



Inchmere Event Design Ltd

Health and Safety Policy



Prepared in association with:

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TABLE OF CONTENTS

1	Policy Review, Amendments and Additions Register	5
2	Definitions	7
3	Legislation.....	8
4	Health & Safety Policy Statement	10
5	Organisation & Responsibilities	11
	5.1 Organisational Chart for Health and Safety	11
	5.2 Health and Safety Responsibilities	12
6	Arrangements for Health & Safety	21
	6.1 Health & Safety Management.....	21
	6.2 Competent Person for Health and Safety	24
	6.3 New Employees.....	25
	6.4 First Aid	26
	6.5 Fire Risk Assessments and Fire Management Arrangements.....	28
	6.6 RIDDOR, Accidents and Investigation.....	29
	6.7 Welfare	33
	6.8 Welfare for Construction Activities.....	34
	6.9 Housekeeping.....	35
	6.10 Maintenance of workplaces	36
	6.11 Risk Assessment	36
	6.12 Training, Information and Communication	38
	6.13 Consultation with the Workforce	39
	6.14 Display Screen Equipment & Workstations	39
	6.15 Manual Handling.....	40
	6.16 Hazardous Substances.....	41
	6.17 Asbestos Management.....	43
	6.18 Work at height	43
	6.19 Leaning Ladders and Step Ladders.....	44

6.20	Mobile Access Towers.....	45
6.21	Mobile Elevated Work Platforms.....	45
6.22	Hop Up Platforms	47
6.23	Fixed Electrical Installations	48
6.24	Portable Electrical Appliances	48
6.25	Work on Electrical Systems.....	51
6.26	Live Services	53
6.27	Work Equipment.....	53
6.28	Hot Works.....	55
6.29	Noise	56
6.30	Material Storage and Waste Management	57
6.31	Hand-arm Vibration	58
6.32	Abrasive Wheels.....	59
6.33	Personal Protective Equipment (PPE).....	60
6.34	Head Protection.....	61
6.35	Health Surveillance.....	61
6.36	Designer Responsibilities (CDM 2015).....	62
6.37	Principal Contractor Responsibilities CDM 2015	64
6.38	Contractor Responsibilities (CDM 2015).....	65
6.39	Client Responsibilities (CDM 2015)	67
6.40	Contractor (CDM) Appointment	68
6.41	Site Management	69
6.42	Driving at Work	69
6.43	Lone Working	72
6.44	Protection of the Public.....	73
6.45	New and Expectant Mothers.....	73
6.46	Alcohol & Drugs.....	75
6.47	Harassment and Violence in the Workplace.....	75
6.48	Work-related Stress	76
6.49	Legionella	77
6.50	Temporary Works	78
6.51	Leptospirosis	79
6.52	Industrial Lift Trucks and Reach Trucks.....	80
6.53	Lifting Operations	85
6.54	Workplace Transport	86

6.55 Young Persons	88
6.56 Home Working.....	88
6.57 Contractors (non-construction)	89

1 Policy Review, Amendments and Additions Register

REV	DATE	DETAILS	AMENDED BY
00	09.07.2016	First Issue	I.E.D.L. & S.E.C.L.
01	16.08.2016	Client review update; Health and Safety Manager responsibilities allocated, Health and Safety Officer responsibilities removed Administrator responsibilities added. Various amendments made to arrangements.	I.E.D.L. & S.E.C.L.
02	14.02.2017	Organisational chart amended, Contractors responsibilities added.	I.E.D.L. & S.E.C.L.
03	29.11.2017	New disability formatting applied. Welfare in construction; leaning ladders and step ladders; mobile access towers; head protection; principal contractor responsibilities; sub-contractor appointment; site management; and young persons policies added.	I.E.D.L. & S.E.C.L.
04	17.07.2018	Organisational chart and responsibilities for health and safety amended. Head protection, Principal Contractor, driving, rider operated lift trucks arrangements minor amendments.	I.E.D.L. & S.E.C.L.
05	22.01.2019	Organisational chart updated. Operator's licence policy arrangement added	I.E.D.L. & S.E.C.L.
06	15.04.2019	Annual update conducted. Competent person for health and safety, hop up platforms, designer responsibilities (CDM 2015), harassment and violence in the workplace, work related stress, temporary works and contractors(non-construction) policy arrangements added. Health and safety management, RIDDOR, hazardous substances, asbestos management, work at height, fixed electrical systems, hand-arm vibration, PPE, driving, protection of the public and lifting operations policy arrangements amended.	I.E.D.L. & S.E.C.L.
07	16.06.2020	Annual update and review. Minor amendment to organisational chart; fabrication responsibilities. Maintenance of workplaces and home working health and safety policy arrangements added. Minor updated to First aid; RIDDOR accidents and investigation; welfare on construction sites;	I.E.D.L. & S.E.C.L.

		housekeeping; maintenance of workplaces; risk assessment; training, information & communication; hazardous substances; portable electrical appliances; work equipment; material storage and waste management; sub-contractor appointment; site management; driving, new and expectant mothers; alcohol & drugs; lift trucks and reach trucks; lifting operations; and contractors (non-construction) health and safety policy arrangements.	
08	18/11/2020	SARS CoV-2 COVID-19 section added.	I.E.D.L. & S.E.C.L.
09	07/06/2021	Annual update. Amendments to applicable legislation. Amendment to Organisational Chart for Health and Safety. Minor amendments to RIDDOR, accidents and investigation; step ladders and/or leaning ladders; work equipment; noise; material storage and waste management; personal protective equipment; head protection; driving; visitors; and lift; trucks and reach trucks health and safety policy arrangements.	I.E.D.L. & S.E.C.L.
10	11/05/2022	Annual update. Legislation register updated. Minor amendments to: hazardous substances; health surveillance; and lift trucks Health and Safety Policy Arrangements. COVID-19; and operator's licence for goods vehicles Health and Safety Policy Arrangement removed.	I.E.D.L. & S.E.C.L.

2 Definitions

The following expressions shall have the following meanings:

“Company” means Inchmere Event Design Ltd, trading from Swan Close Studios, Swan Close Way, Banbury, Oxfordshire OX16 5TE.

“Health and Safety Policy Statement” means the written statement setting out the aims and objectives of the Company.

“Organisation & Responsibilities” means the Company’s organisational structure and allocated responsibilities for health and safety.

“Arrangements for Health & Safety” means the Company’s agreed policy standards, for managing health and safety hazards and hazardous activities; and also include rules, safe systems of work/procedures developed by the Company and documented separately from the Health and Safety Policy.

“Health & Safety Policy” means collectively the Company’s written Health & Safety Policy Statement, the Organisation and Responsibilities for Health & Safety and the Arrangements for Health and Safety.

3 Legislation

The following health, safety, welfare and fire related legislation is applicable to the Company:

Health and Safety at Work etc. Act 1974

Health and Safety (First Aid) Regulations 1981 as amended

Road Traffic Act 1988 as amended

Electricity at Work Regulations 1989

Health and Safety (Information for Employees) Regulations 1989

Workplace (Health, Safety and Welfare) Regulations 1992

Health and Safety (Display Screen Equipment) Regulations 1992 as amended

Manual Handling Operations Regulations 1992

Personal Protective Equipment at Work Regulations 1992 as amended

Health and Safety (Consultation with Employees) Regulations 1996

Health and Safety (Safety Signs and Signals) Regulations 1996

Confined Spaces Regulations 1997

Health and Safety Young Persons Regulations 1997

Provision and Use of Work Equipment Regulations 1998

Lifting Operations and Lifting Equipment Regulations 1998

Gas Safety (Installation and Use) Regulations 1998

Management of Health and Safety at Work Regulations 1999

The Pressure Systems Safety Regulations 2000

Control of Substances Hazardous to Health Regulations 2002 as amended

Dangerous Substances and Explosive Atmospheres Regulations 2002

Health and Safety (Miscellaneous Amendments) Regulations 2002

Control of Lead at Work Regulations 2002

Control of Vibration at Work Regulations 2005

Control of Noise at Work Regulations 2005

Regulatory Reform (Fire Safety Order) 2005

Work at Height Regulations 2005 as amended

Corporate Manslaughter and Corporate Homicide Act 2007

Fire Safety (Employees' Capabilities) (England) Regulations 2010

Control of Artificial Optical Radiation at Work Regulations 2010

Control of Asbestos Regulations 2012

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Construction (Design and Management) Regulations 2015

The Personal Protective Equipment at Work (Amendment) Regulations 2022

4 Health & Safety Policy Statement

Inchmere Event Design Ltd will ensure and is committed to:

- Ensuring that sufficient resources are made available, for the implementation of our health and safety arrangements
- Providing a safe and healthy working environment for all employees who work on the company's premises and other locations, along with safe conditions for all other persons who may be affected by our operations
- To perform our work in the safest practicable manner, consistent with good practice and strive to continuously improve our health & safety
- Giving Health & Safety equal priority to the company's other activities, obligations and duties and ensure that we provide adequate management and controls to comply with the Health and Safety at Work (etc.) Act 1974 and other relevant legislation and regulations
- For our Directors, Managers and Employees to do everything that is reasonably practicable to prevent injury and work-related ill health to themselves as well as others that could be affected by our operations
- Providing necessary, information, training and advice to our employees and others that could be effected by our operations and ensure sufficient supervision so employees can work safely and competently. Ensure that our customers and the general public are protected from any risk to their health and safety as a result of our operations
- Regularly reviewing and updating our Health & Safety Policy, health and safety management system, risk assessments and safe systems of work
- Consulting with our employees on matters which affect their health & safety
- Providing and maintaining safe equipment and a safe and healthy working environment. Controlling, monitoring and reviewing our health and safety performance.

It is the obligation of all company employees to adhere to this policy and ensure its implementation.

Signed: 
Alistair Goodall – Managing Director

Date: 19th June 2023

NEXT REVIEW PERIOD

19th May 2023 to 19th June 2024

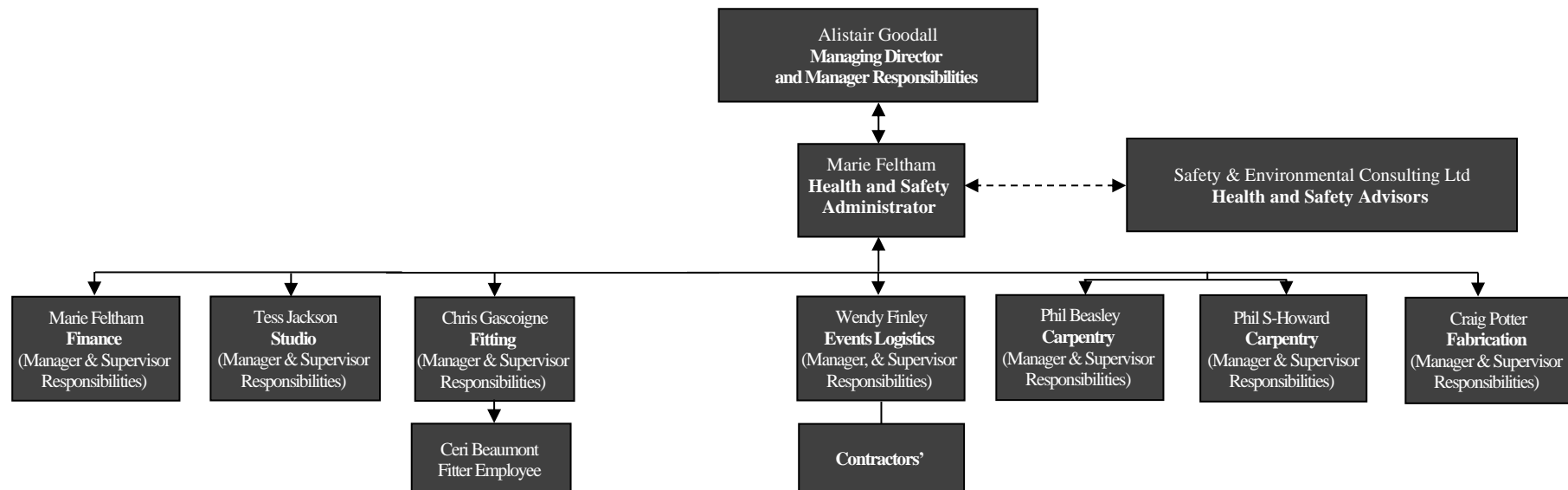
5 Organisation & Responsibilities

5.1 Organisational Chart for Health and Safety

↔ Lines of health and safety responsibility, communication and co-ordination

← - - - → Lines of health and safety communication

THIS CHART DEPICTS HEALTH AND SAFETY RESPONSIBILITIES AND COMMUNICATIONS. IT IS NOT A REFLECTION OF INDIVIDUAL SENIORITY WITHIN THE ORGANISATION.



5.2 Health and Safety Responsibilities

5.2.1 Managing Director's Responsibilities

Ultimate responsibility for health and safety lies with the Managing Director.

It is the Managing Director's responsibility to:

- Assume ultimate responsibility for the Company's health and safety.
- Understand and promote the health and safety legislative requirements that affect the Company and its operations.
- Create an environment in which a positive health and safety culture can flourish.
- Ensure that health and safety performance is regularly monitored and prompt action is always authorised and actioned to rectify deficiencies.
- Authorise and support sufficient funding for the Company to adhere to its statutory health and safety duties.
- Ensure that an adequate Health and Safety Management System has been implemented and that it is delivering health and safety standards which are compliant with statutory requirements.
- Ensure that Departmental Managers are aware of and discharge their health and safety responsibilities.
- Insist that all employees at all levels work in accordance with statutory health and safety requirements and adhere to the Company's safe working practices.
- Actively promote and authorise funding for training throughout the Company; to maintain high standards of task specific and health and safety competency.
- Promote health and safety as having equal priority to the Company's other activities, obligations and duties and not to place operational requirements before health and safety requirements.
- Always set a good example by observing the Company's health and safety requirements.
- Ensure that the Company's health and safety performance is continuously measured through workplace checks, audits and the investigation and analysis of health and safety incidents.
- Ensure that there is an effective health and safety communication system which conveys adequate health and safety information and requirements to employees at all levels.

- Ensure that the Company appoints a Health and Safety Manager or the Health and Safety Manager responsibilities are fully allocated and discharged by the Company's Managers.
- Liaise with the Company's Health and Safety Manager or Company Managers to gather the findings of health and safety performance and identified recommendations.
- Ensure that accidents, injuries, near misses, dangerous occurrences and serious non-conformances are investigated and that adequate measures are taken to correct deficiencies.
- Develop and assist with the implementation of the Company's health and safety policies to effect changes that are necessary to adequately manage health and safety throughout the Company.
- Ensure that adequate health and safety training is given to all Employees at all levels; so that the Company's workforce is competent to work safely.
- Arrange regular meetings with appropriate and key personnel to discuss accident and ill health prevention, safety risk management, health and safety performance and necessary improvements.
- Ensure that there is representation, liaison and consultation between Employees and Management at all levels.
- Ensure the immediate cessation of activities or the immediate rectification of safe systems of work for hazardous activities, where unacceptable levels of risk have been identified.
- Ensure that all incidents which are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations are reported.
- Discipline any Employee failing to discharge their organisational and statutory health and safety duties and praise Employees who achieve high standards of safety.

The Managing Director has additional health and safety responsibilities as an Employee.

5.2.2 Health and Safety Administrator's Responsibilities

It is the Health and Safety Administrator's responsibility to:

- To ensure that records of the Company's health and safety information are saved on the Company's server and to ensure that backup copies are also maintained at a different location.

- Ensure that health and safety training and toolbox talks are regularly scheduled.
- Ensure that duty-holders throughout the Company have been made aware of their health and safety responsibilities.

The Health and Safety Administrator has additional responsibilities as an Employee.

5.2.3 Manager Responsibilities

For health and safety purposes a manager is any person who is in charge of and/or manages and/or directs tasks and/or manages employees and/or manages resources.

Every Manager has a responsibility to:

- Understand, promote and implement the Company's Health & Safety Policy and have an understanding of the requirements of health and safety legislation which affect their areas of management and activities.
- Advise the Company's Managing Director on the Company's health and safety performance and health and safety matters.
- Advise and assist with the development of the Company's health and safety management system and ensure that it is appropriately implemented and administered.
- Ensure that the health and safety policy manual is regularly updated, reviewed and communicated.
- Ensure that a safe and healthy environment is provided.
- Authorise and support sufficient funding for the Company to adhere to its statutory health and safety duties and for the provision of health and safety facilities.
- Conduct suitable and sufficient risk assessments on hazards and hazardous activities within their department and within the other areas of their control; Ensure that safe systems of work are developed and adhered to. Take account of changing conditions, review and update risk assessments and safe systems of work as necessary.
- Ensure that the requirements of risk assessments and safe systems of work are communicated to employees and adhered to.
- Regularly monitor compliance with the company's health and safety arrangements, risk assessments and safe systems of work; through regular health and safety checks.
- Issue general health and safety information to employees under their control.

- Facilitate the communication and co-ordination of health and safety information throughout the Company.
- Immediately notify the Managing Director of identified health and safety issues which require immediate or urgent action.
- Ensure that new Employees receive adequate induction training.
- Ensure that Employees are competent and adequately trained; so that they know and understand the risks that they may be exposed to, the Company's safe systems of work and are capable of undertaking operations and operate equipment safely.
- Assist with the identification of health and safety and task specific training which is required by the Company's employees in order to satisfy health and safety competency requirements.
- Assess the competency of sub-contractors to carry out prescribed tasks before they are appointed.
- Ensure that employees are provided with appropriate Personal Protective Equipment (PPE).
- Ensure that competent supervision is provided and that health and safety responsibilities are allocated to competent Employees.
- Ensure that Portable Electrical Appliances are properly maintained and safe.
- Ensure that suitable and sufficient first aid, welfare facilities and fire precautions are provided and the location of which is communicated to Employees.
- Record any accidents in the Company accident book and bring to the attention of the Company's Managing Director any accident, near miss or dangerous occurrence. Assist with accident investigations where appropriate.
- Notify the Managing Director of incidents which are reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.
- Assist with the investigation of accidents, injuries, near misses, dangerous occurrences and serious non-conformances and the implementation of corrective action.
- Discipline any Employee failing to discharge their health and safety responsibilities and praise Employees who achieve high levels of safety.
- Assist the Company with the continual improvement of health and safety performance.
- Always set a good example by observing the Company's health and safety requirements.

Managers have additional responsibilities as Employees.

5.2.4 Managers of Construction Activities Responsibilities

Every Manager of construction activities has a responsibility to:

- Understand, promote and implement the Company's Health & Safety Policy and have an understanding of the requirements of health and safety legislation which affect their areas of management and activities.
- Have a good knowledge of the requirements of the Construction (Design and Management) Regulations 2015 and ensure that the requirements and duties required under these regulations are adhered to by the Company and its Employees.
- Ensure they have the competency to manage construction activities.
- Ensure that every construction project (including minor works) is covered by a suitable and sufficient Construction Phase Plan prior to work commencing on site.
- Ensure that project specific risk assessments and method statements are prepared prior to work commencing on site. Ensure that safe systems of work are developed and adhered to. Take account of changing conditions, review and update risk assessments and safe systems of work as necessary.
- Ensure that the requirements of risk assessments and safe systems of work are communicated to employees and contractors.
- Ensure that active health and safety monitoring of construction activities is undertaken.
- Ensure that a safe and healthy environment is provided.
- Authorise and support sufficient funding for the Company to adhere to its statutory health and safety duties and for the provision of health and safety facilities.
- Ensure that every site worker receives adequate induction training.
- Ensure that site workers are competent and adequately trained; so that they know and understand the risks that they may be exposed to and are capable of undertaking operations and operate equipment safely.
- Assess the competency of Contractors to carry out prescribed tasks.
- Ensure that site workers use appropriate Personal Protective Equipment (PPE).
- Ensure that competent supervision is provided.
- Ensure that Portable Electrical Appliances are properly maintained and safe.

- Ensure that suitable and sufficient first aid, welfare facilities and fire precautions are provided and the location of which is communicated to Employees.
- Record accidents in the accident book and bring to the attention of their line manager any accident, near miss or dangerous occurrence. Assist with accident investigations where appropriate.
- Discipline any site worker failing to discharge their health and safety responsibilities and praise workers who achieve high levels of safety.
- Always set a good example by observing the Company's health and safety requirements.

Managers of construction activities have additional responsibilities as Employees.

5.2.5 Supervisor Responsibilities

For health and safety purposes a supervisor is any person who monitors and/or regulates tasks and/or employees in their performance of assigned or delegated tasks.

Every Supervisor has a responsibility to:

- Know, understand and promote the requirements of the Company's risk assessments and safe systems of work within their areas of responsibility.
- Ensure that employees working under their control understand the requirements of risk assessments and work in compliance with the Company's safe systems of work.
- Bring to the attention of their line manager any health and safety incidents (including non-compliances). Assist with accident investigations where appropriate.
- Discipline any Employee failing to discharge their health and safety responsibilities and praise Employees who achieve high levels of safety.
- Always set a good example by observing the Company's health and safety requirements.

Supervisors have additional responsibilities as Employees.

5.2.6 Buyer and Estimator Responsibilities

A Buyer is any Employee who procures equipment, materials or services for the Company. An Estimator is any Employee who prepares an estimate, quotation or proposal for the Company's Client or potential Client.

It is Buyers and Estimators responsibility to:

- Ensure that the Company's tenders and estimates adequately allow for the provision of safe systems of work, welfare provisions and any other health and safety requirements that could be reasonably presumed as necessary.
- Ensure that quotations obtained from sub-contractors adequately allow for the provision of safe systems of work, welfare provisions and any other health and safety requirements that could be reasonably presumed from the tender and pre-construction information.
- Ensure that proposed materials and equipment are to the standards required by Health & Safety legislation, approved codes of practice and industry guidance.
- Ensure that materials, plant and equipment procured or hired by the Company meet the standards required by the Health & Safety Policy, legislation, law and approved codes of practice.
- Ensure that suppliers provide detailed information and where applicable manufacturers safety data sheets; detailing the risks to health and safety and the hazards for the products supplied and the required safety precautions which should be implemented.
- Ensure that any plant and equipment hired is provided with appropriate test certificates/thorough examinations, maintenance records and safe operating instructions.
- Plan deliveries to ensure that storage capacity never exceeds a safe level in terms of loading, space utilisation and safe lifting capacities.
- Procure adequate supplies of all necessary health and safety equipment.

Buyers and Estimators may have Designer responsibilities where they are deemed to be a designer under health and safety legislation.

Buyers and Estimators have additional responsibilities as Employees.

5.2.7 Employee Responsibilities

For health and safety purposes Employees include Company employees, as well as labour only contractors, agency workers and the self-employed who are under control of the Company.

It is every Employee's responsibility to:

- Ensure they abide by the requirements of the Company's Health & Safety Policy, risk assessments, safe systems of work and rules at all times.

- To seek advice if they are uncertain how to work safely.
- Inform other Employees who are not working safely of the need to and where unsafe behaviour continues, report it to their line Supervisor or Manager.
- Bring to the attention of their line Supervisor or Manager identified or suspected health and safety deficiencies.
- Cooperate to achieve a safe and healthy workplace and to take reasonable care of themselves and others at all times.
- Use and store work equipment in accordance with manufacturer's recommendations and the Company's safe systems of work.
- Use safety equipment and devices that are provided.
- Attend training provided for the purposes of Health and Safety.
- Discuss safety issues with their line Supervisor or Manager.
- Bring immediately to the attention of their line Supervisor or Manager any accidents, injuries, near misses and dangerous occurrences.
- Carry out user checks and take out of action any defective tools, plant and equipment. Report immediately any defective equipment to their line Supervisor or Manager.
- Take care of all work equipment.
- Observe and comply with all safety warnings and signage. Ensure that you are aware of emergency procedures and follow them when necessary.

Employees have a legal obligation under the Health and Safety at Work (etc.) Act 1974 to:

- Take reasonable care of their own health and safety and that of all others who may be affected by their act or omissions at work.
- Cooperate fully to ensure that their employer can fulfil statutory health and safety duties.
- Not to deliberately interfere or misuse anything provided to further health and safety at work.
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5.2.8 Health and Safety Advisor's Responsibilities

It is the Health & Safety Advisor's responsibility to:

- Provide health and safety advice and assistance when requested and authorised by the Company.

5.2.9 Contractor Responsibilities

It is the responsibility of every appointed Contractor to:

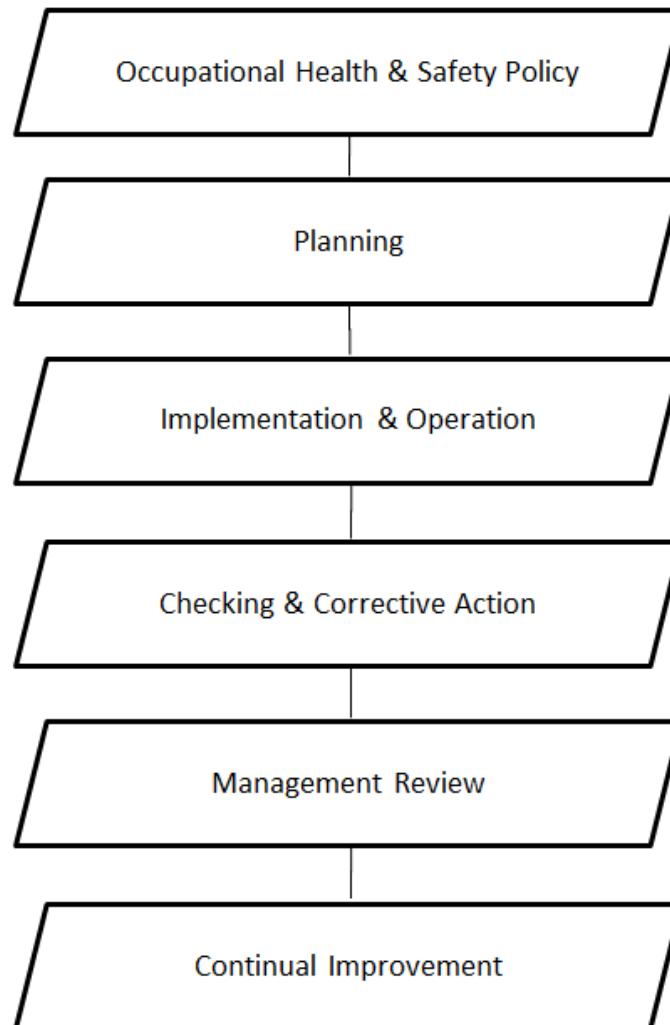
- Comply with statutory health and safety requirements.
- Adhere to the Company's health and safety policy, site rules and the Company's safe systems of work.
- Attend safety meetings as requested.
- Provide written instructions through risk assessment and safe systems of work; to establish safe working methods, to explain the sequence of operations, to outline the potential hazards and implementation of suitable risk controls.
- Ensure that all plant or equipment brought to site is safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking.
- Ensure that any materials or substances brought on to site which has health, fire or explosion risks are used and stored in accordance with Regulations and current recommendations and that information is provided to any other person who may be affected on site. Assessment of risk associated with any substance or process hazardous to health that will be used on the site must be presented to the Company's site representative before work commences.
- Ensure that workplaces are kept tidy and all debris, waste materials, etc. are cleared as work proceeds.
- Report any identified health and safety failings to the attention of the Company.
- Notify the Company of any health and safety incidents.
- Provide copies of their Health and Safety Policy and any other documentation appertaining to health and safety that may be requested by the Company.

6 Arrangements for Health & Safety

6.1 Health & Safety Management

The Company recognises the need to manage health and safety with the same degree of expertise, diligence and standards as our core business activities and promote a positive health and safety culture throughout the Company.

To meet this requirement the Company's Health and Safety Management System is based on the following model:



The Company's Health and Safety Management System includes the following elements:

6.1.1 Occupational Health & Safety Policy

Establishing Health & Safety Policies for the effective management of health and safety risks, the prevention of injury and ill health and compliance with statutory health and safety requirements.

6.1.2 Planning

Establish, implement and maintain procedures for the on-going hazard identification, risk assessment and determination of necessary controls / risk management arrangements.

6.1.3 Implementation and Operation

- Ensuring the availability of resources for establishing, implementing, maintaining and improving the Health and Safety Management System and risk management controls.
- Defining roles, responsibilities and accountabilities. Delegating authorities to facilitate effective health and safety management.
- Ensuring that the health and safety management system is established implemented and maintained.
- Ensuring through education, training and experience that any person under the Company's control is competent to perform tasks that can impact on health and safety.
- Establish, implement, maintain and respond to internal and external communication for health and safety.
- Establish, implement and maintain Employee participation with; hazard identification, risk assessment and risk management controls, incident investigation, development and review of health and safety policies.
- Consulting with Employees on changes that could affect their health and safety.
- Consulting with Contractors on changes that could affect their health and safety.
- Documenting the Health and Safety Management System; including the Company's health & safety policies and procedures that are necessary to ensure the planning, operation and control of effective safety risk management.
- Documenting health and safety risk assessments and safe systems of work.
- Implementing and maintaining:
 - o Operational controls.
 - o Controls related to purchased goods, equipment and services.
 - o Controls related to Contractors and other visitors to the workplace.
 - o Procedures and stipulated operating criteria to prevent deviations from the health and safety policy.
 - o Establish, implement and maintain procedures for:
 - The identification of potential emergency situations.

- Responding to emergency situations and preventing or mitigating associated adverse health and safety consequences.
- Periodically testing and evaluating the procedures for responding to emergency situations.

6.1.4 Checking & Corrective Action

Establishing, implementing and maintaining:

- Regular documented health and safety auditing of the Company's health and safety management system; conducted at frequencies which are suitable for the Company's health and safety risk profile.
- Regular documented health and safety inspections of the Company's premises, activities, plant and equipment; conducted at frequencies which are suitable for the health and safety risk profile of the Company's activities, premises, plant and equipment.
- Regular workplace health and safety checks; conducted at frequencies which are suitable for the health safety risk profile of the Company's activities, premises, plant and equipment.
- Procedures for accident, ill health and incident investigation to record, investigate and analyse incidents in order to:
 - Determine underlying health and safety deficiencies, causes and other factors that might be contributing to their occurrence.
 - Identify the need for corrective action.
 - Identify necessary preventative action.
 - Communicate the results of investigations and analysis.
- Regular evaluation of the Company's compliance with legislative requirements.
- Procedures for evaluating, managing and correction of actual and potential statutory and organisational health and safety requirements.
- Procedures to ensure that any necessary changes arising from corrective and preventative action are made to the Company's Health & Safety Policy and procedures.
- Communicating the findings of health and safety management audits, inspections and checks to appropriate levels of the Company's management.
- Procedures for actioning required actions to remedy deficiencies identified in the health and safety management system audits, health and safety inspections and workplace health and safety checks.

6.1.5 Management Review

Reviewing the performance of the health and safety management system, health and safety standards and health and safety performance on a regular basis; to ascertain where improvements may be necessary and implement necessary corrective action.

Management reviews will evaluate:

- Results of audits, inspections and checks and evaluations of compliance with legislative requirements.
- The findings of consultations.
- Relevant communication from external parties; including the Company's competent person for health and safety and the enforcing authorities.
- The health and safety performance of the Company; including health and safety incident investigations into accidents, ill health, near misses and non-compliances.
- Follow up actions from previous management reviews.
- Changing circumstances, including developments in legislative requirements and other requirements related to health and safety.

Management reviews will formulate action plans and make decisions on the:

- Continual improvement of health and safety management and health and safety performance.
- Development and revision of health and safety policies.
- Allocation of resources.
- Any other actions required to meet health and safety legislative requirements and to promote a positive health and safety culture.

6.2 Competent Person for Health and Safety

Health and safety legislation requires the Company to formally appoint a Competent Person to advise and assist with health and safety. The Competent person must have sufficient training, experience or knowledge and capabilities which allows them to adequately advise and assist. Competent health and safety advice may be provided by one or more of the company's employees or where there is insufficient inhouse competencies by an external advisor or through a combination of inhouse and external advice.

The Company will ensure that competent health and safety advice is available by ensuring:

- An assessment is conducted to determine the required competencies of the Company's Competent Person(s) for health and Safety; based on the size and the risk profile of the Company's activities.
- Inhouse health and safety competencies and abilities are assessed and where appropriate an employee is appointed as the Competent Person for Health and Safety. Where there is insufficient inhouse competency, then an external retained OSHCR registered advisor is appointed to act as the Company's Competent Health and Safety advisor or to assist the inhouse employee who has been appointed as the Competent Person for Health and Safety
- Health and safety training at an appropriate level for the risk profile of the company's activities is provided to the Competent Person for Health and Safety, in order to ensure that they have the level of knowledge required by the appointment
- The Competent Person(s) for Health and Safety regularly maintains their Continuing Professional Development (CPD) in Health and Safety
- The Competent Person(s) for Health and Safety is provided with sufficient time and financial resources to ensure that they can adequately advise and assist.
- The name and contact details of the Competent Person(s) for Health and Safety is available to duty holders
- The Appointed Competent Person(s) for Health and safety is readily available and their competencies are regularly assessed and maintained against the risk profile of the Company's activities.

6.3 New Employees

New Employees are at increased risk of harm due to lack of awareness of hazards in the workplace and procedures. All new Employees will be given an overview of the risks to their health and safety and that of others. This will include an explanation of the risks, control measures in place and procedures.

6.3.1 Procedure for Induction

New Employees will be inducted on the first day of their employment and on the first day at a new premises or site, before they engage in any work. Induction training will be undertaken by a competent member of staff. On completion of induction training the new Employee will be asked if they understand all elements of the training and invited to ask any questions regarding their induction. Inducted Employees will be asked to sign an Induction Register.

Health and safety training will form part of induction and include:

- Communication of the Company's Health & Safety Policy.
- The location of emergency escape routes, exits, manual alarm points and fire extinguishers.
- Fire drills and emergency evacuation procedure.
- The action to be taken on discovering a fire.
- The location and provision of welfare facilities.
- Accident and ill health procedures and reporting.
- The location of first aid facilities and appointed person / first aider.
- Requirements for the correct use of tools, plant and equipment.
- A display screen equipment & workstation assessment (all DSE equipment users).
- The requirements to report health and safety concerns.
- Manual handling training.
- Housekeeping requirements.
- Explanation of other identified key risks.

As part of induction New Employees will be appraised to identify if additional training is required.

When appropriate; new Employees will be issued with Personal Protective Equipment (PPE) during induction.

6.4 First Aid

In accordance with The Health and Safety (First-Aid) Regulations 1981; Guidance on Regulations (L74) the Company will provide adequate and appropriate First Aid provisions.

The Company will assess first aid requirements by considering:

- The company's workplace hazards, risks and the nature of the work undertaken
- The size of the Company's organisation
- The nature of the Company's workforce
- The Company's previous accident record
- The Company's work patterns
- The distribution of the Company's Employees

- Remote sites
- Lone working Employees
- Employees travelling in the course of their work
- Access to emergency medical services
- Employees working on shared or multi occupied sites
- First Aid provisions for non-Employees
- Absent First Aiders or Appointed Persons

The Company will identify the likely nature of possible accidents and injuries should preventative and control measures fail. The Company will determine the type, quantity and location of first aid equipment, facilities, and the personnel that need to be provided. The Company's first aid needs will be reviewed regularly, particularly after any operating changes, to ensure provisions remain appropriate.

6.4.1 First Aid Provisions

The company will provide as a minimum first aid provisions in accordance with the following guidance:

Numbers of First Aid Personnel		
Hazard Category	Number of Employees	First Aid Personnel Required
Low Hazard (e.g. offices & shops)	Fewer than 25	At least 1 Appointed Person
	25 – 50	At least 1 First Aider trained in Emergency First Aid at Work
	More than 50	At least 1 First Aider trained in First Aid at Work for every 100 employees (or part thereof)
Higher Hazard (light engineering, warehousing, assembly work, construction etc.)	Fewer than 5	At least 1 Appointed Person
	5 – 50	At least 1 First Aider trained in either: Emergency First Aid at Work or First Aid at Work Depending on the type of injuries that may occur

	More than 50	At least 1 First Aider trained in First Aid at Work for every 50 employed (or part thereof)
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The Company will provide first aid containers at every workplace. The contents of the containers will be determined by the findings of the Company's first aid needs assessment.

Every lone worker and travelling worker will have access to a first aid kit.

First Aiders/ Appointed Persons will ensure that First Aid provisions are provided and maintained at all times. Supplies will be kept for the purpose of replenishing the first aid container.

First Aid facilities provided will be clearly identified along with the names of First Aiders/ Appointed Persons. First aid notices will be displayed in prominent positions.

Employees who become ill or injured will consult with a First Aiders/ Appointed Persons and where applicable report their injuries in accordance with our Accidents and Dangerous Occurrence Reporting Procedure / Investigation policy.

The Company will ensure that cover is provided for annual leave and planned/unplanned absences of First Aiders/ Appointed Persons.

The Company will inform all Employees of the arrangements that have been made in connection with the provision of first-aid, including the location of equipment, facilities and personnel.

6.4.2 Emergency Services

If there is any doubt whether an ill or injured person requires further immediate medical attention, the emergency services will be summoned **by dialling 999**.

6.5 Fire Risk Assessments and Fire Management Arrangements

The company will ensure that we proactively manage our fire risks.

The company will ensure that:

- Commercial premises and sites owned or controlled by the Company have been fire risk assessed by a competent person and that suitable and sufficient fire management arrangements are developed, implemented and maintained.
- Fire risk assessments and fire management arrangements are reviewed on a regular basis and before significant change or where there is reason to believe that the assessment or arrangements may not be suitable and sufficient or adequately managing fire risks.

- A copy of fire risk assessments, fire management arrangements and fire safety records are retained on file.
- Where inadequacies have been identified by our Fire Risk Assessments or by enforcement officers or fire marshals; suitable and sufficient measures will be taken to ensure that inadequacies are rectified as soon as reasonably practicable.
- Fire Marshals and other Employees who are responsible for implementing or monitoring fire management arrangements will receive adequate training to ensure that they are competent to discharge their duties.
- Fire action notices / procedure that should be followed in the event of a fire or bomb alert are prominently displayed throughout our premises or sites.
- Fire drills will be conducted within a period not exceeding 12 months (or more frequently if prescribed by the fire risk assessment or fire management arrangements) and will be adhered to and taken seriously by all Employees.
- Visitors, who are present during an evacuation, will be escorted by one of the Company's Employees to the assembly / muster point.
- If disabled persons or persons with a disability are employed by the Company or present on our premises; an assessment of their emergency evacuation needs will be conducted and a Personal Emergency Evacuation Plan (PEEP) will be developed and implemented.
- A means of raising the alarm and adequate firefighting equipment will be provided; equipment provided will be regularly tested and maintained by a competent person.
- Persons expected to use firefighting equipment are provided with training. No Employee will attempt to tackle a fire unless trained to do so.
- Fire escape routes and exits will be kept clear at all times.

6.6 RIDDOR, Accidents and Investigation

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) places a duty on employers, the self-employed and people in control of work premises to report notifiable incidents to the relevant enforcing authority.

6.6.1 Contact Details

During working hours, fatal/specified, and major incidents should be reported to the Incident Contact Centre on **0345 300 9923** (Monday to Friday 8.30am to 5pm).

Report of incidents should be submitted via an electronic report form to the RIDDOR database at the following web address: www.hse.gov.uk/riddor/report.htm

For out of hours reporting, there is a duty officer available on **0151 922 9235**.

6.6.2 Incidents that must be reported

Incidents that must be reported are:

- (a) The death of any person as a result of an accident, arising out of or in connection with work, whether or not they are at work.
- (b) Someone who is at work suffers an injury as a result of an accident, as specified in Regulation 4 of RIDDOR.
- (c) A person not at work (e.g. a member of the public) suffers an injury as a result of an accident arising out of or in connection with work and is taken from the site of the accident to a hospital for treatment.
- (d) A dangerous occurrence takes place, as specified in Schedule 2 of RIDDOR. Dangerous occurrences are incidents which do not necessarily result in a reportable injury, but have the potential to cause significant harm.
- (e) Someone at work is unable to do the full range of their normal duties for more than seven consecutive days (not counting the day of the accident, but including weekends and rest days), as a result of an accident that arose out of or in connection with work (an 'over-7-day' injury).
- (f) The death of an employee if this occurs sometime after a reportable injury, which led to that employee's death (only when the death occurs within one year).
- (g) A person at work is diagnosed by a registered doctor as suffering from one of a number of diseases caused by a work activity, as specified in Regulation 8 of RIDDOR.

6.6.3 Timescales for Reporting of Incidents

Incidents must be reported within the following time scales:

6.6.3.1 Fatalities, specified injuries (Regulation 4) & dangerous occurrences (Schedule 2)

Fatalities, specified injuries, and dangerous occurrences must be notified to the enforcing authority without delay. A report of the incident must be sent to the relevant enforcing authority within 10 days of the incident. See Contact Details above.

6.6.3.2 Cases of over-seven-day-injuries

Seven-day-injuries must be reported to the enforcing authority as soon as practicable (and in any event within 15 days of the injury); by submitting an electronic report form to the RIDDOR database. See Contact Details above.

6.6.3.3 Injury as a result of an accident arising in connection with work requiring hospital treatment

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

This must be notified to the enforcing authority without delay (during working hours), by calling the Incident Contact Centre. A report of that incident must be sent to the relevant enforcing authority within 10 days of the incident; by submitting an electronic report form to the RIDDOR database. See Contact Details above.

6.6.3.4 Case of notifiable disease (Regulation 8)

Cases of notifiable disease must be reported to the enforcing authority without delay as soon as a doctor notifies the Company that an employee is suffering from a reportable work-related disease; by submitting an electronic report form to the RIDDOR database. See Contact Details above.

6.6.3.5 Carcinogens, mutagens and biological agents (Regulation 9)

Diagnosis of any cancer attributed to an occupational exposure to a known human carcinogen or mutagen (including ionising radiation) or any disease attributed to an occupational exposure to a biological agent must be reported to the enforcing authority by submitting an electronic report form to the RIDDOR database. See Contact Details above.

6.6.4 Enforcing Authority Response

The enforcing authority may need to respond out of hours under the following circumstances:

- Following a work-related death, or where there is strong likelihood of death following an incident at or connected with work.
- Following a serious accident at a workplace, to gather details of physical evidence that would be lost if the authority was not notified until normal working hours.

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

If the incident fits one or more of these examples or if you are not sure if the incident requires out of hours reporting, then ring the duty officer - see Contact Details above.

6.6.5 The Company's Duties and Responsibilities

The Company recognises that it has a duty to report to the enforcing authority deaths, major injuries, over-seven-day-injuries, occupational diseases, and specified dangerous occurrences.

The Company will:

- Notify the enforcing authority of all notifiable incidents within the specified time limit. If we require advice on whether an incident is reportable under RIDDOR we will contact our Appointed Competent Person for Health and Safety.

Social security regulations require that accidents (where injury has occurred) are recorded and retained. The Company recognises that it has a duty to record accidents.

The Company will:

- Collect all necessary information to enable us to record the accident in The Company accident book.
- Retain accident records for a minimum of 3 years.
- All records & employee information will be kept in accordance with General Data Protection Regulation.

The Company recognises that health and safety investigations are a required and essential part of monitoring and reviewing our health and safety arrangements, to ensure we are operating within the law.

The Company will:

- Thoroughly investigate all notifiable incidents and any other incidents that indicate that our health and safety arrangements might not be adequate. The results of investigations will be used to improve our health and safety arrangements.
- Where there is a likelihood that The Company could be subject to a prosecution or litigation as a result of an incident, the dominant purpose of an investigation and associated correspondence including reports, meeting minutes, emails and

letters will be to prepare The Company's legal defence and it is intended that legal advice privilege and litigation privilege will apply.

6.7 Welfare

The company will ensure that our Employees are provided with:

Drinking Water

The Company will provide potable drinking water by either an upward drinking water jet or by mains tap with the provision of suitable clean drinking vessels. In the event that mains drinking water is not available, drinking water will be provided by chilled water dispensers or water containers that are filled / replaced daily.

Washing facilities and sanitary conveniences

The Company will ensure that it provides suitable and sufficient washing facilities and sanitary conveniences which are readily accessible. These facilities will be kept clean and provide both hot and cold running water with soap and hand drying facilities. Toilet paper will be provided in a holder or dispenser. Separate facilities will be provided for men and women unless the facility is for use by one person at a time and has a lockable door.

Storage of Clothing

The Company will provide suitable provision for the storage of Employees clothing, where it can be stored and allowed to dry.

Rest facilities

The Company will provide accessible rest facilities for our Employees, to include seating with backrests and tables for use during breaks.

Temperature in indoor workplaces (excluding construction sites)

The Company will provide reasonable thermal comfort without the need for special clothing. Where such a temperature is impractical because of hot or cold processes, all reasonable steps should be taken to achieve a temperature which is as close as possible to comfortable.

Ventilation (excluding construction sites)

The Company will ensure that enclosed workplaces are sufficiently well ventilated so that stale air and air which is hot or humid is replaced at a reasonable rate. Workers should not be subjected to uncomfortable draughts for long periods.

Lighting

The Company will ensure that lighting is sufficient to enable people to work, use facilities and move from place to place safely without experiencing eye strain. Where reasonably practicable natural lighting will be provided. Where natural lighting is not provided, emergency backup lighting will also be provided; so that a sudden loss of light will not present a serious risk.

6.8 Welfare for Construction Activities

The Company will ensure that workers who are engaged with construction activities are provided with:

Toilets

Adequate numbers of flushing toilets and running water, connected to mains water and drainage systems; if this is not possible, facilities with a built-in water supply and drainage tanks should be provided.

Portable chemical toilets are acceptable only if it is not reasonably practicable to make other adequate provision. Portable chemical toilets must be regularly emptied. Where portable toilets are emptied once a week then a ratio of 1 chemical toilet to 7 persons is recommended.

Toilets must be adequately ventilated, lit and maintained in a clean condition.

Men and women may use the same toilet, if it is in a lockable room and partitioned from any urinals; otherwise separate toilets should be provided. Adequate supplies of toilet paper should always be available.

Washing facilities

Washing facilities must be provided next to both toilets and changing areas.

Washing facilities should include a supply of running clean hot and cold, or warm, water; soap (or other suitable means of cleaning); towels or other suitable means of drying; sufficient ventilation and lighting. Sinks should be large enough to wash face, hands and forearms.

Showers should be provided where particularly dirty work is being undertaken or when workers are exposed to especially hazardous substances.

Drinking water

A supply of wholesome drinking water should be readily available. Where possible, it should be supplied direct from the mains. If water is stored, it must be protected from possible contamination and changed often enough to prevent it from becoming stale or contaminated.

Where necessary, to prevent drinking water from being confused with water which is not fit to drink; drinking water should be clearly marked as drinking water.

Clean drinking vessels must be provided at drinking water outlet(s), unless the water is supplied in an upward jet, which can be drunk easily (e.g. a drinking fountain).

Changing rooms and lockers

Every site should have arrangements for securely storing personal clothing not worn on site and for protective clothing needed for site work. Men and women should be able to change separately.

Where theft may be an issue, then lockers should be provided for securely storing clothing and personal items; on smaller sites the site office may be a suitable storage area provided it is kept secure.

Where there is a risk of protective site clothing contaminating everyday clothing, items should be stored separately.

Provision should be made which allows wet clothing to be dried safely.

Rest facilities

Rest facilities should be provided to shelter site workers from wind and rain. The rest facilities should have adequate numbers of tables, seating with backs, a means for heating water for drinks (e.g. electric kettle) and for warming up food (e.g. a microwave oven) and be adequately heated. Rest areas must not be used to store plant, equipment or materials.

6.9 Housekeeping

The company will address housekeeping for all of our activities. Housekeeping is essential to safety and it is therefore every Employee's responsibility to keep our workplaces and welfare facilities clean and tidy.

The Company will ensure that:

- We assess the risks associated with housekeeping.
- Regular cleaning is undertaken and our premises/sites are kept tidy.
- Gangways and fire exits will be kept clear of obstructions.
- Waste paper bins are emptied regularly and waste is disposed of in accordance with local regulations.
- Materials are provided to enable employees to clean and sanitise their phones.

- All items, goods and merchandise are arranged so that they do not project past or overload shelves and do not encumber access and egress.
- Flammable and explosive substances are kept to the minimum amount necessary for us to undertake our operations and activities.
- Trailing leads and hoses are not laid across access routes and are always routed in a manner that does not increase the risk of a trip.
- So far as reasonably practicable, measures are taken to reduce the risks from slippery surfaces.

6.10 Maintenance of workplaces

There is a requirement to maintain workplaces so that they are free of faults which are likely to affect health, safety or welfare, including an adequate level of hygiene. This requirement extends to workplace buildings, structures, carparks and other external areas under the control of the Company.

The Company will:

- Ensure that there is an adequate inspection and maintenance regime in place, which is appropriate to the building/premises type, condition and use; to ensure the stability, solidity of the building/premises and to identify and eliminate any other defect which could affect health, safety or welfare
- Maintain records of the inspection and maintenance regime(s)
- Ensure that defects which present a serious or imminent risk of harm are immediately isolated and are rectified as soon as possible
- Ensure that defects which could affect health, safety or welfare are rectified as soon as is reasonably practicable.

6.11 Risk Assessment

The Company will ensure that risk assessments are conducted for all of our work activities at the planning stage and are reviewed regularly. Risk assessments will be conducted by a competent person and will be suitable and sufficient to ensure compliance with the Company's legislative requirements.

The Company's risk assessments will determine the risks to the health and safety of our employees to which they are exposed to whilst they are at work and the risks to the health and safety of persons not in the Company's employment arising out of or in connection to our operations.

Risk assessments will be conducted using the following method:

- Identify significant foreseeable hazards.
- Identify who might be harmed and how.
- Evaluate the risks from the identified hazards.
- Record the significant findings.
- Review regularly and before any significant changes.

The Company will identify existing precautions that we employ and where necessary, additional precautions that need to be implemented.

As part of the risk assessment process the Company will implement preventative and protective measures so far as is reasonably practicable using the following hierarchy and principles:

- Avoid risks.
- Evaluate risks that cannot be avoided.
- Combat risks at source rather than taking palliative measures.
- Adapt work to the individual.
- Use technological and technical progress for safer and improved working methods.
- Implement risk preventative measures to reduce the risks that cannot be prevented or avoided.
- Give collective protective measures priority over individual protective measures.
- Give instruction, training and information to Employees and others who may be affected so that they understand what they must do.

Risk assessments will be communicated to Employees, and where applicable Contractors. The Company will consult with Employees to help determine whether controls determined by risk assessments are practical and effective.

The Company will review our Risk Assessments annually and also:

- Before any significant changes to our workplace or environment.
- Before changes to legislation or codes of practice.
- After an accident, near miss or dangerous occurrence.

- Where failings are determined.
- Where our competent person for health and safety directs us to do so.

The Company's risk assessments will be given a risk rating based on hazard severity x likelihood of occurrence as follows:

Scale	Hazard Severity		Scale	Likelihood of Occurrence
1	No injury or illness	x	1	Zero to very low
2	First aid injury or illness		2	Very unlikely
3	Minor injury or illness		3	Unlikely
4	"7 day" injury or illness		4	Likely
5	Major injury or illness		5	Very Likely
6	Fatality, disabling injury etc.		6	Almost certain

Risk Rating	
1 - 3	Acceptable
4 - 6	Further review
8 +	Unacceptable Risk

Activities with a risk rating of 8 or more will not be commenced. All activities with a risk rating of 4-6 will be forwarded to the Company's Manager or Director responsible for health and Safety; who will determine if further controls are necessary. Activities with a risk rating of 1 to 3 will continue to be assessed by our managers as part of the Company's drive to eliminate and reduce risks to the lowest reasonably practicable level.

6.12 Training, Information and Communication

The Company appreciates that training and information can be an important element of ensuring competency and awareness of health and safety requirements; the Company will therefore ensure that all employees are provided with adequate and appropriate health and safety training and information. Adequate resources will be made available for this purpose.

6.12.1 Training

Records will be kept for all training that individual Employees receive and the qualifications that they hold. Health and safety training needs will be reviewed regularly to determine what training Employees require and when they are due to receive it.

Relevant health and safety, task and work equipment specific training will be given on a regular basis and also when required by new legislation and laws or where safe systems of work require it.

The frequency of refresher training will be subject to suitable assessment and provided periodically.

Health and safety related training will be paid for by the Company and will be undertaken during normal working hours.

6.12.2 Information

Relevant codes of practice, industry guidance, manufacturer's literature and safe systems of work will be issued to Employees to keep them up to date with health and safety requirements and Company procedures.

The Company will either display the approved health and safety law poster at each place of work or distribute to every employee a health and safety law (pocket card) available at HSE Books and booksellers.

A free pdf download version is available at: <http://www.hse.gov.uk/pubns/law.pdf>

6.13 Consultation with the Workforce

The Company will consult with our Employees on issues regarding health and safety, this will include:

- Changes that may affect Employees health and safety.
- Health and safety training and information.
- Competent advice for health and safety.
- Hazard elimination and risk reduction.
- New equipment, working conditions and safe systems of work that could affect health and safety.
- Specific hazards that could affect Employee health and safety.
- Consequences of introducing new technology.

Consultation with employees on issues regarding health and safety will be achieved through the provision of information, together with active consultation in meetings and by email. Employees will be given sufficient time to consider any matters being raised and to be able to provide informed responses.

6.14 Display Screen Equipment & Workstations

Display screen equipment (DSE) includes any type of computer terminal, laptop and associated equipment including desks, seats, working surfaces, printers, mice,

lighting, noise etc. Ill health caused by the use of display screen equipment & workstations is rare, however where health problems occur, this is generally caused by the way the equipment has been set up.

Employees who habitually use display screen equipment for an hour or more at a time, on more or less a daily basis will be classified as display screen equipment users.

The company will identify display screen equipment users and undertake suitable and sufficient written assessment for every Employee who has been identified as a display screen equipment user. We will take necessary steps to lower DSE risks to the lowest reasonably practicable level.

The Company will:

- Ensure that workstations meet minimum legal requirements including suitable desks, screens, keyboards, adjustable chairs, suitable software, lighting and working environment.
- Plan for regular short breaks and encourage regular activity changes.
- Provide at the Company's cost, an eyesight test when requested by an employee who is classified as a display screen user. Should the eyesight test determine that a display screen equipment user requires special glasses specifically for their visual display screen work; the Company will pay for a standard pair of frames and lenses. Further eyesight tests will be provided and paid for by the company on a regular basis, as recommended by an optometrist and where requested by the Employee.
- Provide information and training on visual display screen equipment health and safety.

6.15 Manual Handling

Manual handling is the transportation or supporting of a load, by one or more people. This includes pushing, pulling, lifting, carrying or the moving of a load by hand or body force. Manual handling can cause injury including sprains and strains. Some individuals can be at a higher risk of injury from manual handling (e.g. due to a previous injury, level of fitness, pregnancy, age etc.).

All staff will receive adequate manual handling training in accordance with their duties within the company.

The following manual handling guidance will be followed:

- Manual handling of heavy, awkward or otherwise cumbersome loads will be avoided whenever possible. Our Employees will use mechanical means or handling aids e.g. trolleys, lifts etc. as necessary.

- A Task, Individual, Load and Environment (TILE) Risk Assessment will be performed prior to lifting any significant item. This will include assessing the weight, shape, size and temperature of the item and the capabilities and risks to any person who will be performing the lift. All risk assessments will be maintained, monitored and reviewed on a regular basis.
- No person will perform any manual handling exercise against medical advice, with a history of back or upper body injury or when suffering from any physical condition which could be exacerbated by lifting activities; Employees must report such conditions to a line Manager.
- Where mechanical means are inappropriate, sufficient personnel will be provided. Where more than one person is required, then one person will plan and take control of the lift.
- If feasible the load will be broken down into smaller loads that can be manually handled more safely.
- Access to the load and the route of travel will be cleared of hazards and obstructions. The space into which the load will be lifted will be cleared.
- Employees will practice good posture at all times whilst lifting, with both feet placed on the floor and avoiding excessive twisting movements.
- Appropriate Personal Protective Equipment (PPE) will be worn when necessary.
- Persons undertaking a lift will stop immediately if they become fatigued or experience any pain.
- Frequently stored items such as materials, tools, equipment, stationery and files will not be located where overreaching is necessary e.g. at high level.

6.16 Hazardous Substances

Thousands of workers in the UK are made ill every year from hazardous substances used in the workplace, which can cause disabling diseases such as asthma, dermatitis and cancer. By adequately controlling and using hazardous substances correctly ill health is avoidable.

The Company will take effective control measures to protect our employees (and others who could be affected) from exposure to hazardous substances and protect their health.

We will identify substances that could present a risk to health in our places of work. We will conduct suitable and sufficient written COSHH risk assessments for hazardous substances and take all necessary steps to either remove risks or to lower them to the

lowest reasonably practicable level. We will look at the hazardous substances that we use and also hazardous substances that we create as part of our operations.

As part of the COSHH Risk Assessment procedure we will:

- Obtain information from product packaging labels, material safety data sheets, trade association publications, HSE ACOP, HSE guidance and EH40/2005 Workplace exposure limits
- Assess whether air monitoring is required to accurately determine workplace exposure levels
- Consider how Employees (and others who could be affected) could be exposed (e.g. contact with eyes and skin, breathing in, swallowing, puncturing of the skin etc.)
- Determine how much exposure Employees will be subjected to
- Determine existing control measures and whether these are adequately controlling the risk
- Determine whether a less hazardous substance could be used
- Implement additional control measures to reduce the risk to the lowest reasonably practicable level
- Provide Employees with training, instruction and information
- Keep records of our COSHH risk assessments
- All risk assessments and control measures will be maintained, monitored and reviewed on a regular basis.

6.16.1 Substances that Could Present a Risk

Substances that could present a risk to health in our places of work include:

- Solvent vapours
- Chemicals and materials used (or sold) by the Company and our contractors
- Dust, fumes, mists and air quality
- Bacteria & micro-organisms
- Cleaning agents
- Ink
- Photocopier toner particles.

6.17 Asbestos Management

There is a duty to manage asbestos in non-domestic premises, where the Company either owns the property or where we are responsible for maintenance through a tenancy agreement.

The Company will fulfil our duty by:

- Ascertaining through an asbestos survey if there is or could be asbestos containing materials present in our premises, its location and what condition it is in.
- Keeping up-to-date records, of the location and condition of asbestos containing materials or presumed asbestos containing materials in our premises.
- Assessing the risk from the asbestos containing materials or presumed asbestos containing materials in our premises and implementing controls to manage asbestos risks.
- Keeping and maintaining a plan to detail how the Company will manage the risk from the asbestos containing materials.
- Implement, review and monitor the plan and arrangements.
- Implement a system that provides information on the location and condition of the asbestos containing materials to anyone who is liable to disturb or work on the material.
- Ensure that where our premises contain Asbestos Containing Materials (ACM's); we notify the fire and rescue services to inform them of the nature and location of our ACM's.

6.18 Work at height

Work at height is working in a place where a person could be injured from falling. It includes places below ground level and any height where injury could be sustained. It is the single biggest cause of workplace deaths in the UK.

The company will ensure that we protect our Employees from injury resulting from work at height, by conducting risk assessments and identifying necessary precautions to eliminate or reduce risks to the lowest reasonably practicable level.

It is the Company's work at height policy to:

- Avoid work at height when reasonably practicable.

- So far as is reasonably practicable, undertake work at height from an existing workplace or in the case of obtaining access or egress; using an existing safe means.
- Where work at height is unavoidable, equipment or other means of preventing falls or minimising the consequences of a fall will be provided.
- Plan, organise and supervise work at height competently.
- Consider weather conditions that could endanger health and safety.
- Ensure Employees are trained and competent to work at height.
- Ensure the place where work at height is undertaken is safe.
- Adequately control the risks from falling objects.
- Adequately and regularly inspect work at height equipment in accordance with statutory and manufacturers guidance.
- Adequately control the risks from Employees falling through fragile surfaces.
- Ensure an emergency and rescue procedure is in place for people working at height.

All risk assessments and control measures will be maintained, monitored and reviewed on a regular basis.

Employees must:

- Report to their line Manager, any safety concerns.
- Check equipment prior to use (including safety devices)
- Use all equipment correctly, following all training and instructions given by the Company.

6.19 Leaning Ladders and Step Ladders

It is the Company's safe use of leaning ladders and step-ladders policy to:

- Use Class 1 (Industrial) BS 2037 aluminium ladders and steps.
- Use Class 1 (Industrial) BS EN 131 Glass fibre step ladders.
- Ensure that ladders provided by the Company are correctly specified for the task being undertaken and are visually inspected prior to use.
- Use ladders only for light short duration work (not exceeding 30 minutes).
- Train and ensure Employees are competent in the use of ladders.

- Prevent access to ladders by unauthorised persons.
- Use ladders in accordance with the Company's safe systems of work.

6.20 Mobile Access Towers

It is the Company's safe use of mobile access towers policy to:

- Use mobile access towers only when determined suitable by our risk assessments (equipment must be correctly specified).
- Use mobile access towers that are BSEN1004:2004 certified.
- Ensure mobile access towers are assembled, moved and inspected only by trained and competent Employees (it is the policy of many employers to insist that employees who are required to assemble, move and inspect mobile access towers are PASMA trained).
- Ensure equipment is fitted with adequate brick guards, netting or sheeting as appropriate.
- Not overload equipment past the manufacturer's recommended safe working load.
- Prevent access by unauthorised persons.
- Use mobile access towers in accordance with the manufacturer's instructions and the Company's safe systems of work.
- Ensure that all users of mobile access towers have received work at height training; with a curriculum which includes information on the safe use of mobile access towers.

6.21 Mobile Elevated Work Platforms

Mobile Elevated Work Platforms (MEWPs) are considered to be work equipment that can prevent a fall from height. There are however risks associated with the use of MEWPs which must be assessed and controlled or eliminated before specifying them.

MEWPs include scissor lift, self-propelled boom, vehicle mounted boom and trailer mounted boom.

MEWPs shall be used where the Company's work at height risk assessment determines that they are the most suitable work equipment to undertake the work.

When specifying the type of MEWP which is suitable for the task to be undertaken the Company will consider:

- The work that will be undertaken.
- The operator.
- The number of people that will be lifted.
- Access to the site, the terrain to the work area and ground conditions.
- The base area at the work position, its maximum ground bearing capacity and gradient.
- The required height and outreach.
- Moving of the MEWP in an elevated position.
- Overhead structures where an operator could be crushed or trapped between.
- Overhead power lines.
- Materials to be lifted and their weight.
- Interaction with other vehicles and pedestrians.
- Site refuelling restrictions.
- Wind speed.

The Company will undertake a job specific risk assessment for the use of all MEWPs, giving specific attention to:

- Fall from height.
- Crushes / traps.
- Contact with and proximity to overhead power lines.
- Overturning due to unsuitable ground conditions, insufficient ground bearing capacity, gradient or weather conditions.
- Equipment failure due to inadequate maintenance.
- Collision from other vehicles or plant.
- Lack of training, instruction and information.
- Misuse of equipment.
- Unclear signalling commands to operator.
- Maximum wind speed in which the MEWP can safely operate.
- Safe working load.

- Emergency rescue.

All risk assessments and control measures will be maintained, monitored and reviewed on a regular basis.

It is the Company's policy to ensure:

- Operators of MEWPs are competent to use the equipment and have successfully completed a recognised operator training course e.g. IPAF's Powered Access Licence (PAL) or Construction Skills' CPCS card for the category of MEWP that they will operate. Additional training will be given for any material handling attachments employed.
- MEWPs have a current and thorough examination certificate.
- Operators undertake daily pre use checks/inspection of the MEWP and record the findings.
- Guard rails and toe boards are fitted as standard.
- Stability devices that are provided with the equipment are used.
- All MEWPs are left secured and immobilised when not in use.
- Pedestrian access to the lift zone is prohibited during MEWP operation.
- Lift zone to be clear of materials and debris.
- Safety Harnesses are worn in boom type MEWPs.
- An emergency rescue procedure has been prepared.

6.22 Hop Up Platforms

It is the Company's safe use of hop up platforms policy to:

- Assess whether the use of hop up platforms is the most appropriate access equipment to use.
- Use industrial grade hop up platforms
- Use hop up platforms only for low level light work activities lasting no longer than 30 minutes.
- Train and ensure Employees are competent in the use of hop up platforms.
- Use hop up platforms in strict accordance with manufacturer's instructions and the Company's safe systems of work.

- Ensure hop up platforms are regularly inspected to identify damage or defects
- Prevent visitors from using hop up platforms.

6.23 Fixed Electrical Installations

Fixed electrical installations are the electrical wiring, electrical components and electrical machinery which are fixed to a building or structure. Defective and substandard design, installation, modification and maintenance of fixed electrical installations can be a risk to people and also can present an increased fire risk.

The Company will ensure that our fixed electrical installations are:

- Designed, installed, modified, maintained, repaired and periodically inspected only by competent persons or contractors.
- Inspected within the past 5 years for office environments and within the past 3 years for industrial environments (or as otherwise specified by the inspecting electrician on their inspection certificate) by a competent electrician and issued with a periodic installation condition report. In higher risk premises where the fixed electrical system is subject to a harsh environment; the Company will determine whether the frequency of inspection may require more frequent inspection.

The Company's Employees will:

- Ensure that they report any identified defect in the fixed electrical system to the Company and the faulty system is taken out of use until repaired.

6.24 Portable Electrical Appliances

Portable electrical equipment is portable, movable or transportable equipment which is connected to the mains electrical supply or to another generated electrical supply - e.g. a diesel generator.

It is the Company's policy to ensure that portable electrical equipment is:

- Risk assessed and risks are adequately controlled
- Correctly specified
- Operated by trained and competent Employees
- Inspected and adequately maintained in accordance with manufacturers recommendations and good practice

Employees who have to work with electrical equipment must ensure that they report immediately any defects to the Company. Defective equipment will be immediately taken out of use until repaired or disposed of.

Portable electrical equipment should be inspected and may need to be tested periodically. The level of inspection and testing is dependent on the type of equipment, the environment it is used in and the level of duty which is demanded of it.

Within our office environment we will inspect and test our portable electrical equipment at intervals not exceeding those recommended in industry guidance INDG 236 - Maintaining portable electric equipment in low-risk environments or as otherwise determined by a suitable and sufficient PAT testing risk assessment:

OFFICE ENVIRONMENT			
Equipment	User Visual Check	Formal Visual Check	Combined Visual Inspection & PAT Test
Desktop computers, VDU screens. Photocopiers, fax machines: not hand held and rarely moved.	No	Yes (2 - 4 years)	No if double insulated, otherwise up to 5 years.
Double insulated equipment: not hand held. Moved occasionally e.g. fans, table lamps, projectors.	No	Yes (2 - 4 years)	No
Double insulated equipment: hand held e.g. some floor cleaners.	Yes	Yes (6 months - 1 year).	No
Earthed equipment (class 1): Kettles, some floor cleaners.	Yes	Yes (6 months - 1 year).	Yes 1 - 2 years
Cables (leads) and plugs connected to the above. Extension leads (mains voltage).	Yes	Yes (6 months - 4 years depending on the type of equipment it is connected to)	Yes 1 - 5 years Depending on the type of equipment it is connected to.

Within our **workshop and storage environments and when undertaking maintenance work in Client occupied premises**, we will inspect and test our portable electrical equipment at intervals not exceeding those recommended in

Health and Safety Guidance HSG107 - Maintaining portable electrical equipment or as otherwise determined by a suitable and sufficient PAT testing risk assessment:

WORKSHOP AND STORAGE ENVIRONMENTS AND WHEN UNDERTAKING MAINTENANCE WORK IN CLIENT OCCUPIED PREMISES			
Type of Business & Voltage	User Visual Check	Formal Visual Inspection	Combined Visual Inspection and PAT Test
Light Industrial	Yes	Before initial Use then 6 monthly	6 - 12 months
Heavy industrial/high risk of equipment damage	Daily	Weekly	6 - 12 Months

While undertaking work which is classified under health and safety legislation as construction work, we will inspect and test our portable electrical equipment at intervals not exceeding those recommended in Health and Safety 'Guidance HSG107 – 'Maintaining portable electrical equipment' or as otherwise determined by a suitable and sufficient PAT testing risk assessment:

CONSTRUCTION WORK			
Equipment / Application	User Check	Formal Visual Inspection	Combined Visual Inspection and PAT Test
Battery operated equipment (less than 40V)	No	No	No
110V equipment	Weekly	Monthly	Before first use on site and then 3-monthly
230V Equipment	Daily / Every Shift	Weekly	Before First Use on Site and then Monthly
Fixed Residual Current Devices (RCD's)	Daily	Weekly	Before First use on Site and then 3 Monthly
Portable Residual Current Devices (RCD's)	Daily	Weekly	Before First use on Site and then Monthly
Equipment in Site Offices (230 Volt Office Equipment)	Monthly	6 Monthly	Before First use on Site and then Yearly

Portable electrical tools used for construction work - The use of battery powered hand tools and equipment will be given priority above mains powered where feasible. Portable electrical tools used for construction work will be 110V centre tapped to earth.

Mains voltage (230V) equipment will not be used whilst undertaking construction work unless there are exceptional circumstances; in which case non-adjustable Residual Current Devices (RCD's) with a rated tripping current of 30 mA., installed in a dustproof and weatherproof enclosure will be fitted. RCD's will be checked daily by operating the test button, visually inspected weekly and tested by a competent electrician at least monthly (or more regularly under harsh site conditions). Mains power portable electric tools used for construction work will be double insulated and designed for trade use. A register of the Company's portable electrical equipment will be kept, detailing our formal visual inspection and PAT Testing.

Frequent and regular user checks should be undertaken by the Employee using the portable electrical equipment. This should involve looking for damage to the outside of the equipment, its lead and plug before use.

Formal visual inspections on portable electrical equipment should only be undertaken by a competent person. This can be an Employee if they know what to look for and what to do.

Combined formal visual inspections & PAT Testing will only be undertaken by a competent person who has the right equipment, knowledge and is suitably trained.

6.25 Work on Electrical Systems

Injuries resulting from contact with electricity can cause burns, muscle spasm, disrupt the heart rhythm, prevent a person from breathing and cause death. The risks are higher as voltages increase; however, voltages as low as 50 volts can cause serious injury. Electricity can also increase the risk of fire and explosions.

Operatives working on or near electrical installations are particularly at risk of death or serious injury. Most electrical accidents result from operatives working on or near electrical installations which are thought to be dead but are live or operatives working near live installations who are not competent to do so and have not taken suitable safety measures.

It is the Company's work on electrical systems policy to ensure:

- That work on or near electrical installations is risk assessed and risks are adequately controlled.
- Installations and equipment are properly designed, constructed, installed in accordance with BS 7671 - Requirements for electrical installations.
- Designers and electrical engineers are trained, competent and adequately supervised; ensuring that competency is maintained through Continued Professional Development (CPD) and refresher training.

- Installations and equipment are adequately maintained by competent persons.
- All electrical installation and maintenance work is subject to a safe system of work and where determined necessary by risk assessment, the work is undertaken under an Electrical Permit-To-Work.
- Where practicable electrical installations are isolated and dead during inspection, installation or maintenance work; ensuring that switches, circuit breakers etc. are locked in the off position using lockout devices and that notices are posted at the disconnection point.
- Ensure that adequate tests and checks are undertaken to ensure that equipment/circuits have been tested as dead.
- Where equipment could store a charge (e.g. capacitors) ensure that the charge has been discharged.
- Live working as a general rule is prohibited unless subject to risk assessment all of the following conditions have been met:
 - o It is unreasonable in all the circumstances for the conductor to be dead; and
 - o It is reasonable in all the circumstances for the person to be at work on or near that conductor while it is live; and
 - o Suitable precautions (including, where necessary, the provision of personal protective equipment) have been taken to prevent injury.

[Reference: Health and Safety Executive (2013). 'HSG85, Electricity at work, Safe working practices'. Third edition: Health and Safety Executive, P 12.]

- Where live working has been authorised, the Company will ensure that subject to risk assessment that suitable controls are implemented and maintained to prevent injury. Prescribed controls where practicable will include:
 - o Temporary insulation, enclosures, screens or barriers
 - o Erecting warning notices to warn unauthorised people to keep away from the work area
 - o Ensuring that Engineers understand and follow the safe system of work specified for the live working
 - o Ensuring that the environment is suitable for live working e.g. adequate lighting and work space
 - o Use of insulated tools conforming to BS EN 60900:2012
 - o Use of test instruments with insulated probes and fused leads
 - o Prohibiting lone working
 - o Use of insulating gloves conforming to EN 60903
 - o Use of insulating matting conforming to BS EN 61111:2009
 - o Use of Fibreglass step ladders (refer to Working at Height Policy)

6.26 Live Services

Damage to live services can lead to severe injuries, fatalities, significant disruption through project delays as well as considerable financial costs.

Live services include electrical cables, gas mains, water and telecommunications etc.; they can often be surface mounted, buried underground or concealed within walls, floors and ceilings.

The Company will identify live services present on our construction projects and manage the risks from these services. We will take all necessary steps to either remove risks or to lower them to the lowest reasonably practicable level.

The Company will:

- Assess the risk from live services.
- Ensure that live services are identified in the Pre-construction information and where this information has not been provided; obtain service drawings from utilities companies and survey the site to identify and record the location of any services.
- Ensure that live services are either isolated or disconnected prior to construction work commencing and that disconnection certification is issued; where this is not practicable ensure that live services are clearly identified and where practicable protected to ensure that they are not disturbed or damaged during construction work.
- Provide information and training to site personnel to ensure that they are aware of the location of live services, the risks of damaging the services and the controls which are in place to ensure that the services are not disturbed.
- Ensure that all work on site which could foreseeably damage live services is properly planned and that safe systems of work are employed.
- Ensure that reinforced crossing points are provided where heavy plant is required to cross the line of any vulnerable services during construction work.
- Ensure where drilling or chasing works are required that concealed services have been identified.

6.27 Work Equipment

Work equipment includes any machinery, appliance, apparatus or tool used at work; it also includes work equipment which employees provide for use at work.

The Company will ensure:

- Work equipment is subject to a suitable and sufficient risk assessment. The significant findings of work equipment risk assessment will be recorded and the requirements implemented and maintained
- Work equipment is suitable for the purpose that it is being employed for
- Work equipment is suitable for the environment that it is installed or used in
- Work equipment machinery is CE marked or UKCA marked
- Work equipment is maintained in a safe condition; adhering to manufacturer's recommendations, good practice and legal requirements; maintenance will be planned and correctly undertaken
- Work equipment is regularly inspected by a competent person; to ensure that it is safe and that potential defects are diagnosed as early as is reasonably practicable
- Records of formal inspections, maintenance and tests are maintained and are readily available for review
- At the start of each shift that users of work equipment undertake general user checks on the work equipment they will use
- Work equipment risks are managed in accordance with the general principles of prevention; where reasonably practicable risks are eliminated or where this is not reasonably practicable then controlled by:
 - o Safe systems of work
 - o The provision of suitable guards
 - o Protection devices
 - o Markings and warning devices
 - o System control devices (e.g. emergency stop buttons)
 - o Personal protective equipment
 - o The provision of information, signage, instruction and training
- Users of work equipment are competent; including an assessment of their capabilities, provision of adequate training, instruction and information for the equipment that they are using
- Mobile work equipment used for carrying people is designed for this purpose. Measures will be taken to reduce the risks to the safety of the people being carried; including the operator and anyone else that could be harmed to the lowest reasonably practicable level

The Company recognises that health and safety regulations specific to certain types of work equipment may require additional requirements and will ensure that these requirements are implemented.

Employees will ensure that they:

- Are competent to use work equipment, before use and ensure that they discuss any concerns with their line manager
- Attend work equipment training provided by the Company
- Undertake general user checks at the start of each shift on the work equipment they will use
- Strictly adhere to the requirements of the Company's work equipment risk assessments and safe systems of work; ensure that they consult with the Company on any potential concerns or shortfalls which may affect standards of health and safety

6.28 Hot Works

Hot work is any process that could be a source of ignition to flammable material or is a fire hazard. Hot work processes are a major cause of fire and include; welding, soldering, brazing, grinding, cutting, drilling and processes involving the use of oxy-acetylene torches, blow torches and heat guns etc.

The company will assess the risks from hot works and identify and implement all necessary measures to eliminate or reduce these risks so far as is reasonably practicable.

The Company will ensure that:

- We assess the risks associated with hot work activities
- We avoid hot works when the work can be done by a safer alternative method
- We employ where necessary a permit-to-work system
- Any Employee undertaking hot works is competent to do so
- Hot work is not undertaken in the vicinity of flammable materials
- Ensure that pipes, barrels, tanks etc. which may have contained flammable gases or liquids are purged or otherwise made safe before using hot cutting equipment
- Barrier/fence off hot work to contain sparks
- Keep quantities of flammables to a minimum
- Have a suitably assessed fire extinguisher to hand when undertaking hot work
- Stop hot working at least 1 hour before people go home, to allow more time for smouldering fires to be identified.

6.29 Noise

The company operates in environments that can be noisy and therefore some of our Employees could be at risk from occupational noise induced hearing loss.

The company will ensure that we protect the hearing of our Employees by assessing and identifying necessary measures to eliminate or reduce risks from exposure to noise.

The Company will:

- Maintain a low noise purchasing policy for all plant, tools and equipment by selecting and purchasing where reasonably practicable; power tools, machinery and plant that emit lower noise levels in order to reduce occupational noise exposure
- Take all reasonably practicable measures to reduce noise where necessary
- Assess the risk of noise induced hearing loss to Employees in our workplace
- Where our Employees are likely to be exposed to noise at or above the lower exposure action value (daily or weekly exposure of 80 dB) we will provide occupational noise protection information and training; and make hearing protection available
- Where our Employees are likely to be exposed to noise at or above the upper exposure action values (daily or weekly exposure of 85 dB and peak sound pressure of 137 dB) we will implement a planned programme of noise control. In these circumstances we will assess each Employee's risk and take action to reduce the risk to the lowest reasonably practicable level
- In circumstances where it is not reasonably practicable to use a programme of noise control measures to reduce Employees noise exposure to a level below the upper exposure action values (daily or weekly exposure of 85 dB and peak sound pressure of 137 dB) we will provide our employees with suitable hearing protection and make its use mandatory
- Carry out and keep records of health surveillance by providing hearing checks for all Employees who are likely to be frequently exposed to noise above the upper exposure action value (daily or weekly exposure of 85 dB / peak sound pressure of 137 dB or more) or for any Employee who is at increased risk (e.g. already have hearing loss). Health surveillance will commence at the start of an employee's employment or in the case of existing employees as soon as possible

- Whilst taking hearing protection into account; never expose our Employees to noise at or above the legal exposure limit (daily or weekly Exposure of 87 dB and peak sound pressure of 140 dB).
- Provide Safety signage in hearing protection zones
- We will also assess the risk of noise interfering with communication and take appropriate measures to ensure this does not affect health and safety.

All risk assessments and control measures will be maintained, monitored and reviewed on a regular basis.

6.30 Material Storage and Waste Management

There are thousands of injuries at work every year due to trips, slips and falls; which lead to fractured bones and dislocated joints. Some of these injuries lead to permanent disability and in many cases impact on an individual's ability to undertake work in the future. There is therefore a legal and a moral duty to ensure that workplaces are kept tidy and that housekeeping is adequately managed. Planning and managing material storage and waste management is a key part of reducing the risk of injury from a slip trip or fall as well as reducing the risk of fire.

The Company will:

- Assess the risks associated with materials storage and waste management.
- So far as is reasonably practicable; provide designated material and waste storage areas.
- Provide suitable storage facilities for flammable materials away from ignition sources.
- Keep any flammable compressed gas cylinders and other highly flammable liquids and materials which are stored on site to minimum quantities and ensure they are stored in suitably assessed secured containers or compounds.
- Never store materials in access routes or escape routes.
- Ensure that our storage areas are kept tidy.
- Plan material deliveries to ensure that the quantity of materials stored are kept to a managed safe level.
- Ensure that waste materials are placed in designated waste bins/skips as soon as practicable and that site waste is removed before containers/skips are full.
- Ensure that Contractors on site understand that the clearing of waste from work areas into provided bins/skips is a high priority and that this site rule is enforced.

- Ensure that waste is disposed of in accordance with statutory waste management requirements.

6.31 Hand-arm Vibration

Hand-arm vibration is vibration that is transmitted from operating hand tools or by holding materials that are being machined. Typical tools that can cause hand-arm vibration are concrete breakers, hammer drills, powered lawnmowers, grinders, chainsaws etc.

Regular exposure to hand-arm vibration as part of an Employee's job can have permanent and irreversible health effects. Occasional exposure is unlikely to cause ill health.

Hand-arm vibration causes a range of disabling health conditions which are known as hand-arm vibration syndrome and carpal tunnel syndrome. The effects of hand-arm vibration can limit the jobs that a person can undertake as well as social activities.

The company operates in environments where some of our Employees could be at risk from hand-arm vibration syndrome.

The company will ensure that we protect our Employees from the effects of hand-arm vibration by assessing and identifying necessary measures to eliminate or reduce risks from exposure to vibration.

The Company will:

- Maintain a low vibration purchasing policy for all plant, tools and equipment by selecting and purchasing where practicable power tools, machinery and plant that emit lower vibration levels in order to reduce occupational vibration exposure.
- Take all reasonably practicable measures to reduce transmission of vibration to the hands and arms of our Employees.
- Assess the risk of hand-arm vibration to Employees in our workplace and decide if any of our Employees are likely to be exposed to vibration above the daily exposure action value (2.5 m/s² A(8)). Where our assessment deems this to be likely we will:
 - o Introduce controls to eliminate the risks or reduce them to the lowest reasonably practicable level.
 - o Provide health surveillance for Employees who continue to be exposed to vibration at or above the daily exposure action value.

- Determine if any of our Employees are likely to be exposed to vibration above the daily exposure limit value (5 m/s² A(8)) and if so take immediate action to reduce their exposure below the daily exposure limit value.
- Provide Employees with training, instruction and information.
- Keep records of risk assessments, control measures and health surveillance.

All risk assessments and control measures will be maintained, monitored and reviewed on a regular basis.

6.31.1 Identification of Hand-Arm Vibration Syndrome

The identification of hand-arm vibration syndrome at an early stage is imperative as it will allow the Company to take urgent action to prevent serious and permanent injury.

Any Employee who starts to have one or more of the following symptoms will immediately notify the Company:

- Tingling and / or numbness in the fingers
- Not being able to feel things properly
- Loss of strength in the hands
- Fingers going white and becoming red and painful on recovery (particularly in the cold and wet, and probably only in the tips at first).

6.32 Abrasive Wheels

All abrasive wheel equipment that is provided by the Company will be subject to the requirements detailed in the Work Equipment section of the Health & Safety Policy.

There is a high risk of harm from using abrasive wheel equipment; therefore the Company will ensure that:

- Employees using abrasive wheel equipment have received suitable and sufficient training in the use of the equipment they are using and the selection, inspection and mounting of disks or wheels.
- No Employee will change a disk or wheel on abrasive wheel equipment unless they have been trained and are competent to do so.
- Employees will undertake user checks on the abrasive wheel equipment prior to its operation. Defective equipment will be immediately taken out of action.
- Abrasive wheel equipment, disks and wheels will be suitably stored in accordance with manufacturer's recommendation, good practice and our safe systems of work.

- Suitable Personal Protective Equipment (PPE) will be used by all Employees when operating abrasive wheel equipment. This will include eye protection, ear defenders, safety boots, protective gloves and if dust is produced a suitable respirator.
- Vibration and noise assessments are undertaken where necessary.

6.33 Personal Protective Equipment (PPE)

The company will ensure that personal protective equipment (PPE) is provided and used whenever there is a risk to health and safety that cannot be adequately and practicably controlled by other means. Engineering controls and safe systems of work should always be considered before using PPE to reduce risks.

The Company will ensure that:

- Regular checks are made that PPE is being used.
- PPE is used correctly by Employees.
- PPE is adequately assessed for suitability to control hazards in the environments it is being used in.
- Respiratory Protective Equipment (RPE) is adequately assessed for suitability (including ensuring that the wearers of tight fitting facepieces have undergone facepiece fit testing, to ensure that selected facepieces fit the wearer correctly).
- Employees are given instruction and training on how to use PPE safely.
- Where more than one item of PPE is being worn; that all items are compatible.
- PPE is provided and replaced free of charge by the Company.
- PPE is CE marked or UKCA marked and complies with relevant EN standards and legislative requirements.
- The different hazards in our workplaces are assessed and determine which types of PPE are Suitable for the hazards present.
- Training that we provide for PPE will:
 - o Ensure Employees are aware of why PPE is required, when it should be used, its limitations and when it should be repaired or replaced.
 - o Ensure Employees are aware that because PPE is being used as a control measure, it is important that they wear it. Exemptions are not allowed unless subject to the findings of risk assessment.
 - o Instruct Employees how to correctly use and store PPE.

- A Personal Protective Equipment Register is kept and updated whenever PPE is issued to an Employee.

6.34 Head Protection

The company will ensure that suitable and sufficient head protection is provided and used by all Employees whenever there is a foreseeable risk of head injury (other than injury from falling) or when site rules make it mandatory. Head injuries can be caused by falling or swinging objects - such as materials, tools or crane hooks and striking the head against something - particularly if there is limited headroom.

The Company will ensure that:

- Risk assessments are undertaken to determine whether there is a reasonably foreseeable risk of a head injury in any of the environments in which the Company's employees operate and to determine the type of head protection which must be provided in order to afford adequate protection.
- Employees are provided with suitable head protection whenever there is a reasonably foreseeable risk of injury to the head (other than by falling) and that employees are made to wear their head protection in accordance with risk assessments.
- Ensure that when site rules require the wearing of head protection that our Employees strictly adhere to these rules.
- Safety helmets provided by the Company and used by Employees are CE marked or UKCA marked and certified to BS EN 397.

Bump caps provided by the Company and used by Employees are CE marked or UKCA marked and certified to BS EN 812.

All Head protection used by Employees is maintained in good condition and stored in a safe place.

- Head Protection is regularly inspected for signs of damage or deterioration and replaced free of charge where defects are identified.
- Head protection is compatible with other PPE that is being worn.
- Training is provided to all Employees for the use and inspection of head protection.

6.35 Health Surveillance

Health surveillance is the implementation and maintenance of appropriate procedures, to detect early signs of work-related ill health to employees, who are exposed to certain

health risks. The results of health surveillance should be acted on to prevent further harm to employees.

Health surveillance is required by law when an employee is exposed to certain health risks arising from work activities including:

- Hazardous substances such as chemicals, solvents, fumes, dusts, gases & vapours, aerosols, biological agents (micro-organisms) etc.
- Asbestos, lead, work in compressed air.
- Noise, hand-arm vibration.

Health surveillance is not always appropriate and would not normally be conducted where:

- The work is not currently known to damage health in some particular way.
- There is currently no valid technique of detecting the disease or condition and the technique cannot reliably show that damage to health is starting to occur or becoming likely.
- It is not reasonably likely that damage to health could occur from the work.
- Health surveillance is not likely to benefit employees.
- The Company recognises that it has a duty to conduct health surveillance when our employees are exposed to certain health risks arising from work activities and to take action to control it.

The Company will:

- Conduct risk assessments on hazards in our workplace, including chemical, biological and physical agents and work activities.
- Determine if there is a significant risk to the health of our employees and whether there is a statutory requirement for health surveillance.
- Where necessary implement and maintain appropriate health surveillance procedures.
- Ensure that the results of health surveillance are acted on to prevent further harm to our employees and that these records are maintained and retained.
- Monitor and evaluate our health surveillance programme.

Employees will:

- Co-operate with the Company's health surveillance policy.

6.36 Designer Responsibilities (CDM 2015)

The Company's activities fall into the scope of 'Designer' under the Construction (Design and Management) Regulations 2015.

6.36.1 Projects where the Company is a Designer

For all projects where the Company is a Designer under the Construction (Design and Management) Regulations 2015, we will:

- Make sure that we are competent and adequately resourced to address the health and safety issues likely to be involved in the design.
- Check that Clients are aware of their duties under the Construction (Design and Management) Regulations 2015.
- While undertaking design work avoid foreseeable risks to those involved in construction work, maintenance work, use of the structure and eventual demolition of the structure; in doing so take account of the General Principles of Prevention to eliminate hazards and reduce the residual risks associated with those hazards which remain.
- Provide adequate information about any significant residual risks associated with the design.
- Co-ordinate our work with that of others, in order to improve the way in which health and safety risks are managed and controlled.
- Co-operate with the Client, and other Designers and Contractors, including those designing temporary works to ensure that incompatibilities between designs are identified and resolved as early as possible, and that the right information is provided in the pre-construction information.

While undertaking CDM 2015 design work, the Company will consider the hazards and associated risks to those who will:

- Carry out construction work.
- Clean or maintain the structure.
- Use the structure.
- Eventually demolish the structure.

6.36.2 Projects which involve more than one Contractor

For projects which will involve more than one Contractor to undertake the construction work, the Company will also:

- Ensure that the Client has appointed a Principal Designer.
- Co-operate and liaise with the Principal Designer, Principal Contractor and with any other Designer or Contractor as necessary for each of them to comply with

their duties. This includes providing any information needed for the Pre-construction information, Construction Phase Plan and Health and Safety File.

6.37 Principal Contractor Responsibilities CDM 2015

The Company's activities come within the remit of Principal Contractor under the Construction (Design and Management) Regulations 2015; which requires a Principal Contractor to be appointed when there will be more than one contractor working on a construction project. The Company's duties as Principal Contractor are to properly plan, manage and co-ordinate work during the construction phase of a project in order to ensure that the project risks are properly controlled.

For all projects where the Company is a Principal Contractor under the Construction (Design and Management) Regulations 2015, we will:

- Check that the client is aware of their duties under the Construction (Design and Management) Regulations 2015.
- Satisfy ourselves that we are competent to address the health and safety issues likely to be involved in the management of the construction phase of the project.
- Ensure that the construction phase of the project is properly planned, managed, monitored and adequately resourced.
- Ensure that we have competent site management which is appropriate to the project risks and activities.
- Ensure that every Contractor who will work on the project is informed of the minimum amount of time they will be allowed for planning and preparation before they begin work on site.
- Ensure that a suitable Construction Phase Plan is:
 - o Prepared before construction work begins.
 - o Developed in discussion with other project Contractors that are affected by it.
 - o Communicated to Contractors that are affected by it.
 - o Implemented and kept up to date as the project progresses.
 - o Made available to all project contractors in time for them to plan their work and so that they have information about the project that they need to enable them to carry out their work safely and without risk to health
- Ensure that requests from Contractors for information are promptly met.
- Ensure safe working, co-ordination and co-operation between Contractors.
- Satisfy ourselves that any Designers and Contractors which we engage are competent and adequately resourced.

- Ensure that adequate fire management arrangements are developed for the construction phases of our projects and are implemented, maintained, regularly reviewed and updated.
- Ensure that suitable welfare facilities are provided from the start and to the end of the Construction phase.
- Take reasonable steps to prevent unauthorised access to the site.
- Prepare and enforce any necessary site rules.
- Regularly liaise with the Client on health and safety matters.
- Regularly liaise with the Principal Designer on design carried out during the construction phase, including design by specialist Contractors and its implications for the construction phase plan.
- Provide promptly to the Principal Designer any information relevant to the Health and Safety File.
- Ensure that all the workers have been provided with suitable health and safety induction, information and training.
- Ensure that the workforce is consulted about health and safety matters.
- Where a project is notifiable to the enforcing authority then display the project notification (F10) in the project site office (where the project does not have a site office, then display the project notification prominently on site so that construction workers can view it).

6.38 Contractor Responsibilities (CDM 2015)

The Company's activities fall into the scope of Contractor under the Construction (Design and Management) Regulations 2015.

For all projects where the Company is a Contractor under the Construction (Design and Management) Regulations 2015, we will:

- Check Clients are aware of their Construction (Design and Management) Regulation 2015 duties.
- Satisfy ourselves that the Company and anyone we employ or engage are competent and adequately resourced.
- Plan, manage and monitor our own work to make sure that workers under our control are safe from the start of our work on site.
- Ensure that any Contractor who we appoint or engage to work on our project is informed of the minimum amount of time which will be allowed for them to plan and prepare before starting work on site.

- Provide workers under our control (whether employed or self-employed) with any necessary information (including information on relevant aspects of other Contractors' work and site induction) which they need to work safely, to report problems or to respond appropriately in an emergency.
- Ensure that any design work we undertake complies with regulation 9 of the Construction (Design and Management) Regulations 2015.
- Comply with relevant requirements listed in Schedule 2 (minimum welfare facilities) and Part 4 (general requirements for all construction sites) of the Construction (Design and Management) Regulations 2015.
- Co-operate with others and co-ordinate our work with others working on the project.
- Ensure our workforce is properly consulted on matters affecting their health and safety.
- Obtain specialist advice (for example from a structural engineer or occupational hygienist) where necessary when planning high-risk work – for example alterations that could result in structural collapse or work on contaminated land.
- Co-operate and liaise with others working on the project or adjacent sites and inform them about risks to others created by our work.
- While working on a single contractor project, ensure that the Company prepares a Construction Phase Plan prior to works commencing on site and regularly updates it as the project proceeds – this is a requirement of CDM 2015, irrespective to whether the project is notifiable or non-notifiable

6.38.1 Working on Projects with more than one Contractor

While working on projects where there is more than one contractor appointed to undertake the works, then the Company will:

- Comply with any reasonable directions from the Principal Contractor and with any relevant rules in the Construction Phase Plan.
- Inform the Principal Contractor of any identified problems with the Construction Phase Plan or any significant health and safety risks identified during our work that have significant Implications for the management of the project.
- Inform the Principal Contractor about accidents and dangerous occurrences that occur on site.
- Co-operate with the Principal Contractor and provide relevant information to assist them in the development of the Construction Phase Plan and its implementation.

- Provide relevant information for the health and safety file when working on a project where more than one contractor is working on site.

6.39 Client Responsibilities (CDM 2015)

The Construction (Design and Management) Regulations 2015 (CDM 2015) places duties on organisations who procure construction work to ensure positive health and safety outcomes. Construction work includes new build, renovation, maintenance and demolition of buildings and structures, it also includes installation and maintenance of equipment and plant which is fixed to a building.

Where the Company procures construction work, we will adhere to our CDM 2015 Client duties.

The Company will:

- Ensure that there are suitable arrangements for managing any construction work which we procure, including the allocation of sufficient time and other resources so that work can be carried out so far as is reasonably practicable without risks to the health and safety of those who may be affected.
- Ensure that suitable welfare facilities are provided.
- Ensure that suitable arrangements for managing the project are maintained and reviewed throughout the project.
- Assess and ensure the competency of Designers and Contractors which the Company appoints.
- Provide as soon as is practicable pre-construction information to every appointed designer and contractor.
- Ensure that the Principal Contractor (or Contractor when only 1 contractor working on site) has prepared an initial construction phase plan before construction phase begins.
- Ensure that construction work can be carried out without risks to health and safety.
- Ensure that the Principal Designer prepares a compliant health and safety file.
- Ensure that the health and safety file is appropriately revised to incorporate relevant new information.
- Ensure that the health and safety file is available for inspection by those who may need to comply with CDM 2015 and other health and safety legislation.
- Ensure that the health and safety file is passed onto new owners of the building/structure/project/.

- Take reasonable steps to ensure that the Principal Designer is complying with their duties.

6.40 Contractor (CDM) Appointment

The Company will assess the competency of all Contractors undertaking construction work prior to their appointment and ensure we comply with our duties under the Construction (Design and Management) Regulations 2015.

Contractors will be required to complete the Company's Contractor Pre-Qualification Questionnaire and provide supporting documents as required.

The following criteria will be used to assess Contractors competency:

- Contractors previous experience on projects of similar size and nature.
- Employees' competency (training, qualifications and experience).
- Suitable and sufficient Health & Safety Policy (if 5 or more Employees are employed).
- Suitable and sufficient written risk assessments (if 5 or more Employees are employed).
- Appointed Competent Person to advise them on health and safety.
- Suitable health and safety management system and safe systems of work.
- Previous Enforcement Notices or Prosecutions.
- Membership of Safety groups.

Contractors will be required to:

- Comply with the Company's Health and Safety Policy, safe systems of work, site rules and those of the Principal Contractor when applicable.
- Ensure that their Employees are aware of what is expected of them whilst working on the Company's site(s) and that they comply immediately with any safety instructions given to them by the Company.
- Undertake all work in accordance with statutory provisions and laws.
- Provide suitable and sufficient written risk assessments specifically for the project and activities that they will be undertaking (if 5 or more Employees are employed).
- Provide suitable and sufficient written method statements for the activities that they will be undertaking (if 5 or more Employees are employed).

- Provide for their Employees suitable welfare facilities and first aid provisions in accordance with legislation and law, unless this is being provided by others.
- Ensure that all plant and equipment brought onto site complies with the requirements of the Work Equipment section of The Health & Safety Policy, statutory and legal requirements.
- Report any injury sustained by the Contractors Employees or injury and damage caused by the Contractor.

6.41 Site Management

Good management on site is an essential element to ensuring safe working conditions and compliance with legislation and laws.

The Company will organise our site work to ensure that our operations are undertaken with the lowest reasonably practicable level of risk to our Employees, other Contractors working on site, Clients Visitors and the Public.

It is the Company's policy to:

- Provide competent site management and supervision personnel; with the experience, knowledge and qualifications required to manage and supervise the project works.
- Keep our records, risk assessments, method statements etc. up to date and make this information readily available on site.
- Provide competent site supervision and instruction for Employees.
- Ensure that all Employees engaged on site have undertaken site specific induction training.
- Provide suitably qualified and competent site operatives.
- Ensure coordination between contractors.
- Ensure that arrangements for health and safety and welfare have been implemented and that the responsibility for providing these facilities has been agreed between contractors.
- Ensure that regular site safety inspections are undertaken by a competent person.

6.42 Driving at Work

It is estimated that over a third of serious and fatal road traffic incidents involve somebody who is driving as part of their work (ROSPA and Department for Transport

figures).

The Company accepts that we have vicarious liability for damage and harm caused by our employees whilst driving at work and is also committed to reducing the risks that our Employees are exposed to when driving at work.

The Company also accepts that we owe the same duty of care to our Employees who drive their own vehicles as we do to those who drive Company owned or leased vehicles.

It is the Company's policy to:

- Regularly consult with our Employees on road safety
- Undertake suitable and sufficient risk assessments for Employees who drive at work and take all necessary steps to keep road risks as low as reasonably practicable
- Implement procedures to assess and ensure that work related journeys are safe
- Ensure that Employees are competent and fit to drive by obtaining relevant driver information from all employees who are required to drive at work and by providing regular Principles of Safe Driving at Work Training
- Ensure that vehicles used to drive at work are in a safe condition and suitable for the journey
- Encourage our Employees to report work related road incidents without the fear of action being taken against them
- Collect information to allow the Company to monitor the performance of our driving policy
- Consider alternative safer methods of transport
- Allow realistic driving schedules that do not place Employees under pressure or encourage them to take risks
- Allow and encourage our Employees to take 15 minutes break every two hours
- Prohibit Employees from driving if they feel sleepy
- Prohibit Employees from driving a vehicle for work that was manufactured prior to 2011
- Ensure that Company owned or leased vehicles are serviced in accordance with manufacturer's recommendations
- Ensure that any vehicle defect which has the potential to affect safety is repaired as soon as is reasonably practicable

- Ensure that the Company owned and leased vehicles are insured, taxed and when 3 years or older have a valid MOT certificate.
- Prohibit the inputting of information into infotainment systems whilst operating a vehicle
- Prohibit the wearing of lanyards which hold work passes and keys etc. whilst employees are travelling in a vehicle (due to the increased risk of a serious injury should the vehicles airbags be activated).
- Regularly review the driving policy to ensure that it is adequately managing road safety risks

All Employees who drive at work must ensure:

- They present their driving license to the Company for inspection at the commencement of their employment
- They annually provide the company with a copy of their Driver & Vehicle Licensing Agency (DVLA) Licence Summary (generated within 21 days of submittal). The summary can be generated by the driver at the following web address: <https://www.viewdrivingrecord.service.gov.uk/driving-record/licence-number>
- Present vehicles for servicing in accordance with the manufacturer's recommendations
- Ensure that the vehicle that they are driving is adequately insured for business use, taxed and when 3 years or older has a valid MOT certificate
- They do not drive under the influence of alcohol, drugs or other medication that could impair their judgement
- They do not use a hand-held mobile phone whilst driving
- They do not input destinations or operate the touch screen of a satellite navigation device while driving
- They immediately report to the Company; accidents, incidents, penalty notices, summons, convictions and disqualifications
- They satisfy the eyesight requirements of the Highway Code; drivers must be able to read (with glasses or contact lenses, if necessary) a car number plate made after 1 September 2001 from 20 metres and have a visual acuity of at least decimal 0.5 (6/12) measured on the Snellen scale

- They immediately inform the Company should they have a health condition or be prescribed medication which may affect their ability to drive safely at work
- They conduct simple weekly safety checks on:
 - o Windscreen, windows, washers, wipers
 - o Mirrors
 - o Tyres
 - o Lights
 - o Oil and coolant
 - o Braking performance
 - o Ensure that windscreen washer water has proprietary screen wash added to it
- They follow the Principles of Safe Driving at Work provided in training

Employees who use their own vehicle to drive at work must also ensure:

- Their vehicle is taxed and when 3 years or older has a valid MOT certificate
- Their vehicle is in a safe roadworthy condition
- Their vehicle is insured and that the insurance policy includes business usage cover for the type of use and amount of mileage that they undertake
- They present to the company for inspection their vehicle's valid MOT certificate and certificate of insurance

6.43 Lone Working

For the purpose of this policy, lone workers are Employees who from time to time work on their own without close or direct supervision. In this situation our employees are working without access to immediate support and supervision from other company Employees.

The Company recognises that lone working can carry with it security and safety risks. We are committed to ensuring that these risks are identified and reduced and that the health, safety and welfare requirements appertaining to lone workers are met.

The Company will:

- Undertake and review risk assessments and implement safe systems of work to reduce the risks associated with lone working.
- Ensure that lone workers are trained and given information and instructions so that they are aware of the risks of lone working and the protocols in place to reduce the risks.

- Consult with Employees on lone working.

Employees will:

- Follow the Company's safe systems of work.
- Consider and assess potential risks to their health and safety.
- Inform the Company of any relevant information and report all incidents and difficulties encountered from lone working.

6.44 Protection of the Public

The Company will make available all resources required to ensure the safety of the public from hazards arising out of, or in connection with our operations.

Risk assessments for the protection of the public will be undertaken and our Employees will be given training and instruction on the measures to be employed.

Control measures will include:

- Warning & safety signage and where assessed reasonably practicable segregation controls
- Supervision of Visitors/the Public.

All risk assessments and control measures will be maintained, monitored and reviewed on a regular basis.

Injuries to members of the public or people not at work whilst at the Company's premises or sites, who are taken from the scene of an accident to hospital is a reportable injury. All reportable injuries will be notified to the HSE Incident Contact Centre in accordance with the Company's Accidents and Dangerous Occurrence Reporting Procedure.

6.45 New and Expectant Mothers

A new or expectant mother is someone who is pregnant, has given birth within the previous six months or is breast feeding.

The company will ensure that we take particular account of risks to new and expectant mothers.

It is the Company's New and Expectant Mother Policy to:

- Undertake a risk assessment to identify hazards in our workplace that could pose a risk to new and expectant mother's health and safety.

- Take necessary measures to eliminate or reduce the identified risks.
- Make the significant results of our (new and expectant mothers) risk assessments and the measures we will take, known to all our female Employees who are of childbearing age (irrespective of if they are a new or expectant mother).
- Undertake a specific risk assessment for a new or expectant mother after receiving a MAT B1 or Med 3 certificate. Ask the new or expectant mother to help with the risk assessment so that the Company can take into account any specific medical advice she has received.
- If there are risks in the workplace which are beyond the level of risk found outside the workplace and these risks cannot be removed by the Company, we will adjust the new and expectant mothers working conditions or hours. If there is still a risk we will either offer her suitable alternative work or where this is not possible; suspend her on full pay for as long as is necessary to protect her and her child's health.
- Provide suitable rest facilities for new and expectant mothers.

Employees who are new expectant mothers must:

- Inform the Company in writing that they are pregnant so that the company can take specific health and safety action.
- Provide to the Company when requested; documentation from a GP to confirm pregnancy.
- When wishing to claim statutory maternity pay; provide the Company with certificate MAT B1; issued by a doctor or midwife.
- Provide the Company with a Med 3 Certificate (Statement of Fitness for Work or fit note), if issued by their doctor.

6.45.1 Risk Assessments for New and Expectant Mothers

All risk assessments and control measures will be maintained, monitored and reviewed on a regular basis.

When undertaking a risk assessment for new and expectant mothers, specific attention should be given to:

- Physical hazards (awkward spaces and workstations, vibration, noise, radiation etc.).
- Biological agents (infections).
- Chemical hazards (chemical handling, handling drugs or specific chemicals such as pesticides, lead etc.).

- Ionising radiation hazards.
- Working conditions (inadequate facilities including rest rooms, excessive working hours, night work, unusually stressful work, high or low temperatures, lone working, work at height, travelling, exposure to violence etc.).

6.46 Alcohol & Drugs

Drug and alcohol problems result in unsafe working conditions for Employees, Clients and the Public. The Company has a zero-tolerance policy towards the consumption of illegal drugs or Employees who are under the influence of alcohol at work. Any Employee who is found to be unlawfully using, selling, manufacturing, dispensing or in possession of controlled substances, illicit drugs or alcohol on Company premises or work premises, or working under the influence of such substances, will be subject to disciplinary action up to and including dismissal.

Any Employee receiving medication that may affect their health and safety at work and that of others must inform the Company immediately.

6.47 Harassment and Violence in the Workplace

Harassment in the workplace can be defined as when someone is repeatedly and deliberately abused, threatened and/or humiliated in circumstances relating to work. Violence in the workplace occurs when one or more Employee is assaulted in circumstances relating to work. Both harassment and violence may be carried out by one or more manager, worker, service user, contractor or member of the public with the purpose or effect of violating an Employees dignity, affecting his/her health and/or creating a hostile work environment.

The Company accepts its responsibility for identifying and managing the risk of harassment and violence at work.

The Company will ensure:

- That harassment and violence is not tolerated and will be treated as a disciplinary offence (up to and including dismissal).
- That detailed records are kept of incidents of harassment and violence.
- The risk of harassment and violence in the workplace is assessed and necessary actions that need to be taken to control the risk are implemented.
- Employees are trained so that they fully understand any system that the Company has set up for their protection, can spot the early signs of aggression and avoid confrontation.

- Employees are provided with information that they might need to anticipate factors which might make violence more likely.
- Arrangements are made for employees who work away from their base to keep in touch.
- Where practical the Company maintains sufficient numbers of staff at our workplaces to avoid lone working where harassment and violence has been identified as a reasonably foreseeable risk.

6.48 Work-related Stress

For the purpose of this policy, work-related stress is the adverse reaction that people have to excessive pressure or other demands placed on them.

Pressure can motivate people, however when an employee experiences too much pressure and feels unable to cope then stress can result.

The Company recognises that it has a duty to assess the risk of stress related ill health arising from work activities and to take action to manage it.

The Company will:

- Undertake and review risk assessments to manage and reduce work-related stress.
- Implement measures to monitor, manage and reduce work-related stress.

Employees will:

- Abide by the Company's work-related stress policy.
- Speak to their Line Manager or the Safety Director if they feel they are experiencing any form of work-related stress.

It is the Company's work-related stress policy to ensure:

- The Company regularly review every employee's workload, work pattern and work environment.
- Employees have a suitable degree of control in the way they do their work.
- Employees are provided with adequate resources and support.
- Employees have a clearly defined role within the company and that conflicting roles are prevented.

- Changes within the company are adequately managed, communicated, to ensure that employees are consulted and have the opportunity to provide feedback throughout the process of change.
- Promote a positive working environment to avoid conflict and deal effectively with unacceptable behaviour.

6.49 Legionella

Legionella bacteria is the name given to a group of bacteria that is commonly found in the environment, which can cause a range of diseases that are collectively called legionellosis. A potentially fatal form of legionellosis is called legionnaires disease, which is a form of pneumonia caused by the bacterium legionella pneumophila and other related bacteria. Infection with legionella bacteria is fatal in approximately 12% of reported cases. There are other illnesses caused by legionella bacteria, which are generally not fatal or permanently debilitating. Legionellosis is normally contracted by inhaling legionella bacteria, either in tiny droplets of water (aerosols), or in droplet nuclei (the particles left after the water has evaporated) contaminated with legionella. There is evidence that the disease may also be contracted by inhaling legionella bacteria following ingestion of contaminated water.

Legionella bacteria can colonise manufactured water systems, which leads to a reasonably foreseeable risk of exposure to legionella bacteria from:

- Water systems incorporating a cooling tower.
- Water systems incorporating an evaporative condenser.
- Hot and cold water systems.
- Plant and systems containing water which is between 20°C and 45°C; which may release a spray or aerosol (i.e. a cloud of droplets and/or droplet nuclei) during operation or when being maintained (e.g. showers).
- Vehicle windscreen washer water.

The Company recognises that it has a duty to assess the risk of exposure to legionella bacteria and reduce it so far as is reasonably practicable.

The Company will:

- Where we have, to any extent, control of premises, notify the local authority in writing with details of “notifiable devices” (cooling towers and evaporative condensers - except when they contain water that is not exposed to the air and the water and electricity supply are not connected).

- Undertake and regularly review risk assessments to identify and assess the risk of exposure to legionella bacteria from work activities and water systems on the premises.
- Prevent exposure to legionella bacteria so far as is reasonably practicable.
- Where prevention is not reasonably practicable implement and maintain precautionary control measures to reduce the risk so far as is reasonably practicable.

6.50 Temporary Works

Temporary works are required on a construction project to enable the permanent works to be built. Temporary works are usually removed after use. Temporary works include scaffolds, falsework formwork props, shoring and excavation support etc.

Problems can occur during the installation, use and dismantling of temporary works, which can lead to serious accidents and fatalities. For example the collapse of an excavation support; leading to those within the excavation being buried or trapped. The person organising the temporary works must therefore be aware of the problems that can occur and how these problems can be prevented. Those who use the temporary works must also be aware of the associated risks and its safe use.

The Company will:

- Assess the risks associated with the temporary works to be provided on our projects.
- Subject to risk assessment and the assessed risks associated with the project temporary works; a competent project temporary works co-ordinator will be appointed to:
 - o Coordinate design.
 - o Ensure that necessary temporary works design and calculations have been prepared by a competent temporary works designer.
 - o Ensure that suitable temporary works equipment has been specified and selected.
 - o Assess the competency of contractors to undertake the temporary works.
 - o Ensure that safe systems of work are in place for temporary works.
 - o Supervise the temporary works.
 - o Check that temporary works have been completed before giving authorisation to load.
 - o Ensure that it is safe for the temporary works to be removed.
 - o Ensure that Contractors who will use the temporary works during construction are provided with necessary information and training on its safe use.

6.51 Leptospirosis

Leptospirosis is a bacteria that causes disease in humans and can be fatal. There are two types of Leptospirosis infection:

- Weil's disease – Transmitted to humans normally through contact with infected rat urine.
- Hardjo Leptospirosis – Transmitted from cattle to humans.

The symptoms of this disease start with flu type syndromes and severe headache, this can lead to vomiting, muscle pains, jaundice, kidney failure and meningitis.

People who come in contact with rats, rat and cattle urine and cattle fetal fluids are at risk.

The bacteria can enter the body through cuts and scratches, the lining of the mouth, throat and eyes.

The disease is best prevented by:

- The elimination of rats.
- Washing hands before eating, drinking and smoking or after contact with any animal.
- Washing cuts, scratches and grazes with soap and clean water and cover with waterproof plasters.
- Wearing protective clothing.

The Company's Employees could be at risk of exposure when working in or close proximity to derelict or rundown buildings, water treatment works, sewers, waterways, farmland, or other locations where rat infestation is present.

The Company will ensure:

- The risk of Leptospirosis is assessed.
- Employees receive training on the precautions necessary to protect them from infection.

If an Employee suspects that they have contacted a Leptospirosis infection, they should report their illness to their doctor without delay. If a doctor decides that an employee has contacted a Leptospirosis infection due to exposure to a biological agent at work, the Employee must inform the Company; under these circumstances the infection must be reported to the HSE Incident Contact Centre in accordance with the Company's Accidents and Dangerous Occurrence Reporting Procedure.

6.52 Industrial Lift Trucks and Reach Trucks

Industrial Lift Trucks and Reach Trucks account for a significant proportion of accidents in warehouses. Many of these accidents are due to operator error associated with inadequate or lack of training. There are also other reasons for truck accidents including unsuitable premises, poor layout / design of truck operating areas and poor truck maintenance.

It is the Company's Lift Truck and Reach Truck policy to:

6.52.1 Marking and Rating Plates

The Company will ensure:

That all Lift Trucks and Reach Trucks display either a 'CE' mark or a UKCA mark; to show that they comply with relevant EC Directives or UK assessment standards.

That all Lift Trucks and Reach Trucks are marked with the following minimum details:

- Name and address of the manufacturer or authorised representative.
- Designation of series or type.
- Serial number and the year of manufacture.
- Unladen mass of the truck.
- Rated capacity.
- Additional details, as required depending on truck type (e.g. mast trucks):
 - o Actual capacity at maximum lift height with load centre distance.
 - o Actual capacities at other lift heights and load centre distances if applicable.
 - o Actual capacity with each removable attachment fitted at the manufacturer's Authorised lift height(s) and load centre(s).
 - o On battery powered trucks, the authorised maximum and minimum battery mass and the system voltage.
 - o The nominal power in kilowatts (kW).
 - o Other relevant information including:
 - Locations for slinging.
 - The pneumatic-tyre inflation pressure.
 - Filling points for fuel and hydraulic oil.

6.52.2 Safety Requirements

The Company will ensure that Lift Trucks and Reach Trucks are fitted with:

- A device to prevent unauthorised use.

- A clearly audible warning device (horn).
- An overhead guard (on ride-on trucks that lift over 1800 mm).
- A load backrest, if the truck is used to move small objects liable to fall on the operator.
- Lights; if Lift Trucks / Reach Trucks are used in insufficiently lit areas, including drive-in or drive-through racking (unless a suitable and sufficient assessment has determined that warehouse lighting levels are adequate and safe for our operations).
- Where risk assessment determines it necessary, in order to reduce risks to as low a level as is reasonably practicable; a flashing warning beacon; automatic reverse warning device; blue spotlighting; proximity warning and alert systems; cameras and driver vision aids.

6.52.3 Operator Restraint

Ride-on trucks will be fitted with an operator restraint such as a lap-type seat belt.

Operator restraint will be worn at all times when rider operated trucks are in motion unless (and subject to risk assessment):

- Truck operator needs to dismount repeatedly and frequently (e.g. to position loads on the forks or check stock levels).
- Rider operated trucks are used on a smooth, firm, level surface (e.g. concrete floor).
- The rider operated truck is unlikely to be operated at speeds or in ways that could cause overturn due to the nature of the operations being carried out and the area in which it is working.

Operator restraint must always be worn in areas where rider operated trucks can be turned at speeds approaching maximum speed (or on gradients and terrain that can lead to overturning at lower speeds).

6.52.4 Working Platforms on Lift Trucks and Reach Trucks

The use of forklifts to lift people in working platforms is prohibited, except in occasional exceptional circumstances where our work is of short duration. In these circumstances operators will be competent, lifting equipment will have been thoroughly examined under LOLER (for lifting people in working platforms – normally at intervals not exceeding 6 months) and a suitable and sufficient risk assessment will be conducted prior to the work commencing.

6.52.5 Industrial Lift Trucks and Reach Trucks Operating Areas

The Company will ensure the safety of Industrial truck operating areas by:

- Ensuring that all industrial truck operating areas are suitably designed and properly maintained; when designing the layout of these areas, we will consider the following:
 - Driving areas should be as flat as possible and free from obstructions. Features of the building or operating area; e.g. support columns, pipe-work or other plant, should be identified, protected and clearly marked by black and yellow diagonal stripes. The edges of loading bays should be clearly marked in a similar way.
 - Gangways and aisles should have sufficient width and overhead clearance for the largest industrial truck using them to do so safely, whether loaded or unloaded, and if necessary, to allow other vehicles and loads to pass each other in safety.
 - Consider using one-way traffic systems to reduce the risk of collisions.
 - Avoid sharp bends, blind spots, and overhead obstructions where possible and consider using visibility aids when vision is restricted.
 - Display notices instructing industrial truck operators to sound horns at appropriate locations (All warning signs will conform to the Health and Safety (Safety Signs and Signals) Regulations 1996).
 - Arrange lighting to avoid glare.
 - Provide sufficient parking areas for recharging or maintenance of industrial trucks away from the main thoroughfare and work areas.
 - Minimise slopes and gradients and ensure that there are no cross-gradients.
 - Ensuring that within the areas in which industrial trucks operate that the floor is of the appropriate flatness specified by the truck supplier. Carrying out periodic inspections of the floor and encouraging employees to report any significant defects (including subsidence, unevenness, holes, collection of surface water, cracks ruts etc.). Undertaking necessary maintenance where limits are exceeded.

6.52.6 Controlling the Use of Lift Trucks and Reach Trucks

The Company will control the use of Lift Trucks and Reach Trucks by:

- Implementing and maintaining a system to ensure that industrial trucks are only used by authorised operators.
- Keeping keys in a secure place when trucks are not in use. Keys will be issued by a responsible person and retained by the operator(s) until the end of the work period. At no time will the truck be left unattended with the keys in the

ignition or keypads energised. At the end of the shift trucks will be parked safely and the keys returned to the responsible person (or the keypad de-energised).

6.52.7 Maintenance and Examination of Lift Trucks and Reach Trucks

The Company will ensure the maintenance and examination of Industrial Trucks by:

- Ensuring at the beginning of each shift, all trucks are checked and results documented by the operator in accordance with the manufacturer's operator's manual. Typical pre-shift checks will include:
 - The condition of wheels and tyres, and security of wheel nuts.
 - Parking and service brakes operate efficiently.
 - Audible warning (e.g. the horn) operates efficiently.
 - Lights and mirrors are operational and in good condition.
 - Fluid levels are correct (e.g. fuel, water, lubricating oil and hydraulic oil levels).
 - Batteries are adequately charged.
 - Systems for lifting, tilting and manipulation are working properly.
 - Checks for damage and any obvious signs of hydraulic leaks.
 - Ensuring that in the event of breakdown or a defect being identified, it is reported immediately to the relevant supervisor or manager through a defect reporting system. Where the defect is a safety critical item, (e.g. brakes, steering etc.) the truck will be withdrawn from service until the defect is rectified. Reports of defects will be prepared and retained until the next thorough examination.
 - Ensuring that the requirements of the Provision and Use of Work Equipment Regulations are adhered to by maintaining Lift Trucks and Reach Trucks in accordance with their manufacturer's recommendations and industry standards; including the changing of oil and filters, mechanical adjustments and inspection of all safety related components by a competent person. Written records of maintenance will be retained by the Company for at least two years.
 - Ensuring that the requirements of the Lifting Operations and Lifting Equipment Regulations are met by ensuring that maximum certified Thorough Examination intervals for the lifting components of Lift Trucks and Reach Trucks does not exceed a maximum inspection interval of 12 Months or more frequently if specified by an examination scheme. For any equipment that is used to lift personnel, even on an occasional basis, or attachments not permanently fitted to a specific truck, this equipment must be Thoroughly Examined at least every six months or more frequently if specified by an examination scheme. Thorough examinations will be carried out by a 'competent person' who will issue a 'report of thorough examination' which will be retained by the Company for at least two years. If the 'report of thorough examination' indicates that there is a defect indicating an existing or imminent risk of serious

personal injury to the operator or others and recommends the lifting equipment should be withdrawn from service immediately, then the Company will ensure its withdrawal from service until the defect is rectified.

6.52.8 Training and Competency of Lift Trucks and Reach Trucks Operators

The Company will ensure our truck operators are trained and competent by:

- Ensuring that no person will be permitted to operate an industrial Truck unless they are properly trained, competent and authorised in writing by the Company to do so. Authorisation will only be given for the type of truck for which training has been successfully completed.
- Selecting truck operators who are:
 - o Reliable
 - o Able to do the job.
 - o Responsible in their attitude.
 - o Physically capable – this should be on an individual basis (reasonable adjustments will be considered to meet the needs of operators).
 - o Adequately supervised if under the age of 18 (unless they have the necessary competence and maturity).
- Ensuring operator training is carried out by a competent person and always includes:
 - o Basic Training (basic skills and knowledge required for safe operation).
 - o Specific Job Training (knowledge of the workplace, operating principles and controls of the lift truck to be used, experience of the special site rules, systems of work and specific handling attachments).
 - o Familiarisation Training (operation on the job training under close supervision).
- Ensure that our trained and experienced truck operators continue to operate trucks safely by reassessing them at intervals not exceeding five years.
- Considering the reassessment of our trained operators if they:
 - o Have not used a truck for some time or are occasional users.
 - o Appear to have developed unsafe working practices.
 - o Have had an accident or near miss.
 - o Have undergone a change in their working practices or environment.
- Checking that the training providers of lift operators are accredited by a recognised accredited training provider.
- By monitoring working practices to ensure that safe systems of work are followed, including:
 - o That our operators always:

- Watch out for obstructions.
- Ensure loads are not wider than the width of the gangways.
- Watch out for pedestrians and bystanders.
- Travel at a speed suitable for the environment.
- Wear operator restraints.
- Avoid sudden stops.
- Slow down for corners and sound the horn where appropriate.
- Travel with fork arms lowered while maintaining ground clearance.
- Carry out pre-shift checks.
- Lower loads as soon as they are clear of the racking.
- Lower loads at a safe speed.
- Leave the truck with the fork arms fully lowered.
- Switch off and remove the key when leaving the truck.
- Take note of load capacity indicator when fitted.
- That our operators never:
 - Lift loads that exceed the trucks rated capacity
 - Travel with a bulky load obscuring vision
 - Carry passengers
 - Block firefighting equipment or exits by parking or stacking in front of them.
 - Attempt to carry out repairs (that they are not competent to do).
 - Allow people to walk under raised forks or the load.
 - Travel with a raised load, unless the truck is designed for this purpose.
 - Use attachments unless:
 - De-rating (i.e. reducing the rated capacity of the truck) has been carried out by a competent and authorized dealer or manufacturer.
 - Operators have been properly trained and are competent and authorized to use the truck with any attachments fitted.
 - Attachments are used in accordance with the manufacturer's instructions.

6.53 Lifting Operations

Lifting operations are high risk activities and therefore require planning, competent supervision and safe systems of work to ensure a safe lift.

Lifting operations include activities with the use of telehandlers, fork lift trucks, cranes, cranes fitted to vehicles, hoists, passenger lifts, as well as the use of lifting accessories (ropes, chains, slings, gin wheel, hooks, spreader beams etc.).

The Company will:

- Assess the risks of lifting operations.
- Prepare suitable and sufficient lifting plans for lifting operations (prepared by competent person).
- Ensure that lifting operations are undertaken and supervised by competent persons.
- Ensure that adequate resources are employed.
- Ensure that lifting equipment and accessories are correctly specified for the lifting operation.
- Ensure that lifting equipment and accessories are adequately maintained in accordance with manufacturer's recommendations and statutory requirements.
- Ensure that lifting equipment and accessories are inspected by a competent person weekly when in use and subject to a pre use check by operator/user.
- Ensure that lifting equipment and lifting accessories have been subjected to a thorough examination in accordance with the regime required under LOLER (i.e. not exceeding every 6 months / 12 months or as otherwise stated by the Examination Scheme produced by a competent person).

6.54 Workplace Transport

Workplace transport is the use of vehicles and powered mobile work equipment in workplaces. Approximately fifty people are killed and thousands of people are injured every year from accidents associated with workplace transport. Common causes of workplace transport accidents are from being hit or crushed by moving or overturned goods vehicles and lift trucks; as well as being hit by loads falling off of vehicles.

Accidents normally are a result of inadequate segregation of pedestrians from vehicles. Employees, Visitors and the Public are all at risk and it is therefore critical that vehicle activities are properly managed.

The Company will:

- Assess the risks associated with workplace transport on our premises and maintain safe systems of work.
- Ensure that the use of vehicles and powered mobile work equipment on our premises is properly planned and organised.
- Ensure that any vehicles and powered mobile work equipment operations are adequately controlled.

- Ensure that vehicles and powered mobile work equipment operators are trained, qualified, experienced and competent.
- Ensure that vehicles and powered mobile work equipment are correctly specified for the environment, conditions and the tasks to be undertaken.
- Ensure that vehicles and powered mobile work equipment are adequately maintained.
- Minimise reversing operations and ensure that reverse warning lights and alarms are in good working order.
- So far as is reasonably practicable, provide a competent banksman for on-site reversing operations and for lifting operations.
- Load and unload vehicles and powered mobile work equipment away from passing vehicles and pedestrians.
- Ensure that vehicles and powered mobile work equipment are loaded safely and within their safe working capacity.
- Provide and maintain safe pedestrian routes to work areas and where reasonably practicable separate pedestrian routes from vehicle routes.
- Keep pedestrian and vehicle routes free from materials and other obstructions.
- Provide clear signage identifying pedestrian and vehicle routes and ensure that pedestrians have a clear view of traffic routes.
- Ensure that traffic routes are designed for the vehicles which will use them.
- Provide site speed limits.
- Keep vehicles and powered mobile work equipment separated from pedestrians and cars.
- Wherever practical restrict access to lift truck operating areas to those staff that operate truck equipment or have a supervisory role.
- Ensure that members of the public are not permitted access to vehicles and powered mobile work equipment operating areas. Visitors will be accompanied by a trained member of our staff and wear appropriate PPE including high-visibility vests and protective footwear. Where assessed necessary ensure that hearing and eye protection is provided and worn.
- Ensure that vehicles and powered mobile work equipment are immobilised when not in use.
- Ensure that the safe systems of work, safety controls and rules which are employed are communicated to all personnel (and delivery drivers) and that any changes are communicated as soon as practicable.

6.55 Young Persons

Young people under 18 years of age are at an increased risk of harm due to their lack of knowledge, experience and training. Young persons also have a tendency to take risks due to over enthusiasm and peer pressure.

Prior to employing young persons under the age of 18, the Company will undertake a young person risk assessment.

In addition to the risk assessment criteria for adult Employees over the age of 18, specific consideration will be given to:

- The Activities to be undertaken and whether they involve a risk of accidents for which young people are unlikely to recognise.
- The characteristics of young people.
- Additional supervision & training that young people require.
- Increased time to gain competency.

The company will implement control measures to eliminate any health and safety risks so far as is reasonably practicable.

The Company will inform all young persons about the risks to their health and safety that are identified in our risk assessment.

Where the Company employs a person of compulsory school age or gives them work experience the following will apply:

- The Company will not employ or grant work experience to any person under the age of 13.
- We will not employ any person of compulsory school age in an industrial environment such as on a construction site or in a workshop.
- We will inform the parents of work experience persons and compulsory school age Employees, with the findings of our risk assessment and the control measures we will employ. We will obtain parental consent prior to employment.

6.56 Home Working

A homeworker is an Employee who has been instructed and given the equipment to carry out their work in their home or a premises other than the Employer's workplace. An employee who works from home on a one off or rare occasion is not classed as a homeworker. The requirements of some health and safety legislation apply to home workers.

It is the Company's homeworking policy to:

- Ensure the health and safety of our Employees. Provide safe working equipment, training, instruction and supervision.

6.56.1 Home Working Risk Assessment

The company will ensure that risk assessments are undertaken for all homeworkers. We will ensure that where risk assessments are undertaken by a homeworker that they are given sufficient instruction and training in the risk assessment process to ensure that risk assessments are suitable and sufficient.

The Company will risk assess:

- The risk that is involved with the work that the homeworker is undertaking.
- The risks which are associated with the equipment or tools that are provided by us.
- The capability of the homeworker to work at home, while taking into account their health and abilities.

Our homeworking employee will risk assess:

- The location within their home where they will be undertaking their work.
- The workstation, furniture and equipment that they will use to undertake their work.

Home working risk assessments will be reviewed by the Company on a regular basis.

6.56.2 Work Equipment provided to Homeworkers

All equipment provided by the Company to the homeworker will be subject to the same requirements as set out in this Health & Safety Policy.

Electrical equipment provided by the Company will be inspected and tested as set out in this Health & Safety Policy. Homeworking Employees are responsible for their own domestic electrical system and any electrical equipment that they have supplied themselves.

Display Screen Equipment & Workstations provided by the company will be assessed as set out in this Health & Safety Policy.

6.57 Contractors (non-construction)

The company sometimes uses contractors and appreciates that this can introduce additional hazards.

The Company will ensure that:

- Contractors have the knowledge, qualifications, skills and experience required to undertake their appointed work safely
- Information is provided to Contractors on site specific hazards and rules
- Site hazards are adequately managed and controlled to ensure workers' health and safety
- Any appointed Contractor who employs 5 or more employees have provided documentation which demonstrates that they have a suitable and sufficient health and safety management system
- Contractors have developed suitable and sufficient risk assessments and safe systems of work for their appointed work
- Contractors provide appropriate management and supervision
- Contractors workers are provided with site specific induction training prior to commencing work on site
- Work undertaken by Contractors is safely coordinated with site activities
- Checks have been made to ensure that plant, tools and equipment used by Contractors have been adequately inspected, maintained and are suitable for their intended use
- Contractors are adequately monitored to ensure that they are following agreed rules, standards and safe systems of work.
- Hazards created by Contractors work have been effectively communicated to others on site and information provided on the controls which have been put in place to manage associated risks.

Construction work undertaken by Contractors are subject to additional Construction (Design and Management) Regulation requirements.