements provided.
- 1.9 Procedures are in place to suspend the activities of contractors if unsafe working practices are observed.
- 1.10 Arrangements are in place for the provision of first aid for all contractors when on site.
- 1.11 Arrangements are in place for the recording, investigation and, where necessary, reporting of accidents to contractors on site.
- 1.12 Contractor review meetings are held at the end of the work to ensure that good performance is repeated and poor performance is improved.

## 2. USE AND CONTROL OF CONTRACTORS' MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan  
Positive answers should cross-reference supporting material*

Name: ..... **DO NOT USE CONTRACTORS**

Date: ..... **Yes No**

		Yes	No
1.1	Are all contractors and sub contractors competent to carry out the work they have been appointed to do?		
1.2	Are all contractors and sub contractors provided with an up to date copy of the Company code of practice and have they completed and returned the certificate prior to work commencing on site?		
1.3	Are contractors only allowed to appoint sub contractors following express authorisation?		
1.4	Are assessments of the risks both created by the work carried out by the contractor and by our activities on site carried out and agreed prior to work commencing?		
1.5	Are Method Statements based on the control measures identified by the risk assessment in place prior to work commencing?		
1.6	Is a Permit to Work system in place to control the risks from high risk activities such as roof work, live electrical work, confined space entry, hot work and work at height etc?		
1.7	Are arrangements in place to ensure that all contractors and sub contractors have received adequate health and safety induction training and are properly supervised when on site?		
1.8	Are the activities of all contractors effectively monitored to ensure they are complying with the risk assessments and method statements provided?		
1.9	Are procedures in place to suspend the activities of contractors if unsafe working practices are observed?		
1.10	Are arrangements in place for the provision of first aid for all contractors when on site?		
1.11	Are arrangements in place for the recording, investigation and, where necessary, reporting of accidents to contractors on site?		
1.12	Are contractor review meetings held at the end of the work to ensure that good performance is repeated and poor performance is improved?		

Comments/further action

**3. USE AND CONTROL OF CONTRACTORS' MONITORING AND REVIEW ACTION PLAN**

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	
1.2	
1.3	
1.4	
1.5	
1.6	
1.7	
1.8	
1.9	
1.10	
1.11	
1.12	

Date .....

Completed By .....

Signed .....



#### **4. GUIDANCE AND RECORDS**

## 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.

Name of Company:

Address:

Telephone No:

Fax No:

Contact Name:

Type of work being tendered for:

1. If you employ five or more persons please forward a copy of your Health and Safety Policy documentation.
2. If you employ **less** than five people how do you effectively manage health and safety within your Company?

Answer:

3. What training has been given to your employees? Please list details and enclose documentary evidence i.e. training certificates, induction training records etc.
4. Please forward copies of risk assessments, method statements, COSHH assessments, manual handling assessments etc for works completed previously of a similar nature.

Please provide details of accidents in the last 3 years.

YEAR	FATALITIES	MAJOR INJURIES	DANGEROUS OCCURRENCES	MINOR INJURIES (REPORTABLE)	NEAR MISSES	NON REPORTABLE INJURIES

6. 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?

Signed on behalf of Company:.....Date:.....

Assessed by:.....Date:.....

Approved YES/NO

**HEALTH AND SAFETY**

**CODE OF PRACTICE FOR  
CONTRACTORS AND SUB-CONTRACTORS**

## **Code of Practice for Contractors and Sub-Contractors**

### **1. Introduction**

It is the Company's policy to secure a high standard of safety in all areas. All contractors/sub-contractors **MUST** conduct their activities so the conditions and methods of work are safe for their own and the Company's employees, and others who may be affected by their undertakings whether employed or not. Procedures and requirements to achieve this are set out in this document. All contractors/sub-contractors will:

- 1.1 Comply with the requirements stated in this document.
- 1.2 Observe their obligations under statute and common law.
- 1.3 Employ on site only such persons who are competent.

To assure ourselves the contractors/sub-contractors understand their obligations they should read this Code of Practice and sign and return the certificate attached. This Code of Practice shall be incorporated into and form part of the contract between ourselves and the Contractor/sub-contractor.

### **2. Definitions**

Throughout this document the following words/titles have the meaning given below:

#### **Company**

**EFT GROUP LTD  
COBDEN HOUSE  
39A COBDEN ROAD  
SOUTHPORT  
LANCASHIRE  
PR9 7TR**

#### **Contractor**

Any organisation, firm or person who has agreed to carry out defined work for the Company on our premises.

#### **Sub-Contractor**

Any organisation, firm or person who has agreed to carry out defined work for any appointed contractor or has been directly appointed by the Company to carry out work on our premises and is acting under the control of an appointed contractor.

## **Initiator of the Contract**

The authorised representative of the Company who leads negotiations of the contract on behalf of the Company or the person named in the contract to whom all queries are notified.

### **3. Insurance**

The contractor/sub-contractor shall indemnify the Company against and from any claim, damage, loss or expense in respect of personal injury, damage to property or any loss (whether caused by negligence or not) which may arise out of or in connection with or as a consequence of carrying out any of the works or which may arise from a breach by the contractor/sub-contractor, his servants or agents of any of the provisions laid out in this document. Nothing herein shall impose any liability upon the contractor/sub-contractor for negligence on the part of the Company, its servants or agents.

The contractor/sub-contractor shall be liable for loss and/or damage to the site (which shall include work executed and all material intended for, delivered to and placed on or near to the site) from any cause whatsoever.

The contractor/sub-contractor shall insure his liabilities under the clauses above by the provision of:

Employers' Liability Insurance;

Public Liability (Third Party) Insurance for a minimum of £2 million. Contract Works or Contractors' (All Risk) Insurance for the full value of the contract works and such insurances shall include an indemnity from the insurer to this Company.

We may from time to time request details of such insurances.

### **4. Consultation prior to commencement of Contract**

Before any work is begun a responsible official representing the contractor/sub-contractor must discuss with the Company or its representatives, the safety precautions required by these rules and any other precautions, which they deem necessary.

The contractor/sub-contractor should that ensure that he:

- 4.1 Has the site of the operations defined.
- 4.2 Is informed of the arrangements regarding the provision of suitable welfare facilities, first aid and fire safety, engineering services and any other relevant information required to ensure the safety of his employees.

- 4.3 Obtains any special information concerning the Company's processes which may affect or involve the contract work.
- 4.4 Collects additional copies of the Code of Practice for Contractors'/Sub-Contractors' booklets for distribution to his staff.

The precautions required by this Code and any further precautions which the contractor/sub-contractor or his representative is instructed by the Company to take, must be fully observed and performed.

If during the course of work, a representative of the Company observes any disregard to this Code or of his instructions, or observes any circumstances which may give rise to an accident or fire, he will inform the contractor/sub-contractor or his representative who must then cease work until he is able to comply with this Code and other safety instructions issued by the Company.

The contractor/sub-contractor or his authorised representative will be required to sign a certificate to the effect that the Code of Conduct for Contractors'/Sub-Contractors' document has been received and the conditions are accepted and understood.

The completed certificate will be applicable to any work carried out on the Company's site and the undertaking will apply until the conditions contained in the booklet are withdrawn or revised. Receipt by the Company of a completed certificate does not imply that a contract will be offered to the contractor/sub-contractor.

## **5. Construction Design and Management Regulations**

It is the intention of the Company to comply with the requirements of the Construction (Design and Management) Regulations 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 CDM Co-ordinator to enable the Company to tender for the contract having allowed adequate provisions to fulfil the requirements of the contract in a safe and competent manner.

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 site management to plan and monitor works being undertaken by any contractor/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.

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.

In the majority of circumstances the Company will not be deemed to be Principal Contractor. The Company will through its managers provide all the necessary information required by the Principal Contractor to assist him in fulfilling his role.

The site manager will be responsible for ensuring that all the relevant information required by the CDM Co-ordinator is made available to him to permit the Health and Safety file to be compiled.

## **6. Training and Competence**

It is our responsibility to ensure that any person who carries out work for/or on behalf of this Company is competent to do so. In order to ensure the competency of contractor/sub-contractor employees it will be necessary for us to examine relevant training records. We will, from time to time request copies of such records for our examination. Failure to provide adequate records may result in a cessation of the contract and will result in a suspension of future contracts.

Contractors/sub-contractors are required to ensure that their employees are competent to carry out work on our behalf. In order to ensure this you will be required to ensure your employees receive any training which the Company feels is necessary for the satisfactory performance of their duties.

Where specialist training is required to comply with specific regulations it will be the responsibility of the contractor/sub-contractor to ensure that this is carried out and documentary evidence is provided. For example, forklift truck driver training.



## **7. Risk Assessments and Method Statements**

Prior to the commencement of any work on our premises we will in consultation with the contractor/sub-contractor ensure that suitable risk assessments are prepared. Where necessary we will ensure that method statements are also be prepared.

It will be the responsibility of the contractor/sub-contractor to ensure that the control measures identified by the risk assessment and method statements are implemented.

Notwithstanding the generality of the paragraphs above specific control measures will be required for the following:

## **8. Equipment and Tools**

The contractor/sub-contractor is responsible for the condition of the equipment and tools used by him. In particular, he is responsible for:

The adequacy and safe condition of all access equipment including scaffolding, ladders, steps, trestles and mobile elevated working platforms, whether or not these are provided by him.

The proper and safe use of all equipment and tools. Any equipment or tools loaned by the Company must be returned for any necessary servicing, maintenance or repairs.

Ensuring that all equipment is maintained in a safe condition.

From time to time it will be necessary for the Company to inspect and examine the equipment used by the contractor/sub-contractor to ensure its safety. Copies of inspection reports for any such equipment may be requested at any time. If any equipment is found to be in an unsafe condition or if the contractor/sub-contractor fails to provide the relevant inspection reports this may result in a cessation of the contract and will result in a suspension of future contracts.

## **9. Electrical Equipment**

The contractor/sub-contractor is required to use low voltage equipment. Unless otherwise stated in the contract the contractor/sub-contractor should use 110 volt equipment supplied from a suitable transformer operating at 50Hz with the centre tap or midpoint earthed.

In all cases the metal work of portable equipment and any flexible metallic covering of conductors must be earthed and in all other respects constructed and maintained in compliance with the Electricity at Work Regulation 1989.

Cables supplying portable apparatus must be of the correct number of cores and properly connected to standard plugs and sockets.

## **10. Fire**

Contractors/sub-contractors should ensure suitable measures are taken to reduce the risk of fire. Any activities which are likely to increase the risk should be thoroughly assessed prior to the start of the work and the appropriate control measures implemented. Copies of the assessment should be passed to the Company for approval.

All contractors'/sub-contractors' employees must be conversant with the nature of the fire warning system in use at the premises. Instructions on action to be taken in the event of a fire must be obtained unless they are clearly exhibited at the place of work, and are fully understood. In the case of a fire all persons at the site should follow the procedure laid down. In the absence of such a procedure all persons should evacuate the premises to a point of safety and report to site management.

Contractors/sub-contractors should ensure that their employees observe strictly any No Smoking restrictions.

Whenever work is carried out which causes obstruction to, or renders inaccessible, any fire exit or stairway leading to any fire exit, written permission should be obtained from the initiator of the contract prior to such work being carried out. Where temporary alternative arrangements are approved and implemented the facilities shall be accompanied by suitable signs and adequate lighting.

All operations involving HOT WORK (cutting and welding etc.) or use of open flames (blow lamps, gas appliances etc.) may be subject to a written permit to work system administered by the Company.

All contractors/sub-contractors are responsible for the safe use, storage and transportation of any gas cylinders. All cylinders containing highly flammable liquids or liquefied petroleum gasses should be stored in accordance with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR).

All stocks of combustible materials including any Highly Flammable Liquids should be stored in appropriate containers and should be removed from the premises at the end of each day.

## **11. Building Operations including Installation Repair and Demolition**

The contractor/sub-contractor is responsible for ensuring that all building operations are carried out in a safe manner and in accordance with relevant legislation.

Particular attention must be paid to the provision of guard rails and toe boards at working platforms and other workplaces and gangways etc. to prevent, as far as is reasonably practicable, the fall of persons, tools and materials.

Articles must not be thrown or dropped from heights under any circumstances. Where reasonably practicable all equipment and waste materials must be properly lowered by hand. If necessary a waste disposal chute should be used which delivers the waste into a suitably covered skip.

Timber with projecting nails must not be left where it could pose a risk to any person. All such timbers should be removed immediately to a safe place.

## **12. Entry Into Confined Spaces**

It is unlikely that there will ever be the need for any employee of either the Company or any contractor/sub-contractor appointed by the Company to enter into any confined space.

Where such work is considered all efforts will be made to prevent the need for such work to be carried out. Where confined space entry cannot be prevented all steps will be taken to minimise the need for such entry so far as is reasonably practicable. Where there is still a need for such entry all work will be subject to a permit to work system implemented by the Company.

A specific risk assessment will be prepared by the contractor/sub-contractor in consultation with the Company prior to any work carried out in a confined space

## **13. Work on or With Asbestos Products**

Every attempt will be made to determine the location and nature of any asbestos containing material prior to the start of any work at site. Where such materials are identified the risks to the contractor/sub-contractor's employees will be assessed. The results of the Company's asbestos survey will be made available to the contractor/sub-contractor prior to the start of any work where there is the potential for exposure to such material.

No work will be carried out to which the Control of Asbestos Regulations 2006 apply. All such work will only be carried out by an approved asbestos removal contractor/sub-contractor.

No work will be carried out on materials known to contain asbestos which is likely to release asbestos fibres into the atmosphere. In particular no cutting, machining, hammering or other mechanical modification of asbestos cement sheets will be carried out unless suitable control measures are in place.

#### **14. Control of Substances Hazardous to Health**

A suitable and sufficient assessment of the risks to the health of the employees of the contractor/sub-contractor and others that may be affected must be completed prior to commencement of work on site.

The creation of dust and fume must be effectively controlled.

Hazard data sheets for all hazardous substances must be obtained from the supplier and be available for inspection at any time. Exposure to such substances must be controlled to below the relevant occupational exposure limit.

#### **15. Manual Handling**

A suitable and sufficient assessment of all manual handling activities for which there is a foreseeable risk of injury should be carried out prior to commencement of work at site.

Suitable steps should be taken to minimise the amount of manual handling required by the provision of mechanical assistance such as fork lift trucks, pallet trucks, hoists and other lifting appliances.

All employees of contractors/sub-contractors should be trained in safe methods of lifting and handling.

#### **16. Vehicle Movements**

All contractors'/sub-contractors' vehicles are required to comply with any traffic restrictions imposed within the boundary of the property.

The contractor/sub-contractor shall ensure that all loads are properly secured during transportation.

#### **17. Overhead Work**

No work may be carried out above head height or over gangways or roads until adequate precautions have been taken to ensure the safety of persons below. Where necessary barriers should be erected to prevent access by unauthorised persons.

#### **18. Excavations**

All work requiring excavations may be subject to a permit to work system administered by the Company, in particular before any excavation is

commenced the contractor/sub-contractor shall determine the existence and route of any services in the area which are likely to be affected by the work.

## **19. Cranes, Hoists and Lifting Tackle**

Where such equipment is provided by the Company the relevant inspection certificates will be made available at site.

Where the contractor/sub-contractor provides his own equipment (whether owned or hired) the relevant inspection certificate should be forwarded to the Company prior to the commencement of work. A copy of the certificate should also be available at site.

Any person operating such equipment should be competent to do so. It will be necessary from time to time to inspect relevant training records. A copy of the training certificate/licence should be held by the person operating the equipment.

## **20. Noise**

The noise levels generated by our activities have been assessed prior to the start of work at site. Where noise levels are above the lower exposure action value of 80dB (A) the contractor/sub-contractor should ensure that his employees are provided with suitable hearing protection. Where noise levels are above 85dB(A) he should ensure that hearing protection is worn at all times.

Contractors/sub-contractors are required to carry out their operations in such a way that the levels of noise generated are kept to a minimum. Where the noise generated by such activities results in noise levels above those stated similar action should be taken. The contractor/sub-contractor should inform the initiator of the contract and ensure that suitable warning signs are displayed.

## **21. Disposal of Waste**

All waste materials should be disposed of in line with the Collection and Disposal of Waste Regulations and the Control of Pollution Act and other statutory special requirements governing the disposal of any toxic waste or effluent. It is essential that clearance is first obtained from the initiator of the contract before materials and substances are disposed of.

Drains and sewers must not be used to dispose of any chemicals, substances or liquids other than water and normal effluent. Care must be taken by the contractor/sub-contractor to prevent spillage or leakage into drains or sewers. Should an accident occur the Company must be contacted immediately.

## **22. Machinery**

The contractor/sub-contractor must not remove or displace any guard, fencing or other safety equipment fixed to or provided at any machinery or from any place where safety equipment has been provided except with the permission of the initiator of the contract. Advice will, if necessary, be sought from the department manager.

Where permission is granted any additional specific precautions must be observed. Guards, fencing and safety equipment must be replaced as soon as the work has been completed and their replacement checked by the initiator of the contract. The contractor/sub-contractor must take steps to ensure that no machinery is set in motion without such replacement.

No work may be started near or above machinery in motion without the permission of the Company.

The contractor/sub-contractor may not set in motion or use any power driven machinery in connection with work in or about the premises unless all legislative requirements have been met especially in respect of guards and fencing and persons employed to operate them.

## **23. Security**

The contractor/sub-contractor must conform to any security arrangements that apply to our premises. Where necessary contractors/sub-contractors should ensure that the Company is provided with a list of all employees working on the premises.

The contractor/sub-contractor must ensure that all vehicle movement and parking regulations are strictly observed.

The Company reserves the right to refuse entry to its premises by any person or vehicle.

The Company's regulations covering the conduct of its employees will be applicable to contractors/sub-contractors and their employees. The Company accepts no responsibility for the safety of vehicles, tools or equipment used by contractors/sub-contractors or their employees. The Company will not be liable for the loss or damage, however caused, to vehicles and property of the contractor/sub-contractor or their employees whilst on our premises.

## **24. Accidents**

A responsible official of the contractor/sub-contractor must make himself aware of:

- a) The location of any Medical Centre (Surgery) or First Aid provision on site; and

- b) The services provided by the Company in the event of accident or injury.

He must ensure his site employees are aware of these arrangements.

All accidents must be reported to the initiator of the contract, investigated by the contractor/sub-contractor and steps taken to prevent recurrence. Suitable measures must be taken to make any danger areas safe as soon as possible after the accident.

## **25. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)**

The attention of contractors/sub-contractors is drawn to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) regarding accidents and dangerous occurrences on site. All such incidents must be reported to the enforcing authority via the incident contact centre within the appropriate time scales. A written copy of the report must also be forwarded to the Company.

## CONTRACTOR/SUB-CONTRACTORS' CERTIFICATE

We/I ..... acknowledge that we/I have received a copy of Code of Practice for contractors/sub-contractors and have read and understood them.

We/I guarantee that we/I will distribute one copy to each of our/my supervisory staff engage on contract work for the Company. We/I understand that my/our employees will be instructed to observe these rules throughout any contract. We/I further undertake that no work will be done until this certificate is COMPLETED AND RETURNED.

We/I apply for ..... initial copies of the rules for distribution to our/my supervisory staff whose names appear on the attached list. We/I undertake to notify the Company in writing of any change in the names on the attached list and to apply for additional copies of the rules corresponding to any additions to the attached list.

CONTRACTOR/SUB-CONTRACTOR'S NAME

ADDRESS

TELEPHONE NO.

EMERGENCY NO.

COMPANY OFFICIAL SIGNATURE

SITE SUPERVISOR RESPONSIBLE FOR SAFETY

DATE



# **CONTROL OF SMOKING AT WORK POLICY**

## **Policy**

The Company recognises that it has both a moral and a legal duty to ensure, as far as is reasonably practicable, that employees, contractors, customers and visitors to the Company have the right to work or visit without being exposed to tobacco smoke. Therefore smoking will be prohibited throughout the entire workplace. We will ensure that warning notices are conspicuously displayed in, on and near our premises informing persons in or approaching our premises that smoking is not permitted. All employees and visitors to the site will be given relevant information regarding our smoking policy. Procedures for dealing with those who do not comply with the smoking policy are in place within the normal disciplinary system. We will provide support and advice, on request, for smokers who wish to stop smoking.

## **1. ARRANGEMENTS FOR THE CONTROL OF SMOKING AT WORK**

### **The Control of Smoking at Work Co-ordinator will ensure that:**

All existing employees are informed of the Company smoking policy and where relevant their role in the implementation and monitoring of the policy.

Any prospective employee is made aware of the smoking policy before being offered a position within the Company.

Any new personnel receive a copy of the policy on recruitment/induction.

- 1.4 Appropriate 'No Smoking' signs are clearly displayed at the entrances to and within the premises.
- 1.5 All Company vehicles other than Company cars where express agreement has been given to permit smoking have 'No Smoking' signs applied to an appropriate place within the vehicle.
- 1.6 Support and advice are provided for employees who wish to stop smoking.
- 1.7 Appropriate disciplinary procedures are in place to deal with persons who do not comply with this policy.
- 1.8 Employees are aware of the procedure to follow should a visitor to the site fail to comply with the policy.

## 2. CONTROL OF SMOKING AT WORK POLICY MONITORING & REVIEW

*Negative answers should have corresponding entries on the Action Plan  
Positive answers should cross-reference supporting material*

**Name: Dawn Foster**

**Date:07.01.2015**

**Yes No**

1.1	Have all existing employees received information regarding the 'No Smoking' policy and are the relevant persons aware of their roles to implement and monitor the policy?	X	
1.2	Are prospective employees made aware of the smoking policy before offered a position within the Company?	X	
1.3	Do all new personnel receive a copy of the 'No Smoking' policy on induction to the Company?	X	
1.4	Are 'No Smoking' notices clearly displayed at the entrances and around the premises?	X	
1.5	Do all Company vehicles display 'No Smoking' information/stickers?	X	
1.6	Are support and advice available for employees who wish to stop smoking?	X	
1.7	Have disciplinary procedures been implemented to deal with the employees who smoke on the premises?	X	
1.8	Are employees aware of the action to be taken if a visitor to the site fails to comply with the 'No Smoking' policy?	X	

**Comments/Further Action**

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**3. CONTROL OF SMOKING AT WORK MONITORING AND REVIEW ACTION PLAN**

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: 07.01.2015

Completed By: Adam Watts

Signed: -----

## **4. GUIDANCE AND INFORMATION**

### **4.1 LEGISLATION**

It is an offence to smoke or allow smoking in enclosed areas. To protect non-smokers from the dangers of passive smoking, it is illegal for employees, visitors, customers or others to smoke in premises which are wholly or substantially enclosed i.e. any public place (including workplaces) which has a roof and walls on more than 50% of its perimeter. This includes previously designated smoking rooms, even if they contain mechanical ventilation.

It is also an offence to smoke in vehicles used for business, including light and heavy goods vehicles and public transport, Company cars or private cars used for business.

Vehicles which are for the sole use of one individual and are never used by any other person either as a driver or a passenger for work purposes may if the Company desires be permitted to be smoked in.

For vehicles affected by the ban, "no-smoking" signs must be displayed in the vehicle. There is no legal requirement on the size of these signs. The signs must:

- Display the international "no-smoking" symbol.

Certain premises are exempt, mainly in the care sector. This exemption allows for designated smoking rooms on humanitarian grounds. All non-smokers, employees and non-employees still need to be protected from passive smoke.

Hotels, boarding houses, inns etc that have at least two sets of separate sleeping accommodation are allowed to designate one or more smoking bedrooms where the occupants may smoke. Proprietors and managers of exempted premises are under no obligation to provide smoking areas if they do not wish to do so.

Failure to comply is a criminal offence and is enforced by Environmental Health Officers, Technical Officers and Licensing Officers who can fine individuals a fixed penalty of £50 for smoking on non-smoking premises.

The person in control of the premises can be fined a fixed penalty of £200 for either allowing persons to smoke or failure to display suitable warning notices on non-smoking premises.

Refusal or failure to pay the fine may result in prosecution and could lead to a fine of up to £2,500. It is a legal requirement to display 'No Smoking' signs in non-smoking premises.

Outdoor smoking areas for staff are allowed, providing they comply with the legislation. They can be open air areas, ideally with stubbing-out bins, or purpose built smoking shelters providing they are no more than 50% enclosed. Legal and local planning advice should be sought to ensure any proposed changes to the premises do not contravene local planning guidelines.

The safety of the persons using the facilities must be assessed e.g. if the area is poorly lit, isolated or otherwise unsafe. A risk assessment should take into account factors such as:

- Segregation of pedestrians and moving vehicles
- Adequate lighting
- Fire hazards
- The personal safety of persons smoking outside

## **4.2 Second Hand Smoke**

Second hand smoke is made of two types of smoke:

Mainstream smoke - is smoke breathed in and out by smokers

Side stream smoke - comes from the end of a burning cigarette or cigar, and makes up 85 per cent of the smoke in a smoky environment.

This type of smoke contains more toxins and nicotine than mainstream smoke.

### **Short-term effects:**

The effects you might notice straight away include:

- Coughing
- Headache
- Eye irritation
- Sore throat
- Sneezing and runny nose
- Feeling sick
- Breathing problems (and possibly an asthma attack)
- Irregular heartbeat (a particular problem for people with heart disease)

### **Long-term effects:**

- Worsening of chest problems and allergies like asthma, hay fever, bronchitis and emphysema
- Increased risk of heart disease
- Increased risk of lung cancer
- Pregnant women exposed to second hand smoke can pass on the harmful gases and chemicals to their babies

### **4.3 Help and advice**

If your employees need advice and support on how to stop smoking, the following may be useful:

The can call Smokeline England 0800 169 1697 between 7.00 am and 11.00 pm.

Or go online – [www.gosmokefree.co.uk](http://www.gosmokefree.co.uk)

or Text: SMOKEFREE and their postcode to 88088

Action on Smoking and Health (ASH) is a voluntary organisation which aims to raise awareness about tobacco and its effects on people's lives.

### **4.4 Giving UP**

#### **'Cold turkey' - using willpower alone**

What is willpower?

Willpower is - quite literally - using your "strength of will" to stop you from smoking a cigarette. With this technique you rely on your own ability to ignore the classic side-effects of nicotine withdrawal: for example irritability, insomnia and/or sweating.

How does it work?

Using willpower alone is the least complicated method of stopping smoking - you simply stop and decide not to start again. Willpower simply means that you choose to ignore any symptoms of nicotine withdrawal you may experience, and refuse to give in to any temptations you feel to have another cigarette.

How successful is willpower in stopping people smoking?

Whether you are able to give up smoking for good will depend on how motivated you are to stop. Nicotine is a highly addictive drug, and most smokers do not continue to smoke out of choice but because they are addicted to nicotine.

### **4.5 Nicotine patches to stop smoking**

What are nicotine patches?

Nicotine patches look like oversized sticking plasters and are stuck onto the skin. The patch contains nicotine, which is slowly released into the body through the skin. The nicotine delivered is "clean" - it does not contain the other harmful chemicals released by cigarettes.

## How do nicotine patches work?

It is the nicotine in tobacco that makes people addicted to smoking, so when you stop smoking your body craves nicotine. It is this craving that makes you want to start smoking again. This craving is often coupled with nicotine withdrawal symptoms, which include:

- Cravings for tobacco
- Irritability & outbursts of anger
- Weight gain
- Depression
- Headaches
- Insomnia
- Anxiety
- Loss of concentration
- Tiredness
- Constipation
- Restlessness
- Dizziness

Nicotine patches help smokers to overcome any withdrawal effects from stopping smoking by slowly releasing nicotine into the body. However, you will still need to use willpower because nicotine replacement therapy will not completely remove the desire to smoke.

When you use nicotine patches to stop smoking, you start with patches that contain a higher level nicotine in the first few weeks, and then step down to patches containing less nicotine. Patches are available in forms that supply a constant dose of nicotine for 16 or 24 hours but there is no evidence that a 24-hour patch is more effective, or that tapering off patches is more effective than suddenly stopping them.



# WELFARE POLICY ARRANGEMENTS

## **Policy**

We will provide welfare facilities in accordance with the requirements of the Workplace (Health, Safety and Welfare) Regulations as a minimum. Suitable and sufficient facilities will be provided taking into account the number of people and the tasks or work they will be undertaking. We will ensure that all facilities provided are effectively maintained in a clean and orderly condition at all times and that they are suitable for the purpose for which they are intended. We will repair any defects or damage to welfare facilities and will provide all employees with suitable information relating to welfare facilities.

## **1. ARRANGEMENTS FOR WELFARE FACILITIES**

### **The Welfare Co-ordinator will ensure that:**

- 1.1 There are provisions for drinking water and a means of consuming it (cups or drinking fountain).
- 1.2 Arrangements are in place for heating food and providing adequate facilities for making hot drinks.
- 1.3 Adequate numbers of tables and chairs are provided for persons to rest.
- 1.4 Arrangements are in place to ensure adequate heating and ventilation of the workplace.
- 1.5 Arrangements are in place for the adequate cleaning and maintenance of our premises including toilets, washing, changing and drying facilities.
- 1.6 Sufficient sanitary and washing facilities are provided for the number of employees likely to be permanently occupying the premises.
- 1.7 Separate changing facilities are available where necessary for men and women and adequate facilities for the storage of clothing is provided.
- 1.8 Arrangements are in place for the effective means of disposal of sanitary waste from female toilets.
- 1.9 Adequate lighting is provided and maintained throughout the premises.
- 1.10 There is sufficient room and space available for each employee to carry out their duties safely.
- 1.11 Workstations and seating is provided and arranged to allow tasks to be carried out safely and comfortably.
- 1.12 Suitable and effective arrangements are in place for the maintenance of the workplace and of equipment, devices and systems provided.
- 1.13 Adequate arrangements are in place for controlling the movement of vehicles and pedestrians such that both can circulate in a safe manner.

## 2. WELFARE FACILITIES MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

**Name: Adam Watts**

**Date: 07.01.2015**

**Yes No**

1.1	Are there provisions for drinking water and a means of consuming it (cups or drinking fountain)?	X	
1.2	Are arrangements in place for heating food and providing adequate facilities for making hot drinks?	X	
1.3	Are there adequate numbers of tables and chairs provided for persons to rest?	X	
1.4	Are arrangements in place for adequately heating and ventilating the workplace?	X	
1.5	Are adequate arrangements in place for the cleaning and maintenance of the premises including toilets, washing, changing & drying facilities?	X	
1.6	Are sufficient sanitary and washing facilities provided for the number of employees likely to be permanently occupying the premises?	X	
1.7	Is separate changing facilities available where necessary for men and women?	X	
1.8	Are arrangements in place for the effective means of disposal of sanitary waste from female toilets?	X	
1.9	Is adequate lighting is provided and maintained throughout the premises?	X	
1.10	Is there sufficient room and space available for each employee to carry out their duties safely?	X	
1.11	Are workstations and seating provided and arranged to allow tasks to be carried out safely and comfortably?	X	
1.12	Are suitable and effective arrangements in place for the maintenance of the workplace, equipment, devices and systems provided?	X	
1.13	Are adequate arrangements in place for controlling the movement of vehicles and pedestrians so that both can circulate in a safe manner?	X	

**Comments/Further Action**


### 3. WELFARE FACILITIES MONITORING AND REVIEW

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: 07.01.2015

Completed By: Adam Watts

Signed: 

## **4. Guidance**

### **4.1 Welfare Provisions**

When people are employed however short the period of time there is a requirement to provide adequate and appropriate welfare facilities for them while they are at work as far as is reasonably practicable.

This means facilities must be provided unless it is clearly unreasonable in terms of time, trouble, cost and physical difficulty.

Welfare facilities are those that are necessary for the well-being of employees, such as washing, toilet, rest and changing facilities, and somewhere clean to eat and drink during breaks as required by the Workplace (Health, Safety and Welfare) Regulations 1992.

The requirement is to provide adequate toilet and washing facilities for employees.

Adequate means providing:

- Enough toilets and washbasins for those expected to use them, people should not have to queue for long periods to go to the toilet.
- Where possible, separate facilities for men and women, failing that, rooms with lockable doors.
- Clean facilities. To help achieve this walls and floors should preferably be tiled (or covered in suitable waterproof material) to make them easier to clean.
- A supply of toilet paper and, for female employees, a means of disposing of sanitary dressings.
- Facilities that are well lit and ventilated.
- Facilities with hot and cold running water.
- Enough soap or other washing agents..
- A basin large enough to wash hands and forearms if necessary
- A means for drying hands, e.g. paper towels or a hot air dryer.
- Showers where necessary, e.g. for particularly dirty work.

Consideration also must be given to the needs of those with disabilities.

## 4.2 Number of Facilities Required

1	2	3
Number of people at work	Number of water closets	Number of wash stations
1 to 5	1	1
6 to 25	2	2
26 to 50	3	3
51 to 75	4	4
76 to 100	5	5

In the case of sanitary accommodation used only by men, the following may be used if desired, as an alternative to column 2 of the above table. A urinal may either be an individual urinal or a section of urinal space which is at least 600 mm long.

1	2	3
Number of men at work	Number of water closets	Number of urinals
1 to 15	1	1
16 to 30	2	1
31 to 45	2	2
46 to 60	3	2
61 to 75	3	3
76 to 90	4	3
91 to 100	4	4

## 4.3 Arrangements for Meal Breaks

There should be a suitable seating area for workers to use during breaks, it needs to be clean and located where food will not get contaminated.

There should be washing facilities nearby, and a means of heating food or water for hot drinks. You must maintain good hygiene standards.

## 4.4 Changing and Storing Clothing

If the work activity requires employees to change into and wear specialist clothing (overalls, a uniform, thermal clothing etc), then you must provide enough changing rooms for the number of people expected to use them.

Where a changing room is provided it should:

- Be readily accessible.
- Contain, or lead directly to, clothing storage and washing facilities.
- Provide seating.

- Provide a means for hanging clothes - a hook or peg may be sufficient.
- Ensure the privacy of the user.

Separate use of changing facilities should be available to men and women.

Try to prevent employees' own clothing coming into contact with work-soiled clothing or getting dirty or wet. Provide separate storage for clean and contaminated clothing which:

- Allows wet clothing to be hung up to dry out during the course of the day.
- Is well ventilated.

#### **4.5 Temperatures for inside work areas**

The temperature in workrooms should normally be at least 16°C unless much of the work involves severe physical effort in which case the temperature should be at least 13°C. These temperatures may not, however, ensure reasonable comfort, depending on other factors such as air movement and relative humidity. These temperatures refer to readings taken using an ordinary dry bulb thermometer, close to workstations, at working height and away from windows.

#### **4.6 Lighting Requirements**

Lighting should be sufficient to enable people to work, use facilities and move from place to place safely and without experiencing eye-strain. Stairs should be well lit in such a way that shadows are not cast over the main part of the treads. Where necessary, local lighting should be provided at individual workstations, and at places of particular risk such as pedestrian crossing points on vehicular traffic routes. Outdoor traffic routes used by pedestrians should be adequately lit after dark.

Dazzling lights and glare should be avoided. Lights and light fittings should be of a type, and so positioned, that they do not cause a hazard (including electrical, fire, radiation or collision hazards). Light switches should be positioned so that they may be found and used easily and without risk.

Lights should not be allowed to become obscured, for example by stacked goods, in such a way that the level of light becomes insufficient. Lights should be replaced, repaired or cleaned, as necessary, before the level of lighting becomes insufficient. Fittings or lights should be replaced immediately if they become dangerous, electrically or otherwise.

#### **4.7 Minimum Space**

Workrooms should have enough free space to allow people to get to and from workstations and to move within the room, with ease. The number of people who may work in any particular room at any one time will depend not only on the size of the room, but on the space taken up by furniture, fittings, equipment, and on the layout of the room. Workrooms, except those where people only work for short periods, should be of sufficient height (from floor to ceiling) over most of the room to enable safe access to workstations.

The total volume of the room, when empty, divided by the number of people normally working in it should be at least 11 cubic metres. In making this calculation a room or part of a room which is more than 3.0 m high should be counted as 3.0 m high. The figure of 11 cubic metres per person is a minimum and may be insufficient if, for example, much of the room is taken up by furniture etc.

#### **4.8 Provision of Workstations**

Workstations should be arranged so that each task can be carried out safely and comfortably.

The worker should be at a suitable height in relation to the work surface. Work materials and frequently used equipment or controls should be within easy reach, without undue bending or stretching.

Workstations including seating, and access to workstations, should be suitable for any special needs of the individual worker, including workers with disabilities.

Each workstation should allow any person who is likely to work there adequate freedom of movement and the ability to stand upright. Spells of work which unavoidably have to be carried out in cramped conditions should be kept as short as possible and there should be sufficient space nearby to relieve discomfort.

There should be sufficient clear and unobstructed space at each workstation to enable the work to be done safely. This should allow for the manoeuvring and positioning of materials, for example lengths of timber.

Seating when provided should give adequate support for the lower back, and a footrest should be provided for any worker who cannot comfortably place his or her feet flat on the floor.

#### **4.9 Workplace Equipment, Devices and Systems**

Workplace, equipment and devices should be maintained in an efficient state, in efficient working order and in good repair.

'Efficient' means efficient from the view of health, safety and welfare (not productivity or economy).

If a potentially dangerous defect is discovered, the defect should be rectified immediately or steps should be taken to protect anyone who might be put at risk, for example by preventing access until the work can be carried out or the equipment replaced.

Where the defect does not pose a danger but makes the equipment unsuitable for use, for example a sanitary convenience with a defective flushing mechanism, it may be taken out of service until it is repaired or replaced, but if this would result in the number of facilities being less than that required by legislation, the defect should be rectified without delay.



Systems of maintenance where appropriate, for certain equipment and devices and for ventilation systems are required.

A suitable system of maintenance involves ensuring that:

- Regular maintenance (including, as necessary, inspection, testing, adjustment.
- Lubrication and cleaning) is carried out at suitable intervals.
- Any potentially dangerous defects are remedied, and that access to defective equipment is prevented in the meantime.
- Regular maintenance and remedial work is carried out properly.
- And a suitable record is kept to ensure that the system is properly implemented and to assist in validating maintenance programmes.

Examples of equipment and devices which require a system of maintenance include emergency lighting, fencing, fixed equipment used for window cleaning, anchorage points for safety harnesses, devices to limit the opening of windows, powered doors, escalators, moving walkways and lifts.

#### **4.10 Organisation of Traffic Routes**

'Traffic route' is defined as 'a route for pedestrian traffic, vehicles or both and includes any stairs, staircase, fixed ladder, doorway, gateway, loading bay or ramp'.

There should be sufficient traffic routes, of sufficient width and headroom, to allow people on foot or in vehicles to circulate safely and without difficulty.

Features which obstruct routes should be avoided.

On traffic routes in existence before 1 January 1993, obstructions such as limited headroom are acceptable provided they are indicated by, for example, the use of conspicuous tape. Consideration should be given to the safety of people with impaired or no sight.

In some situations people in wheelchairs may be at greater risk than people on foot, and special consideration should be given to their safety. Traffic routes used by people in wheelchairs should be wide enough to allow unimpeded access, and ramps should be provided where necessary.

Access between floors should not normally be by way of ladders or steep stairs. Fixed ladders or steep stairs may be used where a conventional staircase cannot be accommodated, provided they are only used by people who are capable of using them safely and any loads to be carried can be safely carried.

Routes should not be used by vehicles for which they are inadequate or unsuitable.

Any necessary restrictions should be clearly indicated. Uneven or soft ground should be made smooth and firm if vehicles might otherwise overturn or shed their loads. Sharp or blind bends on vehicle routes should be avoided as far as possible; where they are unavoidable, measures such as one-way systems or the use of mirrors to improve vision should be considered.

On vehicle routes, prominent warning should be given of any limited headroom, both in advance and at the obstruction itself. Any potentially dangerous obstructions such as overhead electric cables or pipes containing, for example, flammable or hazardous chemicals should be shielded.

Screens should be provided where necessary to protect people who have to work at a place where they would be at risk from exhaust fumes, or to protect people from materials that are likely to fall from vehicles.

Sensible speed limits should be set and clearly displayed on vehicle routes except those used only by slow vehicles.

Where necessary, suitable speed restricting devices such as road humps should be provided. These should always be preceded by a warning sign or a mark on the road. Arrangements should be made where necessary to avoid fork lift trucks having to pass over road humps unless the truck is of a type which can negotiate them safely.

Traffic routes used by vehicles should be wide enough to allow vehicles to pass on-coming or parked vehicles without leaving the route.

One-way systems or restrictions on parking should be introduced as necessary.

On traffic routes in existence before 1 January 1993, where it is not practical to make the route wide enough, passing places or traffic management systems should be provided as necessary.

Traffic routes used by vehicles should not pass close to any edge, or to anything that is likely to collapse or be left in a dangerous state if hit (such as hollow cast-iron columns and storage racking), unless the edge or structure is fenced or adequately protected.

The need for vehicles with poor rear visibility to reverse should be eliminated as far as possible, for example by the use of one-way systems.

# **CONFINED SPACES POLICY ARRANGEMENTS**

## **Policy**

We will, so far as is reasonably practicable avoid the need for any employee to undertake work or enter a confined space. Where reasonably practicable to do so we will ensure work is carried out from outside of the space. Where work cannot be avoided or entry into a confined space is unavoidable then any work or entry into a confined space will be risk assessed in accordance with a safe system of work. Any employees who are to work in or enter a confined space or be associated with any such tasks will be given adequate training, instruction and information to enable them to undertake the tasks in a safe manner. Equipment provided for use in confined space work or entry will be maintained and sourced as required to ensure it remains serviceable and in good working order.

## **1. ARRANGEMENTS FOR CONFINED SPACES**

### **The Confined Spaces Co-ordinator will ensure that:**

- 1.1 So far as is reasonably practicable work or entry into confined spaces is avoided.
- 1.2 Any works or entry into a confined space that cannot be avoided will be risk assessed and a safe system of work drawn up.
- 1.3 Where works or access in a confined space is unavoidable emergency arrangements are put in place that will also safeguard rescuers before work commences.
- 1.4 A permit to work system is introduced alongside the safe system of work.
- 1.5 All persons who are required to work in, enter or are associated with confined spaces are given adequate training, instruction and information.
- 1.6 Employees are fit to undertake the tasks given to them.
- 1.7 All equipment for use in confined space work is fit for purpose and maintained in good working order.
- 1.8 Adequate supervision is provided commensurate with the level of risk identified in the risk assessment.

## 2. CONFINED SPACES MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan  
Positive answers should cross-reference supporting material*

**Name: Adam Watts**

**Date: 07.01.2015**

**Yes No**

1.1	As far as is reasonably practicable is all work or entry into confined spaces avoided?	X	
1.2	Are risk assessments and safe systems of work drawn up for all works or entry into confined spaces that cannot be avoided?	X	
1.3	Where work or access in a confined space is unavoidable are emergency arrangements put in place which also safeguards rescuers before such works or access commences?	X	
1.4	Is a permit-to-work system operating alongside the safe systems of work?	X	
1.5	Do all persons who are required to work in, enter or are associated with confined spaces given adequate training, information and instruction?	X	
1.6	Are employees fit to undertake the tasks given to them?	X	
1.7	Is all equipment used in confined space work fit for purpose and maintained in good working order?	X	
1.8	Is adequate supervision always provided?	X	

**Comments/further action**


### 3. CONFINED SPACES MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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1.8	

Date: 07.01.2015

Completed By: Adam Watts

Signed:  .....

## **4. GUIDANCE AND RECORDS**

### **4.1 CONFINED SPACES**

#### **4.2 Introduction**

A confined space is defined as any place, including any chamber, tank, silo, pit, trench, pipe, sewer, flue or other similar space, which, by virtue of its enclosed nature (though not always entirely) gives rise to a risk.

They are therefore potentially dangerous places in which to work because they may trap hazardous concentrations of toxic or flammable gases or vapours. Confined spaces are also liable to become deficient in oxygen due to the build-up of a gas or vapour which is not itself toxic but which displaces the breathable air. Very often the dangerous atmosphere is a result of the work being done - for instance welding, painting, flame cutting, the use of adhesives and solvents.

The Confined Space Regulations lay down the duties of employers and the self-employed. Where either party has work in confined spaces where the work is under their control, they have a duty to comply with the Regulations in respect of their own employees or themselves. They must also liaise with and co-operate with others to agree the respective responsibilities in terms of the Regulations and duties.

The Confined Space Regulations require employers to ensure that no person enters a confined space for work purposes, unless it is not reasonably practicable to perform the work externally.

If entry to a confined space is unavoidable, employers must carry out a risk assessment of the work activity before anyone enters the confined space. In this situation, a documented safe system of work should be put into place.

The risk assessment must consider the general condition of the confined space - previous contents, residues, contamination, oxygen deficiency and oxygen enrichment, and physical dimensions.

#### **4.3 Supervision**

The findings of the risk assessment will determine the degree of supervision required. In most cases, the level of risk is likely to require constant supervision, along with the operation of a permit-to-work system.

#### **4.4 Personnel selection**

Persons who will be expected to work in confined spaces must be physically and mentally suitable. It is recommended that employees for such work are over 18 years and preferably under 50 years of age. Heavy manual tasks, with the necessity for rescue training and the possible added burden of working in breathing apparatus may make the job too demanding for older

persons. Anyone 50 or over who is already employed on work in confined spaces should be medically examined annually, and additionally after any illness.

No-one with any of the following disabilities should work in confined spaces:

- A history of fits, blackouts or fainting attacks
- A history of heart disease or heart disorders
- High blood pressure
- Asthma, bronchitis or shortness of breath on exertion
- Deafness
- Menière's disease or any illness causing giddiness or loss of balance
- Claustrophobia or other nervous or mental disorder
- Back pain or joint trouble that would limit mobility in a cramped space
- Deformity or disease of the lower limbs limiting movement
- Chronic skin disease
- Serious defect in eyesight
- Lack of sense of smell

#### **4.5 Training**

Work in confined spaces must only be undertaken by employees who have been properly trained for the job.

It is the employer's duty under Section 2(2)c of the Health and Safety at Work Act to provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees.

Training must be given to:

- Supervision
- Persons who will be expected to enter confined spaces to work in them
- Persons who will act as attendants
- Persons appointed to form a rescue team

The training and instruction will depend on the individual operations, but in addition to any specialised training for particular tasks, general training for work in confined spaces must include:

- Observation of the safe system of work
- Instruction of the suitable types of breathing apparatus, and practice in their use, care and maintenance
- Instruction in the use of atmosphere testing equipment
- Training in the procedures for rescue, including the correct use and maintenance of rescue equipment and resuscitation equipment
- Instruction in first aid, treatment of shock, resuscitation
- Instruction and practice in the correct procedures in emergencies, especially evacuation
- Instruction and practice in the correct use of fire fighting equipment



- Observance of personal hygiene rules to avoid health risks
- The use of mobile radio equipment

Practice drills are an essential part of training and the use of breathing apparatus should be practiced regularly, along with procedures for emergency evacuation.

The drill should ensure that employees acquire a sound working knowledge of the signal communicating system to be used between persons working in the confined space and those in attendance outside. They must also learn the correct procedure for summoning medical aid or the emergency services, and the use and maintenance of any recovery winches or other methods of recovery.

Refresher courses should be given as necessary on a regular basis and a full up to date record is kept of the type of training given to each person.

#### **4.6 Atmosphere testing and monitoring**

Confined Spaces Regulations requires that every workplace must be adequately ventilated to ensure that it is safe. In confined spaces, forced ventilation must be provided if there is a risk of the air becoming deficient in oxygen or contaminated with dangerous dust, fumes or gases. Atmospheric testing must be carried out by a competent person who has knowledge of existing standards for the airborne contaminants being monitored and is trained in the risks involved. No-one must be allowed to enter until a competent person is satisfied that entry is safe.

An atmosphere which is safe on entry may become unsafe through any number of reasons and continuous monitoring is therefore necessary while persons are working inside.

The odour of gases may give an early indication of possible danger, but it must not be relied on without the back-up of atmosphere testing instruments. The sense of smell varies greatly from person to person and is poor in the older age groups. Some dangerous gases have no smell (for instance carbon monoxide and methane) and others paralyse the sense of smell (for example hydrogen sulphide).

Without any poisonous gas being present the atmosphere may become lethal through depletion of oxygen. Normal air contains about 21% oxygen, 79% nitrogen. Below 17% oxygen a flame will not burn and the atmosphere is not fit to breathe.

The person working in an oxygen-deficient atmosphere may not be aware that he is in danger, consequently symptoms such as breathlessness, faintness, lack of physical co-ordination, should lead to immediate evacuation, since unconsciousness can follow extremely quickly.

#### **4.7 Oxygen enrichment**

An oxygen-enriched atmosphere, can be equally dangerous. With an excess of oxygen in the air some substances containing organic matter become liable to spontaneous combustion. Grease and oil, for instance, may self-ignite, and also paint, plastics, textiles, paper and wood.

Oxygen in more than its normal proportions in the air also greatly increases the combustibility of all other materials. A fire in an oxygen-enriched atmosphere develops with great speed and ferocity and may be particularly difficult to extinguish.

The atmosphere can accidentally become too rich in oxygen as a result of work which releases extra oxygen into the air, for instance oxy-propane cutting.

It is dangerous to purge with oxygen instead of air and in no circumstances should oxygen be introduced into a confined space.

#### **4.8 Working precautions**

Carrying out a job in a confined space often requires working in cramped conditions, so work shifts should be interspersed with rest periods which the worker should spend in fresh air. He must leave the confined space at the expiry of the time limit on the permit-to-work.

The efficiency of the ventilation should be monitored by testing the atmosphere frequently with a correctly calibrated explosimeter, or similar testing device.

"No smoking - no naked lights" must be the rule in and near all confined space operations. Only non-sparking tools must be used, and no nylon lines or nylon clothing allowed because of the danger of generating a spark from static electricity.

All electrical tools and lighting must be flameproof or intrinsically safe. Cylinders containing compressed gases, or any lines or equipment connected to cylinders outside the confined space, should be removed at meal breaks, shift changes or whenever that space is left unattended.

#### **4.9 Permit-to-work**

For work in confined spaces the best way of ensuring a safe system of work is by introduction of a permit-to-work system.

The permit-to-work is a document prepared by a responsible person who is familiar with the work procedures, the hazards and all necessary precautions and who has carried out a thorough assessment of the situation. The permit gives written authority for the confined space to be entered and the work to start, and lays down the time when it must stop. It sets out the correct

sequence of work, the exact way in which work is to be done, the responsibilities of all persons involved, and the safety checks made and all the precautions taken. The permit-to-work is not issued until the responsible person has put his signature to this record, thus confirming that every step in the sequence of safety checks has been taken.

#### **4.10 Rescue**

The procedure for rescue in an emergency should be set out clearly in the permit-to-work, with specific jobs allocated to specific persons.

Training must ensure that if a rescue becomes necessary, all persons concerned are thoroughly familiar with the routine procedures through frequent practice drills.

The communication system must not rely on any method (for instance, blowing whistles) that becomes impossible when breathing apparatus is being worn. Signals by means of rope can also be unreliable, since if the rope snags, communication is lost.

At the same time a danger alert must not rely on a signal given by the worker inside the confined space, since if he is overcome suddenly he will be in no condition to give the alarm and he may be working alone. If space allows, therefore, a minimum of two men should enter a confined space when working out of sight of the external observer. Communication must be of a fail-safe type - that is to say, if the worker inside the confined space does NOT take the right action, the alarm is given. For instance, if a periodic pre-arranged signal is NOT received at the end of the normal interval, it indicates an emergency.

In some workplaces a regular shout from the man outside to the one inside works well; if no answer is heard, the outside man starts the emergency procedures.

The essentials for rescuing someone from a confined space are that:

- The outside observer must have means of knowing immediately that a man is gassed or has met with an accident.
- The rescue team, alerted by the observer, must get the casualty out into free air as quickly as possible.
- The casualty must be given first aid quickly, either at the work location or immediately he is brought out into free air, and the appropriate medical attention as soon thereafter as possible.

#### **4.11 Rescue equipment**

The rescue equipment should include breathing apparatus, resuscitation apparatus and oxygen. It should include:

- 2 safety harnesses with adequate length of rope taking account of the workplace location.
- Intrinsically safe hand torches or cap lamps.
- At least 1 set of suitable breathing apparatus and emergency breathing pack.
- First aid equipment.
- Fire fighting equipment.
- Emergency breathing pack.
- Audible alarm for summoning help.
- Resuscitation equipment.
- Means of communication with the surface observer.

#### **4.12 Entry for rescue**

Where the casualty has had an accident and is injured in an atmosphere certified on entry as safe, rescuers can enter without breathing apparatus provided there are not indications that the atmosphere has become unsafe.

However, if the casualty has collapsed and the cause is not known, then rescuers must wear breathing apparatus. This applies even if, when the person entered the confined space, it was certified as safe to enter. The reason for the collapse could be an overall deterioration in the atmosphere since entry was made, or a deterioration in the particular area where the casualty has been overcome.

If fire has broken out, or flammable gas is suspected, a pre-arranged procedure must provide for the immediate summoning of the fire brigade.

#### **4.13 Breathing apparatus**

Breathing apparatus is used for work in confined spaces when the atmosphere is not safe to breathe.

Different types of breathing apparatus are given below:

##### **1. Fresh air breathing apparatus**

Supplied by air line from fresh air in response to the wearer's own respiratory effort, or assisted by a blower. There must always be an attendant on duty at the free air end.

The advantage of this type is that there is no time limit on the supply of air. The disadvantage is the limitation on movement imposed by the air line (it must not be more than 9m from fresh air) and the risk of the line becoming snagged.

## **2. Air line breathing apparatus**

Supplied with compressed air by air line from a compressor or cylinders. In either case an attendant must always be on duty at the supply end to monitor the uninterrupted supply of compressed air.

If the air is supplied by a compressor, care must be taken to see that the compressed air delivered to the breathing apparatus wearer is pure and uncontaminated by oil, exhaust gases or any other pollutants.

The advantage is the unlimited supply of air; the disadvantage is the presence of the air line.

## **3. Self-contained breathing apparatus**

Supplied by compressed air from cylinder carried on the user's back. This type is free from the disadvantage of a trailing air line, and it allows the person to be supplied with compressed air or whatever mixture of gases is suitable in the circumstances, and to move freely. The disadvantages are entry through a small manhole is not possible wearing a cylinder pack; working in a cramped space is also impossible, the weight of the pack, the limited duration of the air in the cylinder; which decreases in heavy work.

This type of breathing apparatus is only suitable for light work of short duration in larger confined spaces (for example, inspection, air testing, etc or rescue work).

## **4. Escape breathing apparatus**

Self-contained breathing apparatus with small cylinder. Its purpose is simply to provide enough respirable air in an irrespirable atmosphere to give the wearer time to escape.

All breathing apparatus must be thoroughly examined at least once every month by a competent person authorised by certificate to carry out such examinations, and inspected, tested and certified at intervals not exceeding six months. Additionally, breathing apparatus should be inspected and tested after use, and when it is brought on to a new site.

### **4.14 Personnel**

People who will or may have to use breathing apparatus must be fit, and not suffering from any chronic or acute respiratory ailment. And they must be properly trained in the use of the equipment.

Training, given by a qualified person, should include:

- Instruction in the hazards that necessitate the use of breathing apparatus.
- Information on the equipment, its mode of operation and its limitations.

- Instruction on the care and cleaning of apparatus.
- Instruction on how to don the equipment, adjust the face-piece and supply valves where necessary, and to test for leaks around the face-piece (beards and facial hair may prevent an air-tight seal).
- How to deal with malfunctions and failures of equipment during use.
- Instruction on the use of breathing apparatus in emergency procedures.
- The functions and limitations of escape breathing apparatus.

Maintenance and servicing of breathing apparatus should be in accordance with the manufacturers' instructions and carried out by trained personnel.

# PERMIT TO WORK IN CONFINED SPACES

## PARTS A and B

Note: This permit is valid for one shift only

### PART A - PREPARATION

Plant/area to be worked on	Loft Space		
Commencing at (time)	0800	hours on	1.11.09(date)
Work to be completed	1700 on 1.11.09		
The above plant has been withdrawn from service at [Enter time] hours on [Enter date] (date).			
The above plant has been isolated from			
• ingress of dangerous fumes	Yes x	<input type="checkbox"/>	No <input type="checkbox"/>
• sources of electrical power	Yes x	<input type="checkbox"/>	No <input type="checkbox"/>
• gas or liquids under pressure	Yes x	<input type="checkbox"/>	No <input type="checkbox"/>
• steam or heat	Yes x	<input type="checkbox"/>	No <input type="checkbox"/>
at [Enter time] hours on [Enter date] (date).			
Number of workers authorised to work under this permit	2		

### ALL PREPARATION IS NOW COMPLETE

Name of authorised person responsible for the work	S.Aindow		
Signature	S.Aindow		
Date	31.10.09	Time	1600

### PART B - ATMOSPHERIC TESTS

The atmosphere has been tested for			
The atmosphere has been found to be satisfactory for work to be carried out with/without * the use of breathing apparatus.			
The atmosphere will be retested at [Enter time] hours on [Enter date]/continuously whilst work is in progress*.			
Name of competent person undertaking atmospheric tests			
Signature			
Date		Time	
Organisation			

**PARTS C, D and E**

**PART C - SAFETY PRECAUTIONS**

In addition to isolation procedures listed in Part A above the following safety precautions have been taken:

- breathing apparatus Yes  No x
- lifebelt and rope held on the outside of the confined space Yes  No x
- eye protection Yes x  No
- protective clothing Yes x  No
- dust respirator Yes x  No
- non-sparking approved tools Yes x  No
- exhaust fan Yes  No x
- others (specify). Yes  No x

Signature of competent person responsible for the work

Date  Time

**PART D – AUTHORISATION**

The precautions specified in A, B and C have now been taken and it is now safe to enter the confined space.

This permit is valid until

Date  Time

Signature of authorised person responsible for the work

**PART E - ACCEPTANCE OF PERMIT**

I have read and understood this permit and will undertake to work in accordance with the conditions set out hereon.

Name of person in charge of work

Organisation

Signature

Date  Time

*\* Delete as applicable*



## **CONSTRUCTION (DESIGN AND MANAGEMENT)**

### **Policy**

We will ensure that when undertaking any construction work the requirements of the Construction (Design and Management) Regulations are met. We will satisfy ourselves that any contractors or designers we engage are competent and adequately resourced. We will ensure co-operation and co-ordination between all members of the project team. We will plan, manage and monitor construction work to ensure work is carried out safely. We will provide information to the relevant parties about risks to others created by our work. We will provide information and training to our employees. Where we are the principal contractor we will develop the construction phase health and safety plan and liaise closely with the CDM Co-ordinator. Where we are not the principal contractor we will co-operate and provide relevant information about our activities to the principal contractor and with any relevant rules in the health and safety plan. We will inform the principal contractor of any accidents and dangerous occurrences and provide information for the health and safety file.

## **1. ARRANGEMENTS FOR CONSTRUCTION (DESIGN AND MANAGEMENT)**

### **The Construction Work Co-ordinator will ensure that:**

- 1.1 Arrangements are in place to ensure the competency of any contractors or designers engaged and that they have adequate resources available with regard to health and safety.
- 1.2 Co-operation and co-ordination takes place between all members of the project team.
- 1.3 Construction work is planned, managed and monitored to ensure work is carried out safely.
- 1.4 Arrangements are in place for controlling risks during construction work and method statements are prepared where deemed necessary.
- 1.5 Information is distributed to all relevant parties about the risks created by our works.
- 1.6 Information and training is provided to employees.
- 1.7 Relevant information is provided to the CDM Co-ordinator when requested.
- 1.8 Where we are the principal contractor the construction phase health and safety plan is developed in good time.
- 1.9 Where we are not the principal contractor procedures are in place to co-operate with the principal contractor.

## 2. CONSTRUCTION (DESIGN AND MANAGEMENT) MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan  
Positive answers should cross-reference supporting material*

**Name: Adam Watts**

**Date: 07.01.2015**

		YES	No
1.1	Are arrangements in place to ensure the competency of any contractors or designers engaged and that they have adequate resources available with regard to health and safety?	X	
1.2	Are procedures in place to ensure that co-operation and co-ordination takes place between all members of the project team?	X	
1.3	Are arrangements in place to ensure construction work is planned, managed and monitored so as to ensure work is carried out safely?	X	
1.4	Are arrangements in place for controlling risks during construction work and method statements are prepared when necessary?	X	
1.5	Is information distributed to all relevant parties about the risks created by our works?	X	
1.6	Is information and training provided to employees?	X	
1.7	Are arrangements in place for relevant information to be provided to the CDM Co-ordinator when requested?	X	
1.8	When we are principal contractor is the construction phase health and safety plan developed in good time?	X	
1.9	When we are not the principal contractor are procedures in place to co-operate with the principal contractor?	X	
Comments/Further Action			

**3. CONSTRUCTION (DESIGN AND MANAGEMENT) MONITORING AND REVIEW ACTION PLAN**

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: 07.01.2015

Completed By: Adam Watts

Signed: 

#### **4. GUIDANCE**

The Construction (Design and Management) Regulations (CDM) apply to construction work in Great Britain and its territorial sea. CDM is intended to protect the health and safety of people working in construction and others who may be affected by their activities.

When appointing contractors to undertake work on your behalf, you must ensure that these works will be adequately controlled. Prior to engaging any contractors you are required to satisfy yourselves that they are competent to undertake the task in a technically proficient and health and safety conscious manner. An initial vetting questionnaire or contractors' questionnaire should be used.

The Construction Design and Management Regulations apply to construction work, which includes, the carrying out of any building, civil engineering or engineering construction work or demolition or dismantling of a structure. The Regulations place a duty on clients, designers and contractors to co-operate and co-ordinate activities, that construction work, is planned, managed and controlled to ensure the health and safety of persons involved in the work and those who may be affected by the construction activities. Construction work must be managed effectively throughout all stages of a construction project. These stages progress from conception, design and planning through to the execution of works on-site and subsequent maintenance and repair, even to final demolition and removal.

Except for where the project is for a domestic client the HSE must be notified on Form F10(Rev) of projects where it is expected the construction work will:

- a) last more than 30 working days, or
- b) involve more than 500 person days i.e. 50 people working 10 days.

Once engaged and prior to any work commencing you should request the appropriate method statements and associated risk assessments from contractors. These should then be examined to ensure they identify the appropriate health and safety considerations associated with the project. These risk assessments must identify the hazards that your employees will be exposed to as a result of the contractor's operations as well as the risk that the contractors themselves will be exposed to. You also have a duty to inform them of any hazards that they may be exposed to as a result of your activities.

When on site all contractors must be adequately supervised to ensure they follow the method statements and risk assessments that they have compiled.

## **SITE WELFARE POLICY ARRANGEMENTS**

### **Policy**

We will provide welfare facilities in accordance with the requirements of the Construction (Design and Management) Regulations Schedule 2 as a minimum. Suitable and sufficient facilities will be provided dependent upon the nature and size of project/task being undertaken and the number of people on site. We will ensure that all welfare facilities provided are maintained in a clean and orderly condition during the construction work. We will repair any defects or damage to welfare facilities and will provide all persons on site with suitable information relating to welfare facilities.

## **1. ARRANGEMENTS FOR SITE WELFARE FACILITIES**

### **The Site Welfare Co-ordinator will ensure that:**

- 1.1 There are provisions for drinking water and a means of consuming it (cups or drinking fountain) on site.
- 1.2 Arrangements are in place for heating food and providing adequate facilities for making hot drinks.
- 1.3 Adequate numbers of tables and chairs are provided for persons to rest.
- 1.4 Arrangements are in place for heating and ventilation of welfare facilities.
- 1.5 Arrangements are in place for the adequate cleaning and maintenance of welfare facilities, toilets, washing, changing and drying facilities.
- 1.6 Arrangements are provided for the number of people working on site, taking account of the types of activity being undertaken.
- 1.7 Separate changing facilities are available for men and women.
- 1.8 Arrangements are in place for the effective means of disposal of sanitary waste from female toilets.
- 1.9 Adequate supplies of toilet paper are always available.
- 1.10 Arrangements are available for washing facilities, with basins or sinks being large enough to wash faces, hands and forearms.
- 1.11 Hot and cold running water is provided.
- 1.12 Adequate supplies of soap and towels are always available.
- 1.13 Arrangements are provided for the secure storage of clothing not worn on site and site protective clothing.
- 1.14 All necessary and appropriate facilities and arrangements are available and in place from day one.

## 2. SITE WELFARE FACILITIES MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

**Name: Adam Watts**

**Date: 07.01.2015**

**Yes No**

1.1	Are there provisions for drinking water and a means of consuming it (cups or drinking fountain) on site?	X	
1.2	Are arrangements in place for heating food and providing adequate facilities for making hot drinks?	X	
1.3	Are there adequate numbers of tables and chairs provided for persons to rest?	X	
1.4	Are arrangements in place for heating and ventilation of welfare facilities?	X	
1.5	Are adequate arrangements in place for the cleaning and maintenance of welfare facilities, toilets, washing, changing and drying facilities?	X	
1.6	Are arrangements provided for the number of people working on site, taking account of the types of activity being undertaken?	X	
1.7	Are separate changing facilities available for men and women?	X	
1.8	Are arrangements in place for the effective means of disposal of sanitary waste from female toilets?	X	
1.9	Is there always an adequate supply of toilet paper available?	X	
1.10	Are arrangements available for washing with basins or sinks being large enough to wash faces, hands and forearms?	X	
1.11	Is hot and cold running water provided?	X	
1.12	Is there an adequate supply of soap and towels always available?	X	
1.13	Are arrangements provided for the secure storage of clothing not worn on site and site protective clothing?	X	
1.14	Are all necessary and appropriate facilities and arrangements available and in place from day one?	X	

Comments/Further Action




### 3. SITE WELFARE FACILITIES MONITORING AND REVIEW

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	We are usually working under a main contractor. If we are the main contractor we arrange for welfare through the client if possible or arrange for them to be delivered to site.
1.2	As above
1.3	As above
1.4	As above
1.5	As above
1.6	As above
1.7	As above
1.8	As above
1.9	As above
1.10	As above
1.11	As above
1.12	As above
1.13	As above
1.14	As above

Date: 07.01.2015

Completed By: Adam Watts

Signed: 

## **SITE SECURITY POLICY ARRANGEMENTS**

### **Policy**

We will provide suitable security around the perimeter of the project in the interests of health and safety, to prevent unauthorised access to site. It is our policy that all persons entering and leaving site are required to sign in and out on a daily basis. We will provide security staff to control deliveries and access to site where appropriate. We will assess the impact of the project on the surrounding environment and will liaise with local residents, schools and shops etc to advise of the health and safety procedures in place. We will display suitable warning signs and ensure vehicle and pedestrian segregation. We will provide all persons on site with suitable information relating to security procedures.

## **1. ARRANGEMENTS FOR SITE SECURITY**

**The Site Security Co-ordinator will ensure that:**

- 1.1 Arrangements are in place providing safe and adequate vehicle access onto site.
- 1.2 Arrangements are provided for suitable fences, hoarding and gates to prevent unauthorised access to site.
- 1.3 Arrangements are in place to control access to site.
- 1.4 Arrangements are in place for all persons entering and leaving site to sign in and out.
- 1.5 Adequate and appropriate site signage has been displayed on site.
- 1.6. Due consideration has been given to the protection of the public.
- 1.7 Safe and unobstructed access is available around the site for vehicles and pedestrians.
- 1.8 A notice board displaying up-to-date safety and other important information is available on site.

## 2. SITE SECURITY MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

**Name: Adam Watts**

**Date:07.01.2015**

		<b>Yes</b>	<b>No</b>
1.1	Is safe and adequate vehicle access onto site provided?	X	
1.2	Have suitable fences, hoarding and gates been provided to prevent unauthorised access to site?	X	
1.3	Is access to site suitably controlled by security staff where necessary?	X	
1.4	Are all persons entering and leaving site required to sign in and out?	X	
1.5	Has adequate and appropriate site signage been put up?	X	
1.6	Has the effect of the site on the public been considered and addressed?	X	
1.7	Is safe and unobstructed access available around the site?	X	
1.8	Is there a notice board displaying up-to-date safety and other important information?	X	
Comments/Further Action			

### 3. SITE SECURITY MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	Arranged with site manager
1.2	Provided by main contractor
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1.8	

Date: 07.01.2015

Completed By: Adam Watts

Signed: 

# **SITE EMERGENCY PROCEDURES FOR FIRST AID AND FIRE POLICY ARRANGEMENTS**

## **Policy**

We will provide suitable emergency procedures for first aid and fire to ensure that in the event of an emergency, everyone (including visitors and other contractors etc) are sufficiently aware of the actions that should be taken to ensure the safe evacuation of the workplace. We will carry out a fire risk assessment of the workplace and complete an emergency procedure plan for the site. We will provide suitable first aid facilities, fire and emergency provisions on site to deal with emergencies and we will display suitable first aid and fire signage. We will provide all persons on site with suitable information relating to emergency procedures.

## **1. ARRANGEMENTS FOR SITE EMERGENCIES**

### **The Site Emergency Co-ordinator will ensure that:**

- 1.1 Adequate provisions for a first aid box are available on site.
- 1.2 Arrangements are in place to ensure the first aid box is adequately stocked and contents sterile.
- 1.3 Arrangements are in place to ensure that there is a suitably trained first aider available on site.
- 1.4 Everyone knows who this is and how to contact them in an emergency.
- 1.5 Arrangements are in place for reporting and recording accidents on site.
- 1.6 Arrangements are in place for a fire risk assessment to be completed for the site.
- 1.7 The Emergency Procedure Plan is completed and displayed in a prominent position on site and communicated to everyone.
- 1.8 Arrangements are in place for raising the alarm in an emergency.
- 1.9 Suitable fire extinguishers are provided around site.
- 1.10 Suitable fire exit signs are displayed on site.
- 1.11 The fire muster point is clearly identified.
- 1.12 A suitable number of persons are trained in the use of fire extinguishers.

## 2. SITE EMERGENCIES MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

**Name: Adam Watts**

**Date: 07.01.2015**

		<b>Yes</b>	<b>No</b>
1.1	Are there adequate first aid boxes available on site?	X	
1.2	Is the first aid box adequately stocked and contents sterile?	X	
1.3	Is there a suitably trained first aider available on site?	X	
1.4	Does everyone know who this is and how to contact them in an emergency?	X	
1.5	Is there a procedure in place on site for reporting and recording accidents?	X	
1.6	Has a fire risk assessment been completed for all site works?	X	
1.7	Is the Emergency Procedure Plan completed and displayed in a prominent position on site?	X	
1.8	Are arrangements in place for raising the alarm in an emergency?	X	
1.9	Are suitable fire extinguishers provided around the site?	X	
1.10	Are suitable fire exit signs displayed on site?	X	
1.11	Are the fire muster points clearly identified?	X	
1.12	Are persons trained in the use of fire extinguishers?	X	

**Comments/Further Action**



### 3. SITE EMERGENCIES MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: 07.01.2015

Completed By: Adam Watts

Signed:  .....

#### 4. EMERGENCY PROCEDURE PLAN

These procedures should be completed and displayed on site.

##### **Fire Action**

On discovering a fire, shout FIRE, FIRE, FIRE.

Sound the nearest available fire alarm.

Fight the fire with fire extinguishers, BUT ONLY IF SAFE TO DO SO.

Turn off generators, compressors and other powered equipment.

Turn off all heat producing equipment and shut cylinder valves.

On evacuating do not stop to collect personal belongings.

The fire warden is to call the emergency services.

The fire warden is .....

##### **Spillage (fuels, oils etc.)**

If a polluting discharge should occur the site manager should be notified.

Turn off main supply valves/stop cocks. etc

The polluting material should be contained (by using sand or soil for example).

Where possible pollution to a watercourse is anticipated the site manager is to notify the Environmental Agency telephone - 0800 807060

The site manager is .....

##### **Evacuation Procedure**

On leaving the building, close all doors and windows, BUT ONLY IF SAFE TO DO SO.

Move to the muster point by the nearest safe exit.

The muster point area is : .....

The site manager is to undertake a head count

Following the head count from the fire warden, is to advise the emergency services of the following:

Missing personnel and their last known location.

The emergency vehicle access to the scene of the fire.

The location of the main electrical isolation switch.

No persons are to leave the muster point until instructed to do so by the fire warden.

## **Accident Reporting Procedure**

The manager or supervisor of each site is responsible for maintaining the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences.

The Accident Book, Report Forms and the arrangements to be followed if the injured person is unable to complete an accident report form, is to be completed by the manager /supervisor.

The location of the accident book is .....

## **First Aiders**

The Company will train and appoint qualified first aiders who will initially deal with accidents and, where further medical attention is required, make arrangements for the injured persons to be taken to hospital.

First aiders will be responsible for checking their own first aid box and refill only with items as described under the current regulations.

Company approved first aiders will renew their certificate every three years.

The location of the first aid box is in the Admin Room

The qualified first aider is Dawn Foster, Jordan Watts, Kelly Hind

Signed: S.D. Raynor

Site Manager

# **LIFTING OPERATIONS AND LIFTING EQUIPMENT POLICY ARRANGEMENTS**

## **Policy**

We will ensure the safety of all persons who may be affected by any of our lifting operations by ensuring that all persons engaged in our lifting operations are trained and competent to undertake such works. We will conduct an assessment of risk in relation to lifting equipment and operations to be carried out during any of our works and introduce adequate measures to control the risks identified to as low a level as is reasonably practicable. Lifting equipment will be subjected to regular inspections and thorough examinations throughout the life of the equipment in line with the requirements of the Lifting Operation and Lifting Equipment Regulations.

## **1. ARRANGEMENTS FOR LIFTING OPERATIONS AND LIFTING EQUIPMENT**

**The Lifting Operations and Lifting Equipment Co-ordinator will ensure that:**

- 1.1 Adequate information, instruction and training are given to all individuals engaged in lifting operations.
- 1.2 Risk assessments are carried out by competent persons and adequate control measures are introduced to reduce the risk to as low as is reasonably practicable.
- 1.3 All lifting equipment is sufficiently strong, stable and fit for the purpose it is intended to be used for.
- 1.4 Equipment is positioned or installed so as to prevent risk of injury.
- 1.5 All lifting equipment and accessories are marked with the safe working load (SWL).
- 1.6 All lifting operations are planned, supervised and carried out in compliance with the control measures specified in the risk assessment and method statement.
- 1.7 All lifting equipment is subjected to regular inspections and thorough examinations throughout the life of the equipment in line with the requirements of the Lifting Operations and Lifting Equipment Regulations.

## 2. LIFTING OPERATIONS AND LIFTING EQUIPMENT MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

**Name: Adam Watts**

**Date 07.01.2015**

		Yes	No
1.1	Is adequate information, instruction and training given to all individuals engaged in lifting operations?	X	
1.2	Are risk assessments carried out by competent persons and are adequate control measures introduced to reduce the risks to as low as is reasonably practicable?	X	
1.3	Is all lifting equipment sufficiently strong, stable and fit for the purpose it is used for?	X	
1.4	Is all equipment positioned or installed so as to prevent risk of injury?	X	
1.5	Is all lifting equipment and accessories marked up with the safe working load (SWL)?	X	
1.6	Are all lifting operations planned, supervised and carried out in compliance with the control measures specified in the risk assessments and method statements?	X	
1.7	Is all lifting equipment subjected to regular inspections and thorough examinations in line with the requirements of the Lifting Operations and Lifting Equipment Regulations?	X	

**Comments/further action**

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**3. LIFTING OPERATIONS AND LIFTING EQUIPMENT MONITORING AND REVIEW ACTION PLAN**

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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1.6	
1.7	

Date: 07.01.2015

Completed By: Adam Watts

Signed: 

## **4. GUIDANCE AND RECORDS**

### **4.1 Introduction**

All lifting operations and equipment are regulated by The Lifting Operations and Equipment Regulations (LOLER). Lifting equipment is also covered by the Provision and Use of Work Equipment Regulations (PUWER).

Lifting equipment is any item of equipment used for lifting or lowering loads, and brings into the scope of the Regulations mobile elevated work platforms, ropes used for access and telescopic handlers.

LOLER is concerned with lifting operations in which a load is lifted or lowered by means of lifting equipment.

### **4.2 Organisation of Lifting Operations**

Every lifting operation must be:

- properly planned by a competent person
- appropriately supervised, and
- carried out in a safe manner.

The competent person required to carry out the planning should have adequate practical and theoretical knowledge and experience of planning lifting operations.

### **4.3 Planning and preparation**

The plan (normally called a lifting plan) drawn up by the competent person must state how the lifting operation will be carried out. To be effective the lifting plan must be in place before work starts and must clearly identify what needs to be done, with what, by whom and when. Plans for lifting operations must consider the risks identified by the risk assessment and determine adequate control measures necessary for the operation to be carried out safely. Everyone involved in or affected by the operation e.g. operator, banksman/slinger, site management should be made aware of relevant parts of the lifting plan and must be clear as to how the operation should take place in practice and the actions required of them.

### **4.4 Planning will consist of two parts:**

- Selection of lifting equipment which is suitable for the range of tasks it will have to carry out
- Planning of individual lifting operations so that they can be carried out safely with the equipment provided.

The outcome of the planning process will be a method statement or lifting plan which is the means of clarifying how a lifting operation is to be carried out and



implemented. All method statements/lifting plans must be specific to the site where the operation is taking place.

#### **4.5 Selection of lifting equipment**

Lifting equipment must be suitable for the operation it is to carry out. This must be done through the risk assessment process and should consider:

- the load to be lifted
- where the load will be lifted from and to
- how often the lifting equipment will be used to carry out the task
- the time the operation will take
- the environment in which equipment will be used
- the ground conditions
- proximity to hazards e.g. overhead cables, railway lines
- access to and egress from the work area
- area available for siting the equipment.

A typical method statement/lifting plan for a slinger using a crane carrying out routine operations would state:

- the weight of the load
- the right sling or chain to be used
- path of the load
- to set down the load (timber packing or similar may be necessary to avoid trapping the slings or chains)
- how and where to fit the sling/chain to the load
- make the lift (a trial lift may be necessary to establish the centre of gravity of the load, tag lines may be necessary to stop it swinging)
- release the slings
- clear up

Matters to be considered by the competent person during the planning process for more complex lifts and included in the method statement/lifting plan include:

- The selection of suitable lifting equipment and lifting accessories.
- The name of the person who will supervise the operation.
- Training/competence of operatives.
- An inspection of the thorough examination and, where appropriate, test records associated with the lifting equipment.
- The load to be lifted, its shape, centre of gravity and the availability of lifting points.
- Where the load is to be positioned before and after the lift.
- Ground conditions and the possibility of voids or other hazards and details of how crane stability is to be achieved e.g. the packing to be used under outriggers.
- The environment in which the lifting equipment will be used.
- Restrictions on access (tight corners, low bridges).

- Visibility. Where the driver cannot see the load during the whole of the operation, a communication system will be required.
- Restricted headroom.
- The presence of overhead electric cables or other services.
- Weather restrictions.
- The proximity of other equipment, other operations, other lifts, excavations etc.
- Other matters such as the consequences of possible crane jib collapse when related to railway or a busy road.

#### **4.6 Receiving equipment onto site**

When lifting equipment arrives on site it should be checked to ensure that it is the equipment that was selected during the planning stages.

It is important when hiring equipment that no doubt exists over who will be responsible for carrying out any thorough examinations and inspections required during the period of the hire. The necessary inspections are usually carried out by the driver or operator of the equipment on site.

New equipment should be accompanied by a declaration of conformity dated within the last 12 months or a current thorough examination report.

Examples of how this may be provided include:

- Paper copy or summary of the last examination report
- Copy or summary of the last examination report in electronic format
- Tag affixed to the equipment
- Indelible marking on the equipment

The last operator's inspection should also be provided, and will usually be in the form of a register of weekly inspections.

The duty to ensure that the equipment is accompanied by this information is on both the person receiving the equipment and the person from who it is being obtained e.g. the hire company.

#### **4.7 Supervision**

Every lifting operation must be appropriately supervised to ensure that the method statement/lifting plan is followed and that work is being carried out safely. Supervision should be proportionate to the risk and the level of experience of the personnel involved. Experienced operators will not require direct supervision each time they carry out a routine lift but they may require supervision for an unusual lift or a lift in hazardous conditions.

Where a supervisor is required, he should have received sufficient training and be competent to supervise the operation.

Supervisors should:

- Direct and supervise the work
- Be fully briefed on the safe system of work as described in the method statement/lifting plan
- Be capable of identifying any problems with the lifting operation arising from changed circumstances on site
- have the authority to stop the lifting operation and report back to the appropriate person for further guidance if he considers that it might be unsafe to continue
- Be fully conversant with the duties of all persons involved in the lifting operation
- Be capable of giving clear, unambiguous instructions to all the other members of the team

#### **4.8 Competence**

Lifting equipment should be operated only by authorised persons. Authorised persons must be properly trained and competent with all aspects of safe operation of the lifting equipment. In particular, they must be familiar with the controls and capabilities of the equipment that they are to operate.

Management must define the training and experience of the person carrying out the planning with reference to the complexity of the lifting operations involved.

The lift 'planner' must possess the training and experience to specify the correct type and capacity of crane prior to preparing a simple checklist for the person who will ultimately supervise the work. The engineer planning variable lifts on large projects would require much more formal training and experience to enable him to carry out the role in a satisfactory manner.

There are a number of training schemes for different types of lifting equipment.

#### **4.9 Lifting equipment operators**

1. It is recommended that lifting equipment operators are at least 18 years of age.
2. Depending upon the type of lifting equipment, particular emphasis may need to be paid to the following:
  - a) Medical fitness for the purpose that may include:
    - i) eyesight
    - ii) hearing
    - iii) reflexes
    - iv) head for heights
  - b) Periodic medical examinations may be necessary.
  - c) Aptitude for judging distance, height, speed and perspective.
3. Should be physically capable of operating the controls efficiently without undue fatigue.

4. Should have been trained sufficiently in the mechanics of his machine so as to be able to carry out daily checks and weekly inspections.
5. Should have been trained in the hand-signalling system to be used, and where necessary, in some other equally efficient signalling system, e.g. radio.
6. Should be familiar with any fire fighting appliances fitted to the equipment.
7. Should be familiar with the emergency procedure and means of escape, where relevant.

#### **4.10 Slingers**

Slingers are appointed where it is necessary to ensure that loads are correctly attached to the lifting equipment.

Slingers should be:

1. At least 18 years of age.
2. Medically fit for the purpose which may include good:
  - a) eyesight
  - b) hearing
  - c) reflexes
  - d) head for heights
  - e) aptitude for judging distance, height, speed and perspective.
3. Agile and strong enough to handle lifting accessories.
4. Trained in general techniques of slinging.
5. Capable of selecting lifting accessories which are suitable for the loads to be lifted and able to identify defects.
6. Have a working knowledge of the safe working load of the lifting equipment.

#### **4.11 Banksmen**

Banksmen are appointed where it is necessary to ensure that clear and precise commands are given to the operator of the lifting equipment, either when lifting or when the equipment is being moved. Banksmen should be:

1. At least 18 years of age.
2. Medically fit for the purpose which may include good:
  - a) eyesight
  - b) hearing
  - c) reflexes
  - d) head for heights
  - e) aptitude for judging distance, height, speed and perspective
3. Readily identifiable to all concerned in lifting operations, (e.g. wearing a helmet in a distinguishing colour or a high viz jacket).
4. Capable of directing the safe movement of the equipment and its load to maintain the safety of all personnel.
5. Thoroughly trained in a hand-signalling system.

6. Capable, where necessary, of giving clear and distinct instructions over radio or similar signalling systems.

The same person can fulfil the role of slinger and banksman and is often referred to as a slinger/banksman.

#### **4.12 Load handling**

- Loads should only be moved when the banksman can see the load and communicate with the driver. An additional banksman must be provided if the load goes out of sight.
- Loads should not be lifted until directed by the banksman.
- The load should be lifted a short way to enable an assessment to be made that the load is properly slung.
- Where necessary, tail ropes should be used to guide loads, e.g. in windy conditions or on large/unwieldy loads.
- Loads must be carefully handled to avoid snatching, and jib arm slewed and travelled to keep load suspended vertically.
- Lifting equipment must not be used to pull or drag loads.
- The effect of swinging the load out manually to obtain extra reach is to extend the jib radius and seriously overstress the crane.
- Care should be taken to allow for the increase in radius when the load is first raised. This can arise from flexing of the jib, stretching of ropes and compression of hydraulics. It is particularly important that persons do not stand between the load and any fixed object.
- Cranes must never be overloaded and drivers must react immediately to the warnings of the rated capacity indicator by either lowering the load or by reducing the radius of operation.
- Loads must never be left suspended from the crane hook when the crane is unattended.

#### **4.13 Lifting persons**

Operations that involve the lifting of persons should usually be undertaken by work equipment specifically designed for that purpose e.g. passenger hoists or MEWPs. This type of equipment should be clearly marked to indicate that it is lifting equipment for lifting purposes. Markings should also indicate the SWL and details of how many people can be carried.

Where they provide a safer alternative to other means of access, other equipment not specifically designed for lifting persons such as fork lift trucks and cranes may be used with a specifically designed carrier or working platforms. Such carriers or platforms must be fitted with adequate edge protection complying with the Work at Height Regulations. Safe methods of working must be adopted which will include the wearing of a safety harness and derating the SWL.

#### **4.14 Cranes**

Cranes used for man-riding should have, as appropriate:

- Free-fall capability lock out
- Hoisting limiter
- Lowering limiter
- Rated capacity indicator/limiter

The carrier should be securely attached to the crane e.g. by a shackle or a hook with a latch.

The crane and carrier should be inspected every day by a competent person.

The crane and associated equipment should be derated.

#### **4.15 Information to be contained in a report of a thorough examination**

1. The name and address of the employer for whom the thorough examination was made.
2. The address of the premises at which the thorough examination was made.
3. Particulars sufficient to identify the equipment including where known its date of manufacture.
4. The date of the last thorough examination.
5. The safe working load of the lifting equipment or (where its safe working load depends on the configuration of the lifting equipment) its safe working load for the last configuration in which it was examined.
6. In relation to the first thorough examination of equipment after installation or after assembly at a new site or in a new location:
  - a) that it is such thorough examination
  - b) (if such be the case) that it has been installed correctly and would be safe to operate.
7. In relation to a thorough examination of equipment other than a thorough examination to which paragraph 6 relates:
  - a) whether it is a thorough examination:
    - i) within an interval of 6 months under regulation 9(3)(a)(i)
    - ii) within an interval of 12 months under regulation 9(3)(a)(ii)
    - iii) in accordance with an examination scheme under regulation 9(3)(a)(iii)

- iv) after the occurrence of exceptional circumstances under regulation 9(3)(a)(iv)

8. In relation to every thorough examination of equipment:

- a) identification of any part found to have a defect which is or could become a danger to persons and a description of the defect
- b) particulars of any repair, renewal or alteration required to remedy a defect found to be a danger to persons
- c) in the case of a defect which is not yet but could become a danger to persons:
  - i) the time by which it could become such a danger
  - ii) particulars of any repair, renewal or alteration required to remedy it
- d) the latest date by which the next thorough examination must be carried out
- e) where the thorough examination included testing, particulars of any test
- f) the date of the thorough examination

9. The name, address and qualifications of the person making the report; that he is self-employed or, if employed, the name and address of his employer.

10. The name and address of a person signing or authenticating the report on behalf of its author.

11. The date of the report.

#### **4.16 Safe working loads**

Machinery and accessories used for lifting loads must be clearly marked with their safe working load (SWL). The SWL is usually expressed in terms of the maximum load that the equipment may safely lift, or the capacity of the equipment. Equipment may have one SWL e.g. an overhead gantry crane or a scissor lift and this will usually be clearly marked on the equipment.

Where equipment has a SWL that varies with its operating radius or configuration e.g. a lorry loader or a tower crane, there will be a number of SWLs. In this event the SWL for each operating radius or configuration must be clearly marked on the equipment or the information must be readily available to the operator or user.

#### **4.17 Rated capacity indicators/limiters**

Where there is a significant hazard arising from the use of the equipment, it should be provided with appropriate equipment or devices such as Rated

Capacity Indicators (previously known as Automatic Safe Load Indicators) and Rated Capacity Limiters.

Rated Capacity Indicators clearly show the operator the radius of the equipment and the corresponding SWL. Where the SWL for any radius is in danger of being exceeded, a visual and/or audible warning is provided.

Rated Capacity Limiters stop the operation if the SWL is in danger of being exceeded. Limiters should stop the operation but must allow the equipment to return to a safe position.

Rated Capacity Indicators and Limiters should be inspected during weekly inspections to ensure that they are functioning correctly and should be checked as part of all thorough examinations. Manufacturers' instructions should be followed to ensure that the equipment is correctly inspected and implemented.



## **SCAFFOLD POLICY ARRANGEMENTS**

### **Policy**

Where we deem it necessary to work at height using scaffold we will ensure that only trained competent persons are permitted to erect, dismantle or otherwise alter any scaffolding. We will ensure that the scaffold is correctly designed and erected for the purposes for which it is to be used. Inspections of scaffold will be carried out in their locations before use of the working platforms except for mobile working platforms that will be inspected within every seven day period. More detailed inspections by a competent person will be carried out at suitable intervals or after exceptional circumstances that may have jeopardised the safety and integrity of the scaffold. We will ensure records of any such inspections are maintained with a copy of that report being provided to a designated person. We will ensure that such reports are available at site for inspection throughout the term of the project and then thereafter be retained at our offices for a period of at least three months after the project completion.

## **1. ARRANGEMENTS FOR SCAFFOLDING**

### **The Scaffolding Co-ordinator will ensure that:**

- 1.1 Only trained competent persons are permitted to erect, dismantle or otherwise alter any scaffolding.
- 1.2 Scaffolding is designed and erected for the purpose or purposes for which it is to be used for.
- 1.3 All fixed scaffolding is inspected by a competent person in its location prior to use of the working platforms.
- 1.4 Mobile working platforms are inspected by a competent person at site within every seven day period.
- 1.5 More detailed inspection of scaffolding will be carried out by a competent person at suitable intervals or after exceptional circumstances which may have jeopardised the safety and integrity of the scaffold.
- 1.6 Records of scaffold inspections are maintained and a copy of the report provided to a designated person within 24 hours.
- 1.7 Reports are available at site for inspection throughout the term of the project and thereafter that a copy is retained at our offices for a period of at least three months after the project completion.

## 2. SCAFFOLD MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan  
Positive answers should cross-reference supporting material*

**Name: Adam Watts**

**Date 07.01.2015**

**Yes No**

1.1	Are persons who erect, dismantle or otherwise alter any scaffolding trained and competent to do so?	X	
1.2	Is all scaffolding designed and erected for the purpose or purposes for which it is to be used?	X	
1.3	Is all fixed scaffolding inspected by a competent person in its location prior to use of the working platforms?	X	
1.4	Are mobile working platforms inspected at site within every seven day period?	X	
1.5	Are more detailed inspections of scaffold carried out by a competent person at suitable intervals or after exceptional circumstances which may have jeopardised the safety and integrity of the scaffold?	X	
1.6	Are records of scaffold inspections maintained and is a copy of the report provided to a designated person within 24 hours?	X	
1.7	Are reports available at site for inspection throughout the term on the project with a copy retained at our offices for a period of at least three months after project completion?	X	

**Comments/further action**

### 3. SCAFFOLD MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

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Date: 07.01.2015

Completed By: Adam Watts

Signed. \_\_\_\_\_



## **4. GUIDANCE AND RECORDS**

### **4.1 SCAFFOLDING ERECTION**

#### **Preparation**

The following issues should be addressed prior to scaffolding operations commencing:

1. The project should be assessed to ensure that all health and safety risks are identified and suitably controlled.
2. The scaffold should be designed to the requirements of BS EN 12811 or 35 5973.
3. Scaffolders must be selected who have appropriate attitude, aptitude, fitness, training (CISRS record card: Construction Industry Scaffolders Record Scheme) and experience for the particular project to be completed, and have received appropriate and recorded training in the use, inspection and maintenance of fall arrest equipment.
4. Supervision must be provided that is appropriate to the work situation and the number and skills of the work team.
5. Additional safety precautions should be incorporated where there is a need to prevent the public entering an area or to protect the public from falling objects. Any precautions should be appropriate to the situation. Methods include, securing tools, exclusion zones, scaffold fans, temporary roof structures etc.
6. Falls account for more than half of the fatal accidents in construction and scaffolders are constantly faced with a risk of falling when erecting, altering or dismantling scaffolds. Scaffolders have to work in hazardous situations, and employers have a responsibility to ensure that working methods are as safe as reasonably practicable, and that adequate facilities are provided for employees to eliminate or minimise those risks. Safety harnesses should be issued to and used by scaffolders when erecting, altering and dismantling INDEPENDENT TIED STEEL SCAFFOLDS.
7. Under the Construction (Design & Management) Regulations (CDM) the client, designer and principal contractor have duties to eliminate/reduce health and safety hazards throughout the project. Therefore they should take reasonable steps to ensure that a scaffold can be anchored securely to their building/structure.

#### **4.2 Erection**

At some stage during erection or dismantling of a scaffold, the scaffolder will be working in an unprotected area and will therefore need to wear a safety harness and fall restraint system. General guidance on safe anchorages for harnesses usually refers to tube and fitting scaffolds. When using system scaffolds, reference must be made to manufactures and suppliers information for guidance on safe anchorage points.

### 4.3 Harnesses

1. All those involved in scaffolding operations (independent tied scaffolds) must wear and use a full body harness fitted with a lanyard, shock absorber and a scaffold hook for one handed operation. They must receive appropriate training in the use, inspection and maintenance of such equipment.
2. When clipping on a suitable anchor point must be used.
3. Adequate and suitable measures must be taken to prevent scaffolds from falling from their place of work. For example installation of a single guardrail to all lifts at locations where falls could occur.
4. Scaffolders must clip on to the first suitable anchor point which is at 4m or above ground level when: a) not working within a protected area b) moving their working platform e.g. when raising or lowering boards c) climbing up or down the scaffolding structure) working directly off the scaffolding structure
5. Anchor points should ideally be above waist height, when this is not possible anchor points below waist level should be used.
6. Scaffolders must adopt a method of work that will limit traversing at an exposed edge to a maximum of the length of the material used.
7. When raising or lowering materials scaffolders should be clipped on at all times or work within a safe handling platform with a double guardrail.

### 4.4 Anchor Points

It has been established that tube and fitting steel scaffolds should normally provide a safe anchor point for any scaffolder wearing a full body harness and attached by a lanyard with shock absorber but only under the following conditions:

1. The scaffold to be suitably tied to a sound structure, all ties must be inserted as each required level and spacing is reached.
2. Attachment must be horizontal scaffold tubes (ledgers, transoms or guardrails) only and must be made using an appropriate lanyard hook.
3. The following gives a preferred hierarchy for attachment points:
  - Ledgers supported with load bearing couplers
  - Transoms supported by the ledgers in the lift above fixed at both ends by single couplers
  - Guardrails supported with load bearing couplersNote: Harness lanyards should never be connected to any ledger in a bay where it has a joint. This can always be avoided if the joints on the inside and outside ledgers are correctly staggered.

### 4.5 Decking

1. Scaffolders should use as a minimum a 600mm wide platform placed centrally (e.g. 3 x 225mm scaffold boards).

2. On wider scaffolding structures, scaffolders should utilise additional scaffold boards allowing sufficient space to clip on to the ledger at platform level.
3. Standard boards used for decking should generally be adequately supported by transoms and bearers at 1.2m as appropriate.

#### **4.6 Ladder Access**

1. Temporary stairs or ladders for use by scaffolders should be included as early as possible in to the erection process and removed as late as possible during dismantling, removing the need for scaffolders to climb the scaffold structure. These temporary accesses for erection may be used as a more permanent access during the construction phase.
2. If stairs cannot be used, it is recommended that a ladder bay is constructed for the scaffolders to remove ladder openings from the scaffold working platform and that ladders are incorporated from top to bottom of the scaffolding structure.
3. The opening for ladders should be as small as is commensurate with easy access with a recommended minimum of 450mm width and 600mm long. If it is not possible to provide a trapdoor, double guardrails should be provided adjacent to the opening.

#### **4.7 Independent Tied Scaffolds**

All scaffolds and ties must be constructed to an approved design to take account of proposed use, loadings, width of work platforms and other factors including required adaptations, which could affect strength or stability. The following is included as an indication of good practice.

This type of scaffold is not completely independent of the building.

Although the scaffold structure carries its own weight and all applied loads - men, materials and wind loads - placed upon it down to the ground, the ties to the building must be designed to obtain stability and to prevent any possible movement of the scaffold towards or away from the building.

#### **4.8 Foundations**

A good foundation is essential. On hard surfaces such as hard asphalt, timber and flooring the use of a base plate under the standard should be sufficient. Otherwise, ground should be levelled and rammed to give a firm surface and timber sole plates, at least 219mm wide and 35mm thick, should be laid to support the base plates for standards. The sole plate area should generally be not less than 1,000cm<sup>2</sup>, or 1,700cm<sup>2</sup> on softer ground. Wherever possible, a sole plate should support at least two standards. This will ensure that the load carried by each standard is distributed over a fairly large area and prevent the standard from sinking into the ground and distributing the overall balance of the scaffold.

Bricks, broken paving stones and similar loose materials are dangerous as supports for standards as they can easily shatter or become displaced under the weight involved. Where the ground conditions are unusual or there is a slope of over 1 in 10 then special checks will have to be made to ensure the stability of the scaffold.

#### **4.9 Standards**

The Independent Tied Scaffold generally has two vertical rows of standards: an inner row about 325mm from the building, to allow the use of one 225mm wide board and give working clearance near the wall, and an outer row, in line with the inner standards to provide a platform. Any joints necessary in standards to reach the required height should be staggered and occur near ledgers. Joints in adjacent standards should not occur in the same lift. The maximum bay length and width will be determined by the likely use and loading of the scaffold.

#### **4.10 Ledgers**

The standards in each row are kept equidistant and strengthened by ledgers fixed horizontally on the inside of standards with right angle couplers. Joints in ledgers should also be staggered, i.e. joints in adjacent ledgers should not occur in the same bay. These joints should preferably be made with sleeve couplers and be at not more than one-third of the distance between two standards.

#### **4.11 Transoms**

Transoms, keeping the inner and outer rows of standards evenly apart, are set on top of ledgers at right angles to them and to the building. Horizontal distance between transoms at working platform level is determined by the thickness of boards to be used. For 38mm boards, transoms must be spaced so that no board overhangs by more than 150mm or less than 50mm.

Transoms should be fixed to ledgers or standards with right angle or putlog couplers. Where transoms are not required to support boards, a transom must occur within 300mm of each pair of standards.

#### **4.12 Bracing**

Bracing is essential to stiffen the structure and the extent of the bracing will be determined by the designer.

The plane to be braced should where possible be divided into a complete set of triangles by braces with braces fixed as close as possible to intersections. Where a brace has to be omitted (for example ledger bracing to allow access) or cannot be fixed within 300mm of an intersection, a check should be made on the reduction of strength and a method and procedure agreed to manage this process. Use right angle couplers wherever possible; failing that, swivel couplers.



#### **4.13 Ties**

Resistance to the inward and outward movement of a scaffold is normally achieved with ties to a frame or façade at a number of points. In addition, the presence of ties limits the effective length of the standard and will optimise its capacity.

The primary load on ties is either tension or compression but some horizontal shear loads may be present. All tie connections must be made with right angle couplers. Whatever type of tie is used, it should be established that the strength and configuration of the building structure is adequate to sustain the loads that will be transferred to it. Where ties are not possible, other types of restraint such as rakers, buttresses and additional plan bracing may be required.

#### **4.14 Movable and non-movable ties**

Ties, wherever practicable should be left undisturbed until the scaffold is dismantled. This can normally be achieved by selecting appropriate types of tie and their positions. Such ties are referred to as "non-movable". Sometimes, however, it may be necessary to remove a tie that is an obstruction to work. This will make the scaffold less secure and more ties will be needed to compensate. Ties that it may be necessary to remove temporarily are referred to as "movable". It is important that a method statement and/or procedure is produced and clearly understood by scaffolders when ties are required to be movable.

#### **4.15 Spacing**

The spacing of lines of ties should comply with the requirements of the designer who will take into account loadings, tie strengths and local conditions.

However, ties should be reasonably evenly distributed over the scaffold both horizontally and vertically. Vertical tie spacing would generally be a maximum of 4m. Horizontal ties would generally be provided to alternate standards with sheeted or netted scaffold also tied at the top platform level.

#### **4.16 Working platforms**

All boards should be marked with their maximum span. The majority of 38mm boards should conform to BS 2482: part 1 and should be supported at 1.20m intervals with a tolerance of + 100mm, depending on the load conditions for which the platform is designed.

All boards that make up a working platform should rest squarely and evenly on correctly spaced transoms. Where reasonably practicable, overlapping boards should be avoided. Where boards, transoms must be doubled and spaced so that no board overhangs by more than four times its thickness.

Too much overhang will cause a board to tip if someone treads on the end: too little will make it unsafe - i.e. a small movement would cause it to drop through. No boards should overhang its support by more than four times its thickness, i.e. 150mm when 38mm thick. The overhang should not be less than 50mm. The surface of the working platform should be even to prevent anyone tripping. All boards should lay closely together along their length.

If, for any reason, a platform has to be completed at the end with short boards, they must be battened together to prevent any one board from tipping. Every possible precaution must be taken to prevent boards from lifting in high winds by using straps or purpose-made metal clamps. Probably the simplest method is to use straps at the end of each run, anchored to the transoms with wire or hook bolts.

The Work at Height Regulations require there to be no gap through which a person or any material or objects could fall. Gaps between boards should be as small as is reasonably practicable but BS EN 12811 Part 1 states that they should not exceed 25mm.

#### **4.17 Platform width**

Platforms should always be wide enough to permit freedom of movement and, as necessary to accommodate whatever materials need to be stored for short periods.

Platform widths of independent tied scaffolds in general terms are:

- boards (600mm) - when used only as a footing (600mm is the minimum width of a working platform under the BS EN 12811 Part 1).
- 4 boards - when used as a footing and for stacking materials.
- boards - where the support of a trestle or higher platform is necessary, or when working with stacked materials to allow 600mm clear for barrows.
- boards - when used by masons for dressing or shaping stone.
- 7 boards - when used by masons and to support their trestle platforms.
- A free walking space of 500mm is required but wherever the passage of materials is necessary or work takes place without materials, a clearway of at least 600mm should always be maintained.

The space between the edge of the working platform and the face of the building must always be as small as possible. If men are required to sit on the edge of the platform to do their work, the gap must not exceed 300mm but an assessment must be made of possible risks and protection required.

#### **4.18 Toeboards and guardrails**

Guardrails and toeboards are required at the outsides and ends of all working platforms from which men and materials are at risk of falling.

Toeboards and guardrails should be fitted on the inside of standards to prevent outward movement. Toeboards must rise at least 150mm above the working platform. The primary guardrail must be at least 950mm above the working platform.

There must not be an unprotected gap greater than 470mm in height in the means of protection against a fall of a person from the working platform. In practice, either an intermediate guardrail, or other form of effective barrier must be fitted. Where materials need to be stored above toeboard height, additional boards, brickguards or similar mesh must be fitted to prevent the fall of such material. If guardrails, toeboards, etc are removed to permit loading of materials, they must be replaced as soon as possible afterwards.

#### **4.19 Means of access**

The Work at Height Regulations require employers to use existing structures for access to work at height where reasonably practicable. Therefore the early provision of stairs within a building can reduce the need to construct and use a temporary stair tower or ladders within a scaffold.

The Work at Height Regulations require a risk assessment to be made to justify the use of ladders for short risk and duration work as opposed to other access equipment.

Access to and from scaffolding should follow the hierarchy of:

1. Permanent staircases
2. Temporary stair towers
3. Ladder access bays with single lift ladders
4. Ladder access bays with multiple ladders
5. External ladder access using a safety gate

Ladders provided for access purpose must be supported by the stiles resting on a firm, even base. The stiles should be securely lashed or fixed with a ladder clamp to the ledger or transom near the top to prevent slipping both sideways and outwards.

Ladders should be set at a working angle of 75° to the horizontal, i.e. one metre out for every four metres of height, and extend at least 1.05m (5 rungs) above platform level to provide adequate handhold at all stepping-off points. Rungs at stepping-off points should be level with or slightly above the working platform.

Ladders required to rise more than 9m of vertical height should have an intermediate landing place provided. Stairs should be provided with handrails and, where persons are at risk of fall, these must be guardrails, the principal guardrail being at a height of at least 950mm above the centre of each step. An intermediate guardrail must also be fitted so that there is an unprotected gap of more than 470mm. Handrails and guardrails should be continued

beyond the end of the stairs if additional handhold is necessary to prevent danger.

Stairs must be kept free from all obstructions - materials and rubbish - and if they become slippery should be cleaned or sanded as quickly as possible. Ladders should be boarded to prevent unauthorised access after working hours; stairs should be barred.

#### **4.20 Landing places**

Where a ladder rises more than 9m in vertical height, an intermediate landing place, properly protected with guardrails, etc as described above, must be provided. Toeboards are not required unless the landing place is used for the storage of materials. All openings through which ladders and staircases pass should be at least 450mm wide, measured across the platform and the opening length should be 600mm long. Should it not be possible to close the opening by means of a trapdoor, it should be possible to install a protective railing.

#### **4.21 SCAFFOLD TOWERS**

##### **4.22 General**

Tower scaffolds are frequently constructed from either tube or fitting or proprietary components. These towers are self-supporting and can be either static or mounted on wheels to allow movement to adjacent places of work. The design will have to take into account whether they are used internally or externally.

##### **4.23 Foundation**

Towers should be erected and used on firm and level ground. Static towers should have metal base plates and, unless the foundation is concrete or other solid material, the load should be spread by timber sole plates.

Mobile towers must be used only on hard, level surfaces. Wheels, or castors, should be not less than 125mm in diameter. Castors should be locked into the base of standards and be fitted with brakes that cannot accidentally be released. The maximum permitted load should be stamped on the castors.

##### **4.24 Stability**

The factor of safety against overturning for freestanding towers should be at least 1.5. Special circumstances such as wind forces and sheeting must be considered in the design.

Where a tower is likely to be exposed to significant wind loading, or where the maximum recommended height to least base ratio needs to be exceeded, the

scaffold should be tied to the structure it is serving, or be designed to ensure stability by means of ground anchors etc.

#### **4.25 Bracing**

Towers should be adequately stiffened and plan braced where appropriate.

#### **4.26 Working platforms**

Platforms must be fully boarded and be at least 600mm wide. They should be at least 800mm wide when used for the deposit of materials. They must be protected from tipping or sliding by being properly supported and by the use of cleats or other proprietary fittings. Where 38mm timber scaffold boards are used, they should be supported at least every 1.2m. Loads on the platform should be evenly distributed. Any trap door or hatch on the platform should be closed when the platform is in use.

#### **4.27 Guardrails and toeboards**

Guardrails and toeboards must be fitted on all four sides of the platform. Toeboards must rise at least 150mm and the main guardrail must be at least 950mm above platform level.

There must not be an unprotected gap of more than 470mm in height in the means of protection against a person's fall. An intermediate guardrail or other form of effective barrier must therefore also be fitted. Where materials need to be stored above toeboard height, additional boards or suitable mesh barriers must be fitted to prevent the fall of such material.

#### **4.28 Access**

The platform must have a means of access, always on the narrowest side of the tower and inside the base of the tower. Access should never be by means of a ladder leaning against the outside of a tower.

#### **4.29 Use of scaffold towers**

A ladder or trestle must never be placed on the top platform to extend the height of the tower as this will cause instability.

Mobile towers should have their castors turned outwards to provide maximum base dimensions and the brakes locked "on" when the scaffold is in use. Working platforms should be clear of persons and materials before towers are moved. Mobile towers should be moved only by pulling or pushing at the base. Horizontal forces should never be applied at any of the working or intermediate decks. Mobile towers should never be used on a slope sufficient to allow them to run away or overbalance.

#### **4.30 Height and base limitations**

The least base dimension should not be less than 1.2m. The height to least base ratio should be not greater than the following:

- Static internal tower 4:1
- Static external tower 3.5:1
- Mobile internal tower 3.5:1
- Mobile external tower 3:1

The height to be measured in the above ratios is that from the floor to platform level, ignoring the height of the guardrail.

The recommended maximum free-standing height for mobile towers is 9.6m and for static towers, 12m.

#### **4.31 Access**

A ladder for access purposes can be lashed vertically to one of the narrow sides, inside the base area, with the foot resting on an additional transom. The ladder must extend sufficiently above platform level to provide handhold at the stepping-off point; a distance of 1.05m (5 rungs) is recommended.

#### **4.32 Prefabricated towers Information**

Different types of prefabricated towers are erected in different ways and suitable for various maximum permitted loads. Manufacturers, suppliers and hirers should provide adequate instructions for their erection, which must be available to and followed by users. Erection must always be supervised by a competent person.

#### **4.33 Structure**

Vertical members are normally joined by means of socket and spigot connections. These must be engaged correctly.

The delivered components should be checked for compatibility and completeness. All components must be inspected before use for damage, cracks, broken welds, or any defect which might affect their load-carrying ability. Where members are connected by latching hooks, these should be inspected to ensure that the spring and the release trigger are operative.

#### **4.34 Stability**

Manufacturers' recommendations will specify either the maximum height to which a tower should be erected, or the maximum height to least base ratio for free-standing towers. In each case, the height of a tower is that to platform level. For aluminium alloy towers, recommendations for maximum height to least base ratio are normally:

Internal towers 3.5:1

External towers 3:1

Stabilisers, with pad feet, or outriggers, with castors, may be used to increase the effective base size. These should be positioned to make the effective least base dimension as large as possible.

Towers with stabilisers or outriggers should be moved only after any necessary dismantling to ensure that the height, to platform level, is not more than 2.5 times the effective least base dimension.

#### **4.35 Access**

Climbing, using the horizontal members of end frames must not be permitted. Access must be provided by:

- vertical ladders attached internally to the narrow side,
- internal inclined ladders, or an inclined stairway, or
- ladder sections, integral with frame members, as illustrated. These should be climbed from the inside. The rungs should be no more 300mm apart and the tiles not more than 480mm apart.

# **MOBILE ELEVATING WORK PLATFORMS POLICY ARRANGEMENTS**

## **Policy**

Mobile elevating work platforms (MEWPs) are classified as lifting equipment for lifting persons and we will therefore ensure that all such equipment is thoroughly examined by a competent person every six months and that they will be inspected at the periods specified in the thorough examination scheme. We will ensure that all such equipment is maintained in accordance with the manufacturers' recommendations or instructions and that daily pre use checks are carried out with records maintained. We will ensure that the correct type of MEWP is specified for the type and location of works we are to undertake. All persons who are required to operate MEWPs will be given sufficient information, training and instruction relevant to the class of machines they may be required to operate during the performance of their work activities. Persons who are required to work from but not operate MEWPs will be given adequate training, instruction and information to enable them to work safely from the MEWP without causing risks to themselves or others.



## **1. ARRANGEMENTS FOR MOBILE ELEVATING WORK PLATFORMS**

**The Mobile Elevating Work Platform Co-ordinator will ensure that:**

- 1.1 All MEWPs are thoroughly examined every six months.
- 1.2 Inspection of MEWPs are carried out and recorded in line with the periods specified in the scheme of examination.
- 1.3 Pre use checks of MEWPs are carried out and records maintained.
- 1.4 All MEWPs are maintained in line with the manufacturers' recommendations or instructions.
- 1.5 The correct most suitable type of MEWP is utilised for the type and location of works to be undertaken.
- 1.6 A working from height risk assessment is undertaken prior to any such works being carried out.
- 1.7 All persons who operate MEWPs have been given adequate information, instruction and training relevant to the class of machine they are required to operate.
- 1.8 All persons who may be required to work from but not operate a MEWP are given adequate information, instruction and training to enable them to work safely without risk to themselves or others.

## 2. MOBILE ELEVATING WORK PLATFORMS MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

**Name: Adam Watts**

**Date: 07.01.2015**

**Yes No**

1.1	Are all MEWPs thoroughly examined every six months?		X
1.2	Are inspections of MEWPs carried out and recorded in line with the periods specified in the scheme of examination?	x	
1.3	Are pre use checks carried out and records maintained?	X	
1.4	Are all MEWPs maintained in line with the manufacturer's recommendations and instructions?	X	
1.5	Is the correct most suitable type of MEWP utilised for the type and location of works being undertaken?	X	
1.6	Is a working from height risk assessment conducted prior to any such works being carried out?	X	
1.7	Have all persons who operate MEWPs been given adequate information, instruction and training relevant to the class of machine they are required to operate?	X	
1.8	Have all persons who work from but do not operate MEWPs been given adequate information, instruction and training to enable them to work safely without risk to themselves or others?	X	

**Comments/further action**

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### 3. MOBILE ELEVATING WORK PLATFORMS MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	We do not own MEWP's They are hired in as and when.
1.2	As per company who we hire off and there procedures that are checked as per industry regulation.
1.3	
1.4	
1.5	
1.6	
1.7	
1.8	

Date: 07.01.2015

Completed By: Adam Watts

Signed: 

## **4. GUIDANCE AND RECORDS**

### **4.1 MOBILE ELEVATING WORK PLATFORMS (MEWPs)**

#### **4.2 Introduction**

Mobile elevating work platforms (MEWPs) are classified as lifting equipment for lifting persons. They are designed to provide a temporary working platform that can be easily moved from one location to another. They are particularly suitable for short duration tasks, where the use of a ladder would be unsafe or the erection of a scaffolding platform, time consuming or impracticable in relation to the job to be done.

#### **4.3 Principal types of carrier**

1. Road Vehicles. Most have hydraulic stabilisers and are stationary when in use. Some small platforms can operate off locked-out suspension systems allowing low speed travel with the work platform elevated.
2. Trailers. Designed to be towed on the highway. Usually come with low capacity range. Most have manually deployed stabilisers of the screw type and therefore stationary when in use.
3. Self-Propelled. The superstructure is mounted on a purpose-built chassis designed to allow the machine to be driven at slow speed with the boom and chassis in access use. The machines are controlled from the working platform (with secondary controls at ground level).

#### **4.4 Principal machine types**

1. Scissor lifts. Generally vertical lift only. May be fitted with outriggers, depending on size and height to which it extends.
2. Telescopic boom or jib. Gives direct straight line approach to the point of work but has a limited ability to clear obstructions between the vehicle and the point of work.
3. Articulating boom. Gives a wide range of reach and height, with platform mobility.
4. Combined telescopic and articulating boom. Gives maximum flexibility.

#### **4.5 Hazards**

The main hazards associated with the use of MEWPs are:

- Collapse or overturning of the MEWP
- People falling or being thrown from the working platform
- People in the working platform being trapped against fixed structures

Factors in collapse or overturning incidents typically include:

- Equipment failure
- Ground conditions
- Outriggers not being used or faulty
- MEWP being struck by a vehicle or other mobile plant
- Overloading of working platform

Factors in people falling or being thrown from the working platform typically include:

- Sudden movements caused by an impact
- Ground movement
- Overreaching from the working platform
- Climbing in or out of an elevated working platform

**4.6** Regardless of which MEWP is used, a number of precautions need to be taken.

1. It is essential the correct type of plant is specified for the intended work and the work location is inspected for hazards. In particular, overhead electric cables or other obstructions should be identified.
2. Check that the MEWP has been thoroughly examined by a competent person in the last six months, inspected (frequency of inspections should be stated in the examination scheme and is normally weekly), properly maintained in accordance with the manufacturer's instructions and daily checks carried out.
3. Check that no part of the MEWP can protrude into roads or other transport routes. This is particularly relevant with articulated boom machines. If this is not possible, other safe systems should be used e.g. temporary road closures. If the working area is traversed by other vehicles or pedestrians, temporary barriers, cones, etc should be used to prevent encroachment into the MEWPs working area.
4. If outriggers are fitted, check they can be fully extended in the working area.
5. Check the ground is firm and will support loadings. Where possible, eliminate ground risks by phasing the work to avoid uneven ground or excavations etc or by compacting soft ground. Use adequate packing if necessary under outriggers. If MEWPs are self propelled, the operator must walk the intended route to identify any hazards before commencing the operation. Check the work area for features such as basements, cellars, sewers, drains, manholes, old trenches, potholes, joints in concrete, and cracks. Even a shallow hole could cause an overturn. Check that weather conditions have not altered ground conditions e.g. heavy or prolonged rain.

6. Check machine is level or can be levelled. If it is necessary to operate a MEWP near a steep slope or edge, ensure that suitable barriers are used. Travelling on inclines must only be carried out within the limits specified by the manufacturer. Most MEWPs have very low gradient tolerance and are fitted with tilt alarms to warn when the limits are exceeded.
7. The safe working load must be clearly marked at the base of the machine and on the working platform. The load specified must not be exceeded. Care needs to be taken to reduce the build up of debris on the platform, and any materials being lowered into the platform area. Telescopic and articulating machines are normally designed to carry operators and tools only, while scissor lifts may have the capability to carry some materials.
8. MEWPs must only be used within the manufacturers' recommended wind speeds. This may require a wind speed indicator being available.
9. Only trained persons should be allowed to operate a MEWP.
10. Operators must receive training for the relevant class of machine and should also receive familiarisation training for the particular make and model to be operated.
11. Persons should not leave the working platform whilst in an elevated position, nor should materials be transferred.
12. Step ladders or hop-ups must never be used on the working platform to gain extra reach or height.
13. MEWPs are fitted with emergency lowering controls and an emergency stop switch. Before using a MEWP the operator and another responsible person on site (who is not working on the platform) must know how to use the emergency controls.
14. On completion of the work, the MEWP should be parked in a designated area. It should never be left in a raised position. The MEWP should have the engine/motor switched off and the key removed.

#### **4.7 Use of fall protection**

After assessing the risks and taking the necessary precautions, there may still be a risk of persons falling from the working platform e.g.:

- When working next to or in a live highway where there is a risk of a vehicle hitting the MEWP
- When travelling with the carrier in a raised position where it may strike fixed objects in its path e.g. steelwork or branches, or over uneven ground.

- During steel erection when the carrier has to move in and around the steelwork.

If there is a risk of falling, fall protection equipment should be used, (unless working near water).

There are two types of fall protection that could be used:

- Work restraint or fall restraint system. This stops a person falling from the working platform.
- Fall arrest system. This stops a person after they have fallen from the working platform.

Anchor points should be clearly marked for work restraint or fall arrest as appropriate and the number of persons for which they are rated.

#### **4.8 Work restraint systems**

A work restraint system for use on a MEWP should normally be a combination of a full body harness and a lanyard.

Retractable lanyards may be suitable but should only be used after checking with the manufacturers as to their suitability.

Operators must be instructed in the use of the fall protection equipment provided.

#### **4.9 Working near water**

When working near water, life jackets should be worn in place of fall protection equipment due to the risk of drowning if the MEWP falls into the water.

## MEWP PRE USE CHECK LIST

This form must be used at the commencement of every shift and when completed given to your supervisor. **(DO NOT use faulty equipment)**

### Ground level checks

		OK	Fault
1.	Check the manufacturer's handbook is with the machine.		
2.	Check fuel, water and oil levels and that batteries are fully charged. Ensure batteries are secure, clean, free from corrosion and electrolyte level is adequate.		
3.	Check the machine starts and that the emergency stop button (engine cut-out) works.		
4.	Check that tyres are free from significant damage and are inflated to the correct pressure. Check that wheel nuts are in place and properly tightened.		
5.	Check structural parts for visible cracks or damage.		
6.	Check that the hydraulic system is free from leaks and that cables are in good condition.		
7.	Check that pins and retainers are in position and in good condition.		
8.	Check that signs identifying the controls, SWL, crush points, etc are in place and readable.		
9.	Check that all powered movements for telescoping, raising, lowering and slewing are in good working order.		
10.	Check that emergency lowering controls are fully functional.		
11.	Test lights and horn where fitted.		



**Checks from working platform**

**OK    Fault**

1.	Check that the platform structure is in good condition, clean and free from grease and dirt, and that cage door locks are fully functional.		
2.	Check that decals, identifying the controls, SWL, harness anchor points, maximum wind speeds, etc are in place and readable.		
3.	Check that all powered movements for telescoping, raising, lowering and slewing are in good working order.		
4.	Check that emergency lowering controls are fully functional.		
5.	Test lights and horn, when fitted.		
6.	Check that the steering controls function correctly in forward and reverse.		
7.	Test brakes to ensure that they are working efficiently in forward and reverse.		
8.	For machines designed to travel while the platform is raised, check that the drive speed is restricted when the platform is in the raised position.		

**NB** When carrying out these checks operators must not work under a raised boom or platform unless movement has been prevented by means of suitable locking devices.

**Remarks**

**Name:**.....**Signature:**.....

**Date:**.....

# LONE WORKING POLICY

## **Policy**

We recognise the importance of ensuring that all lone working activities are managed appropriately to minimise risk. The safety of workers must always be carefully considered in these situations, since other colleagues are unlikely to be present to assist in an emergency. Such emergencies may arise due to fire, accidents and unauthorised intruders. We will assess the potential hazards from lone working and take appropriate action to ensure adequate control measures are in place to reduce risk. We will regularly review and where necessary modify our assessments especially where we have reason to suspect that they are no longer valid or there has been a significant change in the work to which the assessment relates.

## **1. ARRANGEMENTS FOR LONE WORKING**

### **The Lone Working Co-ordinator will ensure that:**

- 1.1 All employees likely to work alone are identified.
- 1.2 Consultation with employees regarding lone working takes place.
- 1.3 The tasks which expose employees to lone working are identified and listed.
- 1.4 The hazards to which employees may be exposed are suitably and sufficiently assessed.
- 1.5 Adequate control measures are implemented to prevent ill-health and accidents.
- 1.6 Activities requiring special arrangements in order to monitor the safety of lone workers are identified.
- 1.7 Activities which must not be performed by lone workers are identified and brought to the attention of all relevant persons.
- 1.8 Employees that work alone are given adequate information, instruction and training.
- 1.9 Control measures are regularly monitored maintained to ensure they remain effective.

## 2. LONE WORKING MONITORING AND REVIEW CHECKLIST

*Negative answers should have corresponding entries on the Action Plan*

*Positive answers should cross-reference supporting material*

**Name: Adam Watts**

**Date~: 07.01.2015**

		<b>Yes</b>	<b>No</b>
1.1	Have all employees likely to work alone been identified?	X	
1.2	Has consultation with employees regarding lone working taken place and is this on-going?	X	
1.3	Have the tasks which expose employees to lone working been identified and listed?	X	
1.4	Have the hazards to which employees may be exposed been suitably and sufficiently assessed?	X	
1.5	Have adequate control measures been implemented to prevent ill-health and accidents?	X	
1.6	Have special arrangements for monitoring lone workers been identified?	X	
1.7	Have prohibited lone working activities being brought to the attention all relevant persons?	X	
1.8	Have lone working tasks been adequately risk assessed and documented and the findings regularly monitored and reviewed?	X	
1.9	Are control measures regularly monitored to ensure they remain effective?	X	
<b>Comment/Further Action</b>			

### 3. LONE WORKING MONITORING AND REVIEW ACTION PLAN

Confirm action taken and supporting evidence, list outstanding matters and revised timescales where necessary giving the reasons for this. Include any additional matters discovered during monitoring.

1.1	
1.2	
1.3	
1.4	
1.5	
1.6	
1.7	
1.8	
1.9	

Date:07.01.2015

Completed By: Adam Watts

Signed: 

## **4. GUIDANCE NOTES**

- 4.1** Lone working represents a situation where a person has neither visual nor audible communication with someone else who can offer immediate assistance in the event of an accident, illness or other emergency.

Lone workers must receive appropriate training and have the necessary experience before being allowed to work alone.

All lone workers should be aware of the following as part of their safety induction training:

- emergency contact numbers
- the accident/incident reporting procedure
- restrictions on lone working
- specific precautions and arrangements considered necessary for some lone working activities.

### **4.2 Low Risk Activities**

Lone working activities should be restricted, where possible, to activities presenting a low risk; even in the event of control measures failing. For example, persons working alone in offices outside normal working hours are unlikely to be at significant risk provided that appropriate fire and security precautions are in place. Indeed, there is no evidence that this type of lone working activity presents an unacceptable risk requiring special monitoring arrangements, any more than many other activities that individuals undertake alone outside work. It is good practice for those individuals working outside normal working hours to inform a friend or family member of their location and approximate time of return.

It is also acceptable for low risk activities to be performed by a lone worker provided the person performing the task is:

- competent (i.e. has the necessary experience and has received appropriate training)
- capable of dealing with any reasonably foreseeable accident or other emergency alone, without the assistance of colleagues.

### **4.3 Higher Risk Activities**

There are occasions when it is not appropriate for activities to be performed by lone workers unless special arrangements involving help or back up are introduced. Special arrangements must be considered for all activities where it is judged that the risk cannot be adequately controlled by one person. A formal risk assessment is required for these higher risk lone working activities, including a description of arrangements needed to ensure the work can be carried out safely.

#### **4.4 Prohibited Lone Working Activities**

Lone working must not be undertaken where there is a high risk that the work might result in an accident which would be sufficiently serious to require a second person to be available to summon help. Those tasks that are considered unacceptable for a lone worker to perform under any circumstances must be documented in the lone working risk assessment.

#### **4.5 Individuals at Special Risk**

Lone working activities are often inappropriate for certain individuals or groups of workers, for example, individuals with a known medical condition, and those with limited experience or training.

#### **4.6 Special Arrangements to Consider for Higher Risk Lone Working Activities**

Special arrangements are required for higher risk lone working activities. These should be considered for all activities where it is judged that the risk cannot be controlled adequately by one person.

Although lone workers cannot be subject to constant supervision, it is important that proportionate measures are selected to monitor the safety of individuals engaged in these higher risk activities. These include:

- periodic monitoring of lone workers by the supervisor or other colleague
- lone workers logging in and out with their manager and providing an indication of the likely duration of the work
- regular contact between the manager and lone worker via telephone
- the use of automatic warning devices which raise an alarm in the event of an emergency e.g. those activated if signals are not received periodically from the lone worker; or alarms which activate in the absence of activity.

## 5. SUMMARY OF REQUIREMENTS

