

The Health & Safety Management Policy



**Ph Water Technologies Limited
Unit 37 Invincible Road
Farnborough,
Hampshire
GU14 7QU**

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1 POLICY STATEMENTS

1.1 Introduction

The Directors of **ph Water Technologies Limited** (hereafter referred to as the **company**) place great importance on, and are committed to, ensuring the Health and Safety of all employees and any other person who could be affected by the **company's** activities.

This policy document has been prepared in accordance with the requirements of the Health and Safety at Work Act etc.1974, and related United Kingdom legislation and is issued for the direction, guidance and information of all employees, customers, suppliers and members of the public to whom it may relate.

The objectives, aims and targets of the policy are based on the following principles: -
"ALL INJURIES CAN BE PREVENTED" and
"ALL ACCIDENTAL LOSSES CAN BE CONTROLLED".

This policy document covers the following: -
ph House (company head offices)

Site Engineers - company employees working on other sites should apply the Company Policy as a minimum standard. The Health and Safety Policy and Site Rules applicable at the "host site" must be adhered to as applicable.

1.2 General Health and Safety Policy Statement

It is the Policy of the **company** to conduct its business in compliance with the Health and Safety at Work etc. Act 1974 and to ensure the health, safety and welfare of all its employees whilst at work. This Policy is extended to contractors, visitors and members of the general public who may be affected by the **company's** activities.

This will be achieved by providing and maintaining a working environment that is, so far as is reasonably practicable, safe and without risks to health, is satisfactory as regards facilities and arrangements for the welfare of employees at work, has been assessed in respect of all hazards and complies with all the necessary legal requirements.

The **company** will provide and maintain, as far as is reasonably practicable, its premises (including the means of entry to and exit from), plant, machinery, equipment, products and systems of work to be safe and without risk to health.

The **company** will provide all necessary information, instruction, training and supervision in the use of any plant, machinery, equipment, products and systems of work that may be required to carry out specified tasks.

The **company** will consult with its employees through the Health and Safety Committee and by other means on matters of health and safety and will regularly review and update its Policy and communicate all necessary amendments by ensuring all employees have access to a copy of the Health and Safety Policy.

Records will be kept indicating (by means of the individuals signature) that all personnel have been made aware and fully understand all matters relating to this Policy and amendments thereof.

Signed: 

Name: Ian Hay

Title: Managing Director

Date: (Revision 13) 1st August 2019

1.3 General Environmental Policy Statement

It is the Policy of the **company**, having recognised its responsibility for environmental matters, to place a particularly high priority on environmental affairs with regard to **company** operations and the range of services offered to customers. The Company operates a policy of effecting continual improvement and change in accordance with developing knowledge and changing environmental requirements and will comply with any Directives from the Environment Agency e.g. the Waste Electrical and Electronic Equipment (WEEE) Directive and the Restriction of the use of certain Hazardous Substances (RoHS) Directive.

All **company** personnel will be aware of the environmental sensitivity of the business sector in which the **company** operates, and seek to continually develop environmental compliance on behalf of the **company**. Due to the need for continual improvement, it can never be possible to detail fully all **company** environmental activities, but the following specific objectives form the basis of the Company Policy: -

All **company** operations must be carried out with due regard to all appropriate and relevant Legislation and Regulatory considerations.

The **company** will continue to make available resources to ensure that suppliers and customers are made fully aware of their environmental, legislative responsibilities and related activities.

The **company** will take whatever measures may be necessary to ensure that the collection, transportation, storage, recycling, reclamation and disposal of waste do not become hazardous to public health or the environment.

Controlled waste (IE general and special waste) must not be stockpiled or treated (including bonfires) at company sites or premises without the appropriate Waste Management License from the Environment Agency (Waste Management Regulations Section 33). The Company operates a continual training programme to ensure that staff keep up to date on the safe handling and disposal of all types of waste including difficult and dangerous wastes.

The **company** recognises that Control of Pollution Act; Duty of Care Regulations gives them responsibility for all of their waste until its final disposal site. This requires the prevention of uncontrolled releases of material (e.g. prevent leaks of diesel from tanks by using bunds).

Any special (i.e. hazardous) waste such as asbestos insulation must be disposed of according to the **Special Waste Regulations 1996** and the consignment note procedure followed.

Considerate Contractors guidelines will be followed on site as applicable in order to minimise disturbance to the local environment.

The **company** will only use disposal facilities where the level of operational control and environmental compliance is deemed to be of a suitable level, and represents responsible Waste Management. This therefore means that not all appropriately licensed disposal facilities will satisfy standards required by the **company**.

The **company** will ensure that vehicles and equipment used are well maintained, clean and are always operated within legal limits, taking advantage wherever possible of engineering modifications to reduce pollution and emissions, and to save unnecessary consumption of energy. The **company** operates a continual training programme to ensure that staff keep up-to-date on the safe handling and disposal of all types of waste including difficult and dangerous wastes.

The **company** will ensure that all transportation and the disposal of waste is covered by the appropriate documentation to ensure that the Duty of Care (Section 34) of **The Environmental Protection Act 1990** is fully complied with, regarding Controlled Waste Transfer Notes and waste descriptions. The **company** will ensure that every effort is made to police the compliance of third parties within this Legislation.

The **company** co-operates with, and assists to the best of its ability, officers of the Waste Regulatory Authorities in the exercise of their duties.

The **company** has a policy of compliance with the Codes of Practice and Guidance published by The National Association of Waste Disposal Contractors in the promotion of high environmental standards for the waste industry.

Signed: 

Name: Ian Hay

Title: Managing Director

Date: (Revision 13) 1st August 2019

1.4 General Quality Policy Statement

The **company** aims to provide defect free goods and services to its clients on time and within budget. In order to achieve this, the **company** operates a Quality Management System that is based on BS EN ISO 9001: 2008 certification, including aspects specific to the construction industry.

The management is committed to:

1. Developing and improving the Quality Management System.
2. Continually improve the effectiveness of the Quality Management System.
3. The enhancement of client satisfaction.

The management has a continuing commitment to:

1. Ensure that client needs and expectations are determined and fulfilled with the aim of achieving client satisfaction.
2. Communicate throughout the Organisation the importance of meeting the client needs and legal requirements.
3. Establish the Quality Policy and its objectives.
4. Conduct Monitoring and Management Reviews of the effectiveness of the implementation of the Quality Management System
5. Ensure the availability of resources.

The structure of the Quality Management System is defined in this Quality Manual. All **company** personnel are required to understand the requirements of this Quality Policy and abide with the contents of the Quality Manual.

In addition to all English and EU commercial legislation and regulations, the **company** complies with all legislation and regulations specifically related to its business activities.

The **company** constantly monitors its quality performance and implements improvements when appropriate. This Quality Policy is regularly reviewed in order to ensure its continuing suitability. This policy applies to all **company** employees.

Signed:

A handwritten signature in black ink, appearing to read 'Ian Hay', written over a white background.

Name: Ian Hay

Title: Managing Director

Date: (Revision 13) 1st August 2019

1.5 General Equal Opportunity Policy Statement

It is the Policy of the **company** to be committed to building an organisation that makes full use of the talents, skills, experience, and different cultural perspectives available in a multi-ethnic and diverse society, and where people feel they are respected and valued, and can achieve their potential regardless of race, colour, nationality, national or ethnic origins, sexual orientation, gender, disability or age.

The **company** will follow the recommendations of the Statutory Codes of Practice of both the Commission for Racial Equality and the Equal Opportunities Commission, and the Disability Rights Commission's Code of Practice in Employment and Occupation, in all their employment policies, procedures and practices.

The aims of this policy are to ensure that:

No-one receives less favourable treatment, on grounds of race, colour, nationality, ethnic or national origins, gender, sexual orientation, religion or belief, disability or age; or is disadvantaged by any conditions, requirements, provisions, criteria, procedures or practices that cannot be justified on any other grounds, or victimised for taking action against any form of discrimination or harassment, or instructed or put under pressure to discriminate against, or harass, someone on the above grounds.

The **company** is free of unwanted conduct that violates the dignity of workers or creates an intimidating, hostile, degrading, offensive, or humiliating environment.

Opportunities for employment, training and promotion are equally open to male and female candidates, candidates from all racial groups, candidates with or without disabilities, and candidates of any age, and of any sexual orientation, religion or belief. Selection for employment, promotion, transfer, training, and access to benefits, facilities and services, will be fair and equitable, and based solely on merit.

This policy applies to all aspects of employment, from recruitment to dismissal and former workers' rights.

We will take the following steps to put the policy into practice and make sure that it is achieving its aims:

1. The policy will be a priority for the **company**.
2. The Human Resources Manager will be responsible for the day-to-day operation

of the policy.

3. The policy will be communicated to all workers and job applicants.
4. Workers and their representatives and trade unions will be consulted regularly about the policy, and about related action plans and strategies.
5. All workers will be trained on the policy, on their rights and responsibilities under the policy, and on how the policy will affect the way they carry out their duties. No-one will be in any doubt about what constitutes acceptable and unacceptable conduct in the **company**.
6. Managers and workers in key decision-making areas will be trained on the discriminatory effects that provisions, practices, requirements, conditions, and criteria can have on some groups, and the importance of being able to justify decisions to apply them.
7. Complaints about discrimination or harassment in the course of employment will be regarded seriously, and may result in disciplinary sanctions, and even dismissal. The complaints procedure will be published in a form that is easily accessible.
8. Opportunities for employment, promotion, transfer and training will be advertised widely, internally and externally, and all applicants will be welcomed, irrespective of race, colour, nationality, ethnic or national origins, gender, sexual orientation, disability or age, religion or belief.
9. All workers will be encouraged to develop their skills and qualifications, and to take advantage of promotion and development opportunities in the **company**.
10. Selection criteria will be entirely related to the job or training opportunity.
11. We will make reasonable changes to overcome physical and non-physical barriers that make it difficult for disabled employees to carry out their work, and for disabled customers to access our services.
12. We will take a flexible approach to working arrangements. We will consider requests for changes carefully and objectively, and will accommodate them unless it would cause significant difficulties to the business or the employee.
13. Information on the ethnic and racial background, gender, disability, and age of each worker and applicant for employment, promotion and training will be collected and analysed, to monitor each

stage of the recruitment process. The information will be held in strictest confidence and will only be used to promote equality of opportunity. Information about the religion/belief and sexual orientation of employees may also be monitored.

14. If the data shows that people from particular groups are under-represented in particular areas of work, lawful positive action training and encouragement will be considered for workers and others from that group, to improve their chances of applying successfully for vacancies in these areas.
15. Grievances, disciplinary action, performance assessment, and terminations of employment, for whatever reason, will also be monitored by gender, racial group, age, disability, religion/belief and sexual orientation.
16. Requirements, conditions, provisions, criteria, and practices will be reviewed regularly, in the light of the monitoring results, and revised if they are found to, or might, unlawfully discriminate on any of the above grounds.
17. All contracts between the **company** and contractors to supply goods, materials or services will include a clause prohibiting unlawful discrimination or harassment by contractors and their staff, and by any sub-contractors and their staff. The clause will also encourage contractors and potential contractors to provide equality of opportunity in their employment practices.
18. The effectiveness of the policy will be monitored regularly. A report on progress will be produced each year, and published via the staff newsletter, notice boards, and the annual report.
19. Customers and clients will be made aware of the policy, and of their right to fair and equal treatment, irrespective of race, colour, nationality, national or ethnic origins, sexual orientation, gender, religion/belief, disability or age.
20. The company will draw up an Action Plan detailing how this policy will be implemented in practice.

Signed: 

Name: Ian Hay

Title: Managing Director

Date: (Revision 13) 1st August 2019

1.6 Stress Management Policy Statement

The **company** is committed to protecting the health, safety and welfare of our employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stress.

This policy will apply to everyone in the company. Managers and supervisors are responsible for implementation and monitoring of staff. The company is responsible for allocating the necessary resources to deal with stress at work issues.

Definition of stress

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress that can be detrimental to health.

Policy

- The company will identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- The company will consult with Trade Union Safety Representatives (if nominated) on all proposed action relating to the prevention of workplace stress.
- The company will provide training for all managers and supervisory staff in safe practices.
- The company will provide confidential counselling for staff affected by stress, caused by either work or external factors.
- The company will provide adequate resources to enable managers to implement the company’s agreed stress management strategy.

Responsibilities - Managers and Supervisors

- Conduct and implement recommendations of risks assessments within their jurisdiction.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful developmental opportunities.

- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staff are not overworking. Monitor holidays to ensure that staff are taking their full entitlement.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated within their jurisdiction.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.

Occupational Health and Safety Staff

- Provide specialist advice and awareness training on stress.
- Train and support managers in implementing stress risk assessments.
- Support individuals who have been off sick with stress and advise them and their management on a planned return to work date.
- Refer to workplace counsellors or specialist agencies as required.
- Monitor and review the effectiveness of measures to reduce stress.
- Inform the employer and the health and safety committee of any changes and developments in the field of stress at work.

Human Resources

- Give guidance to managers on the stress policy.
- Assist in monitoring the effectiveness of measures to address stress by collating sickness absence statistics.
- Advise managers and individuals on training requirements.
- Provide continuing support to managers and individuals in a changing environment and encourage referral to occupational workplace counsellors where appropriate.

Employees

- Raise issues of concern with your Safety Representative, line manager or occupational health advisor.
- Accept opportunities for counselling when recommended.

Function of Safety Representatives

- Safety Representatives must be meaningfully consulted on any changes to work practices or work design that could precipitate stress.
- Safety Representatives must be able to consult with members on the issue of stress including conducting any workplace surveys.
- Safety Representatives must be meaningfully involved in the risk assessment process.
- Safety Representatives should be allowed access to collective and anonymous statistical data from HR for analytical purposes.
- Safety Representatives should be provided with paid time away from normal duties to attend any Trade Union training relating to workplace stress.
- Safety Representatives should conduct joint inspections of the workplace at least 3 months to ensure that environmental stressors are properly controlled

Role of Management

- Management will perform a pivotal role in ensuring that this policy is implemented.
- Management will oversee monitoring of the efficacy of the policy and other measures to reduce stress and promote workplace health and safety.

This policy applies to all **company** personnel

Signed:



Name: Ian Hay

Title: Managing Director

Date: (Revision 13) 1st August 2019

1.7 Alcohol Policy Statement

Guidelines on alcohol consumption compare drinks in terms of the number of units of alcohol they contain. For instance, a half pint of average-strength beer, a small glass of wine and a single spirit measure each contain one unit of alcohol.

When we drink, the units we consume get passed into our circulatory system. Here they mix with our blood and get pumped by our hearts to our brains, where they begin to take effect and alter the way we feel and behave. The amount of alcohol in our bloodstream is measured in milligrams of alcohol per 100 millilitres of blood.

In an average-sized man, a unit of alcohol converts to approximately 20 milligrams per 100 millilitres, whilst in an average-sized woman, a unit results in a blood alcohol level of approximately 30 milligrams. The difference between men and women arises from the fact that women are generally smaller than men and their bodies, as a consequence, contain less fluid. When a unit of alcohol is consumed by a woman it therefore forms a greater concentration in her bloodstream than it would in the bloodstream of a man.

Alcohol gets absorbed quickly by your digestive system, the result will be that within a relatively short period your blood alcohol level will increase. For a man of average build, one and a half pints of average-strength beer is three units of alcohol and can result in a blood alcohol level of 60 milligrams per 100 millilitres. For a woman of average build, this level can be reached with one pint of beer (the equivalent of just two glasses of wine or two shorts).

Tests have shown that a person with a blood alcohol level of 60 milligrams has impaired judgement, is becoming reckless and should not be making important decisions. At 80 milligrams tests have shown that the average person suffers from a marked loss of coordination.

With your judgement and co-ordination affected in this way, you are, for all intents and purposes, semi-detached from reality. Unfortunately, where plant, equipment and machinery are concerned, being semi-detached from reality could easily lead to serious accidents.

If having read this policy you believe you are consuming too much alcohol and want help in reducing your intake, the following organisations will be able to assist you. All calls will be treated as confidential.

The National Alcohol Helpline

0800-917 8282

Al-Anon Family Groups

020-7403 0888 (for relatives and friends of alcoholics)


Alcoholics Anonymous**01904-644026 (Head Office)**

As an employer, it is our duty to promote and retain a safe working environment. After due consideration, we have decided that to permit people to work who have consumed alcohol is to put at risk not only the individual concerned, but his or her colleagues as well. As a consequence, we have determined that anyone found consuming alcohol whilst at work, or considered to be under the influence of alcohol during working hours, will be subject to disciplinary procedure.

Note: The **company** reasonably believes that anyone is under the influence of alcohol at work as a result of a drinking problem, then the outcome of any disciplinary procedure will generally include requesting the person to seek help from one or more of the organisations listed at the end of this policy.

Whilst it may seem unreasonable to apply this policy to employees who do not work in production areas of the site, the fact remains that from time to time most employees will need to visit these areas in order to carry out their duties. If under the influence of alcohol when they do so, they will be putting themselves and others at risk.

In addition, all employees are engaged on the basis that they will provide the **company** with their best endeavours at all times. As judgement and the ability to make decisions are an essential element of all jobs at all levels, and as alcohol affects judgement and the ability to make decisions, it is important that no category of employee should be excluded from this policy.

Signed: 

Name: Ian Hay

Title: Managing Director

Date: (Revision 13) 1st August 2019

1.8 Drugs Policy Statement

Drugs come in many forms, but all will alter the way in which people consuming them perceive the world around them potentially cause those who take them to hallucinate. This means they either see and hear things that do not exist, or see and hear things that do exist but in a totally different way.

Because of these effects, it is not hard to appreciate how those under the influence of illegal substances can be a danger both to themselves and to their colleagues. Whilst this danger might not be as great in an office environment as it would be, for instance, on site, the fact remains that the effect of the substance will alter the work contribution individuals will be able to make, and affect their performance within the work team.

As a consequence, anyone considered to be under the influence of illegal substances whilst at work (whether consumed during working hours or not) will be subject to disciplinary proceedings. If the **company** reasonably believes that anyone is under the influence of drugs at work as a result of an abuse problem, then the outcome of any disciplinary procedure will generally include requesting that the person seek help from one or more of the bodies listed below.


Note: The **company** appreciates that many people who consume illegal substances would like to quit the habit yet may not be aware of the organisations to which they can turn for help, support and advice. Likewise, many others may be the family or friends of users who would equally welcome such assistance. It is therefore considered appropriate to give details of these organisations. All will treat your enquiry as confidential, and if they are not able to assist you directly will be able to refer you to someone who can.

The National Drugs Helpline (operates a 24-hour helpline): Telephone: 0800-776600

Families Anonymous: Telephone: 020-7498 4680 (Monday–Friday, 13.00–17.00)

The **company** accepts that all of us may suffer ailments for which legally prescribed or legally available drugs are required, either to rectify the ailment itself or to relieve the symptoms suffered. Whilst in many cases the ailment will be temporary, in others it will be longer-term. Just as with illegal substances, however, the drugs we take legally can have some form of side effect.

It is of importance that where any potential side effects are likely to affect your performance in any way (for instance you are likely to feel drowsy), you are to notify the **company** of this fact and the details. Our aim is to protect your safety and, in certain cases (in particular if you normally work with powered machinery), it may be necessary to change or restrict your activities to reduce any potential risk. This policy applies to all **company** employees

Signed: 

Name: Ian Hay

Title: Managing Director

Date: (Revision 13) 1st August 2019

1.9 Anti-Slavery and Human Trafficking Policy Statement

This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, agents, contractors and suppliers.

ph Water Technologies Ltd strictly prohibits the use of modern slavery and human trafficking in our operations and supply chain. We have and will continue to be committed to implementing systems and controls aimed at ensuring that modern slavery is not taking place anywhere within our organisation or in any of our supply chains. We expect that our suppliers will hold their own suppliers to the same high standards.

Modern Slavery and Human Trafficking

Modern slavery is a term used to encompass slavery, servitude, forced and compulsory labour, bonded and child labour and human trafficking. Human trafficking is where a person arranges or facilitates the travel of another person with a view to that person being exploited. Modern slavery is a crime and a violation of fundamental human rights.

Commitments

We shall be a company that expects everyone working with us or on our behalf to support and uphold the following measures to safeguard against modern slavery:

- We have a zero-tolerance approach to modern slavery in our organisation and our supply chains.
- The prevention, detection and reporting of modern slavery in any part of our organisation or supply chain is the responsibility of all those working for us or on our behalf. Workers must not engage in, facilitate or fail to report any activity that might lead to, or suggest, a breach of this policy.
- We are committed to engaging with our stakeholders and suppliers to address the risk of modern slavery in our operations and supply chain.
- We take a risk based approach to our contracting processes and keep them under review. We assess whether the circumstances warrant the inclusion of specific prohibitions against the use of modern slavery and trafficked labour in our contracts with third parties. Using our risk based approach we will also assess the merits of writing to suppliers requiring them to comply with our Code of Conduct, which sets out the minimum standards required to combat modern slavery and trafficking.
- Consistent with our risk based approach we may require:
- employment and recruitment agencies and other third parties supplying workers to our organisation to confirm their compliance with our Code of Conduct
- Suppliers engaging workers through a third party to obtain that third parties' agreement to adhere to the Code

- As part of our ongoing risk assessment and due diligence processes we will consider whether circumstances warrant us carrying out audits of suppliers for their compliance with our Code of Conduct.
- If we find that other individuals or organisations working on our behalf have breached this policy we will ensure that we take appropriate action. This may range from considering the possibility of breaches being remediated and whether that might represent the best outcome for those individuals impacted by the breach to terminating such relationships.

Signed:

A handwritten signature in black ink, appearing to be 'Ian Hay', written over a light grey horizontal line.

Name: Ian Hay

Title: Managing Director

Date: (Revision 13) 1st August 2019

1.10 Cycle to work scheme policy

Aim of this policy

The Cycle to Work Scheme initiative is a key element of the Government's strategy and green travel plan to encourage sustainable commuting and reduce the impact of commuting by car and the associated impact on air quality and the environment.

Scope

The scheme is available to all employees who adopt this policy except:

- employees who have a contract which will end during the hire period and
- employees who do not earn more than the National Minimum sacrifice

Principles

The (Company) operates the Cycle to Work scheme through a management company called Perkpal (Fair Care) in accordance with the HM Revenue & Customs regulations.

The (Company) will offer eligible employees a tax exempt hire agreement using a salary sacrifice scheme to obtain cycling equipment. Salary sacrifice means that an employee formally agrees to a reduction in their salary in order to repay the loan, where an amount equivalent to the hire repayment will be deducted from the employee's salary on a monthly basis. The employee will then be exempt from deduction of tax and National Insurance contributions on the amount of the hire payment.

You can choose from the huge range available at either Halfords or Evans, with a value from £100 up to £1000.

You will need to comply with the terms of the scheme, which are contained in the Information Pack, along with other useful information. All readily available on the Perkpal account each employee is assigned.

The cost will be conveniently spread over a 12 month period and collected via a salary sacrifice arrangement. The savings for a typical basic rate taxpayer are up to 32% and for a higher rate taxpayer, up to 42%.

The cycle and/or equipment remain the property of the Company throughout the initial term of the hire agreement. The employee is responsible for all maintenance and associated costs for cycle equipment obtained through the Cycle to Work Scheme.

Benefits of the scheme

Benefits of the scheme include:

- promoting the health and wellbeing of employees;
- offering an enhanced benefits package for employees;
- Widening and developing choice on modes of transport;
- freeing up space from car parking

Procedure

Employees wishing to participate in the scheme can visit the Perkpal website.

<https://phwater.perkpal.co.uk>

Ensure all account details are up to date and select the 'Cycle to Work' Benefit on the homepage.

Simply click on 'Make a new selection' and follow the online instructions. Once your application has been approved you will receive a voucher or communication direct from the retailer, allowing you to collect your bicycle.

If you have any questions, you can contact the Fair Care helpdesk on 0800 652 4745

ph Water Technologies Ltd complies with the Electronic Commerce (EC Directive) Regulations 2002.

You can join the scheme at any time (after successful completion of the required probationary period)

Signed:

A handwritten signature in black ink, appearing to be 'Ian Hay', written over a light blue horizontal line.

Name: Ian Hay

Title: Managing Director

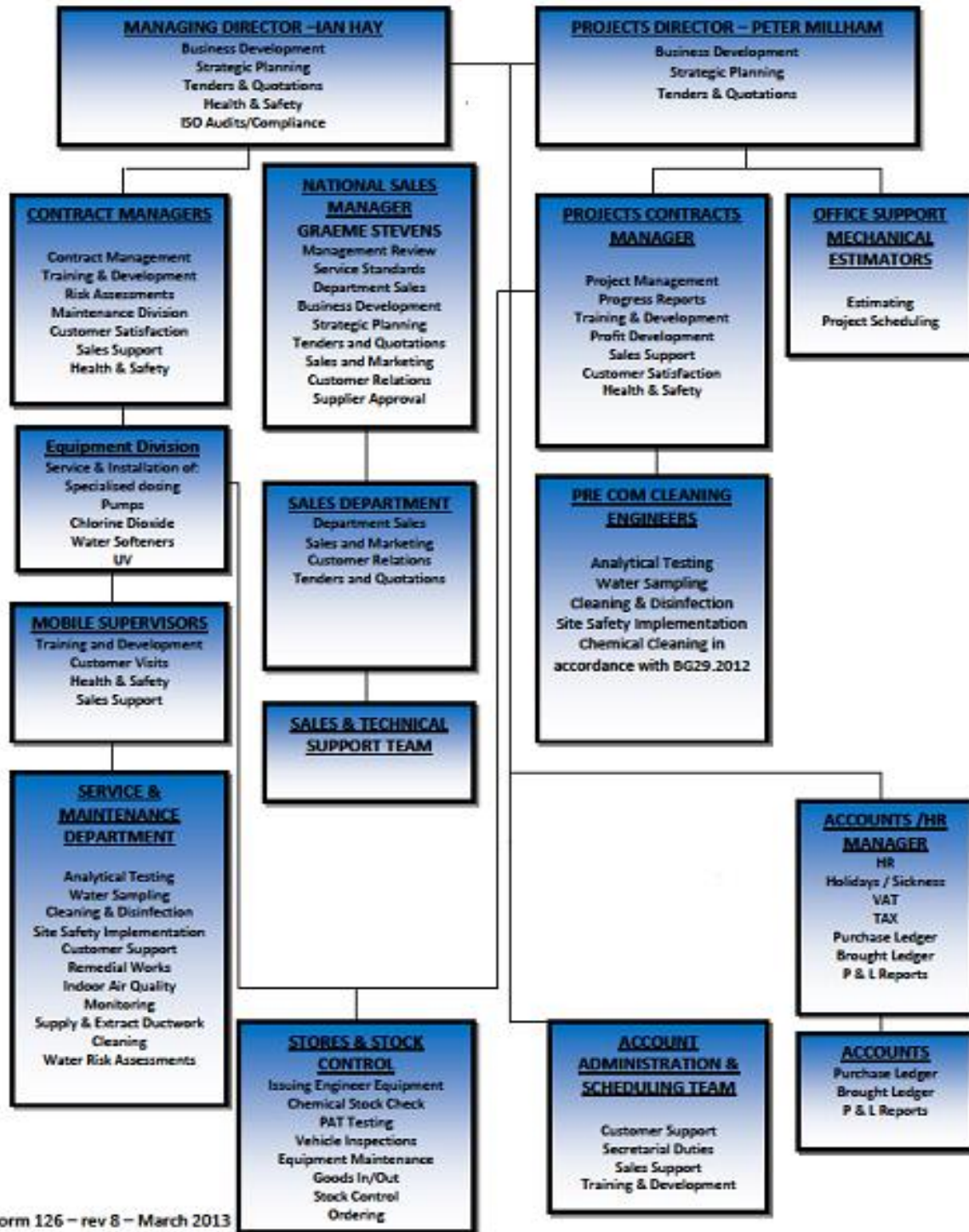
Date: (Revision 13) 1st August 2019

2 COMPANY ORGANISATION FOR HEALTH & SAFETY

2.1 Introduction

All **company** personnel must familiarise themselves with the lines of communication and levels of responsibility as these exist to ensure that health and safety matters are dealt with efficiently. The management structure shown relates directly to matters relating to health and safety and not necessarily to other management functions.

2.2 Company Organisation



Form 126 – rev 8 – March 2013

2.3 Responsibilities of the Managing Director

The Managing Director will: -

- be responsible for the establishment of an effective Health and Safety Policy within the company and will publicly support all persons carrying it out.
- periodically appraise the effectiveness of the policy and ensure that any necessary changes are made.
- jointly, with our nominated external consultant (S H E Management Consultants Limited), produce a strategy for the continual Management of Health and Safety as part of the *company's* business objectives, which will be regularly monitored, reviewed and developed.
- provide adequate 'competent persons' as required in the **Management of Health and Safety at Work Regulations 1999**, together with the necessary funds, materials and other assistance to meet current health and safety requirements.
- through the competent person(s), measure, appraise and where necessary, correct the *company's* safety performance.
- ensure, so far as is reasonably practicable, that the Health and Safety Policy and the program of implementation is understood at all levels by committing the required training resources to that program.
- ensure, so far as is reasonably practicable, that responsibility is properly assigned and accepted at all levels and that these areas of responsibility are placed under review from time to time.
- ensure, so far as is reasonably practicable, that risk assessments are carried out where necessary and are done so in line with, to show compliance to, current legislation.
- ensure that the safety, organisation and first aid facilities are available, so far as is reasonably practicable, on all sites.
- attend Safety Committee meetings or arrange for a senior manager to act on his behalf.

2.4 Responsibilities of the Directors

The Directors will: -

- be responsible for ensuring full compliance with Company Policy in the sections of the **company** over which they have control.
- ensure, so far as is reasonably practicable, that within each area under their control, a system of Management of Health and Safety is in place whereby all risks to health are identified and those risks eliminated or controlled.
- jointly, with other Directors, produce a plan for the continual Management of Health and Safety as part of the **company's** business objectives, which will be regularly monitored, reviewed and developed.
- ensure, so far as is reasonably practicable, that training needs for health and safety are identified amongst the employees under their control and such training carried out at the earliest opportunity, bearing in mind the effects on the efficient running of the company business.
- ensure, so far as is reasonably practicable, that all accidents / incidents causing injury to health or damages to **company** property are evaluated and, where required by Company Policy or the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013**, reported to the enforcing authority via the Company Safety Officer.
- review safety reports from the Company Safety Officer and / or outside agencies and consider any necessary action(s) to be taken to reduce unfavourable trends.
- on a regular basis, inspect the premises and sites to ensure that Company Policy is being complied with and make any recommendations directly to all employees on all matters concerning health and safety.
- ensure, so far as is reasonably practicable, that information on hazards and precautions relevant to materials and plant is available and communicated to employees as necessary.
- ensure, so far as is reasonably practicable, that the necessary prescribed notices, records and registers are introduced into their section, and maintained.
- seriously consider any recommendations brought to the attention of the management by any employee or worker representative.

- ensure, so far as is reasonably practicable, that department managers are available for and involved in safety inspections and investigations of all accidents/ incidents within the areas under their control.
- ensure, so far as is reasonably practicable, that all relevant health and safety legislation and company rules are adhered to.

Signed: 

Name: Peter Millham

Title: Finance Director

Date: (Revision 13) 1st August 2019

2.5 Responsibilities of the Managers and Supervisors

All personnel designated as Manager or Supervisor will: -

- familiarise themselves with the **company's** Safety Policy and sections 7, 8 and 36 of **The Health and Safety at Work etc. Act 1974**.
- in conjunction with the **company's** Safety Officer, identify all risks to health within their departments or section and employ actions to eliminate or control those risks.
- ensure that persons in their department or section are fully trained for the task(s) they are to perform, in particular that they are not exposed to danger by unsafe working procedures or practices.
- ensure that all employees in their department or section know what to do in the case of fire / explosion or similar incident, and know the location of and how to use, the fire fighting equipment provided, when necessary.
- ensure that all employees in their department or section know the whereabouts of First Aid facilities and names of First Aiders.
- strive to continually develop safe practices in their department or section to ensure maximum safety for all under their management/supervision.
- ensure that adequate supervision is available at all times, particularly where young or inexperienced workers are concerned.
- investigate all accidents and/or incidents promptly to discover their cause and take immediate action to eliminate a recurrence.
- complete Accident Report forms in their department for all accidents involving injury, damage to company property or lost time.
- ensure that any safety equipment and/or safety devices are always used, properly adjusted and maintained.
- ensure that all defects in their department or section are promptly recorded and rectified. Where the defect involves the safety of machinery or equipment, it is immobilised until repaired.
- ensure that targets set by the **company's** health and safety strategy plan are made known and achievements of targets identified.

2.6 Responsibilities of the Company Safety Officer (and External Advisor)

The **company's** Safety Officer (and/or External Safety Advisor) will: -

- be responsible for overseeing the procedures for implementation, compliance, monitoring and (as necessary) the review of this Policy across the full extent of the **company** and its operations.
- ensure, so far as is reasonably practicable, that there is a system of Management of Health and Safety in place whereby all risks to health are identified and that those risks are eliminated or controlled.
- establish and maintain a system of communications with each department of the **company** (e.g. Finance, Training, Distribution, Sales and Marketing) to ensure that the system of Management of Health and Safety is in place and is effective.
- periodically inspect all parts of the **company** premises and remote sites to cover all undertakings and ensure that risks to health are being minimised.
- from time to time report, to the Managing Director, on all aspects of Health and Safety as it affects the company's operations, the employees of and visitors to the **company**.
- ensure, so far as is reasonably practicable, that all company personnel and visitors to the **company** are kept up to date with current health and safety legislation and best practice.
- so far as is reasonably practicable, ensure the quality of health and safety training, that it is relevant to the purpose for which it is intended and to the benefit of the **company** personnel to which it is given.
- ensure that on a regular basis, emergency procedures and drills are carried out at the **company** premises.
- in conjunction with each department, draw up safe working procedures for all operations that, in the absence of said working procedures, may constitute a risk to the health of one or more employees and/or others.
- evaluate investigations of accidents, the recommendations to prevent recurrence and actions taken. Additional investigation shall be conducted where it is felt the initial investigation/action is insufficient.

- arrange, supply information for and attend Safety Committee meetings as required.
- liaise with employees on all matters concerning health and safety at work to the benefit of all employees and the **company**.

Signed:

A handwritten signature in black ink, appearing to be 'I Hay', written over a light blue horizontal line.

Name: Ian Hay

Title: Managing Director

Date: (Revision 13) 1st August 2019

2.7 Safety Responsibilities of Company Employees

In order to ensure a good health and safety system all **company** personnel should be aware of their health and safety responsibilities under the law.

There are many legal requirements that the company has to meet. Many of these Laws and Regulations are made under the Health and Safety at Work etc Act 1974. Failure to comply with these laws is a criminal offence, which could result in a fine or even a prison sentence.

Section 7 of the Health and Safety at Work etc Act 1974 requires that: - as an employ you take reasonable care of your own health and safety and that of others not only by your acts but also by your omissions (by what you do or fail to do) and that you co-operate with your employers and others to comply with health and safety legislation.

Section 8 of the Health and Safety at Work etc Act 1974 requires that: - you must not misuse anything provided in the interests of health, safety or welfare.

Regulation 14 of the Management of Health and Safety at Work Regulations 1999 states: -

Every employee shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device in accordance with any training or instruction given.

Every employee shall inform the **company** or person responsible for health and safety of any situation, which represents a serious and immediate danger, and/or anything that may constitute a shortcoming in the arrangements for health and safety.

Every employee shall familiarise themselves with and conform to the company's Health and Safety Policy at all times.

Every employee shall conform to **company** rules and regulations made in the interest of health, safety or welfare.

Every employee shall not misuse any equipment issued in the interest of health, safety or welfare, e.g. goggles, hearing protection, protective clothing, safe systems etc.

Every employee shall ensure that accidents are reported promptly and fully to the your immediate manager or the office.

Every employee shall keep their immediate work area clean and tidy.

Every employee shall comply with any site rules and/or instructions issued by host site Health and Safety Officer.

Every employee charged with supervising trainees, shall ensure they are capable of undertaking any task they are asked to do, and to instruct them in general health and safety matters applicable to your trade.

Further information is available from the Health and Safety Poster - What you should know, or the equivalent HSE leaflet.

Failure to comply with Health and Safety Legislation can lead to prosecution.

2.8 Responsibilities of Contractors and Visitors Contractors

All contractors will be expected to complete the **company's** Health & Safety, Quality and Environmental questionnaires as part of the selection process prior to any work instruction being issued.

All contractors will be expected to comply with the **company** Policy on Health and Safety and must ensure their own Company Policy is made available whilst work is carried out.

Any plant or equipment brought onto site by the contractors must be suitable for its intended use and maintained in accordance with the relevant Regulations and Approved Codes of Practice.

Contractor's employees are not permitted to alter anything provided for their use or interfere with any plant or equipment on the site, unless authorised by the **company's** Site Representative. Information and assessment of noise levels relevant to plant, equipment or operations intended for use on site by contractors must be provided to the **company** before work commences.

Any injury sustained, or damage caused by contractors employees, must be reported immediately to the **company's** Site Representative (or the External Safety Advisor). A list of all contractors' employees on site must be supplied to the **company's** Site Representative on a daily basis.

Visitors

All visitors must report to reception and sign in upon arrival.

Visitors must be accompanied at all times.

Visitors must report any accident, injury or near miss to their host.

3 GENERAL ARRANGEMENTS FOR HEALTH & SAFETY MANAGEMENT

3.1 Introduction

This section defines the standards and rules, which relate to all employees whilst at work. It is the responsibility of all employees to observe these rules and behave in a safe and reasonable manner whilst at work.

Failure to comply with the following arrangements will render employees liable to action involving the established disciplinary procedure.

It should also be borne in mind that a breach of Health and Safety Legislation by an employee is a criminal offence and action taken by an Enforcing Officer against an individual may result in heavy penalties i.e. fines and imprisonment.

The **company** recognises that it is not possible to prepare in written form, every safety rule laid down by the **company** as circumstances may vary depending upon the nature of work. However, employees are expected to act in a sensible manner and adhere to verbal instruction given by Management.

3.2 Health and Safety Policy – General Statement

The detailed arrangements for controlling accidents and/or accidental loss, specific procedures and information will be set down in the Safety Manual. The following paragraphs lay down the basic standard that are required to be achieved. Each department is required to develop procedures to meet these standards.

PLANNING: Prior to commencement of work, the person in control of any task must determine which of these arrangements apply, and to ensure that the appropriate materials, equipment and procedures are available to enable them to be implemented.

MONITORING: It is essential that the persons in control of any task ensure that the standards are maintained throughout the duration of that task. Therefore standards must be monitored on a day-to-day basis.

It is to be noted that the term Health and Safety incorporates prevention of damage to health, prevention of personal injury and prevention of damage and/or loss to both **company** and personal property.

It is also noted that any statutory references and guidance information appended to the standards is not to be considered an exhaustive list but merely a guide. Additional requirements may apply depending on local circumstances and conditions.

3.3 First Aid Provision and the Duties of First Aiders

The **company** will provide and maintain First Aid facilities in accordance with the **Health and Safety (First Aid) Regulations 1981**, Approved Code of Practice and Guidance.

The list of current First Aiders and Appointed Persons shall be displayed on the notice board.

The locations of the first aid box at the **company** office(s) is indicated below, the locations is suitably marked with a sign (white cross on a green background).

Site personnel must establish the location of and arrangements for First Aid whilst on “host sites”. Any accidents and/or First Aid treatment must be entered in both the “host site” accident book and the **company** accident book.

There is a maintained book for recording injuries. Every employee who has an accident that results in an injury must record or ensure the details are recorded accurately. See below for book location.

The nearest Accident and Emergency facility (**to unit 37, Invincible Rd**) is located at: -

Frimley Park Hospital
Portsmouth Road
Frimley
Surrey. GU16 7UJ

Tel: 01276 604604

The accident book is located in: - Accounts Office

The first aid box (Invincible Road) is located in: - Downstairs and upstairs Kitchen

The first aid box (site personnel) contained within all site vehicles

Nominated person(s) for reporting under RIDDOR are: -

Ph House – Carol Bienkowski (**or S H E Management Consultants Limited**)

Site – the host site manager (**or S H E Management Consultants Limited**)

Supplementary first aid information may be found on the **company** notice board

Duties of First Aider(s) and Appointed Person(s) cont.

The First Aider is: Carol Bienkowski

The nominated Appointed Person is:

ph House – **Carol Bienkowski**

Site – **all usage to be reported to Carol Bienkowski**

Ensure the first aid facilities are available and stocked according to the instruction issued.

To maintain records in the accident book of all cases they treat.

To inform the health and safety officer/safety committee of any matter relating to the provision of first aid that they deem necessary.

To carry out the duties of an Appointed Person as appropriate.

To maintain a current first aid certificate.

To take charge of the situation.

To ensure a first aider is summoned (if available).

To call an ambulance and other emergency service.

To give any emergency first aid treatment for which they have been trained.

NB. Refer also to Section 3. & 3.3 - First Aid and Accident Reporting

3.4 Accident Reporting and Investigation

It is the duty of all employees to report accidents to their supervisor/manager as soon as possible. An accident can be defined as any unplanned event, which may give rise to injury, ill health, property or plant damage or any other potential loss and includes near misses.

Any accident involving injury must be recorded in the accident book. This book should be filled in by the first aider, the injured employee or other suitable person e.g. supervisor, colleague, appointed person.

All accidents must be recorded on the Company Accident/Injury Report Form. This form is to be completed by the supervisor/manager after the accident has been investigated.

The completed accident report form will be forwarded to the health and safety officer for comment/further investigation. If the accident/incident is reportable under the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013** [see list “*What is reportable under RIDDOR*”] Form F2508 or F2508A must be completed by the manager/safety officer, a copy sent to personnel and the original sent to the relevant enforcing authority (see Health and Safety Law poster).

The safety officer will analyse all accident statistics and report.

WHAT IS REPORTABLE UNDER RIDDOR

3.4.1 Death or Major Injury

An employee, or self employed persons working at **company** offices or sites (customer/host site) is killed or suffers a major injury (including as a result of physical violence); or a member of the public is killed or taken to hospital;

You must notify the enforcing authority without delay (e.g. by telephone). They will ask for brief details about your business, the injured person and the accident. This initial report must be followed up with a completed accident report form (F2508) **within ten days of the original reporting date**.

3.4.2 Reportable Major Injuries

These include: -

- Fracture other than to fingers, thumbs or toes;
- Amputation;

- Dislocation of the shoulder, hip, knee or spine;
- Loss of sight (temporary or permanent);
- Chemical or hot metal burn to the eye or any penetrating injury to the eye;
- Injury resulting from an electric shock or electrical burn leading to unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours:
- Any other injury: leading to hypothermia, heat induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
- Unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

3.4.4 Over-seven-day Injury

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

Note: - the F2508 can be completed on line or over the telephone An over-seven-day injury is one which is not major but results in the injured person being away from work or unable to do the full range of their normal duties for more than seven days (including any days they wouldn't normally be expected to, or be available for work such as weekends, rest days or holidays) not counting the day of the injury itself.

Note: - the same criteria are used for calculating an over-three-day injury.

3.4.5 Reportable Dangerous Occurrences

These include: -

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- Explosion, collapse or bursting or any closed vessel or associated pipework;
- Failure of any freight container in any of its load bearing parts;
- Plant or equipment coming into contact with overhead power lines;
- Electrical short circuit or overload causing fire or explosion;
- Any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion;
- Accidental release of a biological agent likely to cause severe human illness;
- Malfunction of breathing apparatus while in use or during testing immediately before use;
- Collapse or partial collapse of a scaffold over five metres high, or erected near water where they could be a risk of drowning after a fall;
- A dangerous substance being conveyed by road is involved in a fire or released;
- The following dangerous occurrences are reportable: -
 - Unintended collapse of any building or structure under construction, alteration or demolition where over five tonnes of material falls, a wall or floor in a place of work; any false work;
 - Explosion or fire causing suspension of normal work for over 24 hours;
- Sudden, uncontrolled release in a building of: -
 - 100kg or more of a flammable liquid;
 - 10 kg or more of a flammable liquid above its boiling point; or
 - 10 kg or more of a flammable gas; or
 - 500kg of these substances if the release is in the open air;
 - Accidental release of any substance, which may damage health.

3.4.6 Reportable Diseases

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

These include: -

- Certain poisonings;
- Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne;
- Lung diseases including occupational asthma, farmer's lung, pneumoconiosis, asbestosis;
- Infections such as leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis and tetanus;
- Other conditions such as: occupational cancer, certain muscular-skeletal disorders, decompression illness and hand-arm vibration syndrome.

The full list of reportable diseases (and the work activities they are related to) and dangerous occurrences can be found in the detailed guide to the Regulations

3.5 Fire Safety and Emergencies

The **company** will undertake a suitable and sufficient fire risk assessment, in line with, and to show compliance to, **The Regulatory Reform (Fire Safety) Order 2005** to enable them to prepare and publish a Fire/Emergency Plan for its offices.

Site personnel will be required to establish and adhere to the requirements of the Plan at the “host site” ph House is equipped with fire exits and suitable fire fighting equipment at numerous locations, all of which are clearly sign posted in accordance with current regulations. It is the responsibility of all personnel to ensure that the fire exits and fire fighting equipment is left unobstructed at all times.

The **company** will appoint a fire marshal (and deputies as appropriate) to oversee all aspects of fire safety, it is the duty of the site supervisor to establish the actions required in the event of a fire whilst working at customer/host sites. And to inform all site personnel of these actions.

All fire alarms (where fitted) shall be maintained serviceable at all times and shall be tested at intervals determined by the fire risk assessment. A record of alarm tests shall be kept.

Fire drills/evacuations shall take place as set out in the Fire Plan and a suitable report shall be prepared by the fire marshal. Suitable and sufficient training shall be provided by the **company** for all personnel who have duties under this section.

3.5.1 Fire Plan

Any person discovering a fire shall raise the alarm and then notify the fire marshal/deputy or senior manager.

The fire marshal/deputy or senior manager SHALL ENSURE THAT the relevant emergency services are phoned giving the following information:

Name (person making call)
Of (Company)
Site Address
Telephone Number
Nature of Incident (if known)

NB. Do not replace the receiver until this information has been correctly acknowledged. Remove the visitors book/staff register and vacate the premises by the nearest available exit.

All personnel should vacate the premises calmly and quickly by the nearest available emergency exit and assemble at the nominated point (see fire plan [Appendix 1] / notice board for site assembly point).

Once at the assembly point report to the fire marshal etc. who will conduct a roll call to establish complete evacuation or any missing persons.

3.5.2 Duties of the Fire Marshal/Deputy

They will ensure that: -

- all fire exits and fire escapes are to be kept clear at all times.
- fire doors are to be unlocked during working hours and locked before leaving for security purposes.
- the location of the fire fighting appliances should be checked regularly, using the approved checklist and have an annual service.
- the fire fighting equipment e.g. activation points / sprinklers etc. are checked and serviced in accordance with requirements.
- maintain an UP TO DATE list of personnel with their responsibility outlined in the fire plan.
- ensure that all personnel are aware of the fire plan and what they are to do in the event of a fire. A copy should be circulated and initialled by each member of staff having read and understood the details of the plan.
- ensure all new members of staff within their area of responsibility are aware of the fire plan.
- arrange and oversee a FIRE DRILL at suitable intervals after obtaining authorisation from Management.
- arrange for replacement/refilling of any fire fighting equipment used or found defective as soon as possible.
- maintain and update the fire logbook.

3.6 Visitors and Contractors

Persons other than **company** employees are not permitted on **company** premises unless authorised and accompanied at all times by a member of staff.

Contractors and visitors will be required to comply with the Health and Safety at Work Act and such **company** rules as are appropriate. See 2.8 responsibilities.

All visitors and contractors have the protection of the Health and Safety at Work etc Act 1974, sections 3 and 4. They also have duties under S2, 3, 4, 7 and 8 of this Act. There are many other statutory requirements concerning visitors and contractors and their activities.

All visitors and contractors must report to reception and sign in upon arrival and also notify reception when leaving **company** premises.

3.7 Risk Management

The **company** will instigate a program of hazard identification and risk assessment of all its activities in order to eliminate as far as is reasonably practicable any harm or danger from effecting its employees or other persons.

All risk assessments will be fully documented and recorded in the **company's** Health and Safety Manual.

Areas that have been identified are: -

Hazardous Substances

Manual Handling

Display Screen Equipment

Portable Electric Machinery – including operation and maintenance

Working at Height

Working in Confined Spaces

First Aid Requirements

Fire and Hot Works

Office Work

Managers/Safety Officer will be responsible to ensure that risks assessments are carried out for all operations under their control.

All risk assessments will be reviewed at least annually and monitored on a routine basis.

3.8 Training

It is recognised that training has an important part to play in a Safety Program. The **company** will ensure that adequate facilities are available to train all employees to carry out their tasks safely and efficiently. Training records will be kept (along with master copies of any certificates) for all employees by their departmental managers. All refreshers courses/retraining dates will be logged and further courses/training booked (as necessary) prior to the notified expiry date.

No person will be required to perform any task unless he/she has been trained to do so, and adequate instruction has been given.

All new employees will undergo an Induction Program in their first week of employment that will ensure their awareness of basic safety rules and procedures.

The principal statutory requirement is the Health and Safety at Work etc. Act 1974: Section 2(2)(c).

3.9 Personal Protective Equipment

It has long been recognised and is now given statutory authority within the **Control of Substances Hazardous to Health Regulations 2002** that as a means of hazard elimination the use of personal protective equipment (PPE) is the last consideration. However, where it has been established that this is the only means, or can supplement other means of protection the company will ensure that adequate supplies of such protective equipment are available and maintained.

In line with, and to show compliance to, Section 9 of **The Health and Safety at Work etc Act 1974** all items of PPE designated as being necessary will be provided free of charge. It shall be the responsibility of all personnel to maintain any items provided and report any faults or damage immediately to their immediate supervisor/manager and not to intentionally interfere with any item provided for health and safety (Section 8 of **The Health and Safety at Work etc Act 1974**) including unauthorised (by the *company* or the manufacturer) “adjustment and/or customisation” of any items of PPE.

Each department will maintain a list of the tasks requiring personal protective equipment and specify the standard of personal protective equipment to be supplied. Where relevant, PPE will not be supplied unless it conforms to an appropriate British Standard, and/or the appropriate 'Certificates of Approval' issued by the Health and Safety Executive, or the appropriate CE Mark.

It is essential that all personnel required to employ PPE are trained in its use and maintenance etc. and are aware of: -

the correct method of personal inspection prior to employing any PPE and defect reporting procedures.

the specific hazards of each task (for which the PPE is issued)

the section on hazardous chemicals within this Policy document.

All PPE issued will be recorded on the issue list for specified tasks.

3.10 Safety of Machinery, Plant and Equipment

Arrangements will be laid down (as required) for: -

- regular examination and testing of equipment in line with manufacturers recommendations, industry best practice and/or to show compliance with specific regulatory requirements
- regular inspection and testing of machine safety devices
- examination and testing of electrical apparatus and the installation of electrical equipment and wiring by competent employees
- scaffolding and ladder inspection
- lifting equipment inspection (fork lift truck – equipment hire company only) No new or second hand machinery, plant or equipment will be brought into production unless it meets both the current safety standard and those of the **company**. Where practicable these standards will be achieved prior to delivery and will be recorded accordingly.

Standards for the safety of machinery, plant and equipment will be established to cover the following areas of use: -

Maintenance of machinery and guards

Machine controls

Safe methods of operation

Safe methods of maintenance (including cleaning as necessary)

Noise

Vibration

For further guidance [click here](#)

3.11 Inspection and Maintenance of Plant and Equipment

3.11.1 General Procedures

The maintenance of all plant and equipment owned by the **company** will only be undertaken by a suitably qualified personnel or sub-contractor

3.11.2 Routine Maintenance

Routine maintenance of plant and equipment is essential to ensure that the correct operation and efficiency performance is maintained. All maintenance will be performed in line with the manufacturers recommendations, by suitably qualified personnel using approved parts and consumables.

3.11.3 Routine Inspection

All plant and equipment will be subject to regular inspection in-line with the following: -

- **Supervisors Initial Inspection** – a general visual inspection, including checking of valid certification where applicable, prior to commencement of works
- **Visual Inspection** – by the person using the item at least daily during its employment.
- **Monthly Inspection** – by the supervisor to check for signs of damage, wear etc that may have occurred during recent use.
- **Routine Inspection** – carried out in line with manufacturers recommendations by a suitably qualified person.

3.11.4 Record Keeping

Records of all maintenance, repair and testing of all **company** plant and equipment will be kept for the life of the item.

3.11.5 Hire Equipment

No hire equipment will be accepted without all necessary records (maintenance, testing etc) being provided by the hire company.

3.11.6 Fault Reporting

It will be the responsibility of all **company** personnel using any equipment (**company** or hired) to report any faults immediately. The supervisor will remove any item from use where a fault is suspected to present a risk to health and safety.

3.12 Transport Safety

Only personnel authorised and qualified to the appropriate standards will be permitted to operate any vehicle owned or leased by the **company**.

Procedures will be specified requiring that all vehicles will be properly maintained according to a pre-planned maintenance system.

This policy covers vehicles of any description from road vehicles through to rider and pedestrian operated lift trucks.

Every authorised driver shall check his/her vehicle at the beginning and end of each shift to ensure that it is safe to use and shall report all defects as soon as possible to their manager.

Any driver shall report any accident/incident irrespective of any injury/damage to their supervisor as soon as practicable.

Any driver operating on public roads shall comply with the Road Traffic Act.

3.13 Driving Security

To ensure that the **company** complies with its insurance obligations ALWAYS lock the vehicle when not in use.

When driving through built up areas keep windows shut and doors locked if possible. All valuables including Laptops, Briefcases, Tools etc. must be located in the boot of the car at all times.

When the vehicle is left overnight valuables must not be left in the car. Any **company** driver doing a long journey must plan the trip to ensure the tiredness factor has been considered. If during a trip it is evident that to continue driving would constitute a risk, consideration to making a temporary stop or booking overnight accommodation should be considered.

Any change in **company** drivers' driving licence must be reported to the office. Failure to keep our insurance company informed could invalidate our cover. **Company** vehicles must be serviced and maintained in accordance with manufactures' guidelines.

ANY damage or problem with the vehicle must be reported and corrective action taken.

This includes mechanical issues, tyres, bodywork and windscreens. Any person using a **company** vehicle must take with them a mobile phone to ensure emergency help can be obtained (to be used only when safe and legal to do so).

Staff using their own vehicles must comply with these instructions.

3.14 Display Screen Equipment

The safe use and operation of visual display screens (VDU) is a specific area addressed by legislation which requires the **company** to carry out an analysis of each workstation and take appropriate measures to remedy any risks.

The Departmental Manager is responsible for ensuring assessments are carried out on the introduction of new VDU workstations, on the movement/change of location of VDU stations.

All workstations are to be reviewed on a regular basis.

Eye sight tests - contact Kim Dunaway for details

Complaints - contact your department manager

Job rotation/breaks - see supervisor for details

Pregnant workers comfort - see pregnant workers policy

For further guidance [click here](#)

3.15 Welfare Arrangements

Welfare facilities are available for the use of all company personnel (and visitors) at Unit 37 Invincible Road. These include toilets (male, female and disabled facilities) and canteen facilities.

Welfare facilities for site personnel will be provided by the host site, however this is not within the control of *the company* and facilities may vary at each site. Therefore in order to establish what facilities are available, these details will be established during the “precontract” phase and site specific information passed to all site personnel (within the job pack) prior to deployment on site.

3.16 Consultation

3.16.1 Joint Discussions on Safety Matters

This policy cannot be achieved solely by management. Therefore regular discussions with all personnel on health and safety matters are accorded a high priority, and an essential requirement is the support and co-operation of all employees.

All personnel at all levels of the **company** are encouraged to participate in safety meetings led by their manager.

Individuals are encouraged to raise concerns about safety matters with their immediate manager. They will receive positive feedback from their immediate manager on issues raised. Any unresolved issues can be raised at the next team safety meeting and/or with the **company** Safety Officer.

3.16.2 Health & Safety Committee (if applicable)

The membership of the **company** Safety Committee will be subject to the agreement of the management and the respective Staff Representatives. However the committee shall include a senior managerial representative nominated by the Managing Director, this will ensure that there is adequate authority present to make decisions and with knowledge and expertise to provide accurate information to the committee on such matters as Company Policy, technical matters etc.

The meetings will be held on a quarterly basis, however if the Committee decides it would be beneficial they can alter this frequency to a more regular basis. Each member of the Committee shall receive a copy of the minutes and a copy will be placed on all

Health and Safety Notice Boards.

3.16.3 Terms of Reference

The review of any accident reports
Examination of safety audit reports
Consideration of reports by Safety Representatives/External Consultants
Development and monitoring of work Safety Rules and Safe Systems of Work
Monitor the adequacy of Health and Safety Communications

For further guidance [click here](#)

3.17 Cooperation and Coordination of Works with other Contractors

Due to the nature of the works undertaken by **the company**, works on “host sites” may be carried out in conjunction with, or in the vicinity of, other contractors and/or site personnel.

Whilst it is the responsibility of the host site to establish any overlap and/or conflict that may occur during any routine, scheduled or emergency works, there may be occasion where this is not practicable (due to unforeseen circumstances). Therefore all **company** site personnel must be vigilant at all times and report any potential for overlap/conflict of works with others.

Where practicable, **the company** will adopt a “flexible approach” whilst scheduling all works in order to take account of other contractors/personnel that may be affected by its undertakings. This will include the provision of additional time for pre-contract meetings and daily (where necessary) “tool-box” talks and/or site progress meetings.

3.18 Environmental and Waste Management

The **company** has produced an environmental strategy to minimise the effect of its activities on the environment by: -

Reduction of packaging

Minimisation of production waste

Reduction in the use of paper

Control of emission to the atmosphere to the levels set by legal statute

Control of liquid discharge to within limits set by the Environment Agency

The **company** will comply with the general duty of care imposed by the **Environmental Protection Act 1990** and other legislation: -

to prevent the escape of waste under the **company's** control

to ensure waste is only transferred to an authorised person

to provide a written description of the waste and to maintain copies and records for the minimum prescribed period (2 years).

Waste is segregated under the following groups: -

General office waste

Controlled waste

Authorised waste contractors for the different group of waste are as follows (to be nominated when required): -

General

Certificate No: **Expiry Date:**

Chemicals

Certificate No: **Expiry Date:**

3.19 Company & Personal Mobile Phone Use

All company employees must not use their mobile phones when driving unless a suitable and approved “hands free” system is employed. To ensure that messages are communicated the following procedure must be adopted.

When calling a colleague on their mobile expect that your call will not be answered - LEAVE A MESSAGE.

When out of the office regularly check your voice mail or messages to get any details of calls when it is safe to do so.

If the office or a colleague wants to contact you urgently they will phone as normal if however you cannot take the call due to driving, instead of just leaving a message they will make a second call immediately. Only when you have found a safe place to park must you ring back for call details.

When driving it would be advisable to set your phone on divert (unless a suitable and approved “hands free” system is employed) to ensure the office would answer any client calling you direct.

4 SPECIFIC ARRANGEMENTS FOR HEALTH & SAFETY MANAGEMENT

4.1 Safe Systems of Work and Procedures

Safe systems of work will be developed for all tasks carried out by employees and subcontractors for all works undertaken both at ph House and at customer/host sites. Where necessary, a “Permit to Work” will be issued (for works at ph House) or sought (at customer/host sites) prior to the commencement of any works.

The **company** has developed safe systems of work and corresponding procedures that are to be followed for activities for which particular hazards have been identified. The analysis of tasks and developing safe systems of work and procedures will be ongoing in order to reflect industry guidance and/or best practice, company (and industry) accident and “near miss” statistics and the development of the **company’s** service provision to meet customer requirements. In some instances, an internal “permit to work” may be issued. Where this is the case, all documentation pertaining to this is to be kept in the project file for the duration of the works (these will be archived following completion of works).

Prior to any works being undertaken, a full inspection of the working area(s) will be carried out by the nominated competent person. The inspection will take into account the works required, the working environment, other personnel working in proximity etc and all findings recorded. In all cases, in the first instance, alternative methods will be investigated to establish if the work can be carried out by some other means (if not avoided altogether). Where this is not practicable, a “task specific” risk assessment will be undertaken, based upon the selected method of works.

The selection of personnel to undertake such works will be restricted to those, in the first instance, who are both fully trained/qualified and experienced in the task or techniques required to undertake the task. Where necessary, personnel may be selected that are either fully trained/qualified or experienced in the task, however, such personnel will be supervised at all times.

Site/Project specific method statements and risk assessments will be issued as necessary to all personnel at least 24 hours prior to the commencement of works (for familiarisation purposes). Where applicable, “Tool Box Talks” will be undertaken on site, prior to the commencement of works

NB. See also section Risk Management 3.7.

4.2 Working at Height

Where situations arise that requires work to be undertaken at height (as defined by the **Work at Height Regulations 2005**. For further guidance [click here](#)) the works will only be undertaken where it is not reasonably practicable to utilise techniques that enables the work at height to be avoided. Where working at height is deemed unavoidable, such works will be undertaken in line with current legislation, guidance and best practice. A Permit to Work (if applicable) will be sought from the customer/host site responsible person. All personnel involved with any works at height will only be permitted to do so following suitable training, instruction or based upon other suitable experience.

The employment of tower scaffold, MEWP (mobile elevating work platform), bespoke scaffold etc should be the first choice for access where work at height cannot be avoided.

Where the use of tower scaffold is necessary, only suitably trained and certified personnel (PASMA or similar approved) will be permitted to erect and inspect this equipment. Where the use of MEWP's is necessary, only suitably trained and certified personnel (IPAF or similar approved) will be permitted to operate and inspect this equipment. In all circumstances, all certification details, including re-assessment/testing dates will be held and maintained within Project Records.

Repetitive and/or short duration works may require the use of ladders or steps. Where practicable, "podium" steps will be the preferred means of access. Where podiums cannot be used (restricted access etc), stepladders will be used under a permit to work system. Steps will also be employed for "short" duration works, these being multiple location works or works of 10 minutes or less. Ladders will only be employed as a last resort and then only if environmental conditions permit and they can be fully tied off and the base anchored in order to prevented slippage. Where Step Ladders or Ladders are to be employed, a specific risk assessment will be undertaken prior to the commencement of works.

All works at height will require the employment of suitable fall prevention equipment (minimum of harness and lanyard) that must be anchored to a suitable structure. Where this cannot be employed, all works at height must be avoided and/or delayed until a suitable method/technique can be agreed.

Where work at height requires the use of tools and/or equipment, this should, wherever practicable, be attached by lanyard (to the person or structure) to prevent items falling. In addition to this, a "safe zone" should be established to the base of the working area. This zone should be of suitable dimension as to prevent any person or property being injured/damaged in the event of any item falling.

An exclusion zone may also need to be established around services that are within the working area. These include high voltage electric "buzz-bars"/conduit and pressurised systems such as fire sprinklers, compressed air lines etc. These exclusion zones should be of suitable dimensions so as to prevent any person or equipment contacting, damaging or causing injury in the event of contact, damage etc.

All company (site) personnel will (as part of the ongoing **company** training) receive “work at height” training to include the correct use, inspection, maintenance and transportation of podium units, ladders and step ladders and will be issued with HSE leaflet [INDG402](#) as an aide memoir within their personal Site Services Manual.

Work duration, including suitable rest periods should be established and implemented based upon prevailing working conditions.

Access Equipment and Additional PPE

All equipment owned by the **company** will be subject to regular inspect and maintenance (by suitably trained/qualified personnel only) as detailed by the original equipment manufacturer and the requirements of the [Provision and Use of Work Equipment Regulations 1998](#).

It is the responsibility of all personnel whether erecting, using, transporting, inspecting etc any equipment to report all faults, damage, loss etc to the **company** immediately and in the case of hired equipment to the hire company.

Equipment with any fault, damage etc must be removed from use immediately and where necessary isolated/demounted etc and signs posted to prevent use.

All equipment hired for the duration of the works must be accompanied by appropriate inspection/testing/maintenance records supplied by the hire company.

4.3 Working in Confined Spaces & Dangerous Atmospheres

Where situations arise that requires work to be undertaken within confined spaces and/or dangerous atmospheres (as defined by the **Confined Spaces Regulations 1997**. For further guidance [click here](#)) the works will only be undertaken where it is not reasonably practicable to utilise techniques that enables the entry into a confined space and/or dangerous atmospheres to be avoided. Where confined space and/or dangerous atmospheres working is deemed unavoidable, such works will be undertaken in line with current legislation, guidance and best practice.

Where confined space and/or dangerous atmospheres working is necessary, only suitably trained and certified personnel will be permitted to undertake these works and an Permit to Work (if applicable) will be sought from the customer/host site responsible person. All certification details, including re-assessment/testing dates will be held and maintained within Personal Training Records.

All works undertaken within confined spaces and/or dangerous atmospheres will carefully planned and supervised by suitably qualified and experienced personnel. A task specific risk assessment will be carried out which includes full details for access and egress, work duration (including suitable rest periods) based upon prevailing working conditions, deployment of emergency rescue equipment (e.g. breathing apparatus, haulage rescue etc) and means of summoning emergency assistance.

A project controller/supervisor will be appointed to act as “top man” and will ensure that:-

- a. a permit to work has been obtained from customer/host site responsible person.
- b. an internal permit to work has been issued and lodged within the site project file.
- c. all equipment utilised for the project is suitable for the task (intrinsically safe etc), deployed as necessary (rescue equipment, ventilation, lighting etc) fully maintained and tested as appropriate.
- d. all personnel are booked into and out of the working area.
- e. the working area is restricted to authorised personnel only (except in emergency situations)
- f. no works are to commence prior to suitable/specified atmospheric testing being undertaken and then only when conditions are found to be acceptable.
- g. all personnel have read and understood the method statement and risk assessment for the project and attended a toolbox talk.
- h. ongoing atmospheric testing is carried out at regular intervals for the duration of the works
- i. no personnel will enter the working area without full PPE (as established by the risk assessment) and personal atmospheric monitoring devices.
- j. all personnel carry out “buddy-buddy” checks prior to entering the working area.
- k. that regular communication is maintained with all personnel that are within the

working area and that assistance is summoned (this can be from others within the working area or external assistance) if contact is lost.

- I. pre-determined work durations are not exceeded.

Equipment and Additional PPE

All equipment owned by the **company** will be subject to regular inspect and maintenance (by suitably trained/qualified personnel only) as detailed by the original equipment manufacturer and the requirements of the **Provision and Use of Work Equipment Regulations 1998**.

It is the responsibility of all personnel whether erecting, using, transporting, inspecting etc any equipment to report all faults, damage, loss etc to the **company** immediately and in the case of hired equipment to the hire company.

Equipment with any fault, damage etc must be removed from use immediately and where necessary isolated/demounted etc and signs posted to prevent use.

All equipment hired for the duration of the works must be accompanied by appropriate inspection/testing/maintenance records supplied by the hire company.

4.4 Hot Works

Where situations arise that requires “hot works” (including flame soldering or brazing, grinding or any works that can produce excessive heat or sparks) are to be undertaken, these will only be undertaken where the use of alternative techniques that enables hot works to be avoided are not practicable, permissible and/or specified.

Where hot works are deemed unavoidable, such works will be undertaken in line with current legislation, guidance and best practice and only by suitably trained, qualified and experienced personnel.

Where other hot works are required (welding, flame cutting etc) these will be carried out by specialist sub-contractors and all necessary method statement, risk assessments and safe working procedures will be provided by the specialist sub-contractor.

All hot works undertaken will be carefully planned and supervised by suitably qualified and experienced personnel. A task specific risk assessment will be carried out which includes full details for work duration, emergency actions/procedures (e.g. use of fire fighting equipment etc), all site specific requirements and means of summoning emergency assistance.

Where necessary a Permit to Work (if applicable) will be sought from the customer/host site responsible person prior to the commencement of works. All **company** personnel undertaking hot works will liaise with the customer/host site responsible person (e.g. fire marshal) to ensure that all working areas are identified for monitoring, emergency response purposes.

All materials within the immediate area that cannot be removed, will be protected by flame retardant and/or insulating material, where practicable, in order to reduce the risk of ignition during the heating process.

Fuel (compressed gas canisters) for soldering units will be restricted to that which is required for each unit only, all “spare” canisters will be stored away from the working area to avoid adding to the potential fuel loading within the area and/or fuel leakage.

All personnel carrying out hot works will carry a suitable fire extinguisher which will be used for emergency/immediate action only.

All materials that may have been exposed to heating during these works will be subject to periodic monitoring for 3 hours following completion of works in each area. All areas will be “handed over” to the customer/host site responsible person following completion of works (and the specified monitoring period).

Works at Invincible Road

All works undertaken at Invincible Road that involve working at height, within confined spaces, hot or live electrical works will be subject to stringent control and will only be permitted following the issue of a Permit to Work.

The permit will only be issued when the contractor undertaking the works has met and satisfied **all** of the specified requirements of the permit. All isolations will remain in place until such time as the contractor notifies the issuing person of the full completion of all tasks and a full inspection and “hand-over” procedure has been carried out.

Following full acceptance, by a suitably qualified **company** representative, that the task is complete and satisfactory, the permit will be closed and the area/item returned to normal working practice. The permit to work will be archived for the full defect and/or statutory requirement period following which it will be destroyed.

4.5 Manual Handling

The Manual Handling Operations Regulations 1992 apply to any manual handling operation that may cause injury at work. These operations will be identified by the risk assessment carried out under the **Management of Health and Safety at Work Regulations 1999**. These include not only lifting, but also lowering, pushing, pulling, carrying or moving loads by hand or other bodily force.

The **company** will take three key steps in order to control the potential risk from manual handling injuries:

1. Avoid hazardous manual handling operations by using mechanical means where reasonably practicable;
2. Assess adequately any hazardous operations that cannot be avoided. Ergonomic assessment looks at the weight, shape and size of the load, the handler's posture, the working environment, and each individual's capability (as the task may require more than one person to perform it). Unless the assessment is very simple a written record will be needed;
3. Reduce the risk of injury as far as is reasonably practicable.

There are six significant points in manual handling. These are:

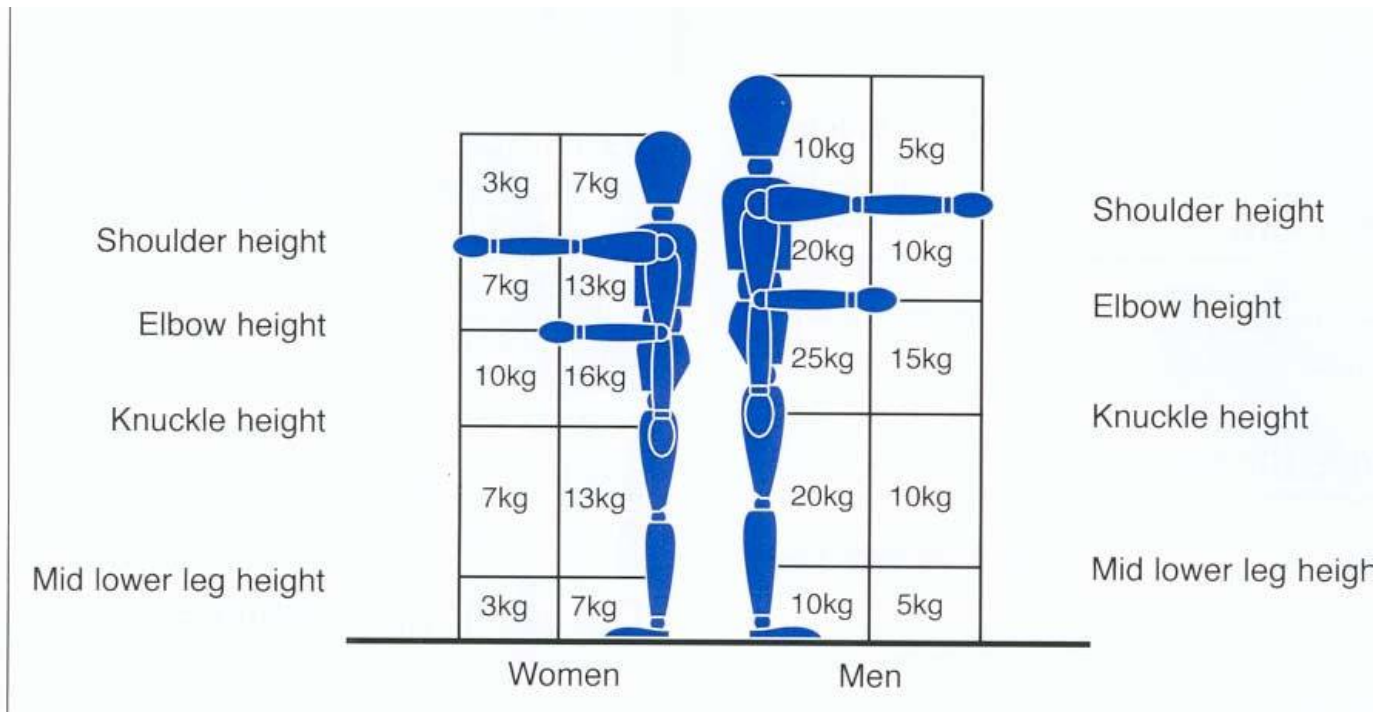
1. Grip - a good grip makes maximum use of the palm of the hand, the ball of the thumb and the base of the fingers. Considerable damage can be caused by using the sensitive fingertips and continued use of them leads to strained fingers and forearms;
2. Back - the back is to be kept straight to maintain its natural and strongest position. This necessitates bending at the knees and ankles to get close to the load and then to raise it, pushing upwards with the leg muscles;
3. Chin - the chin is to be kept well in so that it is near the chest. This helps to keep the spine in its natural position;
4. Feet - the correct position of the feet is approximately the width of the hips apart, with one foot slightly in front of the other. This position provides a stable base as the load is lifted;
5. Arms - arms are to be kept as close to the body as possible so that the body does not become unbalanced;
6. Body - the body, being kept in its normal position, is to act as a counterweight for the load.

Additional Precautions

1. A person should always be able to see where they are going.
2. It is good practice to look over the route, before lifting, to ensure that there are no obstructions or obstacles in the way.
3. Stacking is only to be as high as it is possible to go with the elbows still tucked into the sides.
4. If loads are unwieldy or irregular in shape, hand hooks or other lifting aids are to be used.

5. If there is uncertainty as to the weight of the object to be lifted, or the person who is to do the lifting is unsure of their capabilities, help is to be sought.

Figure 1. Recommended Lifting Limits



4.6 Chemical Use, Handling, Storage & Transportation

4.6.1 Product Range

An up-to-date register of all products sold or used will be maintained together with a manufacturer's safety data sheet and COSHH Assessment.

All new products will be approved by the Managing Director and suitable information and data sheets collected before inclusion in the product range.

4.6.2 Storage and Transportation

Storage of all substances will be reduced to the most practicable "minimum trading quantity" and will be within suitably bunded areas (where applicable) within the **company** premises. Full "stock control" procedures will be utilised to ensure that these levels are maintained and the correct quantities are issued for each project in order to reduce undue decanting, handling and transportation.

Where handling and transportation are essential, all products will be in suitable (as defined by product manufacturers) containers and secured to prevent spillage. Emergency "spill kits" will be available at all times during transportation, handling and use (by **company** personnel) and all personnel undertaking these tasks will be trained in the necessary emergency procedures.

4.6.3 Products Used for Training and Research

All employees engaged in any process involving the use or handling of any hazardous substance must be given full instructions and any necessary training in the health hazards and precautions, use of protective clothing, equipment, hygiene measures etc. as required.

An assessment will be made before products are used. Control measures will be established and implemented.

4.6.4 General Information

All measures necessary to protect other workers and the general public from any substance hazardous to health will be provided and maintained. Health hazards from substances can be divided into the following categories: -

- External contact - corrosive, skin absorption, dermatitis etc.

- Inhalation - gases, fumes, dusts, vapours.
- Ingestion - swallowing.

4.6.5 General Precautions

The following general precautions apply to the handling, transporting and use of all substances: -

Chemical products must never be allowed to come into eye contact. Contact with skin and mucous membrane must likewise be avoided. Wear protective equipment and clothing supplied. Always observe good industrial hygiene practice.

Do not swallow materials or use in areas where food is being consumed. Inhalation of chemical vapours or dust should be avoided. Adequate ventilation must be provided. Suitable respiratory protection will be provided if appropriate.

Facilities for the washing and cleansing of the skin must be made available with the necessary cleaners and barrier creams.

Store all products in ventilated areas away from extremes of temperatures and environment.

Clean up spillages instantly and dispose of waste and used containers properly.

Except for transport in closed packages, materials must be handled only by authorised personnel.

Ensure the correct equipment for handling the products is made available.

If any person handling the materials shows the symptoms that may possibly have been caused by exposure to chemical products, they should be removed from the area and medical advice sought without delay.

Reference should always be made to the COSHH assessment file and hazard data sheet.

For further guidance [click here](#)

4.7 Asbestos

Where practicable, at the time of a “site survey”, the Asbestos Register will be requested and inspected in order to establish if there is any potential asbestos within the proposed working areas.

Where this is not practicable (emergency works etc), prior to any works being undertaken on site, the nominated **company** site supervisor will request and inspect the site Asbestos Register in order to establish if there is any potential asbestos within the proposed working areas.

Where a building and/or installation may be “of an age” where asbestos could potentially be present, all **company** site personnel will be informed of any potential locations and type of asbestos (where this may be within their working areas) of such a potential and provided with suitable training pursuant to the requirements of **The Control of Asbestos Regulations 2012**.

Prior to the commencement of any works on such a site (i.e. one that may potentially contain asbestos) the **company** site supervisor will establish a full “chain of command” reporting procedure. Identification of asbestos (or asbestos containing material) will be carried out by a competent specialist contractor, but all personnel are to be aware that asbestos can be identified as follows: -

- a. **Chrysotile (white asbestos)** - the most common type – a fine white/grey-green flexible silk like fibre.
- b. **Amosite (brown asbestos)** - a straight, brittle light grey/light brown fibre.
- c. **Crocidolite (blue asbestos)** - a straight, flexible lavender grey/blue-green fibre.

Where any works are undertaken and material suspected of being asbestos is uncovered (even if the Asbestos Register does not identify such an area as potentially having asbestos and the building/installation is of an age where it may potentially exist), all personnel must operate a **STOP, CALL, WAIT** system.

STOP all works with immediate effect, clear the area of all personnel and secure the area

CALL the nominated **company** site supervisor (or **company** site engineers discovering the material as applicable) who will then report to responsible site personnel, following the previously establish chain of command (e.g. site/main contractor Health & Safety Officer) and issue a Suspension of Works notice.

WAIT whilst an investigation is undertaken and then for the nominated responsible person to issue the “all clear” and a signed and dated Resumption of Suspended of Works notice.

4.8 Noise

If a noise problem is suspected an assessment should be carried out to determine the appropriate action level and hence the corresponding course of action. Some tools and equipment may produce noise (see Figure 2, page 69). Tools obtained from hire companies must be supplied with noise level data to enable an assessment to be made prior to undertaking work. The Manager/Site Supervisor will arrange for the following depending on levels of noise and the action levels which apply to that level, i.e.

Lower Exposure Action Value

Noise levels measured at or above 80 dB(A) L_{epd} or 135 dB(C) L_{eq} (daily personal exposure)

Action Required

Measures will be undertaken to reduce the risk (reduced time exposure, or the provision of suitable ear defenders upon request etc) to all employees.

Upper Exposure Action Value

Noise levels at or above 85 dB(A) L_{epd} or 137 dB(C) L_{eq} (daily personal exposure)

Action Required

Take all reasonably practicable measures to reduce the risk (engineering controls, time exposure etc) Ear Protection Zones must be demarcated and suitable signs displayed. Supply and enforce the employment of suitable ear defenders (based upon dB and Hz rating). Equipment must be maintained.

Instruction and training will be provided to operatives required to work in premises or with plant, which is likely to result in exposure to noise levels above the first action level.

Supplies of ear defenders or other hearing protection will be made available on the site or for any operations where it is not practicable to reduce the noise level to a safe limit. These will be issued to operatives as required and must be worn at all times when operative is exposed to noise above the second action level.

Exposure Limit Value

Noise levels at or above 87 dB(A) L_{epd} or 140 dB(C) L_{eq} (daily personal exposure)

Action Required

Daily exposure must not exceed this level

For further guidance [click here](#)

4.9 Vibration

Vibration is covered by [The Control of Vibration at Work Regulations 2005](#) Statutory Instrument 2005 No. 1093) [Provision and Use of Work Equipment Regulations 1998](#), [The Health and Safety At Work Act 1974](#) and the [Management of Health and Safety at Work Regulations 1999](#)

Reference should also be made to the Health and Safety Executive (HSE) publications:

HS(G) 88 Hand Arm Vibration

HS(G) 170 Vibration Solutions

INDG 175 Health Risks Advice from hand-arm vibration: Advice for employees

Excessive use of hand held or guided vibrating tools and equipment can have a serious and lasting effect on the body. In general vibration can cause severe pain and numbness in the fingers, the sensation of pins and needles, loss of sense of touch, loss of grip strength and painful wrists. The above sensations/pains are more noticeable in cold weather with the digits blanching hence the term Vibration White Finger.

Exposure limit values and action values

1. For hand-arm vibration -
 - a. the daily exposure limit value (ELV) is 5.0m/s² A(8)
 - b. the daily exposure action value (EAV) is 2.5 m/s² A(8)
2. For whole body vibration -
 - a. the ELV is 1.15m/s² A(8)
 - b. the EAV is 0.5m/s² A(8)

"daily exposure" means the quantity of mechanical vibration to which a worker is exposed during a working day, normalised to an 8-hour reference period, which takes account of the magnitude and duration of the vibration.

The degree of damage is dependent upon: -

- The vibration levels of the equipment being used
- The length of time of use
- How awkward it is to use
- How tightly it is necessary to grip the tool
- How cold and wet the operator gets when using the equipment

In conducting the risk assessment, the employer shall assess daily exposure to vibration by means of: -

- a. observation of specific working practices

- b. reference to relevant information on the probable magnitude of the vibration corresponding to the equipment used in the particular working conditions
- c. if necessary, measurement of the magnitude of vibration to which his employees are liable to be exposed
- d. the employer shall assess whether any employees are likely to be exposed to vibration at or above an exposure action value or above an exposure limit value.

The risk assessment shall include consideration of: -

- a. the magnitude, type and duration of exposure, including any exposure to intermittent vibration or repeated shocks
- b. the effects of exposure to vibration on employees whose health is at particular risk from such exposure
- c. any effects of vibration on the workplace and work equipment, including the proper handling of controls, the reading of indicators, the stability of structures and the security of joints
- d. any information provided by the manufacturers of work equipment
- e. the availability of replacement equipment designed to reduce exposure to vibration
- f. any extension of exposure at the workplace to whole-body vibration beyond normal working hours, including exposure in rest facilities supervised by the employer
- g. specific working conditions such as low temperatures
- h. appropriate information obtained from health surveillance including, where possible, published information.

Managers and Operators can reduce the likelihood of onset of Vibration Related Upper Limb Disorders by:

- Reducing the number of items of equipment that vibrates above the recommended safe level, 2.5m/s² A(8) or the total daily dose of 5.0m/s² A(8) [Average over an 8 hour day]
- Ensuring equipment is maintained in accordance with the manufacturer's instructions
- Reducing the amount of time which the operative uses the equipment
- Use of suitable gloves (gel filled may be required)
- Operator exercising the hands and fingers
- The operator being able to recognise the onset of symptoms

A table of nominal values is included for current **company** tools and equipment (see Figure 2 page 69). This will be updated as necessary

Activity

Should include the duration for all activities associated with the use of vibrating tools within the work pattern i.e. the time spent actually using the tool, breaks and other activities completed as part of that work pattern.

The risk from exposure increases with the level of vibration and the length of exposure, both within the working day and in the long term. To recognise this as an equivalent 8- hour "dose" of vibration A(8) is used.

The nominated value, recommended by the Health and Safety Executive, $A(8) = 2.5\text{m/s}^2$ is thought to be the exposure which results in a 10% risk of contracting Vibration White Finger (VWF) after 8 years exposure (this is still a significant risk).

Where the daily dose significantly exceeds the $A(8) = 2.5\text{ m/s}^2$ level it must be demonstrated that: -

- it was necessary to complete the work in this manner.
- all reasonable steps have been taken to reduce the risk of MR

Control measures to be implemented.

Use alternative method that avoids or reduces vibration

Select low vibration equipment

Rotate job to reduce exposure times

Encourage hand & finger exercise

Toolbox talks on avoiding risks

Planning Procedure

The Site Manager will ensure all work activities are planned to take the above standards into account.

The Site Manager must ensure that information on the vibration level of any plant or equipment, which it is intended to hire or purchase is obtained and taken into account before hiring or purchase takes place.

Where operatives are required to work in situations where high levels of vibration are likely to be encountered, the Site Manager will ensure that full information is provided, before work commences, on the levels and frequencies of any vibrating tools or equipment.

Any measures to reduce vibration levels to below levels considered to be safe must be planned or, if this course of action is not practicable, suitable vibration protection measures taken by Managers and Operatives.

Regular monitoring of vibration levels and frequencies will be planned, if required.

Instruction and training will be provided to relevant Site Managers and Operatives as required to work with plant and equipment, which is likely to result in exposure to high vibration levels.

Supervision

The Site Manager will ensure that all plant and equipment provided is properly serviced and maintained in accordance with the manufacturers instructions; are kept in good order and that any defects noted are reported immediately.

The Site Manager will ensure that supplies of suitable gloves are made available for any operations, where it is not practicable to reduce the vibration levels to a safe limit in other ways. These will be issued to operatives as required and must be worn at all times when operatives are exposed to high vibration levels.

Safe System of Work

- Carry out a written vibration assessment Appendix 2 to establish levels and frequencies of vibration for individuals using items of plant and machinery. A table of nominal vibration values is attached at appendix 1.
- Give advice on vibration control measures
- Follow the control hierarchy to reduce the likelihood of exposure
- Plan to Regularly monitor vibration levels and frequencies for known high sources

Figure 2 – Noise and Vibration Data

Key

A - Hand vibration value in m/s² A(8)

B - Time to reach EAV [2.5m/s² A(8)] in minutes

C - Time to reach ELV [5.0m/s² A(8)] in minutes

D - Hand vibration value in points per hour [EAV = 100 points, ELV = 400 points] dB(A) - Notional decibel ratings at 1m range

N/A – Not applicable (no hand-arm or whole body vibration potential in normal use)

NDA – No data available from manufacturer (at this time)

Equipment	A	B	C	D	dB(A)*
Wet Vac – Numatic WVD200DAP	N/A	N/A	N/A	N/A	NDA
Dry Vac – Numatic HYR200-22	N/A	N/A	N/A	N/A	NDA
Sump Pump – JS RSD200	N/A	N/A	N/A	N/A	NDA
Compressor – Clarke Rebel 60	N/A	N/A	N/A	N/A	NDA
Extract Fan Unit – Icevent VT400045	N/A	N/A	N/A	N/A	NDA
Rotary Brush Unit – Icevent DC200110	N/A	N/A	N/A	N/A	NDA
Rechargeable Drill – B&D EPC18CA	2.5	480	1440	13	70
Reciprocating Saw – Makita	19.5	8	32	761	96
Grinder – Makita 9553NB	8	47	188	128	95
Tekna Evo – Tekna Evo 803	N/A	N/A	N/A	N/A	NDA
Pump (3 phase) – Nocchi CM80/160	N/A	N/A	N/A	N/A	NDA
Booster Pump Set – Nocchi CM50	N/A	N/A	N/A	N/A	NDA
Kamco Pump – Kamco CF90	N/A	N/A	N/A	N/A	NDA
LMI Pump – LMI Type 9	N/A	N/A	N/A	N/A	NDA

Above information correct on 19th July 2012

4.10 Electrical Safety

4.10.1 General Procedures

Electrical works will only be undertaken by a suitably qualified sub-contractor

4.10.2 Electrical Works – Low Voltage

Where situations arise that requires “live” electrical works (up to 240 volt) to be undertaken, these will only be undertaken where the use of alternative techniques that enables live works to be avoided are not practicable, permissible and/or specified.

Where live works are deemed unavoidable, such works will be undertaken in line with current legislation, guidance and best practice and only by suitably trained, qualified and experienced personnel.

All live works undertaken will be carefully planned and supervised by suitably qualified and experienced personnel. A task specific risk assessment will be carried out which includes full details for work duration, emergency actions/procedures, all site specific requirements and means of summoning emergency assistance.

Where necessary a Permit to Work (if applicable) will be sought from the customer/host site responsible person prior to the commencement of works. All personnel undertaking live works will liaise with the customer/host site responsible person to ensure that all working areas are identified (for isolations, where equipment may be affected etc), emergency response purposes.

4.10.3 Electrical Works – High Voltage

Where situations occur that requires live works on high voltage systems, these will be carried out by specialist sub-contractors and all necessary method statement, risk assessments and safe working procedures will be obtained by the specialist subcontractor prior to the commencement of works.

4.10.4 Electrical Installation Testing

All premises owned or controlled by the **company** will be subject to regular testing of the electrical installation. These will be in line with the requirements of relevant legislation, guidance and best practice or as advised by a specialist contractor.

4.10.5 Portable Equipment Testing

All electrical portable equipment owned by the **company** will be subject to regular testing of the electrical integrity. The regularity of testing will be in line with the requirements of relevant legislation, guidance and best practice or as advised by a specialist contractor. Site equipment may be subject to testing at more frequent intervals based upon (but not restricted to) the following: -

- Age of the equipment
- Manufacturers recommendations
- Environment in which the equipment is to be used
- Total working time (of the equipment)
- Site requirements

4.10.6 Hire Equipment

No hire equipment will be accepted for hire without all relevant documents and testing certificates. A not will be made by the project supervisor of all equipment hired and the specified retesting dates. Equipment will be off-hired and replaced (where practicable) at least 1 week prior to the expiry date. Under no circumstances will any hire equipment be employed outside of its certified testing period.

4.10.7 Records

Records for all **company** equipment will maintained, including maintenance, repair and testing, for the life of the equipment. All portable electrical equipment will clearly display at tag indicating the following: -

- Make, model and serial number, or individual Asset number (with correlating records)
- Test date
- Re-test date

Where applicable, copies of test certificates / maintenance records will be held in the job or site file for equipment taken to site.

4.11 Lone Working

The purpose of this procedure is to ensure that lone working can be carried out safely and in a controlled and co-ordinated manner, with appropriate contingencies made for any emergency. This procedure is also intended to ensure that, where lone working cannot be performed without increased risks to health and safety, or unacceptable legal or other “loss” risks to the **company**, such lone working is prohibited.

For the purpose of these procedures, **Normal Working Hours** is deemed to mean 8a.m. to 6p.m. Monday to Friday except public and fixed holidays.

For the purpose of these procedures, **Outside Normal Working Hours** is deemed to mean all times other than normal working hours, whether or not the building is, or is due to be open. Out of hours working should be construed accordingly. However, in line with the risk-based approach adopted, the response required of “out of hours” and “lone” workers varies, with a greater degree of control necessary for higher risk work and for work, out of Building Opening Hours.

For the purpose of these procedures, **Lone Working** is deemed to mean all work proposed to be undertaken alone where the risk to the individual lone worker may be increased, either by the work itself, or by the lack of on-hand support should something go wrong. It is not therefore intended to cover normal, low risk, day-to-day activities carried out during normal working hours in low risk environments, where employees are left alone as part of their daily routine (however, see “Out of Hours” working above). It does however, cover lone working in remote or isolated areas during normal working hours where associated risks are evident.

Where there is a proposal to perform the task in a lone working situation, all tasks must be covered by a valid Lone Working Risk Assessment which must be revalidated or reviewed and updated, as and when required. Lone Working Assessments are supplementary to any existing general health & safety risk assessment, and cover additional specific risks arising from remote, out of hours, or other lone working situations and for this reason, they must be revised or revalidated for every separate instance of lone working.

Notwithstanding the requirement for assessment, the following specific hazard ratings must be identified on the Lone Working Risk Assessment:

High - Activity-based involving the following specific hazards:

- Moving machinery
- Work with equipment powered from 3 phase electricity supply or other high energy source, or requiring a written scheme of examination
- Chemicals with HIGH risk phrases
- Work at height above 1.5m including ladders, but excluding properly constructed platforms
- Confined spaces.

**NB – No high hazard lone working will be permitted where the above apply.
Competent supervision must be provided at all times.**

Medium - Location-based in areas:

- Designated as “Restricted” area
- In which High Hazard work is current or imminent
- In the same room as, or adjacent to, construction works already in progress

Low - Any activity not listed above, in an area not described above.

During all periods of lone working, all personnel must ensure that: -

- they register their arrival on site (e.g. sign in).
- maintain regular contact with either the customer/host site responsible person or the **company** office (mobile phone – where permitted and/or two-way radio).
- they are aware of means of summoning assistance.
- they are aware of the customer/host site procedures for raising the alarm.
- they are aware of the customer/host site procedures for site emergencies (evacuation etc).
- register their departure from site (e.g. sign out)

4.12 Health Surveillance

(for further guidance [click here](#))

The Management of Health and Safety at Work Regulations 1999 require the *company* to conduct occupational health surveillance programs where employees may be at risk of contracting a disease or adverse health condition related to the work they are doing. The requirement for health surveillance must be evaluated on all risk assessments and on reports of work related illness.

The aim of occupational health surveillance is to detect problems early and prevent further harm. It also serves to confirm safety measures and methods of working are operating effectively. Health surveillance embraces a wide range of health monitoring techniques and extends to managers investigating causes of absenteeism, and reports from employees of work related illness.

Employees have a statutory duty to co-operate with their employer in health surveillance programs deemed necessary by risk assessment or statutory provision.

Occupational health surveillance is mandatory for employees engaging in work, which is known to present a risk of causing an identifiable adverse occupational health condition. The requirement for health surveillance will normally be identified in the course of risk assessment. However, health is a sensitive issue and it is vital that employees understand the reasons for occupational health surveillance, medical screening programs and on job health monitoring. When a requirement for occupational health monitoring, of any kind, is believed to exist it is essential and good practice that no undue alarm is caused and that proper communication takes place. The manager of the activity warranting health surveillance is to consult their immediate manager and/or the Directors.

- The employees concerned are legally obliged to co-operate with the *company* in operating health surveillance. However they have a right to be consulted and given opportunity to comment. They are also entitled to consult an external advisory body and choose the least invasive method.
- The requirement for health surveillance must be considered in the course of risk assessments and on reports of work related illness or absenteeism ascribed to work. Notification of pregnancy also warrants specific risk assessment.
- Employee health surveillance is also mandatory under certain risk specific Regulations, such as those dealing with Ionising Radiations, Work in Compressed Air environments, Control of Lead, Biological Agents, Asbestos and some hazardous or carcinogenic substances covered by COSHH. Relatively commonplace activities such as display screen work, and manual handling contain provisions for health surveillance.

- Health surveillance should also be considered where a health condition in an employee might place other people at risk.
- Any cost of health surveillance is to be identified at risk assessment and met from project or activity funds.

Aims and Methods.

The aim of occupational health surveillance is to detect problems early and prevent further harm. It is also used to:

- check the effectiveness of risk control measures, to confirm workers are not at risk;
- monitor the accuracy of risk assessments and identify vulnerable or sensitised individuals, who might react to very low exposure levels.

Health surveillance is generally applied at two levels:

1. **Health monitoring:** carried out by the employees themselves with supervisor/manager involvement, typically checking skin for reaction, muscular and skeletal pain, nausea etc and questionnaires. Personnel involved must be informed of typical symptoms and how to check for them. They must also be instructed to report suspect symptoms to their supervisor.
2. **Medical surveillance:** undertaken in clinic by medical professionals and may involve medical examinations and specimen testing.

Risk assessment records must state which strategy is to be employed, and in the case of Health Monitoring to whom adverse reports will be notified. This will normally be to the Personnel Department, for referral to the external advisory body or Occupational Health specialist.

Department Procedure.

Head of Department: Ensure health surveillance requirements are identified in risk assessments, on notification of pregnancy, reports of work related illness and in the case of work covered under specific regulations The directors are to be consulted where the need for health surveillance is believed to exist.

Managers: Are to ensure that recurring sickness absence and protracted periods of sick leave are notified to the Personnel Department. The aim is to identify if the cause is work related and whether rehabilitation medical care or medical surveillance is warranted.

Medical certificates and self certification attributing any injury or health condition to work must be notified to the Personnel Section for evaluating and possible notification to the directors.

Personnel Manager

The Personnel Department will advise on the procedure to be followed when organising health surveillance and arrange referrals to the external advisory body or Occupational Health specialist.

Return to work medicals and appointments with the external advisory body or Occupational Health specialist, are also arranged through the Personnel Department.

Records of occupational health surveillance examinations and personal monitoring must be retained for 40 years. In the event of litigation insurers would require to see these records.

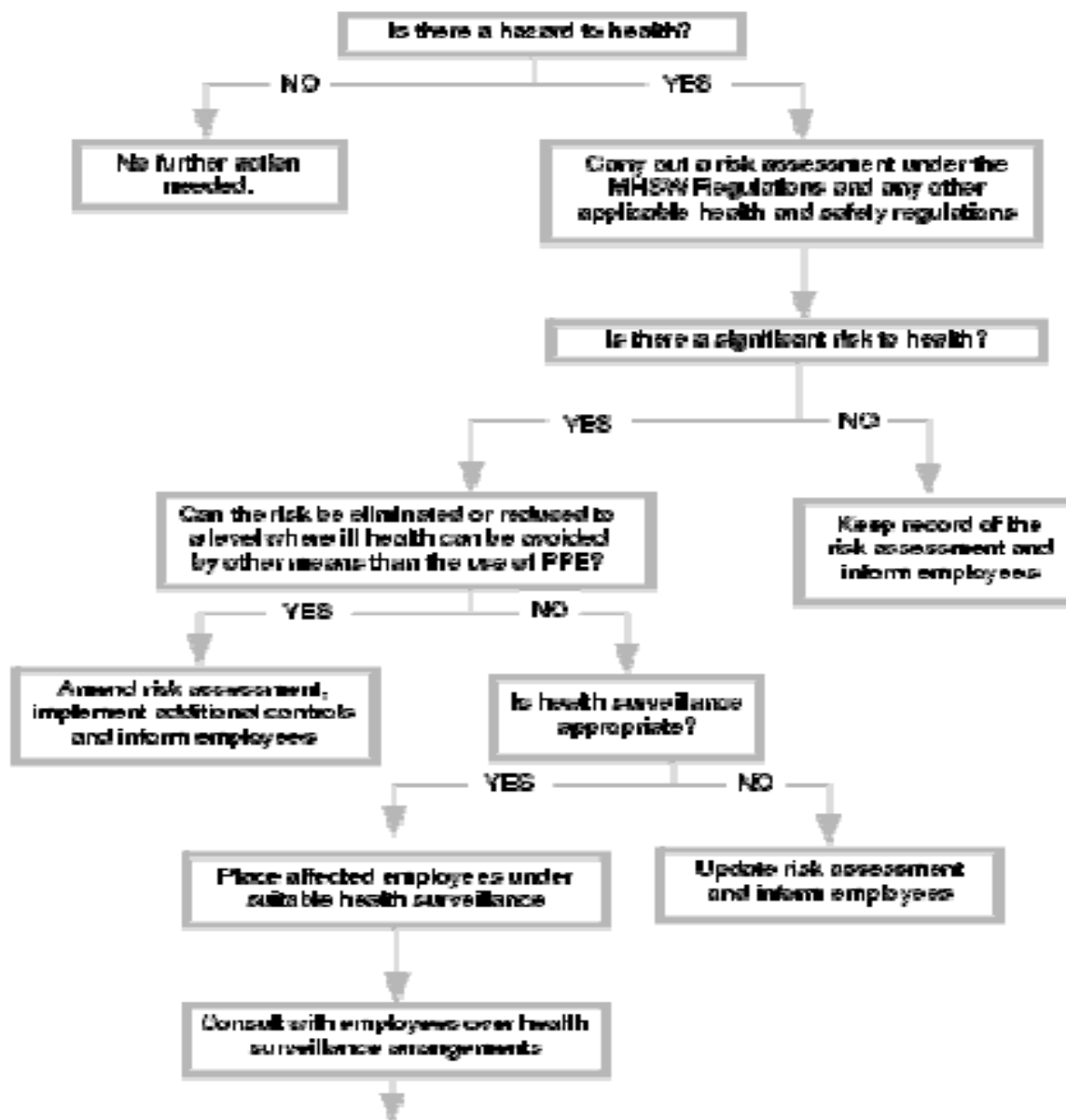
Pregnancy (for further guidance [click here](#))

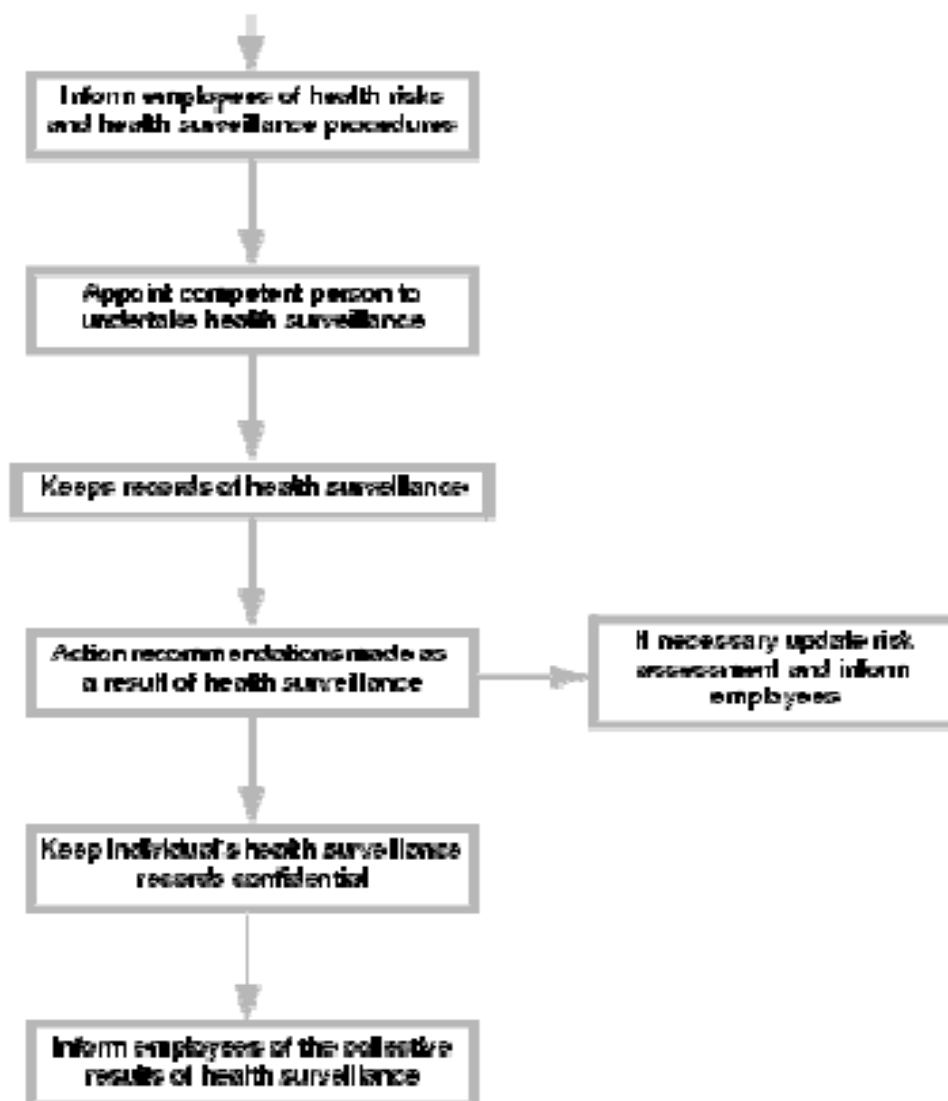
The Management of Health and Safety at Work Regulations 1999 require employers to take particular account of risks to pregnant and nursing workers. The **company** is required to respond to notification of pregnancy, from an employee, by carrying out a specific assessment to identify any aspect of the work which could adversely affect the worker or the foetus or infant. The findings of the assessment must be recorded.

Pregnancy risk assessment will be undertaken in conjunction with the Personnel and Health and Safety Managers. Notifications of pregnancy and medical certificates relating to a pregnancy are to be passed directly to the Personnel Manager.

Confidentiality & Information.

Employees are to be given the results of surveillance and medical examinations. Health surveillance records and medical reports are confidential and may not be disclosed without the agreement of the person to whom they apply. Anonymous and collective results should be monitored for significant trends and appointed safety representatives informed.





5 RULES AND DISCIPLINARY PROCEDURES

This section should be read in conjunction with the **company's** Working Procedures and the Written Particulars of Main Terms of Employment Statement.

It is every employee's duty to observe the following general rules and to behave in a reasonable way towards, fellow employees, the **company**, its suppliers, customers and visitors.

Where the Working Procedures and General Rules are not followed employees will render themselves liable to disciplinary action as outlined in the Disciplinary Procedure.

5.1 General Rules

All employees are responsible for the maintenance and security of any tools and equipment provided and management reserves the right to charge for replacements where due care is not taken.

Employees are expected to achieve and maintain a good standard of workmanship and cleanliness and to show a conscientious approach to the job or to the detail of that job to a standard that may reasonably be expected.

Employees are expected to show the skill or aptitude required for the job, especially where such skills are claimed or implied at the time employment commenced.

Employees are expected to act wholeheartedly in the interests of the **company** at all times. Any conducted detrimental to its interests or its relations with its customers, suppliers, the general public or damaging to its public image shall be considered to be a breach of the **company** rules.

All authorised notices displayed are expected to be read and observed.

Employees must not perform, arrange or carry out any work or activity that could be considered to be in competition with or which adversely affect in any way the **company's** interests.

To ensure maximum efficiency, employees are engaged on the basis that they must be prepared to undertake reasonable duties other than those for which they have been specifically engaged.

Employees have an obligation to ensure that they conform to the requirements of the Equal Opportunities Policy, and must not act in a manner which could be considered to be of an unlawful discriminatory nature against fellow employees, customers or other people with whom they come into contact on the **company's** business.

The telephone or postal service must not be used for private purposes without prior permission.

Visitors are not allowed onto the premises at any time without prior authority. Confidential or secret information must not be disclosed at any time, either during or after employment.

An orderly and courteous manner must be maintained in front of customers. It is not permitted to remove material or equipment of any kind from the **company** or any other place of work without prior written permission.

The **company** or customer's time, material or equipment must not be used for any unauthorised work.

Employees must act in accordance with the **company's** working procedures

5.1.1 Gross Misconduct

The following acts are examples of Gross Misconduct offences and as such will render employees liable to Summary Dismissal (i.e. dismissal without notice). This list is not exhaustive and includes:

Fighting, physical assault or dangerous horseplay.

Failure to carry out reasonable and lawful direct instruction given by a supervisor during working hours.

Gross insubordination or the use of aggressive behaviour or excess bad language. Theft, wilful damage or negligence, which leads to damage to property belonging to the **company** or other employees.

Fraud or any other offence committed against the **company**, which would be a breach of the law of the land.

Drunkenness and/or drug abuse.

Acts of gross negligence or misconduct involving careless or reckless driving.

Loss of driving licence on conviction when driving is all or an essential part of the job requirements.

Gross immorality.

Breach of safety rules and/or actions, which seriously endangers the health or safety of another person whilst at work.

Deliberately making a false entry in the written records of the **company**.

Knowingly giving false information or deliberately omitting relevant information on the job application form.

Smoking, unless within designated smoking areas.

Unlawful breach of the Race Relations Act or the Sex Discrimination Act.

Receipt of bribes to effect the placing of business with a supplier of goods and services.

5.2 DISCIPLINARY PROCEDURE

5.2.1 Employee Information

The purpose of the Disciplinary Procedure is to outline a recognised and consistent system to deal with any breach or alleged breach of **company** rules. It is the intention that, where disciplinary action is necessary, it is seen to be remedial rather than punitive. Management undertakes to hold a full investigation into the circumstances behind any disciplinary offence, prior to the implementation of any disciplinary action. It may be necessary, dependent upon the nature of the offence, to suspend employees on full pay whilst the necessary investigations are completed. Management undertakes to ensure that any such period of suspension will be as short as possible, and that employees are kept updated with the progress of the investigations.

Disciplinary warnings will only be issued following a formal disciplinary meeting with the employee, who will always be given the opportunity to have a witness present. Throughout the disciplinary procedure employees will be given every opportunity to respond to the allegations made against them before any decision in respect of disciplinary action is taken.

The level of disciplinary action invoked by the company will be dependent upon the severity of the offence, the employee's previous disciplinary record and length of service. Disciplinary action may take on the following forms: -

Verbal Warning

Written confirmation of a verbal warning will be issued to the employee and a copy filed within the employee's personnel file.

Written Warning

A copy of which will be issued to the employee and one filed within the employee's personnel file.

Final Written Warning

A copy of which is issued to the employee and one filed within the employee's personnel file. On issue of a final written warning, an employee will also be advised that any further breaches of the rules will result in the employee being dismissed.

Dismissal

Such dismissal to be with or without notice depending upon the severity of the offence. Employees will be entitled to appeal against any disciplinary decision that may be made against them, any such appeal being held in accordance with the appeal procedure. At any time during the first 2 years of employment, notice of dismissal may be given without resort to this disciplinary procedure.

RIGHTS OF APPEAL

An appeal against a disciplinary decision must be notified to The Managing Director either verbally, or in writing, within 2 working days of the disciplinary action occurring. The appeal will be considered as soon as possible and an invitation will be made to discuss the matter fully. The outcome of this appeal will be binding on all involved. The outcome of the appeal, together with copies of all correspondence, will be retained on the personnel file.

NOTE An employee is entitled to have another employee present at any stage of the procedure.

APPENDIX 1

FIRE PLAN – 37 Invincible Road

[Click here](#)

APPENDIX 2

EXAMPLE METHOD STATEMENT & RISK ASSESSMENT

[click here](#)

APPENDIX 3

EXAMPLE COSHH ASSESSMENT

[Click here](#)

APPENDIX 4

ACCREDITATION CERTIFICATES

[Click here](#)