

# **Resinbound Driveway Specialists**



# Health & Safety Policy

# HEALTH AND SAFETY POLICY REVIEW RECORD

The development history of our documentation is recorded to demonstrate that we have reviewed and updated our Health and Safety Policy. We will review our documents ourselves, in conjunction with our Health and Safety Consultants, periodically, but no less than once per year. We will communicate any changes to the staff affected and implement any new arrangements or requirements.

**Health and Safety Policy first issue date: 12/05/2017**

Date of Policy Review	Brief Description of Changes	Signed for the Organisation	Consultant's Signature
	First Issue of the Policy	 Ray Walton	 Kevin Bennett



Resinbound Driveways

### **Health and safety policy statement**

Resinbound Driveways has established this Health and Safety Policy to ensure the Health, Safety and Welfare at work, of all employees and others who may be affected by its activities. This policy will be implemented in all premises owned or controlled by the Company, and is applicable to all staff and visitors at our sites. This policy also applies to our staff working away from company sites.

In pursuance of this policy, the Company will take action to:

- Identify, assess, and manage the health and safety risks arising from our work activities;
- Consult with our employees and seek their cooperation on matters affecting their health and safety;
- Provide and maintain safe plant and equipment;
- Ensure safe handling and use of substances;
- Provide information, instruction and supervision for employees;
- Ensure all employees are competent to do their tasks and to give them adequate training;
- Prevent accidents and cases of work related ill health, so far as is reasonably practicable; maintain safe and healthy working conditions;
- Oversee the implementation and function of the safety management system, and monitor and review this policy on an annual basis.
- Take disciplinary action for any breach of Company and safety law

Name: Ray Walton  
Position: Managing Director

Date: 12/05/2017

## Organisation & responsibilities

### Responsibilities

- Overall and final responsibility for health and safety rests with Ray Walton Managing Director.
- Day to day responsibility for the management of health and safety rests with Managers/supervisors.
- Eyton Solutions Ltd is the named competent organisation, who will offer advice to staff and managers, to ensure that this policy is put into practice.

### Responsibilities of competent persons

Eyton Solutions has responsibility for:

- Developing health and safety policies, systems, and safe working practices for the company to implement.
- Providing accurate health and safety information to the company.
- Provide external safety monitoring.

Ray Walton will be responsible for:

- The day to day implementation of the health and safety policies and procedures.
- Provision of advice and information to staff and management.

### Management responsibility

All Managers must ensure that this policy is followed, and that all staff are managed and supervised in accordance with it. Any breaches of the companies health and safety rules and procedures, will be subject to disciplinary action.

Managers and Supervisors are required to:

- Be aware of the policy statement and guidance contained within this document, and any other Company rules or procedures;
- Organise the workplace to ensure that work is carried out to the required standards with the minimum risk to personnel, equipment and materials;
- Establish safe systems of work.
- Ensure that staff have received the appropriate training, including inductions, are aware of potential hazards and have read the risk assessments;
- Pay particular attention to the safety of young person's;
- Ensure that any complaints brought by members of the public or local council inspectors are recorded and reports sent to head office immediately after the event;

- Ensure that all statutory notices are posted in areas where personnel can see them;
- Maintain good housekeeping at the workplace, wherever practicable, and arrange delivery and stacking of materials to avoid excessive manual handling;
- Report any defects immediately to ensure that plant, equipment and electrical systems are regularly inspected and maintained in good condition;
- ensure that only trained and experienced persons operate any equipment;
- Ensure that suitable personal protective equipment is available and is worn;
- Investigate accidents and incidents, compile reports as appropriate and ensure that details are brought to the attention of senior management immediately after the event;
- Ensure welfare facilities are kept clean and employees are aware of accident, fire and first aid procedures;
- Set a personal example.
- Take proactive steps to engage the organisations employees in maintaining and improving health and safety standards.
- Implement procedures to ensure that it is informed promptly of any issue that may affect the effective management of health and safety risks.

**All employees are required to:**

- Co-operate with line management on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own health and safety
- Take reasonable care for the health and safety of others such as visitors
- Report all health and safety concerns to an appropriate person (as detailed in this policy document)
- Comply with the client's inductions, risk assessments, COSHH assessments and safe systems of work.

**Health and safety risks arising from work activities**

- Risk assessments will be undertaken by Managers/Supervisors.
- Managers/Supervisors will check that the implemented actions have removed/reduced the risks.
- The findings and any actions where the risk cannot be reduced to an adequate level, work will not commence and will be reported to Ray Walton.
- Assessments will be reviewed when the work activity changes or, every 12 months whichever is the soonest.

# Health and Safety Arrangements

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## The Reporting of Accidents, Incident and Injuries at Work Procedure

### 1) Purpose & Scope

**1.1** To document and record an Accident or Near Miss event. The reporting system for all accidents, near miss incidents occurring during work activities.

**1.2** This procedure is designed to meet the requirements of the Reporting of Injuries Diseases and Dangerous Occurrences Regulations, 2013. (As amended).

**1.3** A copy of each completed form must always be available for examination by Management, the Health and Safety Executive Inspector, the Health & Safety Department, Insurance Brokers and Health and Safety Representatives

### 2) Definitions

#### 2.1 Accident:

This is an undesired and unplanned event which may result in loss, damage to property, personal injury, death or any combination of these potential outcomes.

#### 2.2 Near Miss:

This is an incident which does not result in an injury or loss despite having the potential to do so.

#### 2.3 Dangerous Occurrence:

A dangerous occurrence is an incident that has not resulted in a reportable injury or loss, though it could have done so. It may have had the potential to cause harm and there are certain categories of incidents which must be reported to the Health and Safety Executive as per RIDDOR.

#### 2.4 Unsafe Condition:

These are where the physical conditions at the workplace, or the methods of work, directly cause, or contribute to, the incident. They include the following circumstances:

- The provision of unsafe equipment – i.e. because it is defective or improperly maintained.
- Unsafe floors and working surfaces – for example, slippery, decayed or cracked surfaces.
- Unsafe systems of work – i.e. where the working processes and practices which are required to be followed put workers in danger.
- Unsafe PPE – not providing, or providing inadequate, clothing, goggles, gloves or masks, etc.

#### 2.5 Unsafe Act:

These are where the actions (or omissions of action) of people at the workplace directly cause, or contribute to, the incident. They include the following types of action or omission

(sometimes referred to as active or passive unsafe acts):

- Operating without permission or in direct contravention of specific rules.
- Operating or working at unsafe speed – i.e. rushing, either in the use of machinery or in the person's own movements.
- Knowingly using unsafe equipment.
- Using equipment in an unsafe manner – for example, not for its intended purpose or with reckless regard to safety.
- Failure to wear safe clothing or personal protective devices.

### **3) Responsibilities**

#### **3.1 First on the Scene:**

Should ensure the environment is safe, remain with the person (if injured) and help as appropriate until attention is received.

Contact one of the following according to the nature of the injury and geographic location: -

Company or site First Aider, Ambulance Service, (via Emergency Number 999/112).

#### **3.2 Casualty:**

- Request first aid as required
- Report the incident to the Supervisor / Line Manager ASAP and before the end of the working day.
- Complete relevant parts of the accident form; if not able then ensure that details are completed by Supervisor / Manager.

#### **3.3 First Aider:**

- Administer first aid.

#### **3.4 Supervisor:**

- Ensure casualty receives adequate treatment.
- Ensure accident location is made safe.
- Check all the relevant details are completed within the accident report.
- Forward form to the Line Manager/Managing Director

#### **3.5 Director:**

- Ensure the Accident / Incident Report form has been completed (having read and reviewed the report) ensuring all signatures required are obtained.
- Inform Clients if contract procedure requires.
- Send notification to HSE, as required.
- Investigate the incident and action accordingly any preventative action

#### **3.6 Health & Safety Advisor:**

- Categorise the incident and log on the accident data base for trend analysis.
- Advise on further actions or investigations.



## 4) Procedure

**4.1 ALL** accidents no matter how minor must be recorded in the accident book.

**4.2** All near miss, incidents of violence including verbal abuse, and potential hazards are to be reported.

**4.3** Copies of the forms must be kept in a confidential manner to meet the requirements of The Data Protection Act, (DPA).

**4.4 Accident Book:** This form must be completed in all of the following circumstances.

- All work related accidents, no matter how minor.
- Any dangerous occurrence as defined by RIDDOR.
- Any fatal injury, major injury or dangerous occurrence as defined in the RIDDOR Regulations.

**4.5** Serious accidents, incidents and prescribed diseases are required to be reported to the Health and Safety Executive, (HSE). All fatal injuries, major injuries, any incident arising out of work where an ambulance is called, or dangerous occurrence or work related medical condition diagnosed by a medical practitioner, must be reported without delay, preferably by e-mail or telephone, to the Health & Safety Department.

## 5) References

HSG245 Investigating Accidents and Incidents  
Company Health and Safety Policy, Procedures.

## 6) Documents

Accident book.  
Accident Investigation Form

## 7) Records

Accident Report Data Base  
Accident / incident statistics  
Accident reports, RIDDOR reports

## Accident and Incident Investigation Procedure

### 1) Purpose and Scope

To ensure that all incidents occurring on site are investigated. The depth and complexity of the investigation will vary with the circumstances and seriousness of the incident.

### 2) Definitions

Incident: -

An incident is any event (accident or near miss) that has caused harm to a person or damage to property or that had the potential to cause harm or damage.

Near Miss: -

An event that, while not causing harm, has the potential to cause injury, ill health or damage to property.

Lost time Injury: -

An injury that results in a person being away from work or unable to carry out their normal duties.

Dangerous Occurrence: -

One of a number of specific, reportable incidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

Hazard: -

The potential to cause harm, including ill health and injury; damage to property, plant, products or the environment, production losses or increased liabilities.

### 3) Responsibilities

#### Managing Director:

- Ensure that all accidents are investigated.
- Ensure that the necessary corrective actions are taken.

#### Managers/Supervisors:

- Carryout initial investigation of all incidents promptly and thoroughly. Call for assistance when needed. Take immediate corrective actions where possible, to make the situation safe.

#### Eyton Solutions:

- Assist Managers and Supervisors with their investigations when requested. Provide training in investigation methods and techniques when requested.

#### Individuals:

- Co-operate with Managers, Supervisors and others during any investigations.

## 4) Rules

After any incident, the first priorities are to make the situation safe, care for any individuals who have been injured and protect the environment. Any person involved should ensure that the appropriate manager or supervisor is informed as soon as possible. It is important to ensure, whenever possible, that evidence, which could prove useful in the investigation, is not moved, removed or destroyed. If possible and if relevant, photographs should be taken as these could be useful in an investigation.

### First Aid

The first aid treatment given should be recorded. This should include any refusal of treatment by the individual(s) concerned, and any advice passed on by the first aider to the individual(s).

### Incident Reporting Form

Details of an incident are recorded in the accident book by the manager or supervisor. The severity of the incident (minor, LTI etc.) may be suggested by the manager or supervisor on the initial report. The Managing Director will determine the correct classification and if necessary edit the initial report.

## 5) Procedure

### 5.1 The Decision to Investigate

It is company policy that all reportable Lost Time Injuries and Dangerous Occurrences will be formally investigated using the medium to high level investigation.

The table below will be used by the Managing Director to assist in determining the level of investigation which is appropriate for the incident. Remember you must consider the worst potential consequences of the adverse event.

Likelihood of recurrence	Potential worst consequence of an incident			
	Minor	Serious	Maior	Fatal
Certain				
Likely				
Possible				
Unlikely				
Rare				

Risk		Minimal		Low		Medium		High
Investigation Level		Minimal Level		Low Level		Medium Level		High Level

**5.2 In a Minimal Level Investigation**, the relevant supervisor/manager will look into the circumstances of the event and try to learn any lessons which will prevent future occurrences.

**5.3 A Low Level Investigation** will involve a short investigation by the relevant supervisor or manager into the circumstances and the immediate, underlying, and root causes of the incident, in order to try to prevent a recurrence and to learn any general lessons.

**5.4 A Medium / High Level Investigation** will involve a team based investigation, involving the Managing Director, the person affected along with their supervisor/manager and any witnesses, any safety representative and if requested Eyton Solutions. It will look for the immediate underlying cause and root causes.

**5.5** In all cases, incidents will be investigated immediately by the supervisor or manager using the Incident Investigation Form. This will be completed and **must be** forwarded to the Managing Director.

**5.6** In the case of Medium, High Level incidents, adequate internal and external resources will be made available. These investigations will be completed and reported on the Medium, High Level Investigation Report Document.

**5.7** The Medium, High Level investigation must be completed within 7 days of the incident occurring.

**5.8** The Managing Director will be presented with a copy of the investigation, and when satisfied with the content and actions to prevent recurrence, he will endorse it with a signature.

**5.9** All incidents reportable under RIDDOR, and events that result in loss of assets including property plant and equipment, will be investigated by the Managing Director.

**5.10** An investigation will involve an analysis of all the information available, physical (the scene of the incident), verbal (the accounts of witnesses) and written (risk assessments, procedures, instructions, job guidance etc.) to identify what went wrong and put actions in place to prevent recurrence.

**5.11** It is important to be honest, open and objective throughout the investigation process. Pre-conceived ideas about the process, the equipment, or the people involved in an adverse event may blind you to the real cause of the incident. Question everything. Be wary of individual blame.

### **5.12 Root Cause Analysis**

Route cause analysis techniques should be used to identify the immediate, direct and underlying causes of the incident

Some examples of underlying causes;

- Inadequate risk assessment/method statement
- Inadequate training
- Lack of competence
- Shortcomings in original design of equipment
- Absence of an adequate maintenance system.
- Management or supervision of the activity

### 5.13 Action Needed to Prevent Recurrence

Determine the action needed to prevent a recurrence

Actions to prevent a recurrence might include:

- Review and/or rewrite risk assessment and method statement
- Improve physical safeguards
- Introduce better test and maintenance arrangements
- Improve work methods
- Provide and use recommended personal protective equipment
- Review supervision of the activity
- Review training requirements
- Review procedures involving external contractors
- Improve inspection systems.
- Share learning with others

### 5.14 Investigation Report

Once you have established the cause of the incident / problem, a detailed report should be compiled which includes the following;

- A description of the activity that caused the problem and the causative agents/ equipment used within that activity.
- Consideration of why it happened, the main contributing factors such as a work process, poor controls, inadequate training, education of employees, inadequate PPE etc.
- List the precautions that must be taken to prevent a recurrence.
- Specify a timed action plan for implementing improvements to the workplace and systems of work which should include recommendations on monitoring and evaluation procedures.

### 5.15 Accident Investigation Checklist

The following is a checklist to help assist with an accident investigation.

For any accident involving an injury, the person carrying out the investigation must:

- Obtain the full name and address of injured person, including their D.O.B. and job title. (If not an employee, identify whether the injured person was a contractor, visitor).
- Record the date and time of the incident.
- Note what the injured person was doing at the time of the accident, including authorisation to be there (PTW etc.), training and supervision.
- Record the nature of the injury and location of the casualty.
- Establish any evidence linking the case to ill health.
- Note treatment given to the injured person, and whether they were taken to hospital. If the injured person was admitted into hospital, establish for how long.

- Did the injured person return to work or were they sent home.
- Did the injury require repeated medical attention by either the hospital or a doctor.
- Note the precise location of the incident within the premises, with a plan or layout of the area.
- Where possible take photographic evidence, make sketches, and take measurements of the undisturbed scene.
- Note environmental conditions.
- If the cause of the accident is failure of PPE or small work equipment this should be impounded for a full inspection.
- Ensure that the equipment or location involved is made safe.
- Immediate remedial action can be taken to remove the hazard if safe to do so, but this must be documented.
- Obtain the Risk Assessment, Method Statement, Safe system of Work for that activity. Ensure they are suitable and sufficient and evaluate compliance with these documents by the injured party.
- Establish from records, training the competence of the individual to carry out the task. (Extent of training before event, experience in the job; were they aware of the dangers of the activity?).
- Where possible determine the root cause of the accident.
- Seek assistance if required.
- Obtain statements from any available witnesses.

## **6) References**

Safety Policy  
HSG 245 Investigating Accidents and Incidents  
RIDDOR

## **7) Documents**

Incident Report Form  
Medium High Level Investigation Form

## Personal Protective Equipment

### 1) Purpose and Scope

1.1 The wearing of Personal Protective Equipment (PPE) is required when all other control measures have been considered, in order to protect the health and safety of people from risks associated with company operations.

1.2 This Safety Procedure provides an overview of the procedures and responsibilities for the use of Personal Protective Equipment.

This Safety Procedure does not apply to ordinary working clothes and uniforms.

### 2) Definitions

Personal Protective Equipment (PPE)

This is defined as equipment and clothing which is specified and provided to be worn by a person at work to afford protection against risks to health and safety (e.g. protective spectacles, goggles, ear muffs, helmets, escape masks, face shields, gloves, protective suits, safety boots).

### 3) Responsibilities

Managers are responsible for:

- Ensuring risk assessments are carried out to define in which areas and for which tasks PPE is required.
- Ensuring that suitable PPE is provided where it is needed.
- Ensuring that, where relevant, any PPE provided is maintained, cleaned and replaced so as to keep it in efficient working order.
- PPE shall always be kept in a suitable condition.
- Seeking advice from the Managing Director as appropriate to facilitate compliance.

Employees are responsible for:

- Wearing PPE as required by company rules, plant signs and Permit to Work stipulated precautions.
- Examining PPE on receipt to ensure it is defect free.
- Reporting/replacing any damaged PPE as soon as possible.
- Using PPE in the manner for which it was designed and in the method of use designated by the manufacturer.
- Undergoing training and maintaining their competence in the safe use of PPE.

Managing Director is responsible for ensuring that procedures are in place for approving PPE and providing training in its use with advice from Eyton Solutions Ltd.

### 4) Procedure

#### 4.1 PPE Suitability

In order for PPE to be approved for use, it must first have been assessed and confirmed by

the Managing Director as suitable for protection against specified risks. It must:

- Be appropriate for the risk(s) involved and the condition at the place where exposure may arise.
- Take ergonomic considerations into account and be capable of being fitted to and used by the worker.
- Take account of the state of health of the person or persons who may wear it.
- So far as is practicable, prevent or adequately control the identified risk(s) without creating additional overall risk.
- Be designed and manufactured to an approved standard.

#### 4.2 Approved List

- BS EN 60903: 1986 Rubber gloves for electrical purposes
- BS EN 366: 1933 Protective clothing, protection against heat and fire
- BS EN 345: Safety footwear for professional use
- BS EN 352: Hearing protection
- BS EN 397: Hard hat
- BS EN 471: Specification for High Visibility Clothing
- BS EN 166: Personal Eye Protection
- BS EN 166: Goggles
- BS EN 1651: Industrial gloves
- BS EN 12477: Welding Gauntlets

#### 4.3 Trials System

Trials System under which new items of PPE may be assessed through use before being authorised for the Approved List.

#### 4.4 Use of PPE

Where reasonably practicable risks shall be reduced by engineering controls and safe systems of work. PPE shall always be regarded as a "last resort".

All employees must wear/use PPE as required by:

- Company rules (e.g. wearing of safety footwear).
- Plant/area signs, which specify particular requirements for PPE.
- Permit to Work stipulated precautions, which specify PPE required for particular tasks.
- Any situation that may be deemed to present a hazard (e.g. local requirements arising from COSHH assessments or risk assessments).

#### 4.5 PPE Maintenance

In some cases, e.g. respiratory equipment, systems are required to ensure PPE is regularly inspected and maintained.

### 5) References

Personal Protective Equipment at Work Regulations 1992 (As amended).

### 6) Documents





Training Records  
Maintenance Records



## Communicating the Health & Safety Policy

### 1) Purpose & Scope

It is the policy of the Company to ensure that the company Health & Safety Policy is communicated to all employees.

The main legislation which is relevant to this subject is the Health & Safety at Work Act 1974 (HASAWA)

### 2) Responsibilities

The Managing Director is to review annually and issue updated documents.

Managers are to ensure a copy of the Policy statement is displayed and that a copy is issued to all employees on commencing employment and at any time that it is reviewed.

### 3) Procedure

#### Available Formats of the Policy

The policy will be available from the Safety Manual within the main office

The policy will be available to all employees via hard copies distributed at request of management.

The availability of the Policy will be publicised via induction training courses and on general health & safety training.

### 4) Policy Issue to External or Interested Parties

Requests from suppliers, customers, insurers etc. if requested a hard copy could be sent.

### 5) References: Health & Safety Policy Statement

### 6) Records: Employee Induction Records

## Hazard & Risk Assessment Procedure

### 1) Purpose and Scope

This document specifies the policy and practices to be adopted to ensure that suitable and sufficient risk assessments are carried out. Risk assessments are performed in accordance with the requirements of the Management of Health & Safety at Work Regulations 1999 as amended and other specific regulations.

Risk assessments are required for employee and contractor operations and others visiting the site. Assessments will be carried out for both Generic and Specific Operations.

Certain other regulations also contain requirements for risk assessment in respect of specific hazards and risks e.g.

- The Control of Noise at Work Regulations 2005
- Health and Safety (Display Screen Equipment) Regulations 1992
- Manual Handling Operations Regulations 1992
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)

An assessment therefore made for the purpose of these specific regulations will partially fulfil the obligation to make an assessment under the MHSWR Regulations; there is no need to repeat those assessments as long as they remain valid.

However, it will be necessary to ensure that they cover all significant risks. It is therefore necessary to undertake a risk assessment in accordance with the requirements of the MHSWR regulations to identify where a more detailed risk assessment is required to be carried out in accordance with the other specific regulations.

All staff conducting risk assessments are to have been formally trained in the use of this procedure and have taken part in a risk assessment training course.

### 2) Definitions

#### **Competent person: -**

Someone who has received sufficient training and/or experience or knowledge to enable them to perform suitable and sufficient risk assessments, this can be a combination of people.

#### **Risk Assessment: -**

A systematic general examination of the work activity, the hazards associated with the activity, and an evaluation of the risk of accidents or incidents occurring.

### 3) Responsibilities

#### 3.1 Managing Director

- Delegating the responsibility for carrying out risk assessments to all managers /supervisors.
- Ensuring time and, where necessary, budget is allocated to enable risk assessors to receive procedural training, and for risk assessments to be carried out.

### 3.2 Health Safety Advisor – Eyton Solutions Limited

- Providing advice and guidance where necessary
- Assist where required to arrange training in this procedure.
- Keeping the relevance and effectiveness of this procedure under review.
- Ensuring the requirements of this procedure is reflected in the audit protocols and other relevant procedures.

### 3.3 Managers/Supervisors:

All employees involved with supervision, specification or development of work methods are responsible for safety. In particular, they are responsible under this procedure to ensure a valid risk assessment is in place for **all work activity** under their control, this includes survey risk assessments carried out on site.

### 3.4 Risk Assessors:

**3.4.1** A risk assessor can be anyone with sufficient training and knowledge of the area or process/task to be assessed. Ideally this should be the person directly responsible for carrying out or supervising the work or activities in the area.

In any event the risk assessor must be familiar with all aspects of the work and its risks.

**3.4.2.** Risk Assessors specific duties include: -

- Scoping the task-based and area-based risk assessments for their area.
- Retaining all documentation relating to their risk assessments necessary for audit purposes.
- Involving affected parties in the risk assessment.
- Performing the initial hazard identification.
- Identifying the type of detailed assessment required.
- Recommending action appropriate to the level of risk.
- Alerting the Managing Director of unacceptably high risk.
- Where the assessor is not also responsible for operational safety, engaging the appropriate manager to ensure that they are fully aware of the recommended actions, the main findings and safe system of work and their responsibilities.

## 4) Procedure

As part of this procedure the assessor will: -

**4.1** Identify The Hazards Which Could Cause Harm: -

- Equipment
- Access & egress
- Manual Handling / lifting
- Chemicals
- Electricity
- Fire / explosion

- Dust
- Biological
- Environmental

#### 4.2 Decide who may be harmed: -

- Employees
- Other employees
- Maintenance
- Contractors
- Visitors
- Young people
- Expectant mothers

#### 4.3 Evaluate the risk and adequacy of control measures: -

- Look at existing control measures: -

When considering whether current control measures are adequate to reduce the risk, also consider that human factors and individual behaviour could reduce the effectiveness of the controls measures and contribute to the hazard.

Consider the following factors: -

##### **Job:**

- Are instructions, warnings, signs and other information clear?
- Is the task difficult/complex?
- Are procedures/method statements adequate?
- How much time is available or needed to complete the task?
- Are the tools/equipment used appropriately?
- Work environment – noise, heat, cold, ventilation, weather, and lighting.

##### **People:**

- Competence – training/experience for task.
- Physical and mental capability to complete the task.
- Fatigue – hours worked, shift work, out of work activity.
- Work overload.
- Motivation to get the task done over safe working practise – piece work etc.
- Stress, moral of employees.

##### **Organisation:**

- Level of supervision required.
- Communication.
- Safety culture.
- Clarity of roles and responsibility.
- Consequences of failure to follow procedures.
- Manning levels.

##### **Assessment:**

- Worst case outcome – severity of incident.
- Likelihood of occurrence – use accident / incident data, frequency of task.
- Risk priority – using risk matrix – severity x likelihood.
- Make recommendations for preventative and protective measures using the hierarchy of

controls:-

- **Avoid the risk** – use mechanical methods to avoid a manual handling risk.
- **Eliminate / substitute** – use of water based paints or adhesives can eliminate the risk of exposure to solvents.
- **Reduction** – reducing exposure to a hazard using job rotation to reduce exposure to vibration on certain tools.
- **Isolation / segregation** – pumping chemicals instead of pouring, guarding to prevent access to areas of danger.
- **Engineering controls** – fail safe devices that do not allow operation if there is a fault, hazard lights and sounds such as on a reversing vehicle.
- **Information, instruction, training and supervision** – method statements, safe systems of work, toolbox talks, supervision etc. A fully competent and trained employee is equipped with all relevant information to behave in a safe manner.
- **PPE** – even after using the control methods there may still be a residual risk, PPE such as hearing protection, safety glasses and boots can be used to reduce exposure even further when a risk still remains.

### Risk assessment matrix

Severity of Injury →		Insignificant Injury	Minor Injury	Significant Injury	Serious Injury	Major Injury / Fatality(s)
Likelihood of Injury ↓		(1)	(2)	(3)	(4)	(5)
Highly Likely	(5)	5	10	15	20	25
Likely	(4)	4	8	12	16	20
Possible	(3)	3	6	9	12	15
Unlikely	(2)	2	4	6	8	10
Highly Unlikely	(1)	1	2	3	4	5

To evaluate the risk rating, for each hazard identified  
 Identify the likelihood (possibility of harm), e.g. Possible (3)  
 Identify the severity (actual degree of harm caused), e.g. Serious Injury (4)

**Risk = Likelihood x Severity i.e. 3 x 4 = 12**  
 (Matrix shows this as an amber risk)

- Red rated** - Totally unacceptable risk; jobs must stop if currently underway until risk can be reduced.
- Amber rated** - Risks may be acceptable but further reasonably practicable measures to reduce risk must be considered.
- Green rated** - Acceptable risk in most circumstances.

#### **4.4 Record their findings: -**

- Significant findings
- Existing control measures
- Persons at risk, including those especially at risk
- Worst case outcome
- Likelihood of occurrence
- Risk priority
- Recommendations

#### **4.5 Review and Advice: -**

Risk assessments are reviewed and if necessary, modified, since they should not be a once-and-for-all activity. The nature of work changes; the appreciation of hazards and risks may develop. Adverse events may take place even if a suitable and sufficient risk assessment has been made and appropriate preventive and protective measures taken. In most cases, it is prudent to plan to review assessments at least annually.

All risk assessments are reviewed or revalidated at least annually or: -

- If an accident occurs;
- A change of system, plant or material;
- Change of legislation;
- Change in key personnel;
- New information or guidance.

All employees/others involved are to be briefed in the main findings of the risk assessment, and are instructed in the safe system of work.

#### **5) References:** Health & Safety Policy

#### **6) Documents:** Completed Risk Assessments

## Control of Substances Hazardous to Health

### 1) Purpose & Scope

The Control of Substances Hazardous to Health Regulations 2002 apply to our working environment.

We recognise that some substances have the potential to cause ill-health and we will introduce measures to identify what substances our employees use or are exposed to in the course of their work.

To comply with the COSHH 2002 Regulations you need to follow the following steps:

- First consider the risks arising from hazardous substances used or created by your workplace activities;
- Decide what precautions are needed. You must not carry out work which could expose employees to hazardous substances without first considering the risks and the necessary precautions, and what else you need to do to comply with the COSHH regulations;
- Prevent or adequately control exposure. You must prevent people from being exposed to hazardous substances. Where preventing exposure is not possible, then you must adequately control it;
- Ensure that control measures are used and maintained properly and that safety working procedures are followed;
- Monitor the exposure of all personnel to hazardous substances, if necessary;
- Carry out appropriate health surveillance where your assessments have shown this is necessary or where COSHH sets specific requirements;
- Prepare plans and procedures to deal with accidents, incidents and emergencies involving hazardous substances, where necessary;
- Ensure that all personnel are properly informed, trained and supervised.

### 2) Responsibilities

#### 2.1 Managers/Supervisors:

To ensure that:

- All hazardous substances used, are identified;
- COSHH assessment records are kept for all substances;
- Each assessment record adequately covers the scope of usage for the defined substances;
- Any specified safety equipment and plant is provided;
- Any specified maintenance checks are implemented and recorded;
- Employees under their control are instructed on the hazards, risks and safety measures, as identified in the risk assessment records;
- Employees are working to the identified safety standards by means of regular monitoring inspections and audits;
- Use & care of labels and other forms of warning and insure that the labels are not defaced or removed. Employees shall not remove or deface labels on incoming containers of hazardous chemicals.



## **2.2 Directors:**

To ensure that:

- Planned maintenance is performed on relevant plant and ventilation systems by competent staff;
- Ventilation systems are examined and tested by a competent person at 14 month intervals;
- Records are maintained for 5 years.

## **2.3 Employees & Contractors:**

To ensure that:

- Safety standards are followed, as instructed;
- Any defects in equipment and working arrangements are reported to management;
- Use & care of labels and other forms of warning and insure that the labels are not defaced or removed. Employees shall not remove or deface labels on incoming containers of hazardous chemicals.

## **3) Procedure**

**3.1** Wherever we can, we will discontinue the use of harmful substances (so long as this can be done without serious detriment to our business). These substances will be sent for disposal and no more obtained.

**3.2** Where a harmful substance is being used, we will replace it with a less hazardous substance wherever possible.

**3.3** Substances that we must use will be assessed and control measures introduced to prevent risk to our employees or others affected by our business operations. Where reasonably practicable, these measures will not involve personal protective equipment (PPE).

**3.4** We will assess the use of all new substances introduced into the workplace. Specific risk assessments, as required, will be carried out for all hazardous substances and processes in which they are used. Health and safety data will be obtained from the suppliers of all hazardous substances, and will be kept readily available for inspection at Head Office.

The responsibility for the COSHH assessment rests with the Director/Manager of the department, but in some cases the manager can delegate the actual assessments to other people (e.g. supervisors, consultants).

Except in the simplest of cases, whoever carries out the assessments will need to have access to, and understand, the relevant requirements of the COSHH Regulations, have the ability and authority to get information, and the knowledge and skill to make correct decisions about the risks and the precautions needed. It will almost certainly be necessary to consult with the people in the workplace who will have the greatest knowledge of the processes and precautions being carried out. The whole exercise should begin by looking at the work to see what hazardous substances are present, then thinking about the risk they present to health, and finally the control measures required to reduce the health risks to acceptable levels.

**3.5** At least bi-annually, we will make an inventory of all substances present on site and review our control measures, to ensure that the management controls are still appropriate and effective.

**3.6** Employees will be reminded that only hazardous substances listed on the substance inventory may be used. No hazardous substances may be introduced to the workplace without approval from a Manager/Director.

**3.7** A valid COSHH assessment must be in place before any new substances are used.

**3.8** Where PPE must be used, employees will be provided with the appropriate equipment, which will be maintained, repaired and tested as required by each class of protection. Information, instruction and training will be provided for all employees who may be exposed to hazardous substances. The necessary information and training will also be provided for any non-employees working on site who may be exposed to hazardous substances. The condition and use of personal protective equipment (PPE) will be regularly monitored and equipment replaced as necessary. Maintenance of PPE will be carried out by the supplier of the equipment, or the person authorised by the business to do so.

### **3.9 Conducting the Risk Assessment**

The next stage, after gathering all the relevant information and deciding on the type of assessment to be undertaken, is the actual assessment itself.

This requires consideration not only of the substance but the people who may be exposed and the process for which it will be used. Important factors to be considered are:

- The quantity of the material being used;
- The duration of the exposure (e.g. the whole working day, five minutes each hour);
- The number of workers exposed;
- The repetitive nature of the exposure;
- The protective measures in place to reduce exposure (i.e. both engineering and PPE controls) in addition to the routes of exposure, and the hazards of the substance itself should be considered.

**3.10** The third stage is perhaps the most important if COSHH is to be more than a paper work exercise. In the light of the assessment, a decision will have to be made as to what, if any, the problems really are and what steps should be taken in order to reduce exposure.

**3.11** If, after weighing up all the known factors, there is no clear conclusion as to whether or not the exposure constitutes a risk, then monitoring of the particular process should be carried out, by either a staff member with appropriate training or a consultant. In fact, this is the only way to know the true contaminant level in the workplace.

**3.12** Employees will be given information, instruction and training in the activities they undertake involving hazardous substances. The information given to employees will include the results of the risk assessment, whether or not there are any significant risks. The information will not include the hazard data sheet, because this requires interpretation by a suitably competent person.

**3.13** The use of hazardous substances will be restricted to trained / experienced and authorised persons who are familiar with the safe use of the substances, hazards associated with processes and the safety precautions to be observed.

**3.14** Wherever reasonably practicable, management of the risk will be used in the following order:

- Elimination: if we don't have it on the premises, we are saved the cost of buying it, time to assess it, the expense of controls, time to monitor the controls, the training of employees and record keeping;
- Substitution: if possible, we will use something less hazardous that may need cheaper controls, if any.

**3.15 Controls:** engineering controls will be used rather than other means, wherever reasonably practicable. If other controls are used, such as reducing the numbers of people exposed to it, or the length of time each person is exposed, the manager of the personnel involved will be responsible for ensuring compliance. Local exhaust ventilation (LEV), where fitted, will be regularly inspected at least once in every 14 months, or more often if necessary, maintained in good working order, with records kept of the inspection or maintenance.

#### **4) References**

- Control of Substances Hazardous to Health (Sixth Edition) 2002

#### **5) Documents**

- Health & Safety Policy Arrangements
- Material Safety Data Sheets
- EH40
- COSHH ACoP's

#### **6) Records**

- COSHH Assessment Form
- Occupational Health Records
- Statutory Inspection Certificates
- PPE and RPE Maintenance Records

## Respiratory Protective Equipment (RPE)

### 1) Definition

RPE is protective equipment that, when worn correctly, protects the user from harmful substances contaminating the air and being inhaled through the respiratory system. These harmful substances include forms of dust, mist, gas, or fume.

Types of RPE can vary from tight fitting and loose fitting, filtered; powered and non-powered, and Breathing Apparatus (BA) with a supply of breathing quality air from an independent source.

**Adequate** in this definition is RPE that is right for the hazard and reduces exposure to the level required to protect the wearers health;

**Suitable** in this definition is RPE that is right for the wearer, the task, and the work environment, such as the wearer can work freely without additional risks due to the RPE provided.

### 2) Purpose and Scope

This policy forms the commitment by the company to satisfy the requirements of the Health and Safety at Work Act 1974, to provide and maintain a safe working environment.

This will also cover the requirements to provide adequate instruction, information, and training for the required use of RPE in the course of working duties.

### 3) Responsibilities

The Director/Managers;

- Will ensure that adequate information, instruction and training for the wearing of RPE is in place, provided to the user requiring it, and said training conducted by a competent person;
- Will ensure that **adequate** and **suitable** RPE is provided at no cost to the employee using relevant latest guidance documents and advice available;
- Where relevant, ensure that fit testing has been conducted by a competent person on any individual required to wear tight fitted half face masks as required by Approved Codes of Practice (ACOP) in the COSHH Regulations 2002;
- Will ensure that a suitable storage area is provided for RPE that is dry and free from contamination.
- Will ensure the keeping of training records for 5 years from the date received as required by law.

The Employee;

- Will ensure that safety equipment provided to them for the course of their working duties is used for its designed intended purpose, acknowledging malicious actions to safety equipment is against the law and subject to disciplinary action;
- Will use the provided equipment in accordance with their training provided by the company.

- Will report any damage to the safety equipment provided to their manager/supervisor immediately.
- Will acknowledge the company may ask for the return of issued safety equipment upon termination of contract and will satisfy this request.
- Will acknowledge that should the request for the return of issued safety equipment not be met may result in the individual fitting the bill for the equipment.

#### **4) Procedures**

RPE is provided by the company where it has not been possible to eliminate or replace the hazards within the means of practicability, in order to be compliant with legislation. A sufficient risk assessment of the activity will be conducted, and upon a requirement to wear RPE, this will be provided.

Training and information will follow which should include;

- Details on the hazard involved in the work;
- The consequences of inhalation;
- The type of RPE that will protect against the hazard;
- The correct method of assembling and wearing the provided RPE in accordance with the manufacturer's instructions;
- The correct cleaning and storing of the provided RPE once finished with, exempting non-reusable masks (NR);
- The reporting procedure of damaged RPE.

The Company will provide fit testing on employees who are required to wear tight fitted RPE by a competent person in following of the Approved Codes of Practice (ACOP) of regulation 7 of COSHH. This for half masks will involve a qualitative testing method, and for full face masks and BA a quantitative testing method.

The Company acknowledges the above mentioned fit testing payment will be funded by the company at no expense to the individual

#### **5) References**

Health and Safety at Work Act 1974 (HSAWA)  
Control of Substances Hazardous to Health Regulations 2002 (COSHH)  
Respiratory Protective Equipment at work Guidance (HSG53)

## Procedure for Maintaining an Awareness of Safety Legislation and Standards.

### 1) Purpose and Scope

- 1.1 The purpose of this procedure is to ensure that the companies' personnel are aware of the requirements of current UK safety legislation and standards.
- 1.2 This procedure applies to all current UK Legislation and the recognised standards of safety performance contained in the relevant Approved Codes of Practices and Guidance Notes and other publications from the Health and Safety Executive and other institutions.

### 2) Definitions

None

### 3) Responsibilities

- 3.1 The Safety Advisor is responsible for updating the company on changes, best practices and new initiatives.
- 3.2 Management is responsible for communicating updates to employees.

### 4) Procedure

- 4.1 The Safety Advisor will maintain a current awareness of UK safety Legislation and Regulations by regularly reviewing the On-line health and safety database and other sources.
- 4.2 The Safety Advisor will review the Health and Safety Executive and British Standards Institution publications lists on a 6 monthly basis (Jan / June) and will update as required.
- 4.3 The Safety Advisor will maintain an index of and hold current copies of all UK Legislation, Regulations and Management System Standards relevant to the company.
- 4.4 Any changes in legislation and new information will be communicated to the relevant parties within the organisation on a consultative basis. Identified company experts will be contacted to contribute to the interpretation of the changes in legislation for implementation into the companies systems.

### 5) References

Health and Safety Executive <http://www.hse.gov.uk/>  
Health & Safety Data base library

## 6) Documents

All documents will be maintained by Eyton Solutions Limited

### Communication and Consultation

#### 1) Purpose and Scope

1.1 In any organisation good communication of safety matters to and from all areas of work and each workgroup is essential. It is vital that information is shared throughout the organisation in a timely and effective manner with opportunities for safety related discussion.

In addition to this, there is a need for formal consultation with all employees on safety related issues.

This procedure details the process of communication that will operate within the organisation to ensure that all employees are kept well informed of safety related issues and that there is a robust system of consultation available.

1.2 The procedure shall deal with the requirement and management of communication and consultation for all areas within the Company.

#### 2) Responsibilities

##### Managers

- Any actions placed on a manager should be handled within the specified time period and feedback provided to the relevant meeting.
- Managers will communicate to their teams on a daily basis.

##### Eyton Solutions (Safety Advisor)

- Information around safety performance and safety statistics is generated by Eyton Solutions.

##### Managing Director

- The Managing Director will attend each of the safety meetings and is responsible for ensuring the minutes of the meetings are compiled and distributed.
- Arranges dates for each of the Safety Committee meetings for the year and distributes invitations to all key managers and Safety reps.
- Collate the minutes of the meetings and send them out to all on the circulation list.
- Manage the actions raised at the meeting through to completion.

## Managers / Supervisors

- Managers / Supervisors are responsible for the team being informed of safety improvements, performance and safety issues on a monthly basis.
- They will release any Safety representatives they have in their teams for the safety meetings.

### **3) Procedure**

- As with a majority of communications in organisations, the cascade process is adopted to ensure that all employees have an opportunity to receive safety related information and to discuss safety issues with their manager/supervisor.
- Along with employees, it is essential that contractors and other non-employees who work on our site also receive relevant safety information.

## Communication

- The formal routes for communicating safety related information to all employees takes the form of Bulletins, Safety Alerts and an annual report.
- Other methods of communication regularly used are e-mail messages, posters, safety notice boards and training sessions. It is not unusual for non-scheduled communications to take place whenever an opportunity arises or if there is topical safety information to be shared with an individual workgroup.

### **4) Consultation**

- The requirements for consultation regarding safety are set out in the Health & Safety (Consultation with Employees) regulations 1996.
- It is essential that all employees engage in consultation either directly or through representatives for safety. This is facilitated by the Safety Meeting where a group of key managers and safety representatives meet on a regular basis to discuss safety issues and concerns and agree on actions to rectify any safety situations.
- Contractors are involved in briefings and by relevant tool box talks throughout project and shutdown works.

### **5) References**

- The Safety Representatives and Safety Committee Regulations 1977.
- The Health and Safety (Consultation with employees) Regulations 1996.

### **6) Documents**

Alerts, Safety communication

### **7) Records**





## Safety Meeting Minutes



# Company Induction Procedure

## 1) Purpose and Scope

The Company is committed to ensuring that any person who is employed or called upon to do work for the organisation is provided with sufficient health and safety information to enable them to do their work safely and in a controlled manner.

The purpose of this procedure is to alert managers to the need for local departmental or site induction and suggest what the minimum content of such an induction programme might be.

All new employees or employees transferred to other jobs will be given local health and safety induction training. All persons who are not direct employees' i.e. temporary staff, consultants, contractors etc. will also be provided with an appropriate degree of induction training. The induction should be tailored to the local area and should be flexible enough to meet the individual needs of various categories of worker.

The content of the induction should include as a minimum those items detailed on the induction checklist. The checklist should be customised to suit the particular requirements of the location and person being inducted.

The induction programme should recognise the special needs of employees who may have sensory, physical or other learning difficulties.

Induction should preferably be done on the first day of work. If, for operational reasons, or due to the short duration of the work, this is not possible, the person or persons as a minimum should be provided with the information identified by an asterisk on the checklist. Induction training should be completed no later than three working days from commencement of work.

Formal records should be kept of all induction sessions within their personnel files.

Where contractors are engaged to carry out works in the company premises, or sites of work information must be supplied on the following arrangements:  
Fire and evacuation, First aid, Incident reporting & any specific workplace hazards that may affect the contractor.

## 2) Definitions

**Health and Safety Induction:** This is the process of providing essential information to all categories of worker who work either as direct or indirect labour.

**Local Induction:** This should be an induction for a local office area or building.

## 3) Responsibilities

It is the responsibility of the Line Manager to ensure health and safety induction training is carried out for all new and transferred staff.

Inductions are completed by any line manager who is deemed competent to communicate the necessary information.

Induction of Contractors and Consultants should be carried out by, or arranged by, the person responsible for overseeing/supervising the particular activity/project.

#### **4) Procedure**

The immediate Line Manager will meet the employee on the first day of work and will carry out the induction process.

The line Manager is responsible for obtaining documentation from the employee and forwarding to the relevant department.

#### **5) References**

The Management of Health and Safety at Work Regulations 1999 Regulation 8 (information to employees).

#### **6) Documents**

Employees Company Handbook

#### **7) Records**

Completed Induction checklist

## Work Safe

### **Purpose and Scope**

The company acknowledges its responsibility under the Health and Safety at Work Act and recognises its duty of care, if undertaking tasks, to maintain a safe system of work and operate a Work safe Policy (or Refusal to Work Policy) for all our employees and sub-contractors working at all of our sites.

The work Safe procedure is put in place as a process to address safety issues brought to the attention by employees and/or subcontractors to management.

Sufficient training and mentoring is provided to ensure the competence of all staff, we do not expect any employee or sub-contractor to undertake any duties unless they are competent, have been briefed on any relevant information specific to the task and have suitable PPE.

### **Responsibilities**

Employees and sub-contractors are required to;

- Work safely at all times and to ensure that others around them work safely;
- Comply with site rules, site specific procedures and instructions;
- Wear the correct and appropriate personal protective equipment provided by their employer within the means of its intended purpose;
- Use the correct tools and equipment required for that job.

### **Procedure**

Risk Assessments are carried out in line with the Company's Health and Safety Policy. Control measures are in place including Method Statements, COSHH information and Toolbox Talks to reduce risk as far as practical.

Where the use or operation of a machine, method of working or other influencing factors that constitutes a danger to an employee or sub-contractor exists, the employee or sub-contractor may refuse to carry out the operation.

Employee and sub-contractors refusing to work on Health and Safety grounds will be supported and no disciplinary action, financial or other penalty will be taken. Escalation for resolving a refusal to work is through the senior person on site in the first instance and reports of unsafe working will be investigated with the appropriate remedial action taken. The person raising the Work safe Procedure will be informed of decisions throughout the process.

The Work safe Policy will be brought to the attention of all employees. The Policy does not form part of an individual's contract of employment and may be amended as required.

### **References**

Health & Safety at Work Act 1974  
Control of substances Hazardous to Health (COSHH) 2002  
Health & Safety Log  
Company Health and safety policy



## Company Search Procedure

The Company reserves the right to search an employee or any of an employee's property held on Company premises at any time should the Company have reasonable grounds to believe that its Alcohol and Drug Abuse Policy is being, or has been infringed, or that an employee has committed a criminal offence.

Where an employee is required to submit to a search, the following procedure will be used:

1. The search will be conducted in a private room.
2. The employee may be accompanied by a colleague provided that the colleague is available without unreasonable delay.
3. The search will be conducted by a senior manager. The employee may request that the person conducting the search is of the same sex as him/herself.
4. The search will be witnessed by another member of the management team. The employee may request that the witness is of the same sex as him/herself.
5. An employee who unreasonably refuses to allow a company search will be subject to disciplinary action.
6. Where an employee is found to be in possession of prohibited substances or there is evidence to suggest that he/she has committed a criminal offence, he/she will be suspended on full pay pending a further investigation, which may result in disciplinary action, including dismissal.
7. The Company reserves the right to inform the police of any suspicion it may have with regard to the use of controlled drugs by any of its employees on company premises or with regard to any other criminal offence.

## Manual Handling Procedure

### 1) Purpose & Scope

Manual handling covers a wide range of activities undertaken by employees. Most tasks involve some form of manual handling and in some cases there may be a risk of manual handling injuries such as muscle sprains and strains, injury to muscles, ligaments and vertebra discs, soft tissue injury, abdominal pain and chronic pain.

As a significant number of workplace injuries are caused by manual handling, occupational health and safety regulations require employers to protect employees from the risk of musculoskeletal disorders.

This procedure provides guidance on the steps to be taken to identify, assess and control manual handling tasks in work areas which could cause musculoskeletal disorders.

### 2) Definitions

#### **Manual Handling:**

Activities such as lifting, pushing, pulling, holding, throwing and carrying. It also includes repetitive tasks such as packing, typing, assembling, cleaning and sorting, using hand-tools, and operating machinery and equipment.

#### **Musculoskeletal disorders (MSD):**

An injury illness or disease that arises in whole or part from manual handling in the workplace, whether occurring suddenly or over a long period of time.

#### **Hazardous Manual Handling:**

Involves any of the following: -

- Repetitive or sustained awkward posture;
- Repetitive or sustained application of force;
- Repetitive or sustained movement;
- Exposure to sustained vibration;
- Manual handling of live people or animals;
- Manual handling of loads that are unstable, unbalanced or difficult to hold.

#### **Task Analysis:**

The methodical investigation of activities specific to a task.

### 3) Responsibilities

Managers / Supervisors are responsible for ensuring that:

- Each position involving manual handling is assessed to identify any tasks that may involve hazardous manual handling;
- Any identified manual handling risks must be eliminated or, if this is not practicable the risk should be reduced;

- All records of manual handling risk assessments are maintained;
- Some of the functions necessary to comply with the Regulations may be delegated to an appropriately trained and authorised person.

All employees have a responsibility and duty to:

- Work safely, participate in hazard identification, risk assessment and risk control when requested by your employer;
- Follow any information, training and instruction received;
- Use the risk controls that have been provided.

#### **4) Procedure**

##### **Identification, Assessment and Control Process:**

- Identify all tasks in your department which involve manual handling;
- Undertake a task analysis of each position identified, by examination of the postures, movements and forces involved in the task, the duration and frequency of the task and environmental factors and assess if the task is hazardous and likely to cause a musculoskeletal injury;
- Implement control measures to eliminate or reduce the risk of musculoskeletal injury through altering the workplace or the environmental conditions where manual handling tasks are carried out;
- Change the objects used to carry out the manual handling task;
- Alter the systems of work used to carry out the manual handling task;
- Use of mechanical aids.

Note: If none of the above controls are practicable, information, training or instruction in manual handling techniques may be used to control the risk.

- Where the risk assessment indicates a risk of MSD, the risks, and the results of the assessments must be kept.

Employees should have an understanding of the nature of hazardous manual handling, the risks associated with tasks involving hazardous manual handling and the reasons why risk controls have been put in place and how to use them.

Manual handling information, instruction and training must be given to employees who:

- Carry out manual handling tasks, as well as managers, supervisors and health and safety representatives;
- Select and purchase tools and equipment to be used in manual handling tasks;
- Design manual handling tasks or systems of work, or the layout of a workplace where manual handling is carried out.

The Regulations require employers to consult with the health and safety representatives if practicable when undertaking hazard identification risk assessment and risk control. By drawing on the experience, knowledge and ideas of employees you are more likely to develop effective risk control measures.

## **5) References**

Manual Handling Regulations 1992

## **6) Documents**

Company Health & Safety Policy

## **7) Records**

Manual Handling Risk Assessment



## The Use of Mobile Phones

### 1) Purpose:

Mobile phones are a useful business tool. However, the use of mobile phones can create additional hazards and become a potential danger to the user and others if used in inappropriate way or location. The purpose of this procedure is to outline the company Mobile Phone Policy and safe use.

### 2) Scope:

The scope of this procedure defines what constitutes a Mobile Phone, and under what circumstances they can be used safely. Those responsible for carrying out risk assessments should be aware of the hazards of mobile phone use and ensure that risks associated with mobile phones, are considered when devising safe systems of work where mobile phones are to be used.

### 3) Definition:

For the purposes of this policy, a Mobile Phone includes, Tablet devices, PDA, Smart Phones, iPods and other music playing devices, Navigation devices, laptops and any other portable electrical device capable of connecting to the internet and capable of sending or receiving information in any format, whether written, verbal, or visual.

#### 3.1) Allocation of Company Mobile Phones:

Company mobile phones will be issued to new and existing members of staff whose role within the business requires regular daily contact to carry out their duties, and for management and supervisory duties. The issuing of a mobile phone is requested by the line manager and is supported by a business justification case being submitted for approval.

#### 3.2) General Use of Company Mobile Phones:

As the name suggests, company mobile phones are issued for conducting company business only, and the use of the phone is generally limited to such use. The company may at its discretion, allow the reasonable use of the phone for personal use outside normal business hours. Any personal costs accrued may be claimed back by the Company.

The Mobile Phone is the responsibility of the allocated user, and therefore should be used responsibly and legally. The mobile phone should not be used for gaming, gambling, betting, international calls (unless otherwise agreed in advance), streaming or downloading of large content, indecent or derogatory images, or text, or any other illegal activity. Breaches of this condition may leave the user open to disciplinary action.

It is the users' responsibility to ensure all Company property is looked after and secured. Loss or damage to any Company Mobile Phone should be reported to your Line Manager as soon as possible.

#### 3.3) Use of Mobile Phones On Site:

The use of a mobile phone on site should be resisted wherever possible, due to the

many different hazards and distractions that are present. The individuals' concentration and hazard perception levels drop significantly when using a mobile phone, as the person is concentrating greater amount on the call and not the surroundings. This increases the risk of an injury or incident occurring.

Answering calls should be avoided on site, but where a phone needs to be used, then certain precautions should be taken to minimise the impact and likelihood of an injury or incident occurring. Movement and wandering round when on the phone should be avoided, and a designated mobile phone area, away from hazardous areas should be set up. Avoid answering the call and move to a designated safe area to return the call. Any call on site should be as brief as possible to minimise any further distractions.

### 3.4) Use of Mobile Phones When Travelling:

The use of Mobile Phones when travelling in vehicles should be discouraged always. Under current legislation, it is illegal to use a mobile phone or other hand held device whilst driving, and the penalties if caught are severe with a minimum of a **£200 fine and six penalty points** on your driving licence. It is also important to understand and acknowledge that this law applies in England, Wales, **and** Scotland. This law does **not** apply to Northern Ireland, however it is still an offence to drive using a mobile phone and penalties will consist of **3** points on your licence and a **£60** fine.

Wherever possible, the phone should be switched off when driving, and answered when stopped in a safe place with the engine switched off.

Pre-defined times and journey breaks should be scheduled where mobile phone calls can be taken safely when parked.

If a mobile phone is to be used whilst travelling, only those mobile phones which are connected to a vehicle via a Bluetooth device or designated wired phone cradle can be used, so long as the phone cannot be operated from the driving position by hand. The use of ear pieces to connect the phone is prohibited as this still requires the user to use or touch the phone.

### 3.5) Miscellaneous:

Where possible, navigation devices and other connectivity devices should be pre-installed in the vehicle by the manufacturer. Devices such as portable Satellite Navigation units, or Tablets used for navigation should again be placed in a cradle where they cannot be operated by hand. Any device used for navigation purposes, should be pre-set before setting off, and not altered by hand, unless the vehicle is safely parked with the engine switched off.

## 4) Responsibilities:

All users of mobile phones, employers, employees, contractors and visitors. It is the responsibility of the employee to ensure that no phone call or contact is answered whilst the employee is driving a vehicle on company business unless otherwise prescribed in Section 3. It is the employee's responsibility to ensure the contents of this policy are adhered to always.

## 5) References: Management of Health and Safety at Work Regulations, 1999 (MHSWR) *as amended.*

Road Traffic Act 1988 S.41D Construction and Use

Company Health and Safety Policy  
TBT 149 Use of Mobile Phones.

**6) Documents:** Tool Box Talk 149, Use of Mobile Phones

## Eye Protection

### 1) Purpose and Scope

This document summarises the specific rules, procedures and Personal Protective Equipment required to protect personnel from damage to their eyes, arising from:

- Chemical hazards (splashes etc.)
- Dusts
- Physical impact (e.g. from grinding operations)
- VDU's

### 2) Responsibilities

All Managers must ensure that they understand the requirements of this Safety Procedure for their roles and areas of responsibility, and implement them accordingly with their teams.

All personnel must use specified eye protection and shields as required by the Risk Assessments.

All Managers/Supervisors are responsible for ensuring that the requirements of this Procedure are made known to Contractors under their control.

The Managing Director will ensure processes are in place for the

- Provision of approved eye protective equipment
- Updating and auditing of this Safety Procedure

### 3) Procedure

The PPE at Work Regulations 1992 lay out the general framework and duties for provision of Eye Protection.

- The Company administer a system whereby people needing corrective spectacles may acquire approved corrective eye protection at the companies' expense.
- All company personnel and contractor personnel must obey specific requirements for eye protection indicated on plant signs and Permits to Work.
- All Managers shall ensure that personnel classified as 'users' of visual display units are assessed to identify any need for specific corrective spectacles.
- Contact lens wearers need to recognise that the industrial environment they work in presents a small increase of risk due to foreign bodies being trapped behind the lens.
- Appropriate precautions by contact lens wearers should be taken, such as, the use of full eye protection (suitable goggles) where specific dust/chemical splash hazards are present.
- Proper use of specified protective equipment.
- Avoidance of jobs, if accidental contact lens displacement would place the person in a hazardous situation.

### 4) References

Personal Protective Equipment Regulations 1992 (As amended)  
Health and Safety (Display Screen Equipment) Regulations 1992



## 1) Purpose and Scope

The following arrangements are intended to ensure that sufficient first aid cover is available, should anyone be taken ill or injured, while on the premises. By implementing these arrangements, the company will be complying with The Health and Safety (First-Aid) Regulations 1981. (As amended 2013).

## 2) Definitions

First aid is defined as treatment:

- For the purpose of preserving life and minimising the consequences of injury and illness until help, from a medical practitioner or nurse, is obtained; or
- Of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

## 3) Responsibilities

### Duties of First Aiders:

While ensuring their own safety at all times first aiders should:

- Respond promptly to all calls for first aid assistance within their area;
- As far as reasonably practical render assistance for which they are trained to prevent the condition of the casualty from deteriorating and if possible promote recovery;
- Take charge of the casualty until a satisfactory recovery is achieved or appropriate medical aide has taken over care of the casualty;
- Complete a first aid treatment log in the accident book;
- Ensure an accident/incident report is completed
- Ensure that first aid boxes are periodically checked and stocked and that the contents are maintained in date.

## 4) Procedure

The responsible person will ensure that:

- There are suitably trained individuals to provide first aid to staff and visitors to the site;
- Adequate and appropriate equipment and facilities are available to provide first aid to staff and visitors to the site;
- Staff and visitors are made aware of the arrangements in place to provide first aid, including the location of equipment, facilities and first aiders.

### Assessment of First Aid Needs:

In order to determine the appropriate level of first aid cover that is required the company will conduct assessments of first aid requirements.

The assessment takes into account the:

- First aid provision already in place i.e. trained staff and first aid boxes
- Location in relation to nearest medical help i.e. Accident and Emergency; nature of the work, and the hazards and risks of the work;
- Sharing of first aiders with other departments; location of first aid materials and equipment, so that they are readily available when needed;

### **Assessment Results:**

All Departments have been assessed for first aid. The assessment provides Departments with the number of first aiders and the location and signage required for first aid equipment, appropriate to their circumstances.

### **Assessment Review:**

Departments should review the first aid assessment when there is a significant change, in their activities, to ensure that the level of cover is adequate. A significant change would include an increase in staff, a decrease in first aiders, new premises or the introduction of additional hazards.

### **Selection of First Aid Personnel:**

When selecting individuals to be trained as first aiders the following factors should be taken into account: -

- Reliability, disposition and communication skills;
- Aptitude and ability to absorb new knowledge and learn new skills;
- Ability to cope with stressful and physically demanding emergency procedures;
- Availability to go immediately and rapidly to an emergency;
- Availability and willingness to attend training course, to refresh skills and to retain the first aid qualification.

### **Training of First Aid Personnel:**

Before taking up first aid duties, the first aider must attend the appropriate first aid training. In the case of a fully qualified first aider, he or she must attend and pass a training course.

### **Insurance:**

Employees who administer first aid while on company business, in accordance with their training, are covered by the companies Employers Liability insurance.

### **First Aid Equipment:**

The assessment will indicate the number and location of first aid boxes and any additional specialist materials necessary to provide adequate cover.

### **Number of First Aiders:**

The number and type of first aiders will vary dependant on each businesses activities, and the hazards that are present at each workplace. Below is some general guidance on the number and type of first aiders that may be needed for each type of business:

Lower risk businesses (shops, offices, libraries, etc.)

- For fewer than 50 employees in any one location, provide at least one appointed person.
- For 50 to 100 employees in any one location, provide at least one first aider for every 50 (or part thereof) employed.

Medium risk businesses (light engineering, food processing, warehousing, etc.)

- For fewer than 20 employees in any one location, provide at least one appointed person.
- For 20 to 100 employees in any one location, provide at least one first aider for every 50 (or part thereof) employed.

Higher risk businesses (construction, chemical manufacture, work with dangerous machinery, etc.)

- For fewer than five employees in any one location, provide at least one appointed person.
- For five to 50 employees in any one location, provide at least one first aider. provide at least one first aider for every 50 (or part thereof) employed.

### First Aid Kit:

First aid kits should be of a suitable material to protect the contents from moisture and dust, preferably wall mounted and located near a basin for hand washing. It must be labelled with a white cross on a green background. Quantities of first aid items may vary according to assessment of need.

Category of hazard	Number of Employees	Number and size of first aid kit
<b>Low hazard</b> e.g. shops, offices, libraries etc.	< 25 Employees	Small Kit
	25 > 100 Employees	1 Medium Kit
	> 100 Employees	1 Large kit per 100 employees
<b>High Hazard</b> e.g. light engineering and assembly work, food processing, warehousing, construction etc.	< 5 Employees	1 Small Kit
	5 > 25 Employees	1 Medium Kit
	> 25 Employees	1 Large kit per 25 employees

BS-8599 CONTENTS	FIRST AID KIT SIZES			
	SMALL	MEDIUM	LARGE	TRAVEL
Burn Relief Dressing 10cm x 10cm	1	2	2	1
Washproof Assorted Plasters	40	60	100	10
Eye Pad Dressing with Bandage Sterile	2	3	4	1
Foil Blanket Adult Size	1	2	3	1
Large HSE Dressing 18cm x 18cm Sterile Unboxed	1	2	2	1
Medium HSE Dressing 12cm x 12cm Sterile Unboxed	4	6	8	1
Nitrile Gloves Pair	6	9	12	1
Mouth to mouth Resuscitation Device with Valve	1	1	2	1
Finger Dressing with Adhesive Fixing 3.5cm	2	3	4	-
First Aid Guidance Leaflet	1	1	1	1
Conforming Bandage 7.5cm x 4m	1	2	2	1
Microporous Tape 2.5cm x 5m	1	1	1	1
Cleansing Wipes	20	30	40	4
Safety Pins Assorted	6	12	24	2
Single Use Triangular Bandage 90cm x 127cm	2	3	4	1
Universal Shears Small 6"	1	1	1	1
Eye Wash 250ml	-	-	-	1

First aid materials must be replenished as soon as possible after use, and boxes must be checked regularly by the person responsible for the box to ensure that all items are in date.

#### **Eyewash:**

Where assessment indicates the need for eye irrigation facilities, if mains tap water is not readily available, a minimum of 1litre sterile normal saline 0.9% in sealed disposable containers must be available as close as possible to the place where the need might arise. Once the seal is broken they should not be kept for reuse, and they should not be used after the expiry date. Containers must be checked on a regular basis by the appointed person/first aider.

#### **Additional Materials:**

Where assessment indicates the need for additional materials e.g. treatment for hydrofluoric acid burns these may be kept in the first aid box if there is enough room, or stored separately so long as they are readily accessible if needed. If they are not kept in the First Aid box, the box must contain directions on where to find them.



## 5) References

First Aid at Work. The Health and Safety (First-Aid) Regulations 1981 (Amended 2013)  
Approved Code of Practice and Guidance  
HSE booklet "Basic advice on first aid at work".

## 6) Records

- Results of the first aid assessment;
- List of first aiders and/or appointed persons;
- First aider certification dates to assist with the arrangement of re-qualification training;
- A copy of the accident/incident which resulted in the administering of first aid.

## Health Surveillance

### 1. Purpose and Scope

This policy commits the company to providing health surveillance where required to its Employees and to remain compliant within UK law.

Examples of tasks involving hazardous exposure that would trigger a health surveillance record would be but not limited to;

- Noise or vibration;
- Ionising Radiation;
- Solvents;
- Fumes;
- Dusts;
- Biological agents;
- Other substances hazardous to health or work conducted in compressed air environments.

It is important to note that though health surveillance is a good method of detecting symptoms early from exposure, the company is only required to trigger health surveillance to individuals involved in the tasks requiring it by law, and is **not** a 'healthy living' service provided by the company.

### 2. Responsibilities

The Director/Manager will;

- Ensure a competent person is employed to conduct occupational health surveillance on employees.
- Ensure that the company will keep records relating to individual's health surveillance for a minimum of 40 years.
- Ensure for whatever reason the company ceases trading in the future, notify the HSE local office and will make available all health records kept by the company to the HSE.
- Allow employees upon written request to see their own individual health records.

### 3. Procedure

For each task that is carried out in the course of work related duties, assessments of risk and substances hazardous to health will take place. A review will be made of these assessments once completed, and will be cross examined by latest available guidance from the HSE and other relevant sources. This is to determine if the task involves a hazardous exposure rate that would trigger a legal requirement to perform health surveillance to the individuals required to carry out that task.

Should health surveillance be required, the Director/Manager will ensure the required data is recorded in accordance with legal requirements and may consult a competent occupational health professional or doctor for guidance.

Where any health surveillance that has been conducted shows that an employee's health is being adversely affected, the company shall take the following actions;

- Review the risk assessment and where applicable, modify the control measures;
- Check the health of employees carrying out similar work;

- Seek advice from a competent health and safety professional;
- Appoint a competent person to inform and explain to the employee(s) concerned the following;
  - a) The results of the health surveillance.
  - b) Actions taken to reassess the workplace controls.
  - c) Arrangements for any further specialist assessment of health.
  - d) Arrangements to be put in place for continuing health surveillance.
  - e) Arrangements to transfer the employee(s) to alternative employment within the workplace.

Advice on whether an employee (or other employees that have been exposed) should be; transferred to other work, receive a medical examination, or have additional facilities provided will be sought from an appointed doctor or occupational health and safety professional by the director/Manager.

Should the circumstance arrive where the exposure to a harmful substance in a task has ceased, the company will continue the health surveillance on that individual whilst they remain an employee of the company.

#### 4. Health Records

The minimum level of records to be kept up to date by the company on any individual under health surveillance are as follows;

- Surname
- Forename(s)
- Gender
- Date of birth
- An historical record of jobs in this employment involving exposure to identified substances requiring health surveillance.
- Results of other health surveillance procedures and the date on which and by whom they were carried out.
- Conclusions made by the employer relating only to the employee's fitness for work and will include where appropriate;
  - a) A record of the decisions on an employee's fitness for continued exposure or restrictions made by the appointed doctor/registered medical practitioner.
  - b) Whether the results require increased health surveillance.
- Permanent address and postcode
- National Insurance number
- Date when present employment started

#### 5. References

Control of Substances Hazardous to Health Regulations 2002 (COSHH)

## Portable Appliance Testing

### 1) Purpose and Scope

These procedures cover all portable electrical equipment, as defined in the IEE “Code of Practice for In-service Inspection and Testing of Electrical Equipment”

#### Legal Requirements:

There is a legal requirement on the company to carry out regular testing of portable electrical equipment to ensure it is suitable and maintained properly to avoid danger. This is defined by the following series of acts, regulations and codes of practice:

- “The Health and Safety at Work Act 1974” which imposes a general duty of care on the employer and employee to ensure the safety of all persons using work premises.
- “The Management of Health and Safety at Work Regulations 1999” which define the requirement to assess the risks to the health and safety of employees which may arise in the workplace.
- “The Provision and Use of Work Equipment Regulations 1998” which defines the requirement to ensure that work equipment is suitable for the purpose for which it is used or provided.
- “The Electricity at Work Regulations 1989” which requires that any electrical system or item of equipment connected to it, must be maintained as necessary to prevent danger.

### 2) Definitions: PAT Portable Appliance Testing

### 3) Responsibilities: All Managers

#### 4) Procedure:

A practical method of implementing the above series of legal responsibilities and requirements has been defined by the Institution of Electrical Engineers in the “Code of Practice for In-service Inspection and Testing of Electrical Equipment”. Our procedures are based on this document.

#### Testing and Inspection Frequency

##### General

The PAT testing schedule is managed by the Managing Director and is reviewed on an annual basis to optimise the frequency of testing in line with current practice and use of equipment.

Due to the large number of items of equipment involved it is impractical to carry out individual risk assessments. A general guide to the frequency of PAT testing various types of equipment is given below and has been chosen to be in line with the more detailed recommendations given in the IEE "Code of Practice for In-Service Inspection and Testing of Electrical Equipment". The frequency of testing of some individual items of equipment will be altered in line with patterns of failure or damage reported.

If any piece of portable equipment is particularly heavily used it is the responsibility of the Manager/Supervisor to ensure that an individual risk assessment is carried out, and to arrange for the equipment's use to be controlled or to have it tested on a more frequent basis.

The most important check that should be carried out on portable equipment is a visual inspection for damage. It is, therefore, necessary for all operatives to ensure that equipment is examined for obvious external signs of damage before use.

**Equipment** - equipment will be visually inspected and tested by a competent person to the following schedule:

12 Monthly

- All equipment used on construction sites and within the workshop

24 Monthly

- All kitchen equipment.
- Office portable equipment.

Where the equipment lead is normally left permanently plugged in to the equipment, the lead is to be considered and tested as part of that equipment.

### **Test Results**

Test results for equipment are to be recorded and filed as proof.

### **Marking of Equipment**

A tested label is to be fixed to all equipment stating the following information on it:

"Electrical Safety Test"

- "testing companies name"
- "next due date"
- "testers initial"
- "pass / fail"

### **Employee/Contractor Owned Equipment**

The company has a duty to test all portable electrical equipment including items brought on to any site/premises, which are owned by staff. It cannot accept responsibility if this equipment fails the test or is damaged by the test. Staff not wishing to have their electrical

equipment tested should ensure it is permanently removed from the premises or site.

**5) Documents:** PAT testing records

**6) Records:** PAT testing record

## Lone Working

### 1) Purpose & Scope

The company will ensure, so far as is reasonably practicable, that employees, and self-employed contractors who are required to work alone, or unsupervised for significant periods of time are protected from risks to their health and safety.

Solitary working exposes employees and others to certain hazards. The employer's intention is either to entirely remove the risks from these hazards or, where complete elimination is not possible, to reduce them to an acceptable level.

Where employees do work alone, personal safety must be a priority at all times. This includes ensuring that there is regular communication with a responsible person before, during and upon completion of the work. Lone workers must take the necessary steps to ensure that they do not put themselves at significant risk during the work activity, when using work equipment or as a consequence of the work environment.

### 2) Arrangements for Securing the Health and Safety of Workers

Assessments of the risks of working alone carried out under MHSWR will confirm whether the work can actually be done safely by one unaccompanied person. This will include the identification of hazards, for example means of access and/or egress, plant, machinery, goods, substances, environment and atmosphere, etc. Particular consideration will be given to:

- The remoteness or isolation of workplaces;
- Any problems of communication;
- The possibility of interference, such as violence or criminal activity from other persons;
- The nature of injury or damage to health and anticipated "worst case" scenario.

### 3) Defined Working Limits

Employers should establish clear procedures to set limits of what can and what cannot be done while working alone. Clearly this is impossible to define in general terms, but examples might include permission to replenish fuel tanks but not to remove guards or covers in order to investigate a stoppage of machinery. The general precautionary principle of "If in doubt, ask" should be advocated.

### 4) Employee Responsibility

Employees must ensure that they do not compromise their own health and safety whilst at work. If there is a perceived shortcoming in the arrangements for the work activity which could affect the personal safety of any individual, this must be reported to a responsible person. Employees must work in accordance with safe working procedures at all times, and comply with company policy on all matters.

Where work is undertaken away from the company's premises, thought and attention must be given to any hazards that are present in and around the working area. Employees must also familiarise themselves with safe working procedures, including emergency arrangements, applicable to all premises which they enter. They should report any situations presenting a risk to personal safety, to a responsible person immediately, so that measures

can be taken to rectify the situation.

## **5) Records:** Risk assessments

### Alcohol & Drugs Policy & Procedure

Note: - In the context of this policy the following definitions apply

- 1) *The word “substance (s)” appertains to alcohol & drugs.*
- 2) *The word “abuse” appertains to the deliberate use of any substance.*
- 3) *The word “Worker” includes Staff, Hourly paid and Contractors.*

## **1) Purpose and scope**

### **1.1 Introduction**

The inappropriate use of alcohol and drugs, including legally prescribed drugs, can have a damaging effect not only on the individual concerned but also on those they come into contact with at work as well as home.

The company has no desire to interfere with your personal life or to reduce any social activities carried out in a reasonable manner. However, you should understand that the psychological and physical effects of alcohol and other substances which affect behaviour can inadvertently be brought into the workplace.

As a responsible employer, we have a moral and legal duty to provide as safe an environment as reasonably practicable for our workers and visitors. The Company’s own standards are to have a reliable “clean” workforce.

For these reasons the Company have considered measures which will actively encourage staff to manage their lives in such a way to ensure that safety is not jeopardised.

These measures include:

- A formal policy which includes clear rules regarding alcohol and drug abuse.
- Procedures to test workers in certain circumstances.
- Giving workers information which will allow them to make responsible judgement regarding their use of alcohol and drugs.

The policy and associated procedures take into account the fact that we are all human. In the unlikely event an employer has a problem and voluntarily seeks assistance we will offer all reasonable help as in a positive and sympathetic manner. Confidentiality will be maintained as far as possible.

This document outlines the Company’s reasoning for considering the need to implement an Alcohol & Drugs Policy.

## **Background**

- Approximately 60% of fatal accidents at work in the UK are alcohol related.
- Alcohol is associated with 43% of deaths from falls.
- Alcohol is estimated to cause 3.5% of all absences from work.



As a worker, your terms and conditions of employment include disciplinary action which may be taken in the event you are found to be unfit to carry out your duties due to the influence of alcohol and/or drugs.

It is widely accepted in safety critical industries that active management of safety is essential to minimise the risk of major disasters in corporate terms, that may also be a personal disaster for an individual or his/her family.

It should be remembered that the proliferation of illegal “designer” drugs, which are considered by some to be socially acceptable in certain circles as well as the ability to buy stronger legal drugs over the pharmacist’s counter means that the risk of drug impaired performance by a worker is getting higher.

## **Company Policy**

The misuse of alcohol and/or drugs can have serious effects on a person’s ability to perform his/her job and, particularly in our industry, may lead to unsafe work practices which can cause accidents to the individual, his/her colleagues, or third parties.

**The Health & Safety at Work etc Act 1974** holds an employer responsible for providing a safe place of work and failure to do so can lead to prosecution. An employer and even individual managers may place themselves at risk of a claim of negligence if a worker was involved in an accident with a third party and the employer was aware that the worker had a drink or drugs problem. Section 7 of the Health & Safety at Work etc Act require that workers take reasonable care of the health and safety themselves and others who may be affected by their acts and omissions at work. A Company with over five workers is legally required to have a written Health & Safety Policy.

The Health & Safety Policy defines organisational safety responsibility and arrangements for implementing the Policy, and will contain reference to Alcohol and Drugs abuse by workers.

**The Misuse of Drugs Act 1971** renders the owner/occupier of a premises liable to prosecution if illegal drugs are found on the premises or are being traded on the premises.

**The Transport and Works Act 1992** makes it a criminal offence for certain safety related tasks to be undertaken whilst being “unfit for work” as a result of the use of alcohol or drugs, or to have a blood, breath or urine alcohol concentration above the prescribed statutory limit.

**Regulation 3 of the Management of Health & Safety at Work Regulations 1999** which requires a “suitable and sufficient risk assessment” to be undertaken by employers to identify any one risk from company operations. This will include the use/misuse of drugs and alcohol by workers. If a risk is identified, then control measures have to be implemented to reduce the level of risk presented.

Risk Assessments must be regularly reviewed and carried out by competent persons who will consider such items as the Severity and Probability of risk.

## **Nature of the Business:**

This Alcohol & Drugs Policy applies equally to all workers employed to carry out any type of work for the company. All managers and supervisors have responsibility for the effectiveness of the policy and for ensuring day to day compliance to the best of their ability.

The Company with the aid of the Alcohol & Drugs Policy can identify and assist with



rehabilitation, by providing information and offering counselling.

Under the Company's approach to substance abuse, all workers are encouraged to communicate their concerns, responsibly and confidentially, to their manager or supervisor. The overall purpose of the policy is to enable the Company to help workers to deal with the impairment of behaviour, and job performance in the workplace arising from substance abuse.

## **Alcohol & Drugs in the Workplace**

An alcohol problem does not necessarily mean a dependency problem. If we consider solely the traditional image of an "alcoholic" then only the severely dependent drinkers within the workforce would be identified. It is better to promote a broader perspective on alcohol problems, remembering that early intervention and education can prevent a problem from arising.

Illegal drugs can be categorised into the following groups, Depressants, Stimulants, Hallucinogens. These drugs are covered by the Misuse of Drugs Act in which they are classified as either a Class A, B, or C drug.

Prescribed drugs can have an impact. These are drugs that have been prescribed by a doctor or have been obtained through a pharmacist which can have considerable health and safety risks including when they are taken in conjunction with other types of drugs.

### **What to do if you have a problem**

Whether you have an alcohol or drug problem, or you believe your colleague or associate has, do not pretend that it does not exist.

Under the Company's approach to substance abuse, all workers are encouraged to communicate concerns responsibly and confidentially their manager or supervisor. All workers will be made aware of the effects of alcohol misuse. They will be encouraged not to cover up for workers with a drink problem but to recognise that collusion represents a false sense of loyalty and will in the longer term damage those workers.

Workers who recognise that they have a drink problem, or that they are at risk of developing one should be encouraged to come forward for confidential help. They should seek an appointment in confidence with their manager.

The overall purpose of this policy is to enable the Company to help employees deal with impairment of behaviour and job performance in the workplace arising from substance abuse.

## **Testing**

The Company may employ a number of methods by which to undertake testing such as: -

- 1) Pre-employment Testing (where candidates will have to pass the Alcohol/Drugs Screening System in order to gain employment).
- 2) Periodic Testing (all workers may be tested on at least one occasion).
- 3) Random Testing (where a proportion of workers will be chosen non-specifically).
- 4) Intervention Testing (This may be part of a post-accident investigation).

## **Pre-employment Testing**

This may be undertaken after a prospective worker attends an interview. This will give an indication to the Company of their suitability for employment. It also gives a clear message to both existing and prospective workers and clients of the Company that a clear policy exists to have a reliable “clean” workforce regarding the abuse of substances in the workplace.

## **Periodic Testing**

This will be generally undertaken on a pre-arranged appointment basis.

## **Random Testing**

Workers may be tested at random without prior notice.

## **Day to Day Control**

Managers/Supervisors who feel a workers poor performance/conduct may be substance related, should contact the managing director to obtain advice. The managing director may then arrange a meeting with the worker.

At the meeting the concerns should be discussed in detail with the worker, outlining the companies required standards and making sure the worker understands what is expected from him/her and any timescales involved for rehabilitation. Try to establish the cause of the problem. If necessary, the worker will be reminded or informed of the assistance the company is prepared to give workers who are trying to overcome a substance issue and should be informed of outside agencies where help can be obtained.

Disciplinary measures may be taken after a full investigation and discussion with the worker. If the worker denies that substances are the cause of the problem (whether believed or not) he/she should be treated as for any other disciplinary/capability problem, whichever is judged as appropriate and given. Encouragement will be given to seek professional advice to identify any underlying problems.

## **Treatment**

Where workers acknowledge that they have a problem and are given help and treatment, this will be on the understanding that:

- Whilst they are undergoing treatment, they may be on sick leave.
- Every effort should be made to ensure that on completion of the recovery programme workers are able to return to the same job.

However, where such a return would jeopardise either a satisfactory level of job performance or the workers recovery, the Manager will review the full circumstances surrounding the case and agree a course of action to be taken. This may include the offer of suitable alternative employment.

## **Relapse**

Where an employee, having treatment, suffers a relapse, the company will consider the case on its individual merits. Medical advice will be sought in an attempt to ascertain how much more treatment/rehabilitation time is likely to be required for a full recovery. At the company's

discretion, more treatment or rehabilitation time may be given in order to help the employee to a recover fully.

### **Recovery Unlikely**

If, after workers have received treatment and recovery seems unlikely, dismissal may result but consultation with the worker beforehand will take place.

### **Testing**

The Company will use methods of testing concurrent with those of the British Police Force. This will dispel any doubts over the validity of the testing method. The Company may use the services of the Forensic Science Services (FSS) who work for both the British Police and HM Custom and Excise, or another independent laboratory utilising secure chain of custody procedures to the same standard.

A detailed protocol for the alcohol and drug testing, including consent forms will be followed.

### **Alcohol & Drugs at Work**

Workers are at all times expected to observe and maintain a high standard of personal and professional conduct within the Company, and when representing the company externally. As part of the policy no worker or contractor is permitted to consume alcohol or un-prescribed drugs with the exception of household remedies (e.g. aspirin and paracetamol) whilst on duty or on the premises. No worker should report to work under the influence of alcohol or any un-prescribed drug.

Those representing the Company externally should present a sober and business-like approach.

In relation to prescribed drugs and household remedies people are under a duty to assess side effects in relation to work tasks and act accordingly to remove any risk to themselves and colleagues in the workplace.

## **2) Documents**

Alcohol testing consent form  
Drug screening consent form

## Hand Arm Vibration

### 1) Scope and purpose

The company employs people in various occupations which require the use of vibrating equipment e.g. hand-held power tools. This equipment may be owned, leased or hired.

This policy is intended to protect any employee, trainee or volunteer working for or on behalf of the company from the potential hazards arising from this type of work.

The company will endeavour to ensure that sub-contractors provide assurances of their commitment to reducing the risk from HAVS and that where the Construction Design and Management Regulations apply due consideration is also given.

### 2) Legal Requirements

The Company recognises its responsibility for the Health and Safety of its employees and others affected by its undertaking. It will seek to minimise the risks arising from exposure to vibration in accordance with the Control of Vibration at Work Regulations, general duties of the Health and Safety at Work Act, the Provision and Use of Work Equipment Regulations and the Management of Health and Safety at Work Regulations.

The Control of Vibration at Work Regulations specifies two levels which apply to the control of vibration:

- a) The daily exposure limit value (ELV) which is the maximum amount of vibration an employee should be exposed to on any single day; and
- b) The daily exposure action value (EAV) which is the level of daily exposure above which the employer is required to take certain actions to reduce exposure.

The Company aims to eliminate exposure to hand-arm vibration where it is reasonably practicable to do so. Where it is not reasonably practicable and paying due regard to the ELV, the levels of vibration will be reduced to as low as reasonably practicable. In this respect, vibration assessments will be undertaken and plans put into place to follow a vibration reduction programme.

### 3) Identification of Risk

Hazards will be identified and the risks assessed in relation to types of work carried out by employees of the company taking into account the vibration levels of the equipment used and the length and frequency of exposure. This will include both routine and non-routine activities.

Exposures likely to exceed or meet the ELV will be classified as presenting High Risk and will be treated as a priority.

Exposures likely to exceed or meet the EAV but below the ELV, will be classified as presenting Medium Risk and will be treated as medium term priorities.

Exposures below the EAV will be classified as Low Risk and will be treated as a longer term priority.

#### **4) Health Surveillance**

All relevant employees will attend a toolbox talk briefing session explaining the causes and symptoms of HAVS and the actions they can take to protect themselves.

Health surveillance will be provided for employees who:

- Are likely to be regularly exposed above the EAV of  $2.5 \text{ m/s}^2$
- Are likely to be exposed occasionally above the EAV and where the risk assessment identifies that the frequency and severity of exposure may pose a risk; or
- Have a diagnosis of HAVS even when exposed below the EAV.

#### **5) Competent Advice and Assistance**

Technical and competent advice is provided through the Occupational Safety and Health advisors.

#### **6) Equipment**

Where specific measurements of vibration are not available for a piece of equipment, the use of manufacturers data (doubled), shared databases, and on-site measurements already available from other employers will be used as a guide until specific measurements are taken.

Initial risk assessments of activities involving vibrating equipment will be undertaken by the employer using these measurements. These will be based on experiential knowledge of the work processes involved, and with reference to job descriptions. Priorities for subsequent actions will be drawn up from these risk assessments.

In order to obtain accurate real time measurements of exposure, a representative sample of items will be measured whilst in use on-site on a programmed basis.

All purchasing or hiring policies and agreements will ensure that vibration is addressed in order to reduce vibration exposure through the choice of equipment and the use of vibration reduction mechanisms. As part of the selection process for relevant equipment, managers will request, and will take into account the manufacturers' vibration data. Equipment will be selected on the basis of the lowest vibration levels balanced against suitability of the equipment for the work.

#### **7) Employees**

All potential new employees taking up work which involves exposure to vibration will undergo a pre-employment screening questionnaire.

All existing Employees identified through the initial risk assessments will be assessed

through the surveillance questionnaire in order to obtain a baseline measurement for employees as a whole, and to set up an individual record for each employee. Employees will also be informed of the risks from vibration and of the symptoms of HAVS. They will receive adequate information and training to enable them to detect symptoms themselves and will be instructed to inform their manager of such symptoms.

The policy will aim to ensure that Employees do not exceed the ELV which is represented by 400 points in any one day, using the Health and Safety Executive's Vibration Calculator.

## **8) Action to be taken in the event of exceeding the EAV**

Where 100 points are exceeded by an employee in any day, managers are required to consider the work involved, introduce controls, and plan the work to reduce the risk and exposure to the lowest practical level. Health surveillance will be carried out on employees likely to exceed 100 points per day. A timetable for these actions will be drawn up.

### **Action to be taken in the event of exceeding the ELV**

Where a level of 400 points are exceeded by an employee in any day, managers must take immediate action to reduce exposure to below the limit value. Stop the work and undertake a detailed investigation into the reasons for this exposure. Measures to reduce the exposure to below the ELV will be identified and implemented. These measures may include:

- Change of equipment
- Redesigning tasks
- Sharing work

It may be possible to calculate an average daily exposure over the working week for the employee, but only in circumstances where the daily exposure of the employee is normally below the EAV and the average weekly exposure does not exceed the ELV. An employee should be suspended from using vibrating equipment if it is suspected that due to current exposure he/she will be likely to exceed the average weekly ELV.

Health surveillance will be increased for those exceeding the ELV.

## **9) Employee Awareness**

Information, Instruction and training will be provided to ensure that all those affected or involved in the management regime, are fully aware of the importance of the action plan and control measures, and are able to recognise the symptoms of vibration related ill-health, and the need to report any such symptoms.

Any member of staff who suspects that they are accumulating over 100 points per day in their work will be required to report this to their line manager who will ensure the concern is investigated.

Any member of staff who believes they may be suffering from the effects of using vibrating equipment will be required to report the symptoms to management so that appropriate actions can be taken as soon as possible.

## **10) Records**

All risk assessments will be kept until they are revised.

Health surveillance records will be kept for 40 years

## **11) Employees**

Employees have a responsibility to protect their own health and safety and as such are: -

- Required to follow all guidance with regard to the use of vibrating equipment and tools, in order to afford themselves such protection as is possible.
- Required to co-operate with the company in order to ensure health surveillance is complete and effective.

## **12) Documents**

- HSE HAV calculator
- Risk assessments
- Manufacturers' data
- Operc information

## **13) Records**

- Risk assessments
- HAV monitoring



## Noise

### 1) Policy

The company will take all reasonable steps necessary to ensure that the risk of hearing damage to employees who work with noisy equipment or in a noisy environment is reduced to a minimum.

The company also recognises that noise levels below those which cause hearing damage, in offices for example, can still cause problems such as disturbance, interference with communication and stress, and will take all reasonable steps to reduce noise levels as far as possible.

The company will also take all reasonable steps to minimise the disturbance caused by noise from company premises affecting people in the neighbourhood.

### 2) Noise Assessments

The company completes noise assessments which are recorded and control measures are put in place to reduce noise exposure. The values used in the assessment were: -

Lower exposure value

Daily or weekly exposure of 80dB(A)

Upper exposure value

Daily or weekly exposure of 85dB(A)

Assessments and surveys will be carried out as required, particularly when changes in work practices or equipment cause changes in the noise exposure levels to employees.

### 3) Reduction of Noise Exposure Levels

The company will, as far as is reasonably practicable, take all steps to reduce noise exposure levels of employees by means other than the use of personal protection. This will include use of reduced exposure time to ensure that the dose rate of 80dB(A) for 8 hours is not exceeded.

The company accepts that the use of ear protectors is a last resort, and is committed to continuing to seek and introduce alternative methods for reducing noise exposure levels whenever possible in the future.

### 4) Provision of Hearing Protectors

The company will provide suitable and effective ear protection to employees working in high noise levels, as indicated to be necessary by the results of noise exposure assessments. It will also provide for the maintenance and repair or renewal of the protective equipment, and provide training in the selection and fitting of protectors along with details of the circumstances in which they should be used.

### 5) Provision of Training

The company will provide adequate training of employees. All employees who are subject to high levels of noise will be provided with information, instruction and training about the harmful effects of noise and what they must do in order to protect themselves and meet the requirements of the law and of company policy.

## 6) Procedures for Dealing with Noise Issues

Whenever an employee raises a matter related to noise in the workplace as a health and safety issue, the company will:

- (a) Take all necessary steps to investigate the circumstances
- (b) Take corrective measures where appropriate
- (c) Advise the employee of actions taken

Where a problem arises as a result of noise in the workplace, the employee must inform a responsible person immediately.

## 7) Safe System of Work

Working in high levels of noise without proper protection can cause irreversible damage to hearing. Even at lower levels noise can cause disturbance and stress. The risk of incurring these harmful and the disturbing effects of noise can be minimised by taking the following precautions.

- Avoid making unnecessary noise.
- Co-operate fully when any noise assessments are being carried out so that estimates of noise exposure levels are as accurate as possible.
- Correctly use all equipment and procedures designed to reduce noise exposure levels, e.g. noise enclosures, acoustic covers, silencers, etc. Do not interfere with or modify any such equipment without authorisation and co-operate to ensure that it is properly maintained.
- Always wear the ear protectors provided when required to do so, e.g. in designated and marked Ear Protection Zones. Make sure that the ear protectors are always fitted correctly and are properly looked after.
- Promptly report all situations which may lead to increases in noise exposure levels, such as defects in equipment or changes in work routine.
- Participate fully in training sessions which detail the procedures to be followed to avoid the harmful effects of noise. Inform the employer of any training needs in relation to noise at work.
- Advise management immediately of any problems caused by noise at work.

## 8) References

Noise at Work Regulations 2005

## 9) Documents

Risk assessments  
Health Surveillance  
Noise Exposure Assessments

## Young Workers

### 1) Purpose and Scope

This policy statement applies to all young persons employed within the company. Managers should ensure that risk assessments have been completed for the work of young persons in accordance with the requirements of this policy before allowing them to start work.

### 2) Definition

A young person is anyone under eighteen years of age.

A child is anyone who is not over compulsory school age. (Just before or just after their 16<sup>th</sup> birthday).

### 3) Background

Young persons, especially those new to the workplace will be facing unfamiliar risks from the job they will be doing and from the working environment they are in. They're seen to be particularly at risk because of their possible lack of awareness of existing or potential risks, immaturity and inexperience. For example, young people may find themselves in the presence of powerful chemicals or machinery. They are also likely to lack confidence and be eager to impress or please other people around them.

### 4) Regulations

The United Kingdom has implemented the health and safety protections for young employees introduced by the European Directive on the Protection of Young People at Work (The Young Workers Directive) through the management of Health and Safety at Work Regulations 1999. The Regulations give particular responsibilities towards young people they employ.

Like all other workers, young people at work are protected by the Health and Safety at Work Act and subsidiary legislations, including the Management of Health and Safety at Work (MHSW) Regulations. Regulation 19 of MHSW states that "Every employer shall ensure that young persons employed by him are protected at work from any risks to their health or safety which are a consequence of their lack of experience, or absence of awareness of existing or potential risks or the fact that young persons have not fully matured".

### 5) Controls

Except where it is necessary for their training and where they are supervised by a competent person and where the risk will be reduced to the lowest level reasonably practicable, young persons are prohibited from doing work which:

- is beyond their physical capacity;
- could expose them to toxic carcinogenic, mutagenic, teratogenic agents, or anything which can chronically affect human health;
- could expose them to harmful radiation;
- involves accident risks which cannot be recognised by young persons; and which involves risks to health due to extreme heat or cold, noise or vibration.

To determine whether unacceptable risks are present from these sources, the company must take in account of the results of the risk assessment, making sure it takes into account

young persons' attributes and limitations. Risks have to be assessed before young people start work. Where they are under the minimum school leaving age, there is a requirement to provide information on risks and control measures to parents/guardians before any work starts.

## 6) Hazards

The HSE guide, 'Young People at Work: a guide for Employers', has a table listing the following specific hazards, risks, and ways of avoiding them: -

- ❑ Awkward posture, repetitive movement, excessive physical loads;
- ❑ Machine paced work paid by results;
- ❑ Work beyond psychological capacity (stress, crisis management etc.);
- ❑ High pressure atmospheres (e.g. diving);
- ❑ Biological agents;
- ❑ Chemical agents (systemic toxins, cancer causing agents, allergens, lead, asbestos, etc.);
- ❑ Ionising /non-ionising radiation;
- ❑ Explosives;
- ❑ Fierce or poisonous animals;
- ❑ Industrial scale animal slaughter;
- ❑ Work with compressed, liquefied or dissolved gases;
- ❑ Flammable gases;
- ❑ Gas cylinders;
- ❑ Large vessels containing chemical agents;
- ❑ Structures liable to collapse;
- ❑ High voltage electricity;
- ❑ Extremes of heat or cold;
- ❑ Hand/arm vibration; or
- ❑ Whole body vibration.

## 7) Records

Risk assessments

## Training and Development Procedure

### 1) Statement

We are fully committed to ensuring that all employees have the relevant knowledge, skills and expertise to perform their work to consistently high standards and to achieve their full potential. We recognise that the training and development of our employees is fundamental to the improvement of our operational performance and the achievement of company strategy and goals. We will therefore strive to make training and development an integral part of our operations and to follow a continuous process of appraisal, training and development.

### 2) Scope

This policy applies to all employees of the Company. The policy applies equally to all employees irrespective of their employment status, function, grade or location.

In accordance with the company's Equal Opportunities Policy, all employees are treated equally in the provision of training and development opportunities and are provided with equal access to training and development opportunities relevant to their needs.

### 3) Responsibilities

It is the responsibility of the Managing Director to:

- Identify and consider training and development as an integral part of the strategic planning process;
- Provide adequate resources for training and development across the company;
- Evaluate the efficiency and effectiveness of training and development; and
- Monitor the efficiency and effectiveness of this policy.

It is the responsibility of Managers/Supervisors to:

- Ensure that the training and development needs of all employees are assessed and provided for, in accordance with this policy; and
- Agree to, and provide appropriate and cost effective training and development solutions.

All employees are responsible for:

- Identifying their own training and development needs and bringing these to the attention of their Manager/Supervisor;
- Undertaking training and development activities which will enable them to perform their work efficiently and effectively; and
- Managing their own learning and CPD.

### 4) Review and monitoring

Overall responsibility for the operation of this policy lies with the Managing Director.

## **5) Training and development needs**

Training and development will be provided only where needs exist.

Managers/Supervisors will identify the training needs of their employees. Training and development needs, once identified will be collated and priorities assessed.

## **6) Induction**

All new entrants to the company will receive appropriate induction training. Staff transferring within the company will be provided with an appropriate local induction, which will include the identification of appropriate training and development needs.

## **7) Health and safety training**

All employees will be given adequate health and safety training, including information on emergency procedures, before they start work. The need for health and safety training will be reassessed on a regular basis and in particular when there has been a change in operating procedures. Retraining and/or refresher training will be provided whenever necessary.

## **8) Documents**

- Training Matrix

## Performance Measurement & Monitoring

### 1) Purpose and Scope

The purpose of this procedure is to ensure that the safety performance of the company is monitored and communicated. It will ensure the company has clear objectives for the year and can review its progress from the previous year.

### 2) Responsibilities

Director is to ensure the reviews take place and are communicated accordingly.

### 3) Procedure

#### H&S Objectives:

- 3.1 Safety Management System objectives and targets shall be monitored by carrying out formal 12 monthly reviews.
- 3.2 A summary report of the reviews shall be prepared and communicated.
- 3.3 All accidents / incidents will be recorded in the accident book.
- 3.4 All accident / incident investigation, data recording, corrective and preventative action management is documented.
- 3.5 Trends and statistics will be analysed.

### 4) Documents

Accident Investigation.

### 5) Records

Accident / Incident records.  
Audit reports.

## CDM Regs 2015

Under the CDM Regulations 2015 the company may undertake all roles as described within the CDM regulations and as such will ensure that the roles are fulfilled.

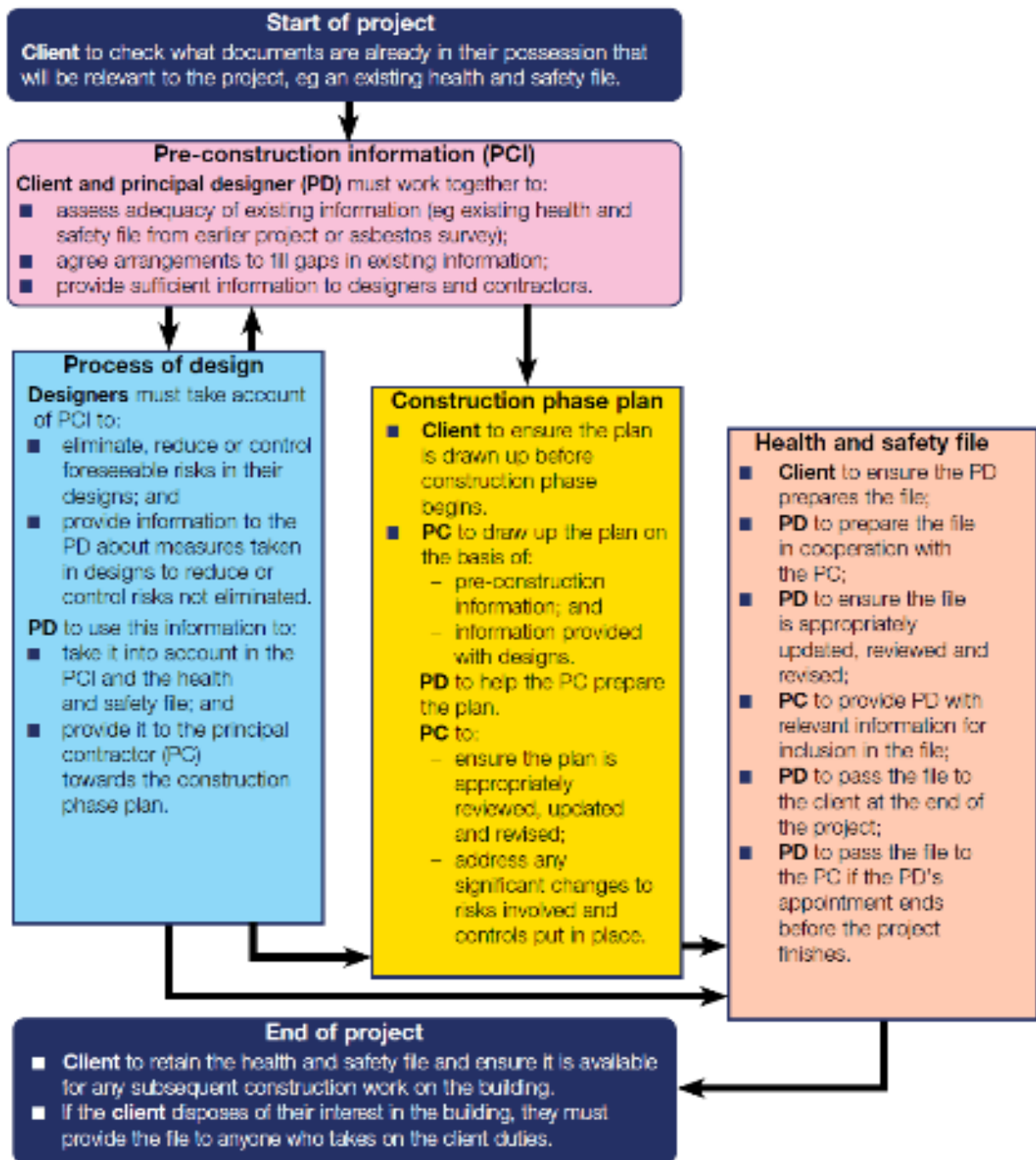
CDM duty holders: * Who are they?	Summary of role/main duties
<p><b>Clients</b> are organisations or individuals for whom a construction project is carried out.</p>	<p>Make suitable arrangements for managing a project. This includes making sure:</p> <ul style="list-style-type: none"> <li>Other dutyholders are appointed;</li> <li>Sufficient time and resources are allocated.</li> </ul> <p>Make sure:</p> <ul style="list-style-type: none"> <li>■ Relevant information is prepared and provided to other dutyholders;</li> <li>■ The principal designer and principal contractor carry out their duties;</li> <li>■ Welfare facilities are provided.</li> </ul> <p>See CDM Regulations 2015 for more guidance</p>
<p><b>Domestic clients</b> are people who have construction work carried out on their own home, or the home of a family member that is <b>not</b> done as part of a business, whether for profit or not.</p>	<p>Domestic clients are in scope of CDM 2015, but their duties as a client are normally transferred to:</p> <ul style="list-style-type: none"> <li>■ The contractor, on a single contractor project; or;</li> <li>■ The principal contractor, on a project involving more than one contractor.</li> </ul> <p>However, the domestic client can choose to have a written agreement with the principal designer to carry out the client duties.</p> <p>See CDM Regulations 2015 for more guidance</p>
<p><b>Designers</b> are those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work.</p>	<p>When preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during:</p> <ul style="list-style-type: none"> <li>■ Construction; and</li> <li>■ The maintenance and use of a building once it is built.</li> </ul> <p>Provide information to other members of the project team to help them fulfil their duties.</p> <p>See CDM Regulations 2015 for more guidance</p>



<p><b>Principal designers**</b> are designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.</p>	<p>Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes:</p> <ul style="list-style-type: none"> <li>■ Identifying, eliminating or controlling foreseeable risks;</li> <li>■ Ensuring designers carry out their duties.</li> </ul> <p>Prepare and provide relevant information to other dutyholders.</p> <p>Provide relevant information to the principal contractor to help them plan, manage, monitor and coordinate health and safety in the construction phase.</p> <p>See CDM Regulations 2015 for more guidance</p>
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<p><b>Principal contractors</b> are contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.</p>	<p>Plan, manage, monitor and coordinate health and safety in the construction phase of a project. This includes:</p> <ul style="list-style-type: none"> <li>■ Liaising with the client and principal designer;</li> <li>■ Preparing the construction phase plan;</li> <li>■ Organising cooperation between contractors and coordinating their work.</li> </ul> <p>Ensure:</p> <ul style="list-style-type: none"> <li>■ Suitable site inductions are provided;</li> <li>■ Reasonable steps are taken to prevent unauthorised access;</li> <li>■ Workers are consulted and engaged in securing their health and safety; and</li> <li>■ Welfare facilities are provided.</li> </ul> <p>See paragraphs 110–146 for more guidance.</p>
<p><b>Contractors</b> are those who do the actual construction work and can be either an individual or a company.</p>	<p>Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety.</p> <p>For projects involving more than one contractor, coordinate their activities with others in the project team – in particular, comply with directions given to them by the principal designer or principal contractor.</p> <p>For single-contractor projects, prepare a construction phase plan.</p> <p>See paragraphs 147–179 for more guidance.</p>

<p><b>Workers</b> are the people who work for or under the control of contractors on a construction site.</p>	<p>They must:</p> <ul style="list-style-type: none"><li>■ Be consulted about matters which affect their health, safety and welfare;</li><li>■ Take care of their own health and safety and others who may be affected by their actions;</li><li>■ Report anything they see which is likely to endanger either their own or others' health and safety;</li><li>■ Cooperate with their employer, fellow workers, contractors and other duty holders.</li></ul>
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## Welfare

'Welfare facilities' are those that are necessary for the well-being of everyone at work, such as washing, toilet, rest and changing facilities.

Unless it is deemed unreasonable in terms of time, trouble, cost and physical difficulty, we will provide:

- Enough flushing toilets and washbasins for those expected to use them;
- Where possible, separate facilities for men and women will be provided, and where this is not possible, rooms with lockable doors will be provided;
- A supply of toilet paper, and a means of disposing of sanitary dressings for female employees;
- Facilities that are well lit and ventilated;
- Facilities with hot and cold running water;
- Enough soap or other washing agents;
- A means for drying hands;
- Showers where it is deemed necessary;
- Drinking water and cups, unless the drinking water is provided via a drinking fountain;
- A means of heating food or water,
- Changing areas, where specialist clothing is required for work activities;
- Separate storage for clean and contaminated clothing;
- A suitable seating area for use during breaks;

## Welfare facilities for Construction Sites

On site welfare facilities are always supplied by the main or principal contractor and should be in accordance with the Construction (Design & Management) Regulations 2015. In the event that the company are undertaking the role of Principal Contractor we will ensure that the required welfare provisions are provided. It will be the manager in charge to ensure that employees are supplied with suitable facilities. Special emphasis will be given to sanitary conveniences, washing facilities, drinking water, changing facilities and adequate rest rooms and eating facilities which should all be provided prior to commencement of works on site.

## Driving

### 1) Introduction

It has been estimated that up to a third of all road traffic accidents involve somebody who is at work at the time. Health and Safety law applies to on-the-road work activities as to all work activities and the risks will be effectively managed within this health and safety management system.

The Company aims to make employees fully aware of the risks involved whilst driving as part of their work, and of the precautions they should take to minimise the risks of having an accident.

This procedure covers employees who drive company cars/vans, employees driving their own, or hired vehicles on behalf of the company, and drivers of HGV on behalf of the company.

### 2) Assessment

A risk assessment will be carried out on road activities and will be subject to a regular review.

### 3) Authorisation to Drive

The Company will ensure that all employees have a valid driving license and check that it is in compliance with road traffic laws.

The Manager is responsible for annually checking the driving license of all employees who do, or may, drive on behalf of the company. Only drivers who hold a valid driving license will be authorised to drive on behalf of the Company.

Where a license has penalty points shown, the Manager must determine if the driver is fit to drive on behalf of the Company or if their authorisation should be withdrawn.

### 4) Insurance

Authorised drivers of company provided vehicles will be covered by Company Insurance Policies for driving on behalf of the Company.

Employees who drive their own vehicle on behalf of the Company are responsible for ensuring that their personal car insurance covers them for business use.

### 5) Fitness to Drive

All new employees will be subject to a pre-employment medical questionnaire to ensure that they are fit to drive. If health problems are identified during this process, the employees may be referred to an occupational health advisor for further assessment.

All drivers are expected to inform the company if they are suffering from:

- Neurological disorders, such as epilepsy;
- Cardiovascular disorders;
- Diabetes;
- Psychiatric disorders;
- Drug or alcohol misuse or dependency;

- Visual disorders;
- Sleeps disorders;

All employees must be able to read a new style number plate from a distance of 20 metres. If employees need to wear glasses to do this, employees must wear them at all times whilst driving.

Drivers will not operate vehicles whilst under the influence of alcohol, prescription drugs or non-prescription drugs (if they affect your ability to drive, please refer to instructions).

## **6) Training and Competence**

Where there are concerns about employees driving skills, or if the employee is considered to be at an increased risk due to the length of time spent driving on behalf of the Company, the Company will assess if refresher/advanced driver/defensive driver training is required.

## **7) Vehicle Selection and Maintenance**

The Company will select which vehicles are suitable for the task and with sufficient safety features as deemed necessary. On selection the company will also assess the vehicles for ergonomic issues, i.e. driving position (leg room, height adjustment, etc.), comfort (i.e. for long journeys) etc.

The Company will ensure that all vehicles they provide will be on a regular maintenance schedule, and that they comply with the roadworthiness requirements as detailed in the Highway Code.

Drivers of their own cars are responsible for ensuring maintenance is undertaken as per the manufacturers' recommendations.

## **8) Car Drivers**

The company car driver, and drivers of their own cars on Company business, are responsible for carrying out routine checks on the vehicles to ensure the lights work, tyres are not visually damaged and tyre pressures are correct, the water levels are correct radiator/washer bottles, oil levels are correct, headlights and headrests are properly adjusted, and that there is sufficient fuel.

Drivers should carry with them following:

- First aid kit;
- Small CO<sub>2</sub> fire extinguisher;
- Warning triangle;
- Hi-Viz jacket;
- Water/ screen wash/ de-icer;
- Mobile phone;
- Warm/ waterproof clothing/ blanket (winter).

## **9) Road Accidents**

The Company has produced guidance for all drivers, contained in the Employee Handbook. This guidance should be read by all employees who drive on Company business and

managers must ensure a copy is given to all Company drivers and a record of its issue in the form of the employees' signature should be kept.

## **10)Reporting Vehicle Accidents**

All road accidents whilst driving or travelling on behalf of the company, and all accidents involving company vehicles, and vehicle accidents on company property, must be reported by the employee involved in the accident where possible by completing and Accident Report Form.

If a road traffic accident occurs, the following procedure should be adopted:

At the scene

With any accident the driver must: -

- Stop
- If asked by any person having reasonable grounds, to give:
  - His name and address.
  - The name and address of the vehicle's owner.
  - The registration number of the vehicle.

## **11)Reporting to the Police**

If the driver has not given particulars at the scene, he/she must report the accident at a police station, or to a police constable, as soon as possible and within 24 hours. The police may not demand a statement and the driver should courteously decline to give anything more than the statutory details, pending further advice from his employer.

If the driver has not produced an insurance certificate at the scene, then he/she must produce the certificate to the police as soon as possible and within 24 hours. If he cannot produce the certificate when reporting, the police will allow 5 days from the date of the accident for the certificate to be produced at a nominated police station.

## **12)Driving and Mobile Phones**

See Company Mobile Phone Policy above.

## **13)Responsibility of Employees**

The company will expect employees to: -

- Inform the company of any health, or other problems which may put them at an increased risk while driving.
- Drive safely at all times.
- Carry out basic maintenance checks prior to using company vehicles, or driving own vehicles on company business, and ensure any defects or actions required are completed before using the vehicle.
- Comply with the Road Traffic Act and Highway Code.
- Avoid fatigue.

- Minimise the use of a mobile phone when driving, and only ever if 'hands-free'.
- Following instructions on manual handling when collecting and delivering goods.
- Secure loads as instructed, following any extra procedures as required, and never overload the vehicle.
- Follow any other instructions, as required by the company, to ensure employees safety.

#### **14)Route Planning**

Vehicle routes will be planned to be cost effective and safe. Sufficient consideration will be given to adverse weather conditions, such as snow and high winds. It is expected that drivers will plan their journeys around obvious hazards, such as bridges and tunnels.

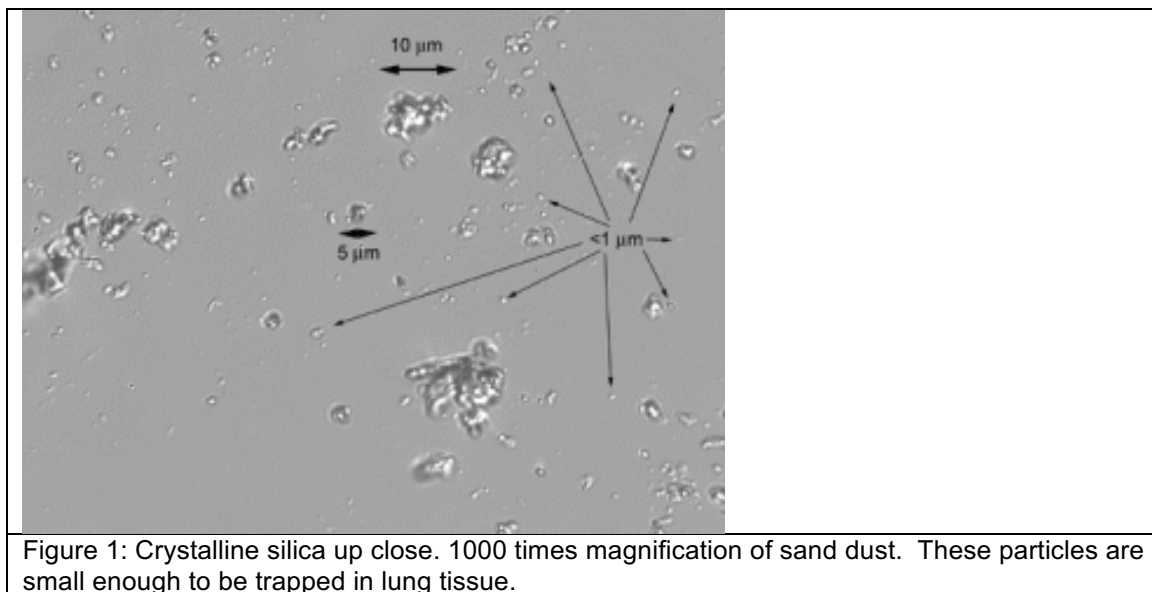
All road traffic accidents will be investigated by the Company.



## Silica Exposure Prevention & Control Policy

### 1) Introduction

The health hazards of silica come from breathing in the dust. If crystalline silica becomes airborne through industrial activities, exposures to fine crystalline silica dust (*specifically exposure to the size fraction that is considered to be respirable*) can lead to a disabling, sometimes fatal disease called silicosis. The fine particles are deposited in the lungs, causing thickening and scarring of the lung tissue. The scar tissue restricts the lungs' ability to extract oxygen from the air. This damage is permanent, but the symptoms of the diseases may not appear for many years. As noted in the following Figure, (respirable) silica dust is very small, and is not visible to the human eye.



A worker may develop any of three types of silicosis, depending on the concentration of silica dust and the duration of the exposure:

- Chronic Silicosis: Develops after 10 or more years of exposure to crystalline silica and relatively low concentrations.
- Accelerated Silicosis: Develops 5 to 10 years after initial exposure to crystalline silica at high concentrations.
- Acute Silicosis: Develops within weeks, or 4 to 5 years, after exposure to very high concentrations of crystalline silica.

Initially, workers with silicosis may have no symptoms; however, as the disease progresses, workers may experience:

- Shortness of Breath.
- Severe Cough.
- Weakness.

These symptoms can worsen over time and lead to death. Exposure to silica has also been

linked to other diseases, including bronchitis, tuberculosis, and lung cancer.

## 2) Statement of Purpose

The company is committed to providing a safe and healthy workplace to our employees, recognizing the right of workers to work in a safe and healthy work environment and ensuring that the companies activities do not adversely affect the health and safety of any other persons.

This commitment includes ensuring every reasonable precaution is taken to protect our employees (and others) from the adverse health effects associated with exposure to silica.

## 3) Responsibilities

Due to the risk posed by respirable silica, it is critical that all personnel involved in activities that could potentially create silica dust take specific actions to ensure that, as much as practicable, a hazard is not created. In recognition of this, the following (Silica related) responsibilities have been established and must be adhered to:

### Directors & Senior Management is responsible for:

- Regularly evaluating new equipment and technologies that become available, as able/appropriate, purchasing the “best available” equipment/technologies (*within the company capabilities*). Equipment/technologies with (silica) dust suppression and/or capture technologies will generally be given preference over equipment/technologies that lack such.
- Ensuring that all employees (*i.e. Managers, Supervisors and Workers*) receive the necessary education and training related to this Policy, as well as project/task.
- Maintaining applicable records (*i.e. exposure sampling, inspections, respirator fit tests, training records, etc.*) in accordance with the companies record retention procedures/practices.

### Supervisors & Foreman are responsible for:

- Ensuring that all the tools, equipment, PPE and materials (*including water*) necessary are available (*and in good working order*) prior to allowing work activities to commence.
- Ensuring that all workers (*under the supervisor’s direction and control*) have received the necessary education and training. As appropriate, each supervisor must ensure that workers are available to “demonstrate competency” for identified tasks.
- Ensuring that workers adhere to the project/task specific safe system of work, including PPE and personal hygiene (*i.e. including be clean shaven where the respirator seals to the user’s face*) requirements.
- Coordinating work activities with the Client/Principal Contractor as required, and/or otherwise implementing the controls necessary to protect others (*i.e. erecting of barricades and signage*) who could be adversely effected by the companies acts (*or omissions*).

### Employees (and subcontracted employees) are responsible for:

- Knowing the hazards of silica dust exposure.
- Using the assigned protective equipment in an effective and safe manner.
- Working in accordance with the project/task specific safe system of work.

- Reporting (*immediately*) to their supervisor, any hazards (*i.e. unsafe conditions, unsafe acts, improperly operating equipment, etc.*).

#### 4) Risk Identification

The health hazards of silica come from breathing in the dust. In addition to identifying the specific activities/areas where personnel could be exposed to silica dust, the “amount” of exposure and “duration” of exposure must also be considered. With consideration to these three factors, activities performed by the company (*or that are otherwise occurring in proximity to the company’s activities*) that expose to our employees (*as well as members of the public and other workers*) to the dust include, but are not necessarily limited to:

- Surface preparation activities such as: the use of Sweeper trucks and hand sweeping.
- Crushing & Screening
- Jack-hammering (*of both asphalt and concrete*).
- Saw-cutting (*of both asphalt and concrete*).
- Drilling (*of concrete*).
- Granular Surface Preparation activities (*i.e. grading and rolling*)
- Excavating and Truck activities
- Operation and use of milling equipment/machinery (*i.e. milling and conveyance/discharge of milled materials on conveyor*).

#### 5) Risk Assessment

**Risk Assessment:** The company will use a variety of methods to assist with the “assessment” of (*possible and actual*) silica exposures. These methods will include, but may not necessarily be limited to:

- Reviewing data/reports available in the public domain (*i.e. Information available through regulatory agencies and industry associations*).
- Regularly consulting with the Safety Resources/Safety Managers from companies/clients who perform similar work.

#### 6) Risk Control

**Control Methods:** When determining measures to reduce or eliminate worker exposure to silica dust, the company will generally select a combination of controls, listed in order of preference:

- Elimination
- Substitution
- Engineering controls
- Administrative Controls
- Personal protective equipment

**Substitution and Elimination:** Whenever possible, the company will substitute products containing silica with products that do not contain (*or contain a lower percentage of*) crystalline silica. While there have historically been few “substitution” options available, the company recognizes the importance of planning work in order to minimize the amount of silica dust generated. During the planning phases of a project, the company will advocate for the use of methods that reduce the need for cutting, grinding, or drilling of concrete surfaces.

**Engineering Controls:** Engineering controls are those controls which aim to control or otherwise minimize the release of crystalline silica. Two “common” engineering control options are available to the company in many circumstances. These include the Wet Dust Suppression (WDS) systems and Local Exhaust Ventilation (LEV).

**WDS Systems:** Many tools/appliances at the company are equipped with WDS systems (*i.e. on the Crushing and screening equipment, sweeper, as well as attachments on various hand held/portable, abrasive/cutting equipment*). When WDS Systems are not available, (*as a standard or retrofitted part of a tool/appliance*), similar effects can also be achieved by manually wetting the surface (*i.e. with a mister or with a hose*).

When WDS systems are used, the company will employ the following systems and safe work practices:

- If water is not readily available on the specific project, the project supervisor will arrange to have a water tank delivered to the site for use.
- Pneumatic or fuel powered equipment will generally be used instead of electrically powered equipment if water is the method of dust control, unless the electrical equipment is specifically designed to be used in such circumstances.
- Pressure and flow rate will be controlled in accordance with the tool manufacturer’s specifications.
- When sawing concrete, tools that provide water directly to the blade will be used if possible.
- Wet slurry will be cleaned from work surfaces when the work is complete, if/when necessary.

**LEV Systems:** Tools/appliance specific LEV systems are available on some tools/appliances. Such LEV systems are generally comprised of a shroud assembly, a hose attachment, and a vacuum system. Dust-laden air is collected within the shroud, drawn into the hose attachment, and conveyed to the vacuum, where it is filtered and discharged. “Large scale” LEV systems, such those available on some Vacuum Trucks and Mobile Sweepers, may also be employed (at times) on the company projects.

When/if LEV systems are used, the company will employ the following systems and safe work practices:

- Vacuum attachment systems that capture and control dust at its source whenever possible.
- Dust control systems will be maintained in optimal working condition.
- Grinding wheels will be operated at the manufacturer’s recommended RPM (*operating in excess of this can generate significantly higher airborne dust levels*).
- HEPA or good quality, multi-stage vacuum units (*approved for use with silica dust*) will be used in accordance with the manufacturer’s instructions.
- Whenever possible, concrete grinding will be completed when the concrete is wet (*thus dust release will be significantly reduced*).

**Administrative Controls:** Administrative controls are those that aim to control or otherwise minimize the release of silica through the use of work procedure and work methods, rather than by affecting the actual physical work. Common examples of administrative controls include, but are not limited to:

- Posting of warning signs.
- Rescheduling of work as to avoid the activities of others.

- Relocating unprotected workers away from dusty areas.

When administrative controls are used, the company will employ the following systems and safe work practices:

- In conjunction with the Client/Principal Contractor, suitable exposure control strategies (*both within and outside the company's capabilities/responsibilities*) will be discussed and determined. As necessary/appropriate, supplemental (to this policy/procedure) project and task specific Exposure Control Plans will be developed.
- Suitable housekeeping, restricted work area, hygiene practices, training and supervision procedures/standards will be determined and implemented on the company projects.
- As appropriate, barriers will be erected around known silica dust generating activities, and/or warning signs will be posted.
- As able, work activities will be scheduled to minimize the silica related effect on, and from, others.

**Personal Protective Equipment Controls:** When used in conjunction with the other (*i.e. Engineering and Administrative*) controls elsewhere identified, personal protective equipment and clothing can help further reduce our employee's exposure to silica dust.

An air purifying respirator fitted with HEPA cartridges is the most common piece of PPE that would be used by the company to minimize exposure to silica dust. Dependent on the effectiveness of the other (*i.e. engineering*) control measures employed, either a "full face piece" or "1/2 face piece" respirator would be used by personnel (*In the majority of situations a 1/2 face respirator will be used. When working indoors or in other areas with poor ventilation, a full-face respirator may be required*). Both of these respirators are "seal dependent", and thus the users must be "fit tested" and clean shaven where the respirator seals to the face.

In addition to respiratory PPE, protective clothing (*i.e. disposable/washable coveralls*) may be used and/or required to help prevent the contamination of the worker's personnel clothing.

## 7) Education and Training

**Education and Training:** Prior to performing activities, or working on project sites where personnel could be exposed to silica dust, the company will ensure that personnel receive suitable education and training. As necessary, personnel will be trained to a level of "demonstrated competency". While not necessarily an exhaustive list, education and training may include:

- The hazards and risks associated with exposure to silica dust.
- The signs and symptoms of silica related diseases.
- General and specific silica exposure reduction methods/strategies (*i.e. as detailed in the general/specific exposure control plans*).
- The use of specific pieces of equipment and control systems (*i.e. LEV and WDS systems*).
- The use and care of respiratory (and other) personal protective equipment.
- How to seek first aid (*i.e. for respiratory related concerns, including those that may be caused/associated with silica dust exposure*), and
- How to report items of the concern (*i.e. those related to silica dust*).

The education and training detailed will be delivered to the company employees through a variety of forums, including but not necessarily limited to:

- New employee inductions.
- Project/Site inductions.
- Equipment/task specific training (*in accordance with the companies Policy, all personnel must be trained to a level of “demonstrated competency” prior to using required tools, equipment and appliances*).
- Start of shift “tool box talks”.
- Site meetings
- Notifications and Bulletins (*those developed in house and those acquired from other reputable sources*).